# BOWLS SCOTLAND

Online
Club and
Membership
System

*Help Guide*

# Manage Profile

Page
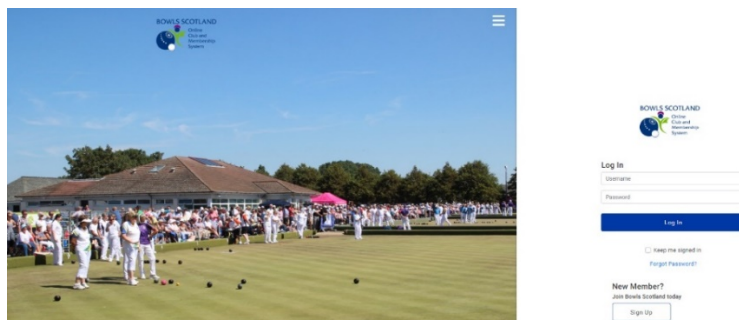
## Contents

# How do I log in to edit / update my personal details?
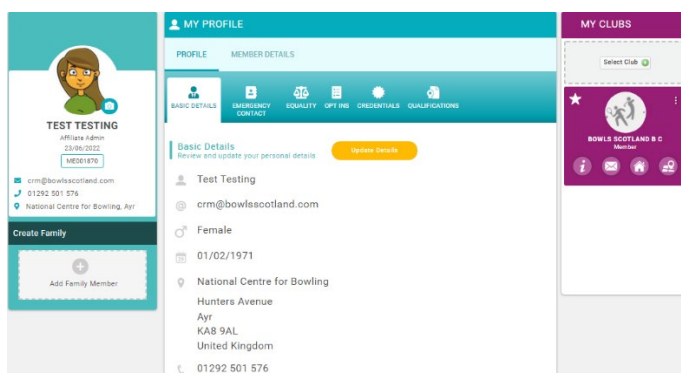
Click on this link https://bowlsscotland.azolve.com/Account.mvc/SignIn

Type in your Username (this is usually your email address) and password in the appropriate fields and click 'Log in'.
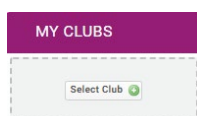


# How do I add my club to my profile?

The first page that you will see is the 'My Profile' page.



Click on 'Select Club' on the 'My Clubs' section at the top right-hand side of the screen.



From this page you can search for any clubs that you are a member of.  By linking to your club, if it is affiliated to Bowls Scotland, you may receive discounts on courses.  Some courses will also be restricted e.g. only members of affiliated clubs are able to book.

Enter the name of the club and click on the magnifying glass icon.  Click on the 'tick' opposite the club(s) that you are a member of.

Please note that once you add your club(s) the Club Administrator will be able to view your profile.
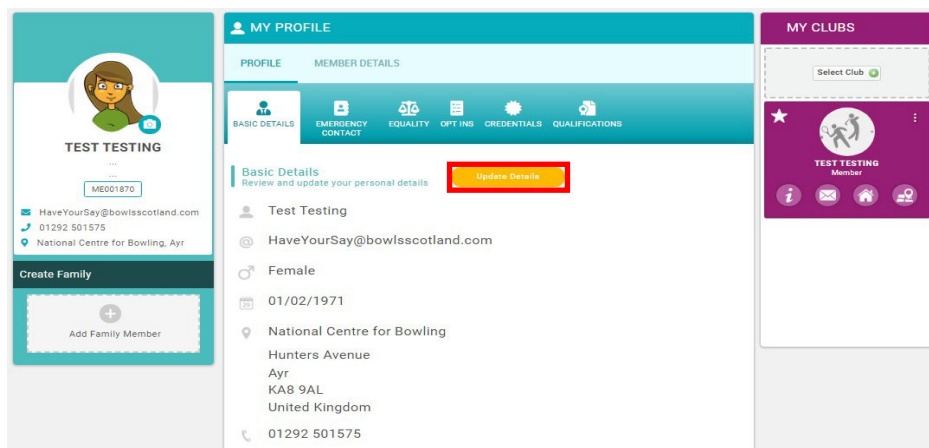
Online
Club and
Membership
System
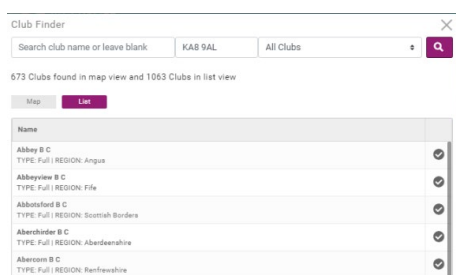
Once you have selected your club(s) they will be listed on the right hand-side of your profile under 'My Clubs'.
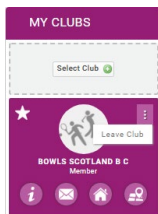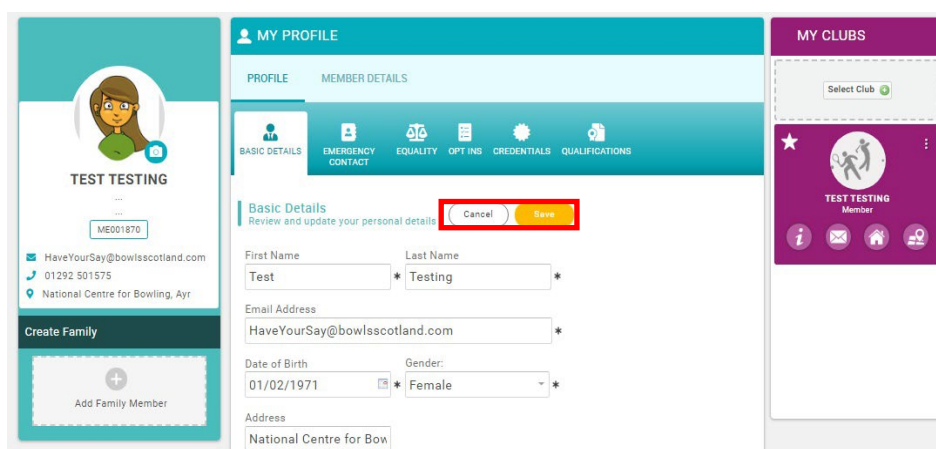


