

## How to Enter Others in a MPBR Competition in BOWLSLINK when not playing yourself.

*Note: all players must be registered in BOWLSLINK.*

Log into your personal BOWLSLINK account. If you have administrator access, do not choose Club Administration, but your personal account via My Clubs. Then follow these steps:

1. Click on 'Competitions' on the panel on the left of screen, then 'Available' on the main screen.
2. In the search field, type **MPBR** then press enter to locate the competition you are lodging an entry into.
3. Click on the action button (spanner symbol right of screen), and enter competition
4. The next screen will bring up the event and your personal details. As you are not playing in this competition, click on the rubbish bin that when highlighted says Remove Player. To confirm you want to remove yourself from entering this competition, type DELETE in the Remove Player box and click Remove.
5. You can now add the player you are entering by clicking ADD PLAYER. Your name will appear as an option, along with – Someone Else?  
Choose -Someone Else? And click Continue.
6. The next screen will not show any player details for this event, so click on Link Member and type in their NIN, then click search. The system will find the player, then click select.
7. Their details will appear on the screen – for Singles Events you do not need to select a playing position but for team events you will, so after selecting a playing position for them, click save, then click next. For Team Events such as Pairs, Triples, & Fours, repeat Step 5 until the team is complete.
7. Agree to the Terms & Conditions and click next, then enter your payment details and confirm. Payment Method is via Credit Card.
8. You will receive a confirmation email, a receipt for payment, and the entry will display in BOWLSLINK Results Portal for that Event immediately.