

2025 Affiliation: Step by Step Guide

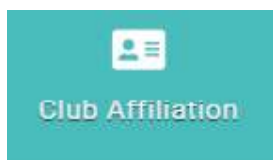
Step 1 - Open the affiliation form

The affiliation form is only available from the Club Admin JustGo profile.

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



- Click on the 'Club Affiliation' tile – You may need to scroll down for this option.



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



- 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 year's affiliation.

Section 1 - Main Contacts

Please Note - For the upcoming season we are asking for each club to appoint two unique contacts for communication – the Main Contact and President. This will ensure that all Bowls Scotland communications are received by two contacts at the club.

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

A card titled "Main Contact" with a profile picture of a person and the name "Ellen (test) Whitaker". Below the name are fields for email and phone number, each with an icon (envelope and phone) and a small "test" label. To the right of the card are icons for editing and deleting.

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.

A pop-up window titled "Club Member Picker" with a "Done" button. It contains a search bar with the placeholder "Type here to search". Below the search bar is a list of members. The first member, "Test Bowler1", is highlighted with a green checkmark. The second member, "Test Bowler2", has a grey checkmark.

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

A card titled "Main Contact" with a plus icon and the word "ADD" next to it.

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

To add/edit details of your club president simply repeat the above process.

Main Contact Opt in

Bowls Scotland have partnered with various business that offer clubs special offers on the services they provide. This includes Water suppliers, Insurance services, Recycling and more.

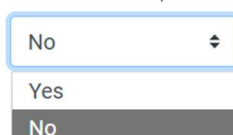
Please select an option if you are ok to be contacted by our partners to discuss these offers.

This data will not be shared with any other third party.

Main Contact opt in

Please complete the following information:

I consent to Bowls Scotland's commercial partners sending our club details of products or services that may be of benefit *

A dropdown menu with the text "No" selected. The menu is open, showing the options "Yes" and "No".

Section 2- 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.

Does your club have a constitution? *

No

Yes

No

Public Liability Insurance

Repeat the process as outlined above for the Public Liability Insurance. Again, this is a mandatory field so an option must be selected.

Does your club have Public Liability Insurance? *

No

Yes

No

Section 3 - Wellbeing Protection Officer

First you will need to select an option confirming if your club has a Wellbeing Protection Officer. This is a mandatory field.

Does your Club have a registered Wellbeing Protection Officer? *

No

Yes

No

If you have previously input a WPO then the details will already be filled in and appear as below.

Main Contact

Ellen (test) Whitaker

If a WPO is still to be added, then the below box will be displayed

Wellbeing Protection Officer



This is similar to the previous process of adding a president and main contact.

Section 4 - Club Recruitment / Try Bowls

This section relates to the Try Bowls Programme.

You will need to select an option to confirm if your club has run any Try Bowls Specific events, other member recruitment events or not run any.

Simply select the circular box next to the relevant option.

Has your club held any membership recruitment events in 2025?

- ☐ Yes- Through Try Bowls Programme
- ☐ Yes - Other
- ☐ No

Section 5 - Membership Equality Data

Bowls Scotland is committed to embedding inclusion across all aspects of our work. As part of our affiliation process, we ask clubs to provide data on the following five of the nine protected characteristics identified in the Equality Act 2010. These are:

- Age
- Long term health conditions / disability
- Ethnicity
- Sexual orientation
- Sex (provided through section 6 – Total Membership)

These questions are informed by the 2022 Scottish Census and Scottish Government guidelines.

We collect this data to gain a clearer understanding of who is participating in Bowls across Scotland. The information provided will be shared with sportscotland to support inclusive decision-making, resource allocation, and targeted interventions. Please note: no individual member or club-specific data will be shared.

We strongly advise clubs not to make assumptions about members' personal characteristics. To ensure accuracy and respect for individuals' identities, this information should be gathered directly from members, ideally during the membership intake process or through periodic updates. Collecting self-reported data helps build a more inclusive and representative picture of the Bowls community and ensures that all individuals are recognised and valued for who they are.

If your club does not currently collect this data, please mark each box with an X. However, we encourage all clubs to begin collecting this information going forward. Doing so will help Bowls Scotland better understand the demographics of our community, report on diversity to sportscotland and develop the sport to reach underrepresented groups across Scotland.

5.1 - Age

Please provide a numerical value for the number of members in your club that fall into each age category. There is also a Prefer Not to Say option for any members who selected this.

Please note- the number of U16 members should match the number of junior members added to basket at the end of this form. Anyone 16+ is counted as an adult member of Bowls Scotland.

5.2 - Long Term Health Conditions/ Disability

Please share the number of members of your club for each category. Individuals should select a category if the health condition has lasted or is expected to last at least 12 months.

