



Tournament License

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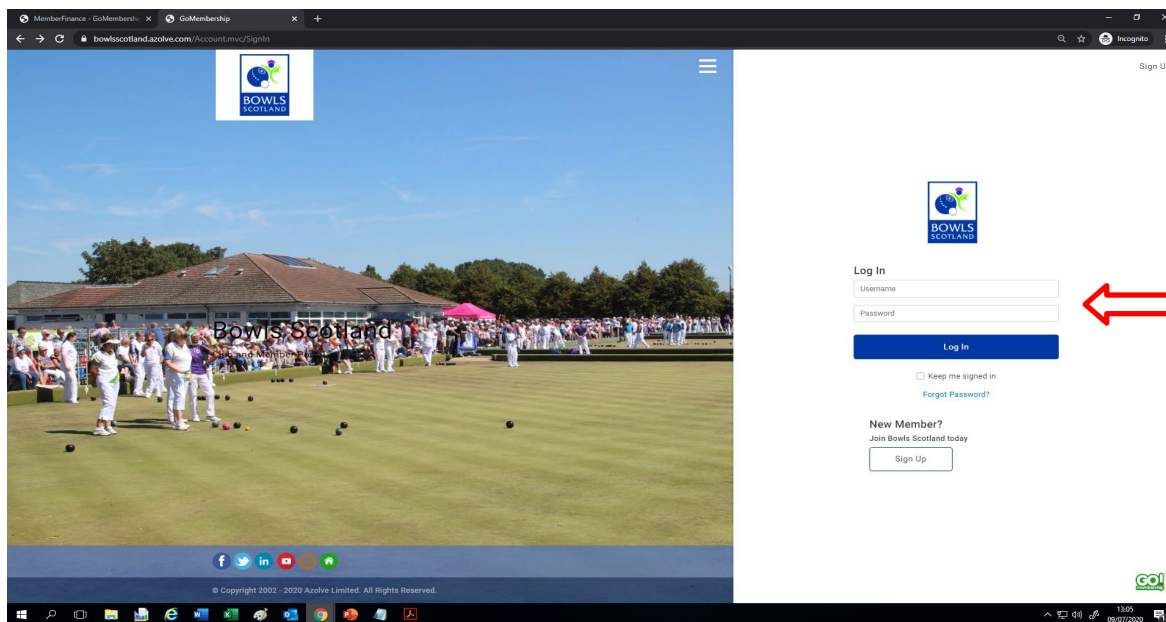


How do I log into the online club and membership system?

As club administrator you will be provided with a username (this will be the club name e.g. Test Testing B C) and a system generated password.

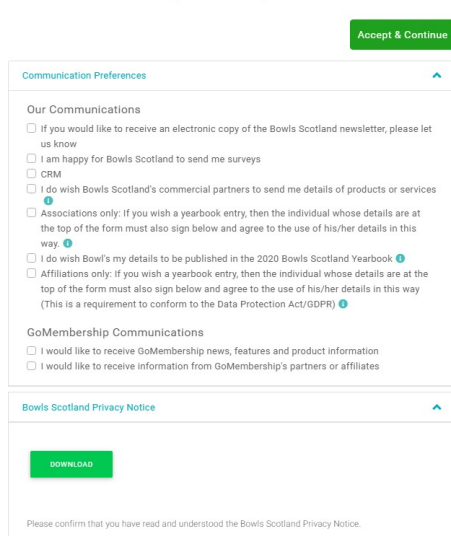
Click on this link <https://bowlsscotland.azolve.com/Account.mvc/SignIn>

Type your username and password in the appropriate fields and click 'Log in'.



The first time you log into the system the Agreements and Opt-ins page will be displayed. you will be asked about Opt-ins, please review this section, and tick any Opt-ins that are relevant / of interest to you. You will have the option to download our Data protection policies or any other documentation that requires you to confirm that you have read and understood it. Once you have done this click 'Accept & Continue'.

Agreements & Opt-ins





You will then be prompted to change your password.