# How can I edit my basic details?

In order to edit any of your personal information simply hit the 'Update Details' button.



Edit the appropriate fields as needed, once you have made your changes hit 'Save', you can also hit 'Cancel' to return to the main page and ignore any changes.

## How can I add an emergency contact?

The Emergency Contact tab allows the user to update or remove contacts as needed. You can add a contact by clicking on the 'Add' button, edit contact details by clicking on the 'pencil' button and delete a contact by clicking on the 'bin' button (if you click 'bin' you will be asked for Confirmation - Are you sure you want to delete this contact? Yes / No).
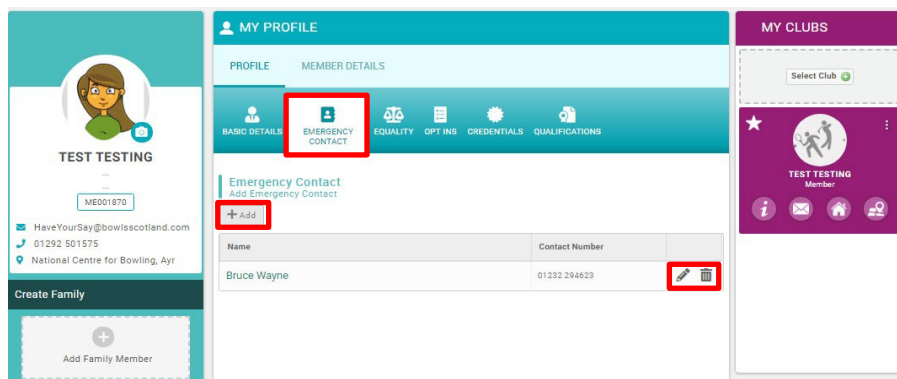


