

BowlsHub Aotearoa Event Entry Guide.

This is a step-by-step guide on how to enter national events for the 2022-2023 season.
If you have any questions, email us on 'events@bowlsnewzealand.co.nz'

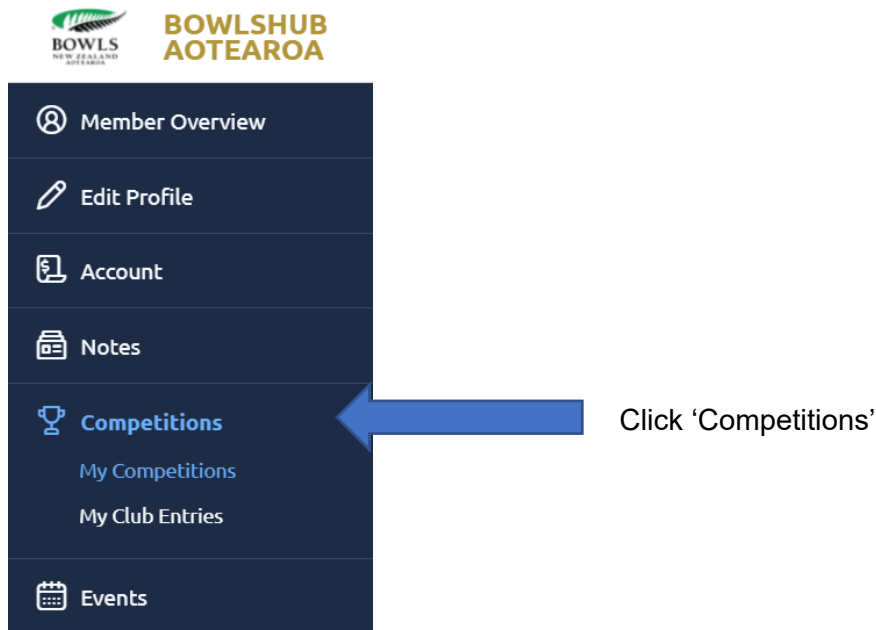
To be taken directly to a competition's entry form follow the links below

<u>Open Men's Singles</u>	<u>Open Women's Singles</u>	<u>Open Disability Singles</u>
<u>Open Men's Pairs</u>	<u>Open Women's Pairs</u>	<u>Open Disability Pairs</u>
<u>Open Men's Fours</u>	<u>Open Women's Fours</u>	<u>Open Mixed Pairs</u>

Please note that the steps below are guide documentation only and all entries must be completed on the BowlsHub website

www.bowlshub.co.nz


1. Log in to BowlsHub Aotearoa at www.bowlshub.co.nz
2. Find and click "Competitions" in the Navigation pane on the left-hand side of your screen.







3. This is competition hub where you can see events you've entered, events in play, events that have been completed and events that you are able to enter:

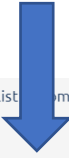
Competitions A list of competitions that you're able to enter.

In Play Entered **Available** Completed

 FILTER Rows: 25


Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	





4. Click "Available" to see a list of events you can enter.



Competitions A list of competitions that you're able to enter.

In Play Entered **Available** Completed

 FILTER Rows: 25






Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	

5. Find the event you would like to enter and click the spanner icon on the right side of the event and select “Enter Competition”.

Competitions A list of competitions that you're able to enter.

In Play Entered **Available** Completed

FILTER Search Competitions Rows: 25

Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	 
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	

For example, if you were entering the men's singles, you would click here.

6. Once you have selected 'enter competition', you will be taken to the entry form.

Your details will be automatically populated for this entry form; all you will need to do is select position (if this is relevant to your entry).