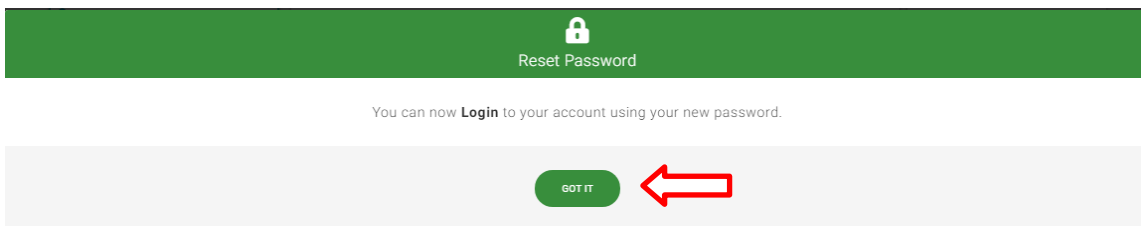
Input the system generated password in the 'Current Password'

Enter a password of your choice in the 'New Password' field (the password should be a minimum of 8 characters in length)

Enter your password again in the 'Confirm Password' field

← Click 'Save'

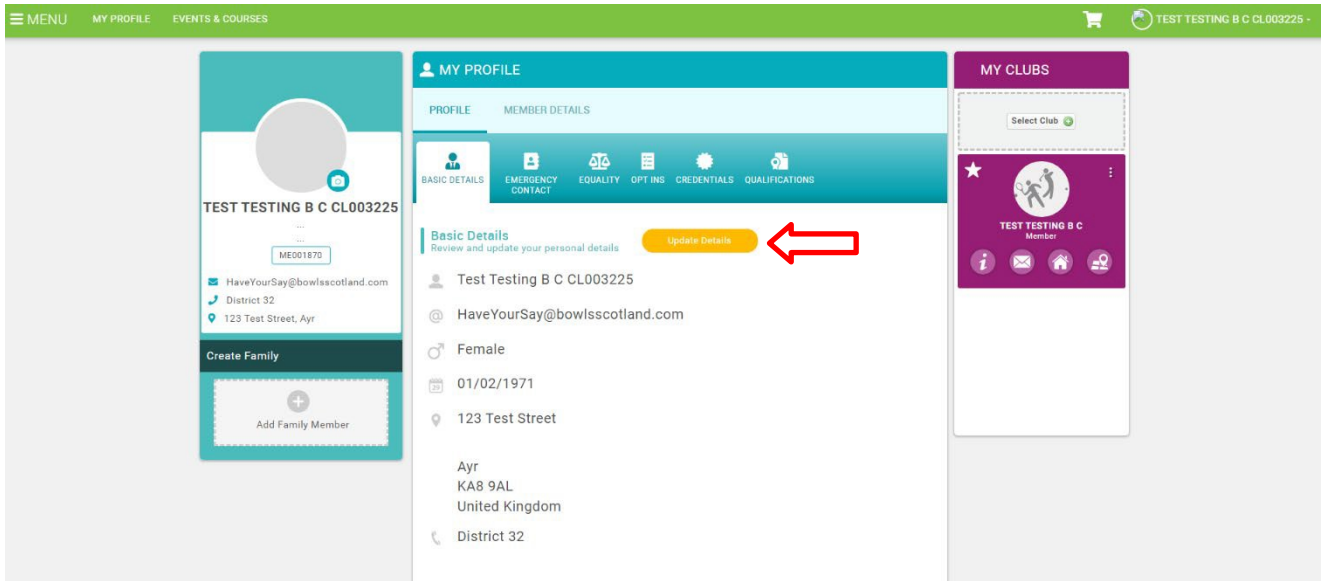
You will receive confirmation that your new password has been saved. Click 'Got it'