To add a contact, click on the 'Add' button and input details. Click 'Done' to save or 'Close' to cancel.
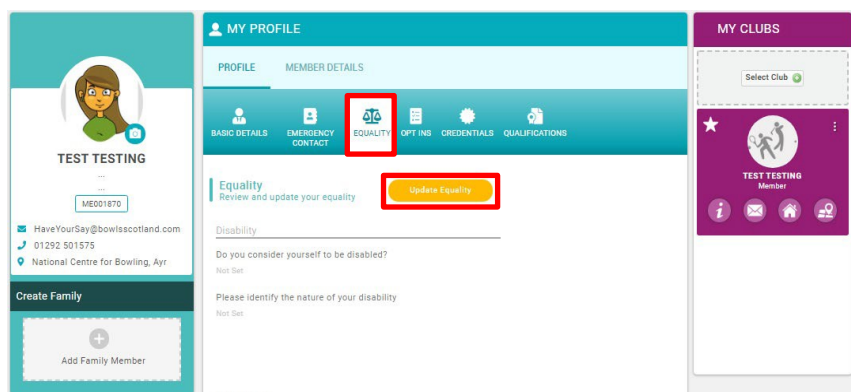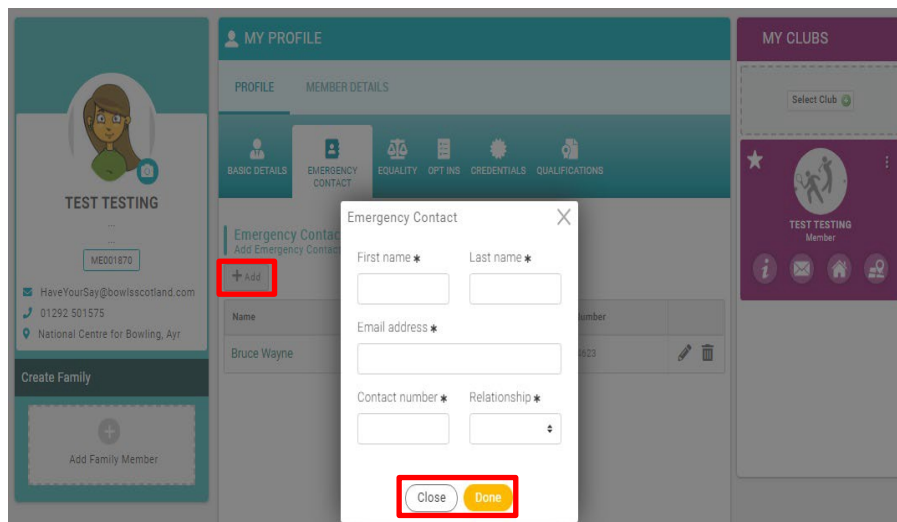


To edit contact details, click on the 'pencil' and amend as needed. Click 'Done' to save the entry or 'Close' to cancel.
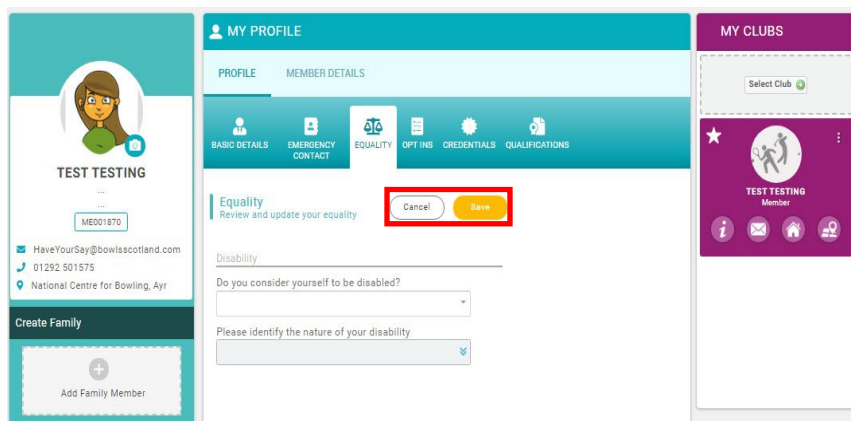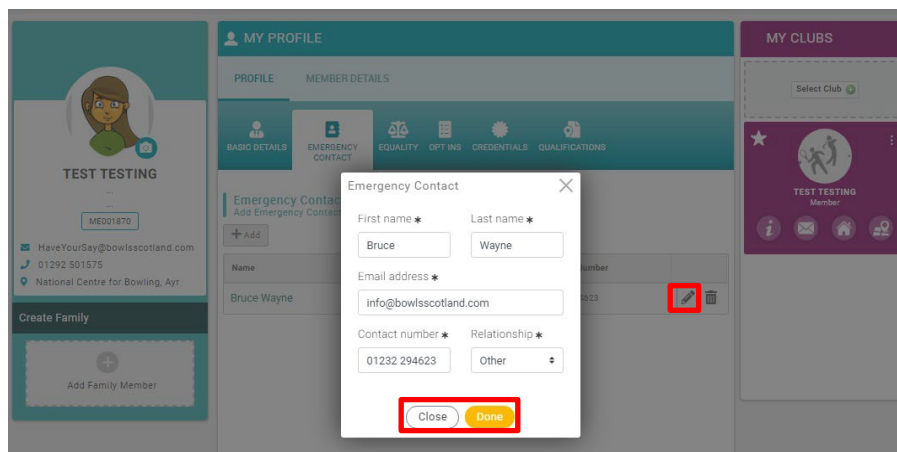
## How can I provide equality information?

