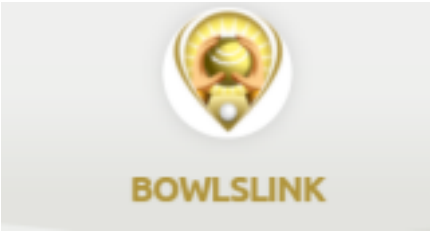
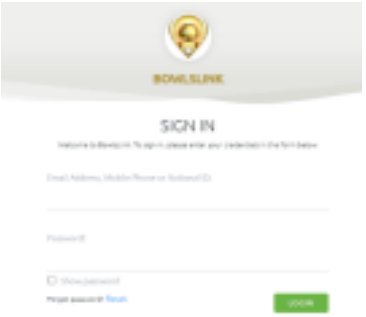
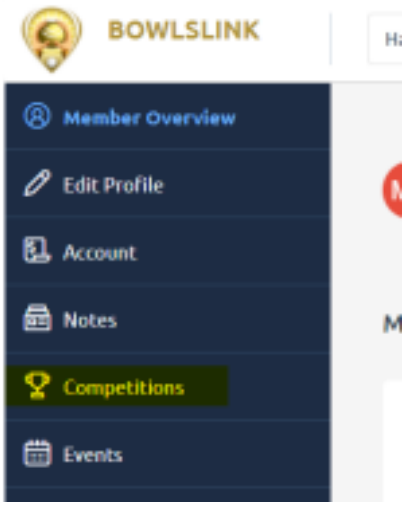
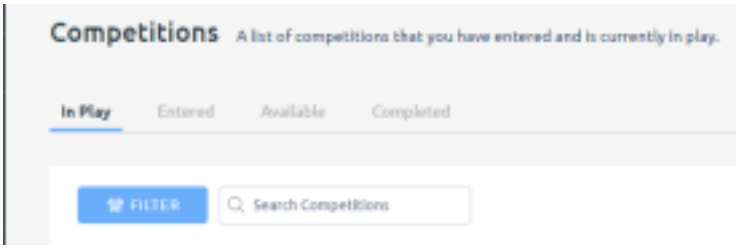
BowlsLink – How to enter a competition

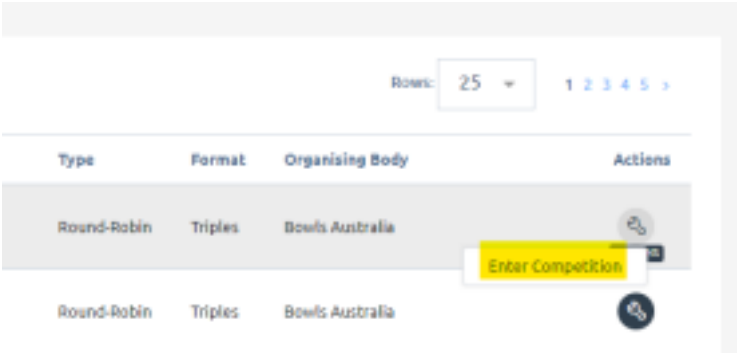
Part 1 - Login to your BowlsLink Profile