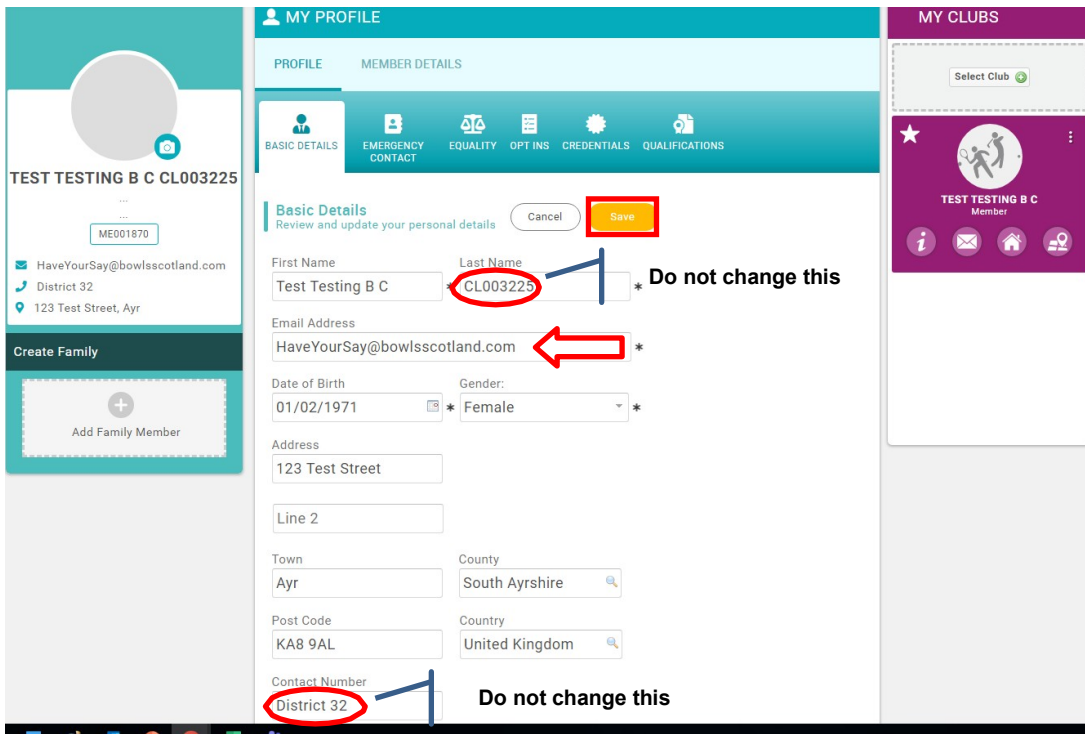


My Profile Screen

The first screen that you will see is the My Profile screen. Although this is headed up 'My Profile', it's important to differentiate that when you log in as the Club Admin the information in 'My Profile' is the Club Administrator information rather than your own personal profile information. Some of the information on this page is required for the purposes of producing invoices. Please do not change anything on this page other than entering an email address. If you enter an email address here it will automatically pull through to the invoice, card, or direct debit one off payment (bank transfer option). To input your email address, click on 'Update Details'.



You will now be able to add your email address. Once you have done this, click 'Save'.





How do I purchase Tournament Licenses?

2.1 Click on Events & Courses at the top left-hand side of the screen.



2.2 From this page you will be able to access and search for all open courses and events.

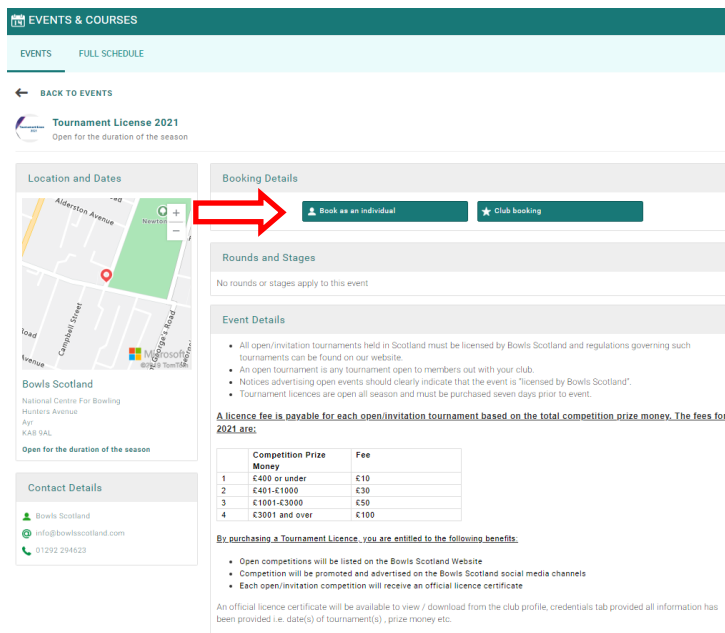
1. Search: The 'search for events' box above allows you to use a number of options to narrow down live search results.
2. Featured Events: These are simply live events that are also listed at the top section for additional visibility. Use the arrow heads at either end to view the various events.
3. Categories: Clicking on a category tile will direct you to a pre-filtered view of all events specific to that category type selected.