Bowls Scotland may decide to collect equality information from members you will have the option to submit a number of Equality and Demographic information by clicking on the 'Update Equality' button.

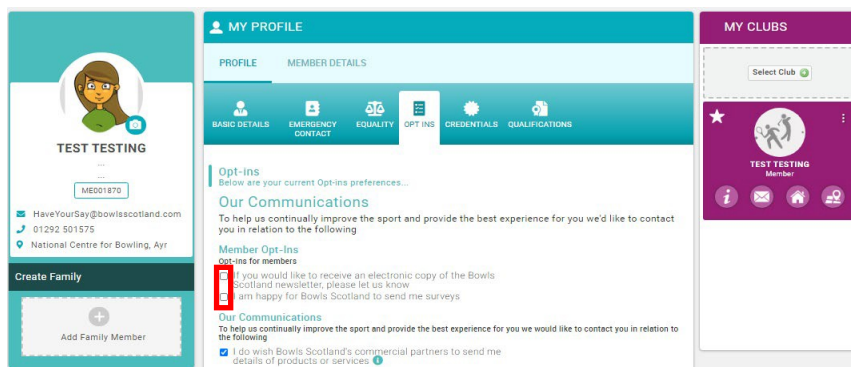**Note:** Should you require further information on how this information is used then please contact info@bowlsscotland.com



Once you have submitted information, click 'Save'. If you don't want to save any changes click 'Cancel'.



## How do I set my opt-in preferences?

The Opt-Ins tab allows you as a member to define the type of communications you are willing to receive, select the appropriate checkboxes as needed. If you selected opt-in options when first logging into the system you can view / change them here.

# How do I view any qualifications / credentials that I have gained?

Some courses have qualifications / credentials attached to them for example coaching and safeguarding courses. From the Profile page you can view qualification and credential information. To view details, click on the Credential tab. You will notice that there are different headings e.g. All, Active, Pending Approval, Expired. This will allow you to view Credentials depending on their status and quickly see which ones have expired etc.
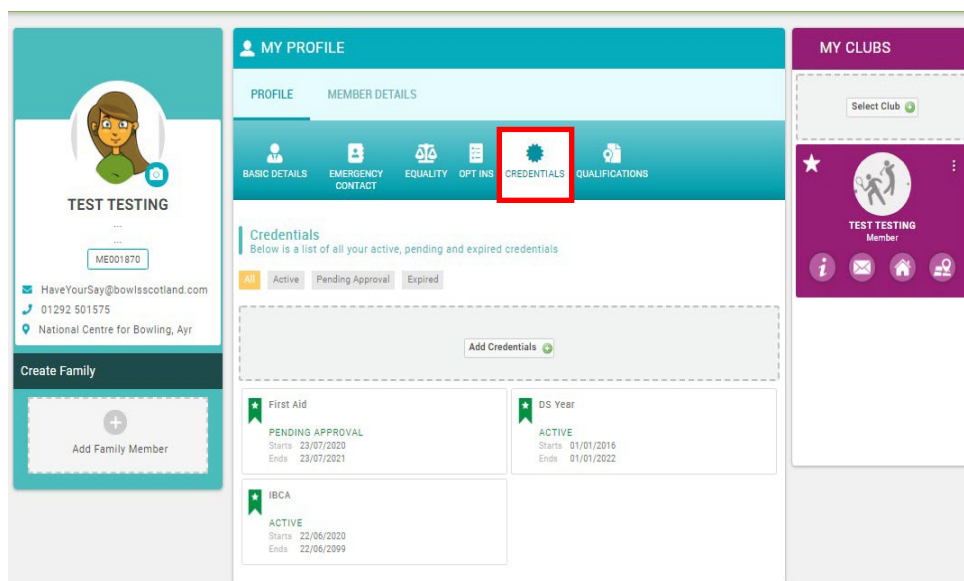


