

How to Enter Sub Centre Events on Bowlshub

Open the Bowlshub webpage: <https://bowlshub.co.nz/authenticate/login>

1. Login to your account using your email address and your password
2. Go to your profile list and select your club from 'my clubs' list.
3. Under the 'Member Overview' area on the left hand side of the screen select 'Competitions'.
4. In the main area of the screen select the 'Available' tab. Note this will bring up a list of every competition in New Zealand that is currently active on Bowlshub, which means you will need to locate the Sub Centre events.

How to locate our Sub Centre Events:

5. In the 'Filters' search box type in 'Mid Canterbury' and then press enter on your keyboard. This should bring up the list of Mid Canterbury Sub Centre events.
6. Choose the event you wish to enter from the list.
7. On the right-hand side of the event title click on the spanner icon, and select 'Enter Competition'
8. This will open the entry page – you should see you own player information displayed on the screen in the various boxes. Check the information is complete and correct. Then save at the bottom of the player information section. This adds you as a player in the competition.
9. If you are entering a team event you will then need to 'add players' as appropriate. To do this there is an 'Add player' button which you click on. You can either search for your team members OR if you know their Bowlshub numbers you can 'LINK MEMBER' to add them to your team. Make sure you add them to the entry by clicking the 'SAVE' button at the bottom of their player information section.
10. Repeat this for as many players as you need to add to your entry.
11. Once all players have been added click the 'NEXT' button at the bottom of the screen. Note: you may need to scroll down to find this button.
12. The last stage of entry is to confirm the information you have entered on the 'Confirmation' screen. This screen will display a summary of everything you have added to your entry, plus there is information about how to pay your entry fee. Once you have made a note of the payment instructions then you will need to click in the box to 'accept terms & Conditions'.
13. The last step is to click on 'Confirm and Submit' which will add your entry to the competition.
14. **Note:** Entry fees must be paid by the closing date for entries. Entries that are not paid for by closing date are accepted only at the discretion of the Match Committee

If you have any problems, please feel free to contact Wendy Suttie either by phone or email.

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