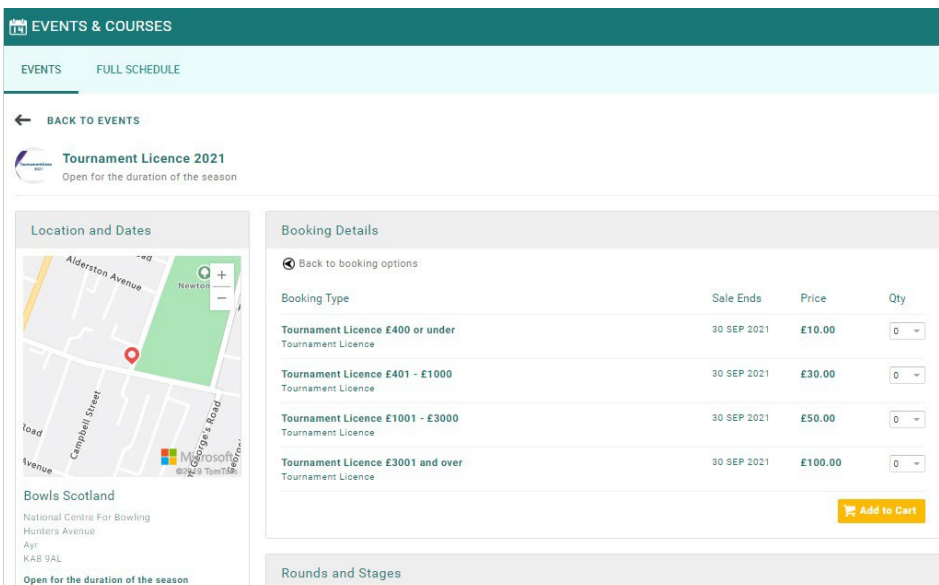
2.3 Click on Tournament Licenses event.



3.1 You will be directed to the Booking details page. As the Club Administrator you have the option 'Book as an individual' or 'Club booking'. Select 'Book as an individual'.



3.2 The Tournament License Application entry options will be displayed. Enter the number of Tournament Licenses required by clicking on the 'QTY' option next to the relevant licence.





3.3 Once you have made your entries, reviewed them, and are satisfied that the information is accurate, click on 'Add to Cart'.



3.4 A form will appear. Please complete the form with all relevant information and click 'Complete Registration'. If you select multiple entries a form will appear for the number of entries entered e.g. entering a quantity of 2 tournament licences will result in two forms appearing for completion. If any fields are marked with an * this means that the field is mandatory, and data must be input. Note that if you have two licences at £10 and one at £50 the first two forms that will be displayed relate to the £10 tournaments, the third form will relate to the £50 tournament etc.

Tournament License 2021
Open for the duration of the season

Event Registration

Please complete the following registration details:
Ticket 1 - Tournament Licence £400 or under

Please complete the appropriate information

Competition Date From

Competition Date To

Competition Title *

Date Entries Open

Date Entries Close

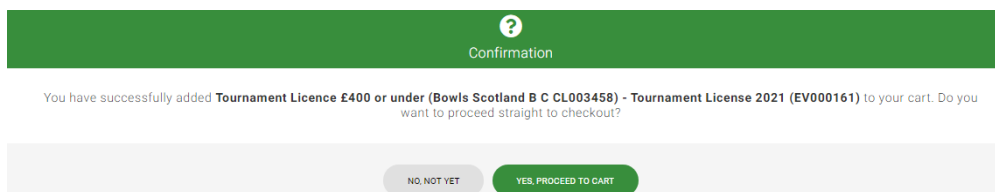
Category Gents *
 Ladies
 Mixed

Type of Competition Open *
 Invitation
 Both

Discipline Singles *
 Pairs
 Triples
 Fours

Total Prize Money (£) *

3.5 A confirmation box summarising your purchase will appear, If you would like to make more purchases click 'No, not yet' or alternatively click 'Yes, proceed to cart'.



If you select 'No, not yet', you will be directed back to 'Events & Courses'. If you select 'Yes, proceed to cart', you will be re-directed to the Cart where you can review your purchases and make payment.

[See 'how do I amend a form'](#) section if you need to make a change to a form once it has been added to the 'Cart.'

Please do not click on 'Pay by Bank' or 'Pay with Card' at this stage if you want to make any other purchases. Instead, go back to 'Events & Courses' and navigate to the other events / courses you would like to book / purchase.



How do I make payment?

Pay by Bank

- 5.1 Once you have added all of the items to the cart, reviewed them and are satisfied that the information is accurate you will have the option to either **'Request Invoice' (new)**, **'Pay by Bank'** or **'Pay with Card'**. You will also have the option to **'Save for Later'** or **'Remove'** items in the 'Cart'. These options are available no matter which items are placed in the 'Cart' for purchase.

Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.