Certificates are produced for some courses, to access these click on the credential and the 'Edit credential box' will pop up. The 'Details' tab should be displayed. You can download any attachments by clicking on the document or upload new documents by clicking the 'Upload' button.
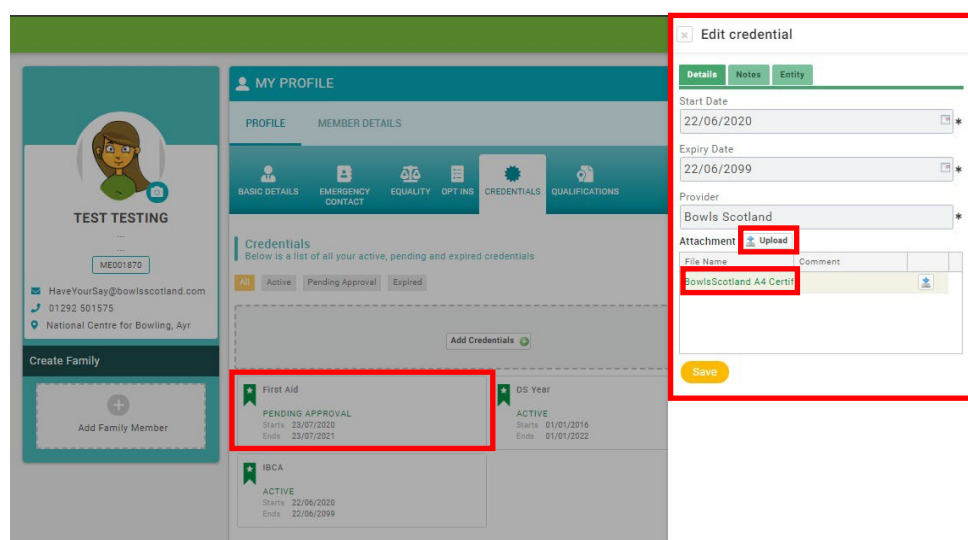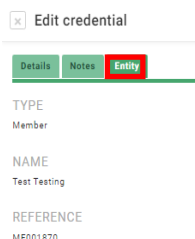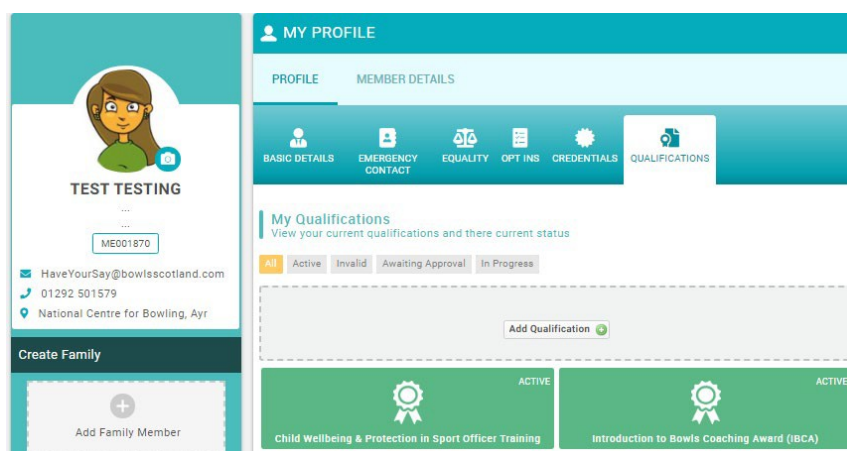
Within the 'Edit credential box' pop up, you can view or add notes by clicking on the Notes tab.
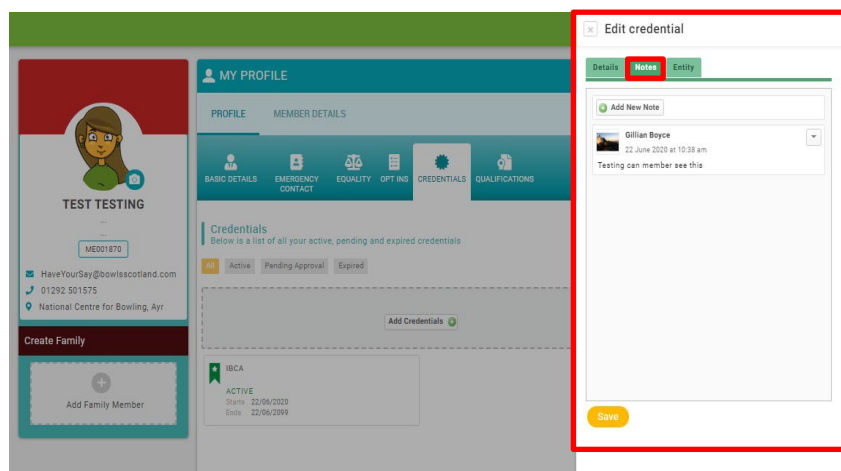


The 'Entity' tab displays the type of membership, the members name and membership number. These fields cannot be edited.



You can view qualification information by clicking on the Qualifications tab.



You are able to update and change your profile picture at any point using the camera icon, then clicking change and navigating to where your pictures are stored. Once you have selected the picture you want to upload, click 'Done'.