DETAILS

First name*

Last name*


Contact e-mail*

Contact number*

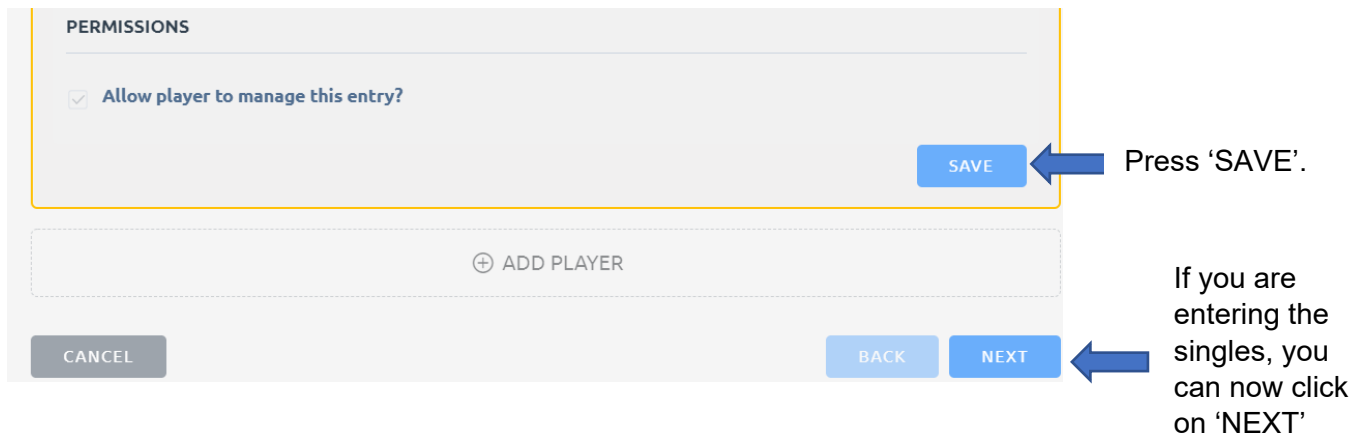
Gender*

Position*

Nominated club:

 A position is required.

7. Click 'SAVE', if you are entering the singles, you may now click 'NEXT' and then skip to step 11 of this guide.



8. If you are entering a team competition, all members of your team must be signed up to BowlsHub Aotearoa.

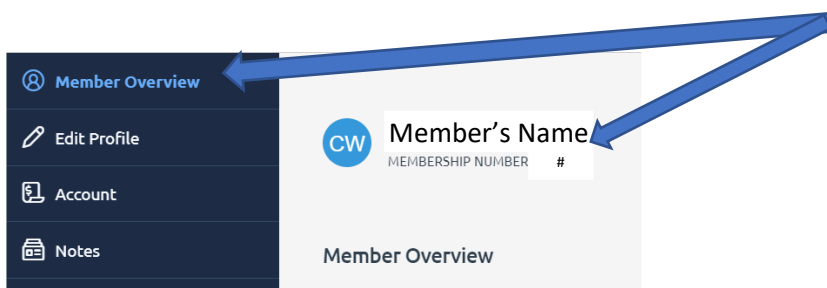
If they have not yet signed up, they can do so by following [this link](#), or by going to the Bowls New Zealand website and signing up there.

If these avenues prove unsuccessful, they can email bowlshub@bowlsnewzealand.co.nz for personalised help.

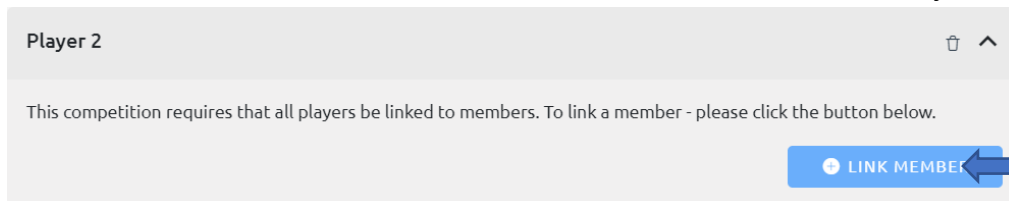
Once signed up, your teammates will be assigned a permanent National ID/Membership Number.