Order Summary

Total Items	1
Item saved for later	0
Net Total	£20.00
Total (GBP)	£20.00

Request Invoice Pay by Bank Pay with Card

VISA DISCOVER Mastercard American Express

Remove All

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Tournament Licence £400 or under (Bowls Scotland B C CL004809 District 48) - Tournament Licence Application (EV000106) Bowls Scotland Save for Later Remove	2	£20.00	£0.00	£20.00

ITEMS SAVED FOR LATER (0) Hide saved items

- 5.2 Click on 'Pay by Bank'

Pay by Bank

- 5.3 GoCardless online Direct Debit Payment screen will be displayed. The information from the My Profile page will be 'pulled through'. Please **do not** change the First Name and Surname field, these fields are required to link the payment to the club. If you entered an email address on the [My Profile](#) page, it will appear in the 'Email' field, if not then please enter a valid email address, Country, Account Holder Name, Sort Code and Account Number and click 'Next'.

GOCARDLESS Online Direct Debit Payment GO! membership

1 Account Details 2 Confirm Direct Debit

First Name BOWLS SCOTLAND B C CL004809 Surname District 48

Email bowlsscotland@bowlsscotland.com Country * United Kingdom

Account Holder Name * Name of the account holder

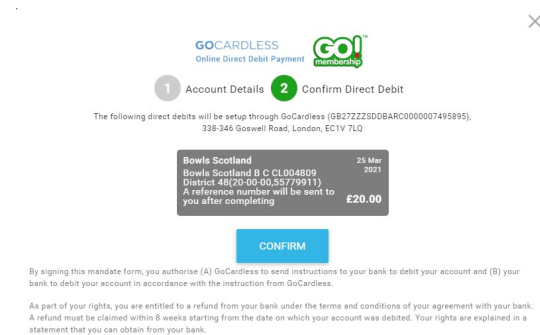
Sort Code * eg: 40-40-21 Account Number * e.g. 71347034

Or enter IBAN

NEXT

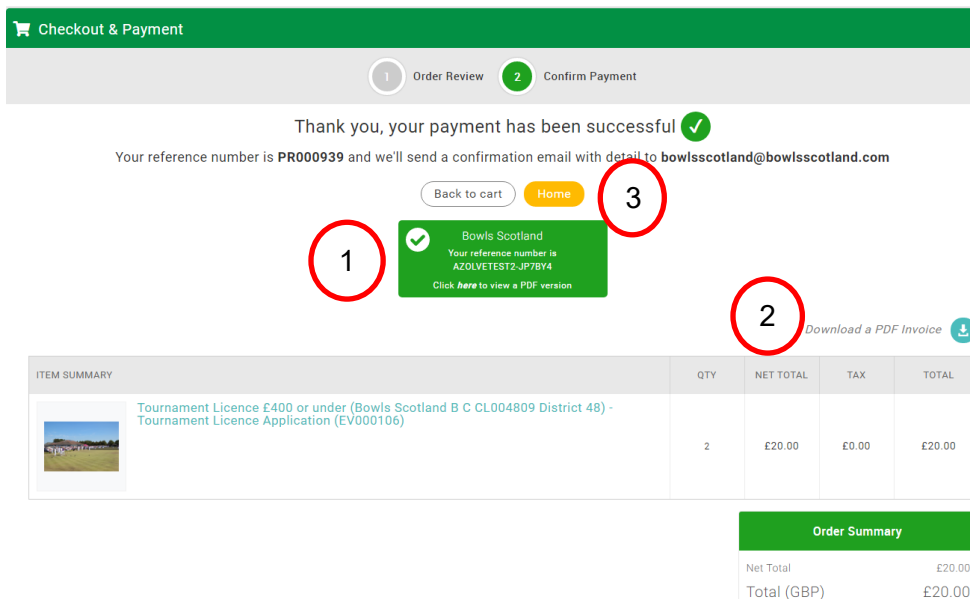


5.4 GoCardless online Direct Debit Payment confirmation will be displayed. Click 'Confirm'.

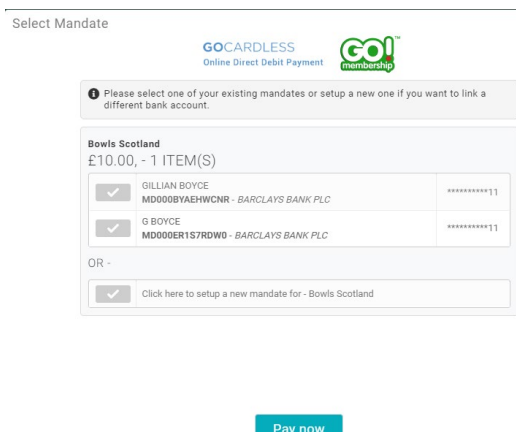


5.5 A confirmation of payment message will be displayed.

1. At this stage, you will have the option to download a PDF confirmation of the bank transfer. Click 'here' to view PDF version.
2. At this stage, you also have the option to 'Download a PDF invoice'.
3. You will also have the option to click 'Back to Cart' or 'Home'. If you click 'Home' you will be re-directed to the menu options.



