

How do I renew / purchase my club's membership?

Step I-Membership

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



I.2 Click on the 'Club Affiliation' tile.



1.3 The relevant affiliation type will be displayed ready for renewal. Affiliation benefits are listed and can be viewed in full by clicking 'more info'



1.4 Scroll down and the affiliation form will be displayed below. If you have previously affiliated to Bowls Scotland the form will be pre-populated with the information from last years affiliation.

Main Contact and Key Contact information

If you have already identified a Main Contact, the information will be displayed as below.





You can change the Main Contact by clicking on the 'edit' icon or delete them by clicking on the 'delete' icon

If you are amending the main contact, click 'Edit'. A pop up will appear on the right-hand side of the screen with a list of club members to select from. If you need to amend member details or create a new member profile, you need do this from the club profile and there is a separate guide showing that process.

X Club Member Picker	✓ Done
Q. Type here to search	
TB Test Bowler1	✓
TB Test Bowler2	0

If you do not have a Main Contact or you have deleted them, you can add them by clicking 'Add'.

Main Contact + ADD

Main Contact is a mandatory field so it must be entered and you won't be able to proceed without one.

Please complete the Main Contact opt-in information. The default is 'No' but you can change it but clicking on the drop down.



Key Contacts

If you have already identified Key Contacts (President, Secretary, Treasurer, Match Secretary and Wellbeing Protection officer) the information will be displayed. To add or replace these roles, please follow the process outlined above for editing Main Contacts.



Published Club Contact

This information will be publicly available for other clubs, associations, and affiliates. Name, Phone Number and Email Address are mandatory fields, so you need to enter something in each box, but you do not need to provide contact information unless you wish to do so.

Name: *
Email: \star
Contact number: \star

Affiliation Requirements

As per Bowls Scotland's Articles of Association, by affiliating as a member; company rules, byelaws, code of conducts, disciplinary and UKAD/anti-doping rules and any other policies outlined in the articles of the association should be adhered to.

Club Constitution

Please select an option for the drop-down menu. This is a mandatory field and you cannot proceed without answering.

Yes Yes No Don't know	Does the club have a constitution? \star	Yes	\$
Credentials Place uplad a valid gradential	Yes	\$ Yes	
Please uplead a valid aredential	Credentials	Don't know	
Flease upload a valid cledential	Please upload a valid credential		

There is an option to upload a copy of the club constitution and a copy of the club Public Liability Insurance. This is an optional field and is not required.

If you would like to upload a copy, click 'Add'. Enter the dates and click to upload a copy of the file. It will open your documents folder and you can select a file. Click save on the top right-hand side of the box.



	Clause		
OVERVIEW			
Start date			
15/09/2023	曲		
Expiry date			
14/09/2026	曲		

Public Liability Insurance

Repeat the process as outlined above for the Public Liability Insurance.

Club Anniversary Gifts

Please enter the year the club was established. This is a mandatory field so something must be entered in the box in order to proceed.

Please advise us of the year that your club was established $ st $
1891

Membership Demographic

This is a new section for October 2023. This information will be used to better understand our membership demographic and the services we can provide. The Scottish Government and **sport**scotland classify a disability as a condition that lasts, or is expected to last, at least 12 months.

These are mandatory fields so must be filled in to continue. The drop down has the option for 0-10+ members and a 'Prefer not to Say' option.



Physical Disability- Wheelchair user: *	
\$	
	Physical Disability- Wheelchair user: \star
Physical Disability- Non-wheelchair user: *	÷
\$	0
	1
Vision Impairment (blindness or partial sight): \star	2
	3
₹	4
	6
Hearing Impairment (Deafness or partial hearing): \star	7
\$	8
	9
Learning Disability: +	
Learning Disability. *	Prefer not to say
\$	
Long-term illness, disease or condition: *	
\$	

There are 6 disability questions so please select an option for each question before continuing.

Membership Numbers

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Please enter the membership numbers below. Members are calculated as the number of members on record as of September 30th. You **are not** being asked the number of members you expect to have for the 2024 season.