We ask this question as we know that individuals with long term health conditions/ disabilities remain significantly under- represented in club membership. This data will help us better understand the demographics of our membership.

The answer options are aligned with guidance from sportscotland and the 2022 Census.

5.3 – Ethnic Groups

Ethnic group classifies people according to their own perceived ethnic group and cultural background. Please insert the number of members who have selected each category.

Bowls Scotland currently use data to inform our decision-making and project development process. We know that individuals from ethnically diverse communities are underrepresented in the wider membership of Bowling Clubs across Scotland. Answering this question will help us better understand the demographics of our membership.

5.4 – Sexual Orientation

Sexual orientation refers to an individual persons identify in relation to the gender or genders to which they are sexually attracted. Please insert the number of members who answered which of the following best describes their sexual orientation.

Bowls Scotland currently use data to inform our decision-making and project development process. We know that individuals from LGBTQ+ community groups may be underrepresented in the wider membership of Bowling Clubs across Scotland. Answering this question will help us better understand the demographics of our membership.

Section 6 – Total Membership

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 2026 season.

Membership Declaration

Please select the quantity of each type of member and ensure the add to basket option is ticked.



Adult Male
Members
(playing)

Adult Playing Members (Male)

£5.00

Quantity

☒ Add to cart



Adult Female
Members
(playing)

Adult Playing Members (Female)

£5.00

Quantity

☒ Add to cart

Junior Members

Please also note that although there is no charge for Junior members (U16's) please add the quantity of juniors at your club to your basket as this will also help us collect information regarding the number of Junior players in Scotland. Again, for each category you are adding please ensure that the add to basket box is ticked.



Junior Male
Members
(playing)

Junior Playing Members (Male)

£0.00

Quantity

☐ Add to cart



Junior Female
Members
(playing)

Junior Playing Members (Female)

£0.00

Quantity

☐ Add to cart

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 1 and there is no option to have none of the membership category.

Quantity

☐ Add to cart

The 'add to cart' box must be ticked for the members to be recorded. It will be automatically ticked for adult male and female members, but you need to tick it if you are entering junior members otherwise they will not be recorded.

Quantity

☒ Add to cart

For reporting Non-Playing Members, please also select the 'add to cart' otherwise they will not be recorded.

Once you have entered the membership numbers, please review the 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 are 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.

 Update

Method 1- Request an Invoice

Invoices can be paid by BACS transfer or Cheque.

1. 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 etc. This information is taken from the Club Profile so please ensure that the information is accurate. Please do not edit invoice name.

Please provide details for your requested invoice.

Organisation Name

 Bowls Scotland 60 B C

If your organisation or club is not listed please tick the option below to enter a name manually

☐ Manually enter an organisation name

Invoicee Name

Test A

Contact Number

0123456789

Email

Test@testmail.co.uk

The email address where the invoice should be sent

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 Mandate


1. 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'



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'.



1 Account Details
2 Confirm Direct Debit

First Name

Surname

Email

Country *

Account Holder Name *

Sort Code *

Account Number *

Or [enter IBAN](#)

4. Confirmation will be displayed. Click 'Confirm'

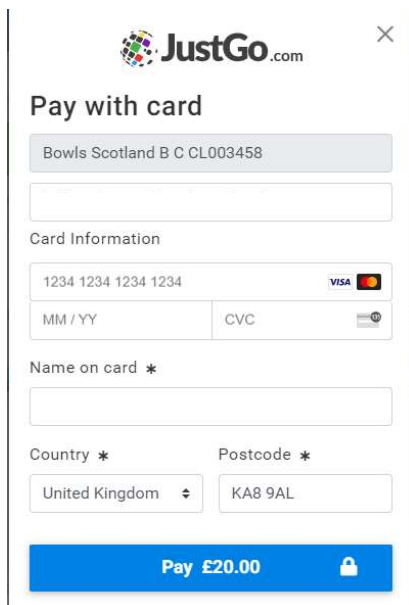
Method 3- Pay by Card

1. select 'Pay by Card'

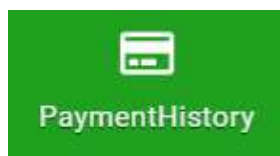


2. A pop up will appear and you input you card details and click 'pay'.

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.

A screenshot of a web form titled "Pay with card" from JustGo.com. The form includes a header with the JustGo.com logo and a close button. Below the title, there is a grey box containing the text "Bowls Scotland B C CL003458". A white input field is present below this. The "Card Information" section contains a card number field (1234 1234 1234 1234), a VISA logo, a cardholder name field (MM / YY), a CVC field, and a cardholder name field (Name on card *). Below this, there are fields for Country * (United Kingdom) and Postcode * (KA8 9AL). At the bottom, there is a blue button labeled "Pay £20.00" with a lock icon.

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.