5.6 The next time you purchase via 'Pay by Bank' you will have the option to pay using the saved mandate or set up a new one.





Pay by Card

- 5.7 If you select 'Pay with Card' a pop up will appear. If you entered an email address on the [My Profile](#) page, it will appear in the 'Email' field, if not then please enter a valid email address, input your card details and click 'Pay'.

GO!
membership

Pay with card

BOWLS SCOTLAND B C CL004809 District 48

emailsscotland@bowlsscotland.com

Card Information

4242 4242 4242 4242 VISA

01 / 22 123

Name on card *

G Boyce

Pay £10.00

- 5.8 A confirmation of payment message will be displayed.
1. At this stage, you also have the option to 'Download a PDF invoice'.
 2. You will also have the option to click 'Back to Cart' or 'Home'. If you click 'Home' you will be re-directed to the menu options.

Checkout & Payment


1 Order Review 2 Confirm Payment

Thank you, your payment has been successful ✓

Your reference number is **PR000940** and we'll send a confirmation email with detail to bowlsscotland@bowlsscotland.com

2 Back to cart Home

Download a PDF Invoice 1

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Tournament Licence £400 or under (Bowls Scotland B C CL004809 District 48) - Tournament Licence Application (EV000106)	1	£10.00	£0.00	£10.00

Order Summary	
Net Total	£10.00
Total (GBP)	£10.00



Request Invoice

5.9 'Request Invoice'. – Please note that this option is only available to Club Admins. If you select 'Request Invoice' a pop up will appear, go to 'Organisation Name' and click on the drop-down list at the right-hand side, your club name will appear on the list. When you select your club name the form will update with the club address etc. This information is taken from the Club Profile so please ensure that information held here is accurate.

The screenshot shows a form for requesting an invoice. The form fields include:

- Organisation Name: BOWLS SCOTLAND B C (with a dropdown arrow circled in red)
- Invoicee Name: BOWLS SCOTLAND B C CL00480
- Contact Number: District 48
- Email: bowlsscotland@bowlsscotland.com
- Address: National Centre for Bowling, Hunters Avenue, Line 3
- Town: Ayr
- County: South Ayrshire
- Postcode: KA8 9AL
- Country: United Kingdom
- PO Number: Cheque
- Note: Club would like a receipt.
- Request Invoice button (circled in red)

Annotations and callouts:

- A red double-headed arrow points from the dropdown arrow in the Organisation Name field to a callout box: "Please provide details for your requested invoice." This callout shows a dropdown menu with "Bowls Scotland B C" selected.
- A red arrow points from the Contact Number field to a callout box: "Please do not change the information in the Invoicee or Contact Number fields (this information is required for any invoices. These fields should contain your club name, number and District as shown)." This callout also points to the Invoicee Name field.
- A red arrow points from the PO Number field to a callout box: "In the PO Number field, please advise which method of payment you intend to use i.e. Cheque or BACS. If paying by cheque please print the invoice and send to the office along with the cheque."
- A red arrow points from the Note field to a callout box: "You can add a note to the 'Note' field this will not appear in the invoice however Bowls Scotland staff will be able to view this. See 'How do I view payments made' for more information."
- A red arrow points from the Request Invoice button to a callout box: "Once you have reviewed the information, added the payment method in the PO field and added any notes required, click 'Request Invoice'."

A confirmation of payment message will be displayed.

The screenshot shows the 'Checkout & Payment' page with a confirmation message:

Thank you, your invoice request has been successful ✓

Your reference number is PR000941 and we'll send a confirmation email with detail to bowlsscotland@bowlsscotland.com

Navigation options: Back to cart, Home (circled in red), Download a PDF Invoice (circled in red), 1