Playing Membe	rs	
Adult Male Members (playing)	Adult Playing Members (Male) £5.00	Quantity 1 ¢ Add to cart
Adult Female Members (playing)	Adult Playing Members (Female) £5.00	Quantity 1 ¢ Add to cart
Junior Male Members (playing)	Junior Playing Members (Male) £0.00	Quantity 1 ¢ ✓ Add to cart
Junior Female Members (playing)	Junior Playing Members (Female) £0.00	Quantity 1 ¢



Select an option from the drop down for the number of Adult Male, Adult Female, Junior Male and Junior Female options. There is a slide scroll on the right-hand side to move down quickly. The membership options start at I and there is no option to have none of the membership category.



If you have none of a membership type, e.g. juniors, select 'l' and then untick the 'add to cart' box below. Anything ticked will be added to cart and count towards the membership number and affiliation cost so be sure to untick if needed.

The 'add to cart' button is automatically unticked for Non-Playing Members so if you are entering any, please select the 'add to cart' otherwise they will not count towards your membership figures

Once you have entered the membership numbers, please review them form and then click the yellow 'checkout' button. You may need to scroll to the right for the button to be visible.

Checkout

The membership numbers for the 'Playing Members' will transfer to the Checkout. There is no charge for playing junior members. The fee for adult playing members is £5.00.

Competition Entries will open in January so there is no other fees due and you can proceed to checkout.

? Confirmation
Your membership has been successfully added to your cart. Do you want to proceed to checkout?
No, not yet Yes, Proceed to Cart

Step 2- Payment

Once you have reviewed the affiliation form and added it to cart, you will have the option to either 'Request Invoices', 'Pay by Bank' or 'Pay with Card'.

If you need to amend membership figures, you can select the box and over type the figure. Scroll down and click the yellow 'update cart' button. The membership numbers and cart total will update.





Method I- Request an Invoice

I. Click on 'Request an Invoice'

Request Invoice

2. Choose club name from the drop down. When you select it the form will update with club email, address ect. This information is taken from the Club Profile so please ensure that the information is accurate. Please do not edit invoice name.

 \times

Please provide details	for your requested invoice.
Organisation Name	
Select Organisation	\$
Select Organisation	
Invoicee Name	Contact Number
Bowls Scotland B C CL003458	District 34
Email	
kellyanderson@bowlsscotland.com	
The email address where the invoice should	d be sent
Address	
National Centre For Bowling	
Hunters Avenue	Line 3
Town	County
Ayr	South Ayrshire
Postcode	Country
KA8 9AL	United Kingdom 🗘
PO Number	
PO Number	
Note	
	/
Req	uest Invoice

By requesting an invoice, you are checking out to pay outwith the system either by cheque or by bank transfer. Please indicate in the PO Number field which method of payment you intend to use. Bank details and business address are included on the invoice.

3. Click 'Request Invoice' and confirmation message will be displayed.



Method 2- Pay by Bank

I. Click on 'Pay by Bank'



2. If you have used this option previously, you will have the option to select the saved mandate (click on the grey tick to select and it will turn green) and click 'Pay Now'

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£1000.	tion D0 3 ITEM(3)		
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_	4 80 102		

3. If you have not set up a bank mandate, the Direct Debit payment screen will be displayed (please note, this is not setting up a Direct Debit, we will not take recurrent payments from your account). Enter a valid email address, Country, Account Holder Name, Sort Code and Account Number and click 'Next'.

irst Name	Surname
Bowls Scotland B C	CL003458
Email	Country \star
kellyanderson@bowlsscotland	.com United Kingdom 💠
Account Holder Name \star	
Name of the account holder	
Sort Code \star	Account Number \star
eg: 40-40-21	e.g. 71347034

4. Confirmation will be displayed. Click 'Confirm'



Method 3- Pay by Card

I. select 'Pay by Card'



2. A pop up will appear and you input you card details and click 'pay'.

The email address will automatically pull through from the club profile and cannot be overtyped here. If you do not have an email address, it will say 'X' and payment will not be accepted. Please update the email address in the club profile and return to cart.

🛞 JustGo.com 🛛 ×				
Pay with card				
Bowls Scotland B C CL003458				
kellyanderson@bowlsscotland.com				
1234 1234 1234 1234 1 234				
CVC	•			
Name on card \star				
Postcode \star				
KA8 9AL				
Pay £20.00				
	stGo.com			

Regardless of the method used, once you have successfully checked out a confirmation of payment method will be displayed. At this stage you will have the option to download a PDF confirmation of payment. It will automatically be sent to the email address in the club profile.

You can view any payments made by selecting 'Payment History' from the menu.



