BOWLS SCOTLAND



Online Club and Membership System





Event Booking

Page

Contents

How do I log in?	2
How do I add my club to my profile?	2
How do I book an event?	3
Notify Me	4
Waitlist	4
Add event or course to Calendar	5
Event Forms	5
Payment	7
Pay by Bank	7
Pay by Card	9
How do I view any payments made?	10
How do I view any events booked / attended?	11
How do I view any qualifications / credentials?	11



How do I log in?

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?

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

Select Club	0

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.



Once you have selected your club(s) they will be listed on the right hand-side of your profile under 'My Clubs'.





How do I book an event?

Once logged in, your default page will be the 'My Profile' page. At the top right-hand side of the screen you will see some options: 'Menu', 'My Profile, and 'Events & Courses'. Click on 'Events & Courses' tab at the top left-hand side of the page.



The Events & Courses page will be displayed. From this page you will be able to access and search for all open courses and events.

	EVENTS & COURSES				
	EVENTS FULL SCHEDULE				
(1)	Browse available events and book on				
U	Search for Events	Enter city or location	All Dates	All Event Type	15 P Q
2	FEATURED EVENTS	Ty Beek 2021 Ay: A&B AC	sector of the s.	Coaching BIT wis Ceaching Award 05 RF	e Adrea Bit La desta Bit La des
\bigcirc	CATEGORIES				
	COMPETITIONS	DNS	SAFEGUARDING	COACHING CO/	ACHING
	BOWLSMARK	TRY BOWLS		ONLINE CLUB AND MEMORERSH BOWLS	PSVSTEA SCOTLAND Chie Clab and Moreicenhip System

1 Search: The 'search for events' box above allows you to use a number of options to narrow down live event search results.

2 Featured Events: These are simply live events that are also displayed at the top section for additional visibility. Use the arrow heads at either side to view the events & courses on offer.

3 Categories: Clicking on a category tile will direct you to a pre-filtered view of all events specific to that category type selected.



After a search, or by clicking on a category tile a number of live events will be listed, click on the one you wish to book onto.

EVENTS & COURSES						
EVENTS FULL S	CHEDULE					
	RSES					
EVENTS						
Coaching	15 Jul 2021 BST Intro to Bowls Coaching Award Meirose, 7D6 95F	Coaching	17 Jul 2021 BST Level 1 Bowls Coaching Award Inverness, IV2 3LJ			
Coaching	18 Jul 2021 BST Intro to Bowls Coaching Award Naim, IV12 4HP	Coaching	25 Jul 2021 BST Level 1 Bowls Coaching Award Dundonald, KA2 966			
Coaching	27 Jul 2021 BST Intro to Bowls Coaching Award Glasgow, G13 4EL					

Notify Me

A new feature is the 'Notify Me' option. This option will be set up for pre-event bookings to easily notify members when tickets go on sale. The system auto updates just before midnight each night and will send any email notifications during this time.

Click 'Notify Me' to receive an email notification when tickets go on sale.

Booking Details			
Sack to booking options			
Booking Type	Sale Ends	Price	Qty
Introduction to Bowls Coaching Award (IBCA) If you are a member of an affiliated Bowls Scotland club the appropriate discounted price will be displayed in the cart prior to purchase.	23 JUL 2021 12:00 BST	FREE	Available from 12 Jul 2021 12:00 BST Notify Me

Waitlist

Waitlists will be created for when events & courses become fully booked. The waitlist can be used to reserve spaces, notify of newly available spaces, or even move members onto a new event or course so they're first in-line next time round.

Click 'Add to Waitlist' and we will notify you if a space becomes available.

Booking Details			
Back to booking options			
looking Type	Sale Ends	Price	Qty
ntroduction to Bowls Coaching Award (IBCA)	23 JUL 2021	FREE	SOLD OUT
ou are a member of an affiliated Bowls Scotland club the appropriate counted price will be displayed in the cart prior to purchase.	12:00 BST		Add to Waitlist



If tickets are on sale and the event or course is not fully booked, you will be redirected to the 'Booking Details' screen. Here you can review the event details (Location, Details, Contact, Information, Booking Details and Cost).

EVENTS & COURSES				
EVENTS FULL SCHEDULE				
BACK TO EVENTS				
Wed, 24 Mar @ 18:00	otection in Sport Officer Training			
Location and Dates	Booking Details			
Relievely Real	Booking Type	Sale Ends	Price	Qty
Newson Park	Child Wellbeing and Protection Officer Training	24 MAR 2021	FREE	1
Rosslyn Plac			×	Add to Cert
Avenue	Rounds and Stages			
and a submark	No rounds or stages apply to this event			
Bowls Scotland	Event Details			
National Centre For Bowling Hunters Avenue	The workshop is suitable for individuals responsible for leading their of and young people.	dub or organisation in the wellbeir	ng and protecti	ion of children
6)7 KAS 0AL Wednesday, 24 March 2021 @ 18:00	Learners will have the opportunity to develop knowledge and skills to and group work.	manage concerns through the use	e of interactive	case studies
	Pre-requisites:			
Contact Details	 Age 18+ 			
Grilian Boyce	Learners must have completed both modules of the Child Wellbeing &	Protecting Children (CWPO) or SI	PC.	
gilianboyce@bowlsscotland.com	This workshop is aimed at Wellbeing and Protection Officers or those	in a similar role.		
01292 501575	This workshop will be presented by Lindsey Booth, Booth Training and	Consulting.		