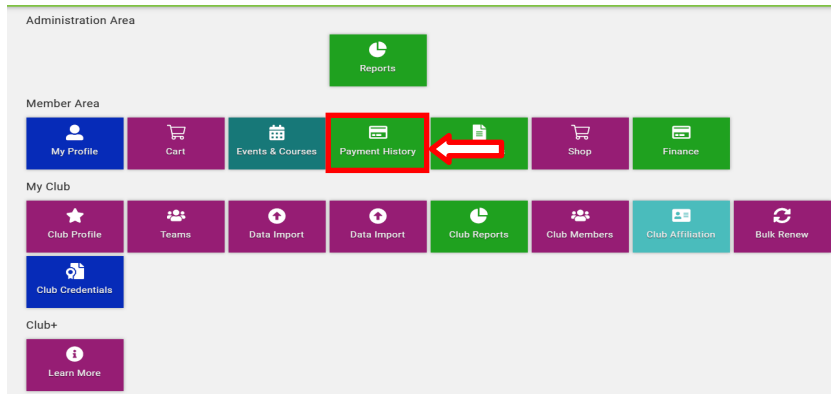
Progress indicators: 1 Order Review, 2 Confirm Payment (circled in red)

1. At this stage, you also have the option to 'Download a PDF invoice'.
2. You will also have the option to click 'Back to Cart' or 'Home'. If you click 'Home' you will be re-directed to the menu options.



How do I view any payments made?

If you click on the 'Home' button you will be redirected to the various tile options that appear under the 'Menu' option. If you click on the 'Payment History' tile you will be able to view payment history for any events you have booked to attend.

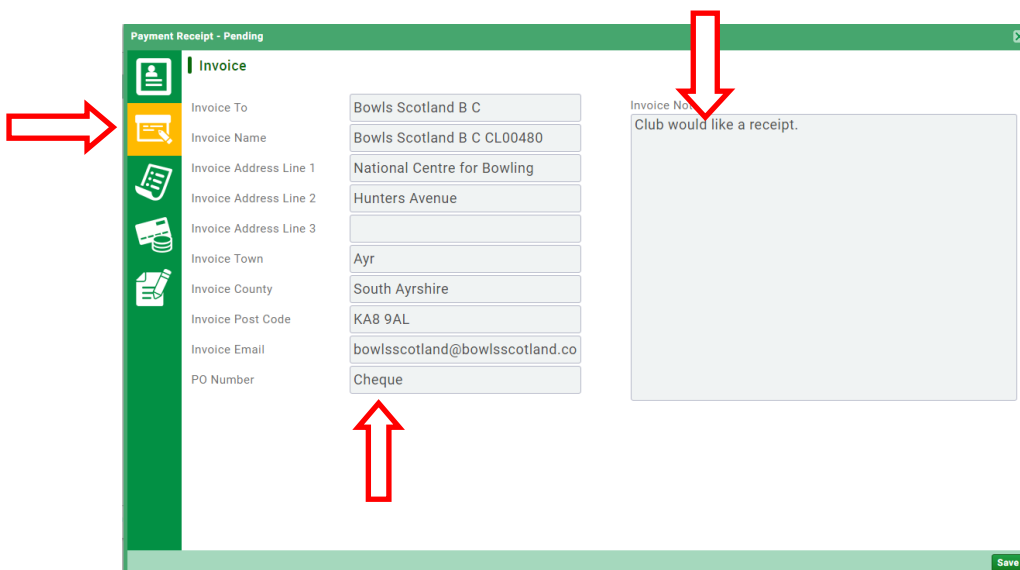


Any payments made will be displayed. The 'Payment History' tile has now been split into two tabs, one for 'Payment Receipts' (payments processed through the system i.e. Pay by Card and Pay with Bank) and one for 'Invoices'.

To view details of 'Request Invoice' double click on the entry within the 'Invoices' tab. The status of invoices is set to 'Pending'. This will automatically update once a member of Bowls Scotland staff has confirmed receipt of a cheque or BACS payment.

Reference	Date	Net Amount	Discount	Surcharge	Tax Amount	Gross Amount	Status	Description
PR000941	25/03/2021	10.00	0.00	0.00	0.00	10.00	Pending	Event (x1)

If you added a note to the invoice then you can view this by double clicking on the entry within the 'Invoices' tab and clicking on the second icon. The payment method entered in the PO field can also be viewed here.





To view details of payments made double click on the entry within the 'Payment Receipt' tab.

Details of the entry selected will be displayed.

If you would like to add a note to this transaction for your records. Click the 'Notes' icon – any notes added by the Club Admin or Bowls Scotland staff are viewable. If, for example, the cheque does not match the amount due Bowls Scotland staff can add a note to the transaction and the Club Admin will be able to see this.