You will need these to complete the entry, ask them to supply these to you.

The National ID/Membership Number can be found by clicking on 'member overview'



9. To enter another team member, click “LINK MEMBER” in the “Player 2” field.



Player 2 🗑️ ^

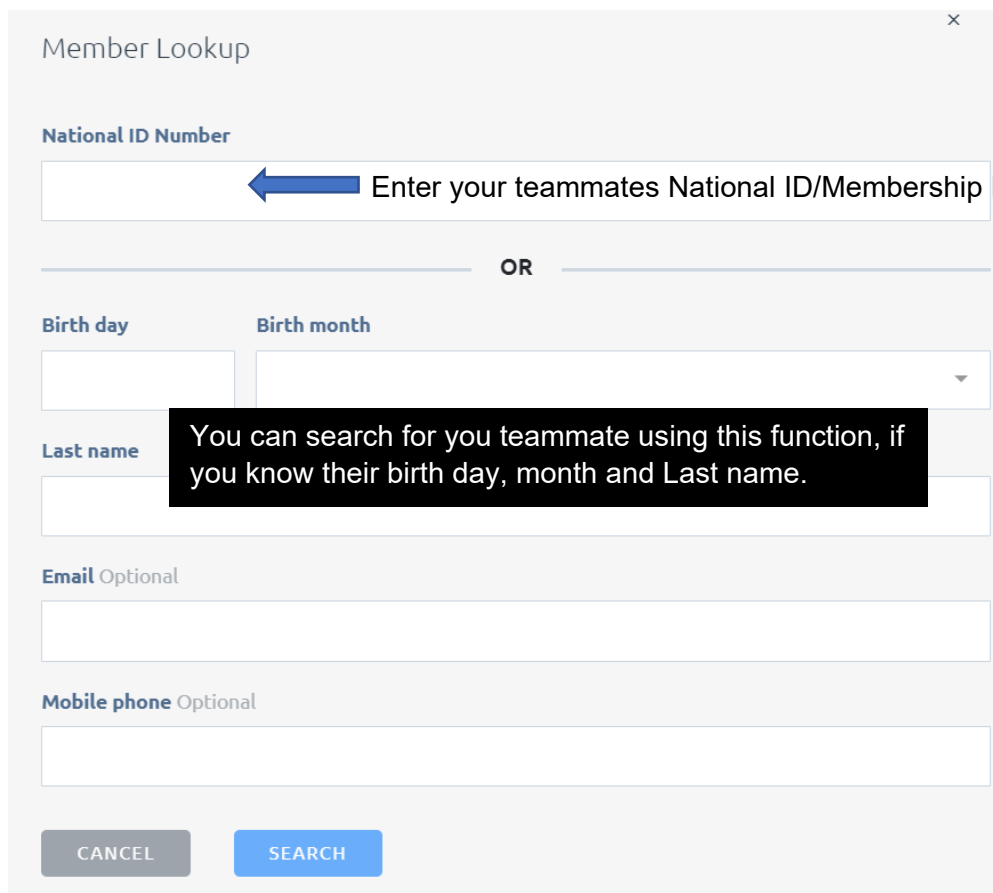
This competition requires that all players be linked to members. To link a member - please click the button below.

[LINK MEMBER](#)

Click here to add another player.

10. Enter your teammates National ID/Membership Number and select “SEARCH”

Confirm that this is the player you wish to enter into the event and click “SELECT”



Member Lookup ×

National ID Number

OR

Birth day **Birth month**

Last name

Email Optional

Mobile phone Optional

You can search for you teammate using this function, if you know their birth day, month and Last name.

Enter your teammates National ID/Membership Number here.

Click select if this is your teammate.

