

## Bowls Scotland Affiliation Frequently Asked Questions:

### **What is the Affiliation/Capitation Process?**

- Annual Bowls Scotland membership for clubs, associations and affiliate members will open on Wednesday October 1st 2025.
- The deadline for completing affiliation and payment of capitation fees is Friday 31st October 2025.
- Club capitation fees will continue to be calculated based on the number of playing members registered as at Tuesday 30th September 2025. For clarity, capitation fees are £5 per person for every member who is eligible to play on the green/s.
- Competition entries will open January 2026 – Clubs and Associations must be Bowls Scotland members to enter.

### Affiliation

#### **Q. How do I know my membership numbers to pay for them?**

As per section 12.2 of the Bowls Scotland Articles of Association, the basis for calculating membership and the sum due by each member club shall be taken as membership as of 30th September in the preceding year. Please ensure that these stats are as accurate as possible.

In October 2025, you will be paying for the number of members you had on record as of 30th September 2025. You are not paying for the numbers you expect to have playing in 2026.

Any person aged 16+ whose membership permits them to play bowls MUST be included in adult membership numbers/payment. U16 members are declared as junior members and although there is no cost for junior membership, it is important that all club junior members are registered. Bowls Scotland reserves the right to check membership returns for club membership.

#### **Q. What if a member of my club is also a member of another club?**

Club members should only have one profile on the JustGo system. Members can add one or more clubs to their profile or alternatively the Club Admin can add the member to their club by using their membership number, email, or date of birth to search for them. If someone is a member of multiple clubs, they should affiliate to each club and also pay one affiliation fee per club they are a member of. If a member adds a club to their account, then the Club Admin will need to approve that member on the Justgo system before the club appears on the member's profile.

#### **Q. Do I need members' permission to add them to the system?**

Yes, for Data Protection purposes you will need to ensure that the club member has given permission for a profile to be created on the system for them. Alternatively, club members can create a profile themselves and search and add their club(s). If the club member has a key role at your club i.e. they are the main contact, a coach or a wellbeing protection officer they may already have a profile on the system. This is because they have already provided their information at the point of affiliation or when they attended any training courses.

## Accessing the Club Profile

### **Q. How do we get access to our Club Profile on Justgo?**

Your club Admin should have the log in details already. However, the username will be the name of your bowling club, single space 'B', single space 'C'. E.G. 'TEST B C'. If you do not have your password, then press the "Forgotten Password" option below and follow the instructions. Again, in this case it is vital to ensure that the email address listed for your club on the system is correct as this is where the password reset email will be sent.

### **Q. My club has never used the online system before, how do I set up a profile to affiliate?**

Your club/association will already have an Admin profile, so you do not need to set up a new profile. If you do not have the login information, use the guidance above to reset the Club Admin password. If this still does not work simply email [info@bowlsscotland.com](mailto:info@bowlsscotland.com). To set up a member profile for yourself or other club members, see our video guide series.

### **Q. I've clicked the reset password button, but I have not received an email to reset it, why?**

In this case it is vital to ensure that the email address linked to the club profile page is correct as this will be where the password reset email is sent to. Or if you do not have an email address in the club profile, the system does not have anywhere to send a reset email. To gain access to the account please email [info@bowlsscotland.com](mailto:info@bowlsscotland.com) and we can add an email address for you. Or see our video guide series.

### **Q. I have had to reset the password to the club account, I know my password is now correct, but it still will not let me log in, why is it doing this?**

Make sure the club's name is correct, the first letter of any words will be capitalised, and any punctuation or spaces will also be replicated (E.G. Bowls Scotland B C) If you attempt to reset the password or have too many incorrect attempts (10+) the system will lock you out for security reasons. Contact [info@bowlsscotland.com](mailto:info@bowlsscotland.com) if you cannot access.

### **Q. How do I update the email address listed for my club?**

Once you have logged in to your club Justgo page. Select "My Profile" at the top left of the screen. Once on your profile, you will find a section called "Basic Details". Select this and then the yellow button below that says, "Update Details". Select this option and then input the updated email address in the relevant field and then click the yellow button marked "Save".

### **Q. Why do you need an email address in the club profile?**

The email address attached to the club profile is separate from the information we collect about main contacts. The email address in the profile will be used by the system to send system generated emails relating to the activity of the profile. Any invoices, receipts, tournament licenses created in the system will be sent to that email. If an attempt is made to reset the password, the email will be sent there. If a member makes a profile and attaches themselves to the club, the notification will go to that email.

### Checkout & Payment

**Q. I am trying to pay by card, and it will not let me complete checkout without an email, why?**

The email address in the payment field will automatically pull through from the club profile. If you have not added an email address to the profile, it will have an 'x' which will pull through but will not be recognized as a valid email address. To complete the payment, you need to go back and add an email address to the profile (everything will remain in your cart even if you click away from it but make sure to check it when you return), see our video guide on how to add an email address to the club profile.

### Competitions

**Q. Why are there no competitions to enter?**

Competition entries will open in January as normal.