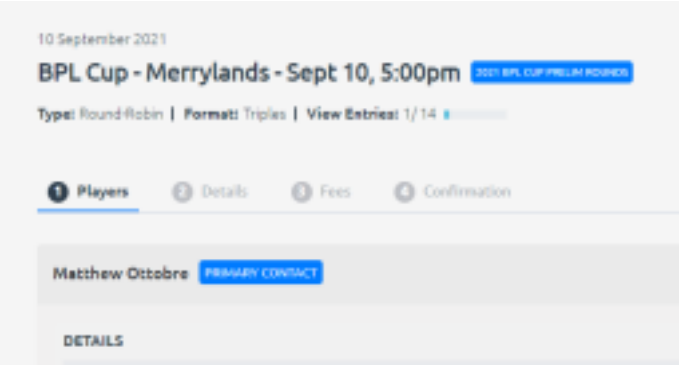
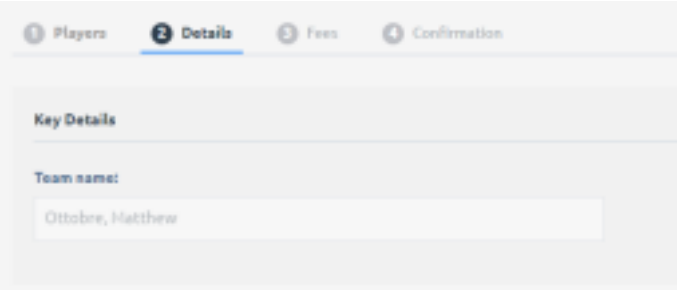
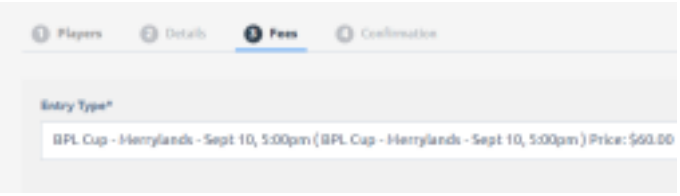
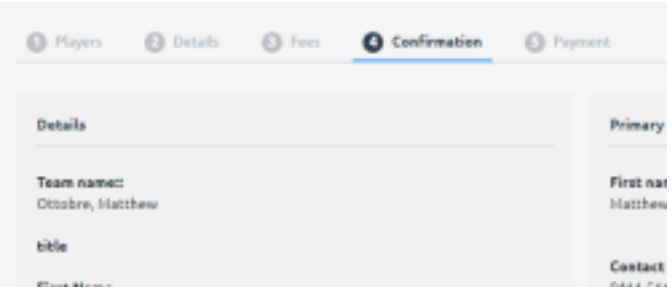
1	Click on the link below to access the Bowlslink login page. www.bowlslink.com.au	
2	**Previous User** -Enter your email address, mobile or ID number. -Enter your Password and click the **LOGIN** button. **First Time User** -Click the blue Reset link next to Forgot password? -Enter your email address that your Club Administrator has added to your Bowlslink account and click the **RECOVER PASSWORD** button. **You have 15 minutes to complete the next step.*	

3	-Without closing the current webpage, access your email account, locate the code, enter the code, and click **VALIDATE**. -Once successful, you can now set up a password for your account and use it to login with. **You may need to check with your club secretary if your email is not recognised.* **Help Video** Click on the link below to watch a short help video that explains the Password Reset process. Click Here	

Part 2 – Find your Competition		
1	**Competitions** Once you have logged into your personal Bowlslink account, you need to click on **Competitions** on the left-hand side menu. **Members that have Club Admin rights need to make sure that they access their MyClubs profile not the Club Administration profile.*	
2	Once you click on **Competitions** you have four tabs you can access. **In Play** – comps that are currently being played. **Entered** – comps you have entered but are not In Play. **Available** – comps that you can enter. **Completed** – comps that you have entered that have finished.	

3	There are two ways to find a competition that your Organizing Body has created. 1) Click **Available**, type the competition **Title** in the Search Competition option. The search function will look for keywords in the competition Title not the name of the Organizing Body. 2) Click the blue **Filter** button next to Search Competition option, click the dropdown arrow next to Organizing Body, type your Organizing Body and click **APPLY**.	

Part 3 – Enter a Competition		
1	**Enter Competition** Once you have found your Competition, click the **Action Button** and click **Enter Competition**.	

2	**Completing the Online Entry Form** Once you click **Enter Competition** you need to complete the online entry form. Most entry forms have four steps to complete. **1 Players** – here you add your personal information to the required fields. If you're entering on behalf of your team (pairs, triples, fours), you will be required to add players and their details. Linking the player to their ID number saves entering all the details. **2 Details** – mainly your team name, can contain additional details from the Organizing Body. **3 Fees** – here you may need to select your payment option, does depend if the Organizing Body is taking payment through BowlsLink. **4 Confirmation** – check your details are correct and tick **Yes**, I accept the T&Cs then click **Confirm & Submit**. *If your comp has a fee, Step 5 is payment. **Because you're using your BowlsLink profile most fields will be pre-filled. ***It's a good idea to have team member's ID numbers when entering on behalf of a team.	   
3	**HelpVideo** Click On The video on the right that demonstrates the above process in a short help video.	YouTube ClickHere