Add event or course to Calendar

Members now have the option to add the event to their personal calendar, to do this click on the 'Add to Calendar' option at the left-hand side of the screen and select your calendar provider. Our online club and membership system supports Outlook, Google, Apple, and Yahoo!

Ad	ld To C	alenda	ar		
		31	Ú	y .	

The calendar appointment will be shown at the bottom left-hand side of the screen. Click to open.

calender (4).ics

The calendar appointment will be auto populated with details from the event or course.

89								
File A	ppointment	Scheduling Assistant	Inser	rt Forma	it Text	Review	Help	Q 1
🗐 Delete	\rightarrow Forward	 Teams Me 	eeting	$P_{\underline{+}}$ Invite At	tendees	Show	As: Bu	sy
Title Child Protection and Wellbeing Officer Training								
Save & Close	Start time	Wed 24/03/2021	Ē	18:00	•] All day	🗆 👲 Time	zones
	End time	Wed 24/03/2021		20:00	•	→ Make Rec	urring	
	Location	Bowls Scotland, Natio	onal Centre	for Bowling, H	Hunters Av	enue, Ayr, K	A8 9AL	

To book a place on the event or course, click the 'Add to Cart' button.



Event Forms

Some Events may have a form attached to allow us to gather some additional information. If this is the case, the form will be displayed. Some questions are mandatory, others are optional. If a form is attached to the Event simply complete the additional information requested and click the 'Complete Registration' button.

Event Registration			
Please complete the follow Ticket 1 - Online Club and Membership Sy	ng registration details: em		
Club information			
Type to search			
	Back to Event	Complete Registration	



A confirmation message will be displayed. If you have no other bookings to make click 'Yes, Proceed to Cart'. If you want to make further bookings, click 'No Not Yet', the item will be added to the cart and you can continue searching events & courses for the remaining bookings you would like to make.

Confirmation
You have successfully added Child Wellbeing and Protection Officer Training (Test Testing) - Test of Child Wellbeing and Protection in Sport Officer Training (EV000138) to your cart. Do you want to proceed straight to checkout?
NO, NOT VET VES, PROCEED TO CART

You can access the items in the cart at any time by clicking the 'Cart' icon at the top right-hand side of the screen, next to your name.



You will have the option to 'Save for Later' or 'Remove' items in the 'Cart'.

Once you have added an item to your 'Cart' or saved it for later, it will remain there even if you navigate away from the payment page or logout. There is no need to go back through the booking process if you have already saved an item, simply access the Cart from the tile on the home screen and pick up from where you left off.

If you want to review the form you completed, click on the form icon and the form will open (see below). From here you can update the form, if required, make changes and click 'Save'.

If the event is free click on 'Complete Order'.

🟋 Checkout & Payment		
0 Order Review 2 Confirm Payment		
Below is a summary of your order, please review and then select a payment option.		
Order Summary	Complete Order	
Total items 1 Item saved for later 0	VISA 🕬 🚛	
Net Total E0.00		
Total (GBP) £0.00		
	TREMOVE All	
	NET TOTAL TAX TOTAL	
Child Wellbeing and Protection Officer Training (Test Testing) - Test of Child Wellbeing and Protection in Sport Officer Training (EV000138)		Form Icon
Bowls Scotland	£0.00 £0.00 £0.00	
ITEMS SAVED FOR LATER (0)	Hide saved items 🌑	
	🞜 Update	
	Order Summary	
	Total items 1	
	Item saved for later 0	
	Net Total £0.00 Total (GBP) £0.00	
	Complete Order	
Registration Form		
Bowls Scotland B C (CL003458)		
Close Save		



A confirmation page will be displayed. You have the option to 'Download a PDF Invoice'. Click on this (even if a course or event is free, the invoice is always produced).

Order Review 2 Confirm Payment				
Thank you, your payment has been succes Your reference number is PR000799 and we'll send a confirmation email with detail Back to cast	sful 🕑 to HaveYourS	Say@bowlssco ₽₽	tland.com wnload a PDI	E Invoice 💽
M SUMMANY	QTY	NET TOTAL	TAX	TOTAL
Child Wellbeing and Protection Officer Training (Test Testing) - Test of Child				
Wellbeing and Protection in Sport Officer Training (EV000138)	÷	£0.00	0.00	60.00
Verifiering and Protection in Sport Officer Translog (20000139)	1	£0.00 0	£0.00 rder Summar	у

Click on the Payment Receipts document at the bottom left hand side of the screen.

æ	Payment	Receipts_	pdf	^
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A PDF Payment Receipt document will open. You will have the option to download the document or print it.