National ID	Name	Club	State	
ID #	Player Name	Player Club	Centre	<input type="button" value="SELECT"/>

11. All that you need to do now, is select the position of your team member and click save.

Repeat this process for a triples and fours team until each player has been entered.
Once your team is complete, move on to Step 11 of this guide.

DETAILS

First name* Last name*

Contact e-mail* Contact number*

Gender*

Position* Nominated club:

A position is required.

Select what Position your teammate will be playing.

12. Click “NEXT” to be taken to your key details, this will display your team’s name for this competition, select “NEXT”. **You do not need to do anything on this screen.**

6 - 9 January 2022

Open Men's Pairs 2022 SUMMERSET NATIONALS

Type: Round-Robin | Format: Pairs | View Entries: 0

1 Players 2 Details 3 Fees 4 Confirmation

Player 1 PRIMARY CONTACT

ADD PLAYER

CANCEL BACK NEXT

1 Players 2 Details 3 Fees 4 Confirmation

Key Details

Team name:

Your team name here

CANCEL BACK NEXT

Click 'NEXT'

Do not edit anything on this page, just click 'NEXT'

13. The Entry Fee will now be displayed click 'NEXT' to continue.

6 - 9 January 2022

Open Men's Pairs 2022 SUMMERSET NATIONALS

Type: Round-Robin | Format: Pairs | View Entries: 0

1 Players 2 Details 3 Fees 4 Confirmation

Entry Type*

2022 Summerset Nationals Open Mens Pairs (Normal) Price: \$99.00

CANCEL BACK NEXT

Click 'NEXT' to continue.

14. Review your entry details, then scroll down and review the terms and conditions. Once done, click 'NEXT'

TERMS & CONDITIONS

I and the players in my team are Playing Members (as defined by the Bowls New Zealand Constitution) of a Bowls New Zealand (or other World Bowls recognised National Organisation) affiliated bowling club. We accept the [Conditions of Entry](#) for this event as defined by Bowls New Zealand Regulation 6 (National Tournaments), Clause 5 ([Conditions of Entry](#)) and agree that all information provided is true and correct to the best of my knowledge, and agree that Bowls New Zealand and its respective officers or employees, can collect, hold, use, and disclose my personal information including any photo or other record of my image for the purposes of the competition and related activities.

All entrants in the National Open Championships are bound by [Section 2](#) of Bowls New Zealand Code of Conduct.

Do you accept these terms and conditions?

No

CANCEL BACK NEXT

In order to progress your entry, click this slider to the 'Yes' position.

Click 'NEXT' to progress your entry.

15. Enter your credit card details in order to pay your entry, then click 'PAY' to complete your entry.

The screenshot shows a payment interface with a progress bar at the top indicating five steps: 1 Players, 2 Details, 3 Fees, 4 Confirmation, and 5 Payment (which is the current step). Below the progress bar, there is a 'Payment Method' dropdown menu currently set to 'Credit Card'. Underneath, there is a 'Card number' input field with a 'MM / YY CVC' label to its right. A blue arrow points from the text 'Enter your credit card details here.' to this input field. Below the card details is a 'Payment Overview' table. At the bottom of the interface, there are two buttons: a grey 'CANCEL' button on the left and a blue 'PAY' button on the right. A blue arrow points from the text 'Select 'PAY' to complete your entry.' to the 'PAY' button.

Payment Overview	
Invoice Total	\$1.00
Paying	\$1.00
Sub-Total	\$1.00
Surcharges	\$0.00
Total Payment	\$1.00

Enter your credit card details here.

Select 'PAY' to complete your entry.

Congratulations!

You have successfully entered a Bowls New Zealand National Event.

You will receive an email to confirm your entry, and it will also show up under the 'Entered' events in the 'Competitions' segment of your BowlsHub Aotearoa profile.

If you have any questions, please contact Bowls New Zealand by emailing us at 'bowlshub@bowlsnewzealand.co.nz'.

This mailbox is regularly monitored and we are happy to provide personal assistance in order to complete your entry.