Code	Name	Unit Price	Quantity	Discount	Surcharge	Net	Tax	Gross
114059	Tournament Licence £400 or under (Bowls Sc...	10.00	1.00	0.00	0.00	10.00	0.00	10.00

At this stage you can 'Print Receipt'. This will produce a PDF invoice that you can download and save.

View items purchased in this transaction by scrolling through them using the side bar (the scroll bar will appear if you have purchased more than one item).

To add a note, click 'Add New Note' click on the notes icon and type the note that you would like to add in the box provided and click 'Post' then 'Save'.

Notes

Add New Note

Capitation B C Bowling Club
2 September 2020 at 4:10 pm

Capitation paid.

Cancel Post Save



How do I amend a Tournament License form that I have completed?

If you want to amend any form(s) attached to an event, simply click the icon shown next to relevant event(s).

Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.


Order Summary

Total items	1
Item saved for later	0
Net Total	£10.00
Total (GBP)	£10.00

Request Invoice Pay by Bank Pay with Card

VISA DISCOVER

ITEM SUMMARY

	QTY	NET TOTAL	TAX	TOTAL
 Tournament Licence £400 or under (Bowls Scotland B C CL004809 District 48) - Tournament Licence Application (EV000106) Bowls Scotland	1	£10.00	£0.00	£10.00

Save for Later Remove

ITEMS SAVED FOR LATER (0) Hide saved items

The form will open, amend as required and click 'Save'.

Registration Form

Please complete the appropriate information

Competition Date From: 01/06/2021

Competition Date To: 01/06/2021

Competition Title: Ladies Open

Date Entries Open: 01/04/2021

Date Entries Close: 15/05/2021

Category: Female

Type of Competition: Invitation

Discipline: Pairs

Close Save

Next

If more than one form has been completed for the event simply click 'Next' to move onto the next form.

Note: A form can only be amended if the item has not been purchased e.g. if the item is in the 'Cart' or has been 'Saved for later'.



How do I access my Tournament License Certificate?

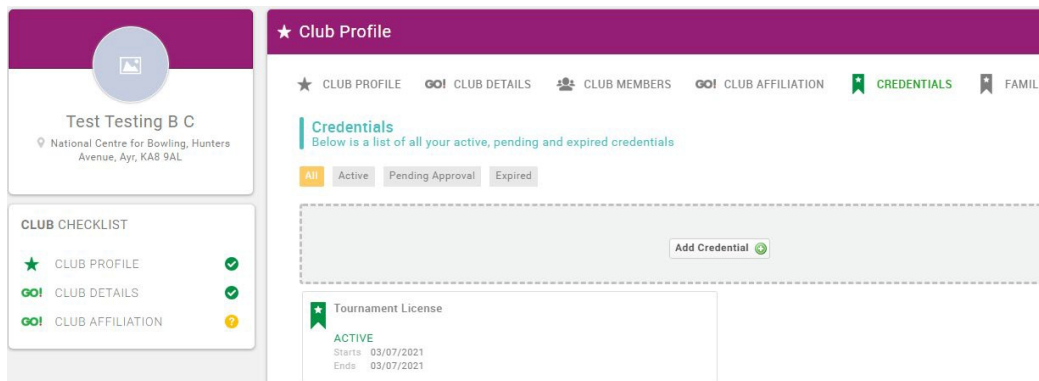
Click on the 'Menu' option at the top left-hand side of the screen.



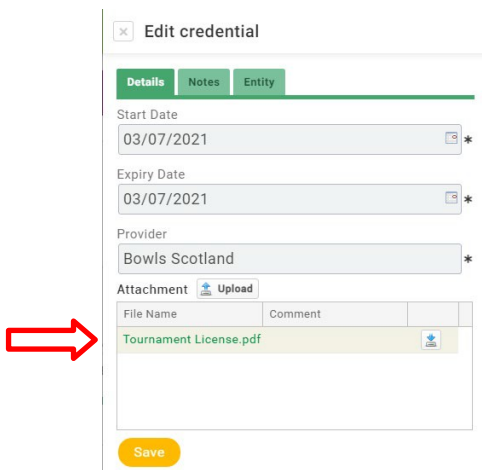
Then click on the 'Club Credentials' tile.



Any credentials linked to the club will be displayed. Click on 'Tournament License'



The 'Edit credential' box will be displayed. Some details will be greyed out meaning that you are unable to change these. To access the Tournament License, click on the link under 'File Name'.



Click on the PDF document box that will be displayed at the bottom-left hand side of the screen and the Tournament License certificate will be displayed. You will then have the option to print, download and save this.