Receipt							S D		
Test Testing			P	ayment Refe	rence	P	R000799		
National Centre for Bowling Hunters Avenue				Payment	t Date	13	/10/2020		
Ayr South Ayrshire		Payment Status					Complete		
KA8 9AL United Kingdom		Member Number				ME001870			
				PO Nu	umber				
					Notes				
Description	Unit Price	Qty	Discount	Surcharge	Net	Tax	Gross		
Child Wellbeing and Protection Officer Training (Test Testing) - Test of Child Wellbeing and Protection in Sport Officer Training (EV000138)	£0.00	1.00	£0.00	£0.00	£0.00	£0.00	£0.00		
					Discoun	t	£0.00		
					Surcharge	•	£0.00		
					Shipping	!	£0.00		
					Ta	, ,	£0.00		
					Gross	; <u> </u>	£0.00		

Payment

Pay by Bank

For courses that have a cost associated with them, 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 **'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 & Payme	ent		
		1 Order Review 2 Confirm Payment	
Below is a summary of yo	ur order, please review	and then select a payment option.	
Order Sum	mary		
	inc. y		Pay by Bank Pay with Card
Total items	10		Pay by Bank Pay with Card
Total items Item saved for later	10 0		Pay by Bank Pay with Card
Total items Item saved for later Net Total	10 0 £298.00		Pay by Bank Pay with Card

Event-Booking-Club-Admin 2021-07-13



Click on 'Pay by Bank'

Pay by Bank

GoCardless online Direct Debit Payment screen will be displayed. The email address contained in your profile (the one you use to log onto the system will be displayed). Enter the Country, Account Holder Name, Sort Code and Account Number and click 'Next'.

First Name	Surname	
GBO B C CL003461	District 34	
Email	Country *	
GB00@bowlsscotland.com	United Kingdom	
Account Holder Name \star		
Gillian Boyce		
Sort Code \star	Account Number \star	
20-00-00	55779911	

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



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.





Select Mandate

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. A bank mandate is valid for up to one year and can be used as many times as required during this period. However, for security reasons (once the year is up), the mandate will expire and require to be set up again.

	GOCARDLESS Online Direct Debit Payment	ship
Please difference	e select one of your existing mandates or setup a new ent bank account.	one if you want to link a
Bowls Sc £12.00	otland), - 1 ITEM(S)	
 	GILLIAN BOYCE MD000BYKPRWCDK - BARCLAYS BANK PLC	*******
OR -		

Pay by Card

If you select 'Pay with Card' a pop up will appear, input your card details, and click 'Pay'

HaveYourSav@bowlsscotland	
	com
ard Information	
1234 1234 1234 1234	¥154 🦲
MM / YY CVC	-0
ame on card *	

A confirmation of payment message will be displayed.

- 4. At this stage, you also have the option to 'Download a PDF invoice'.
- 5. 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.

1 Order Review 2 Confirm Payment Thank you, your payment has been successful Your reference number BR000594 and we'll send a confirmation email with detail to HaveYourSay@bowlsscotland.com Back to cart Home	📜 Checkout & Payment
Thank you, your payment has been successful Your reference number BR000594 and we'll send a confirmation email with detail to HaveYourSay@bowlsscotland.com Back to cart Home	1 Order Review 2 Confirm Payment
Your reference number BR000594 and we'll send a confirmation email with detail to HaveYourSay@bowlsscotland.com 2 Back to cart Home	Thank you, your payment has been successful 🗸
	Your reference number BR000594 and we'll send a confirmation email with detail to HaveYourSay@bowlsscotland.com 2 Back to cart Home



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. The 'Payment History' tile is also available by selecting 'Menu' at the top left-hand side of the screen.



Any payments made will be displayed even if the event is free. To view details of payments made double click on the entry.

PAYMENT HIST	TORY								Search
Reference	Payment Date	Payment Method	Net Amount	Discount	Surcharge	Tax Amount	Gross Amount	Status	Description
PR000800	13/10/2020	Zero Value Pay	0.00	0.00	0.00	0.00	0.00	Paid	Event (x1)
PR000799	13/10/2020	Zero Value Pay	0.00	0.00	0.00	0.00	0.00	Paid	Event (x1)
PR000796	13/10/2020	Zero Value Pay	0.00	0.00	0.00	0.00	0.00	Paid	Event (x1)

Details of the entry selected will be displayed.





How do I view any events booked / attended?

If you click on Events & Courses at the top left-hand side of the screen you will be able to view any events you have attended / booked to attend.



How do I view any qualifications / credentials?

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 Cadential or Qualification tab.

	L MY PROFILE		MY CLUBS
	PROFILE MEMBER DETAILS		Select Club 🥥
	BASIC DETAILS EMERGENCY EQUALITY OPT I	NS CREDENTIALS QUALIFICATIONS	*
LEST LESTING ME001870 HaveYourSay@bowlsscotland.com 10292 501575 National Centre for Bowling, Ayr	Credentials Below is a list of all your active, pending and exp All Active Pending Approval Expired	sired credentials	TEST TESTING Member
Create Family	Ad	d Credentials 💿	
+ Add Family Member	First Aid PENDING APPROVAL Starts 23/07/2020 Ends 23/07/2021	ACTIVE Starts 01/01/2016 Ends 01/01/2022	
	ACTIVE Starts 22/06/2020 Ends 22/06/2099		