

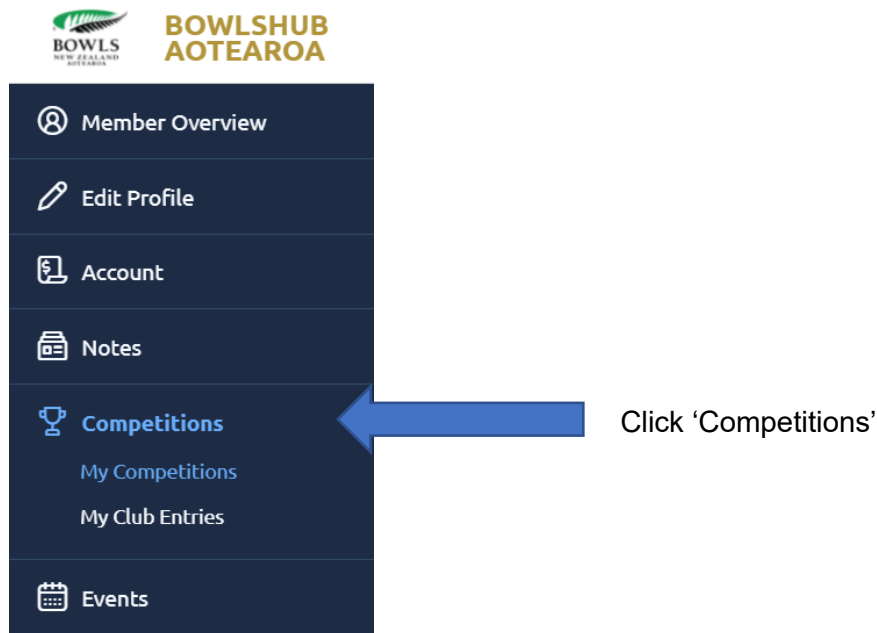
BowlsHub Aotearoa Event Entry Guide

Before you begin

All players included in an entry must have their own BowlsHub Aotearoa account and National ID/Membership Number.

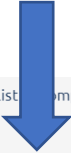
International players: complete the BowlsHub sign-up process as usual and search for “International” when selecting your club. If you need help signing up or accessing BowlsHub, email bowlshub@bowlsnewzealand.co.nz.

1. Log in to BowlsHub Aotearoa at www.bowlshub.co.nz



2. Find and click “Competitions” in the Navigation pane on the left-hand side of your screen.
3. This is the competition hub, where you can see events you have entered, events in play, completed events, and events that are available to enter:

4. Click “Available” to see a list of events you can enter.



Competitions A list of competitions that you're able to enter.

In Play Entered **Available** Completed

 FILTER Rows: 25 ▾

Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	

5. Find the event you would like to enter and click the spanner icon on the right side of the event and select “Enter Competition”.

Competitions A list of competitions that you're able to enter.

In Play Entered **Available** Completed

 FILTER Rows: 25 ▾

Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	

For example, if you were entering the men's singles, you would click here.



6. Once you have selected 'enter competition', you will be taken to the entry form.

Your details will be automatically populated for this entry form; all you will need to do is select position (if this is relevant to your entry).

DETAILS

First name*

Last name*

Contact e-mail*

Contact number*

Gender*

Position*

Nominated club:

 A position is required.

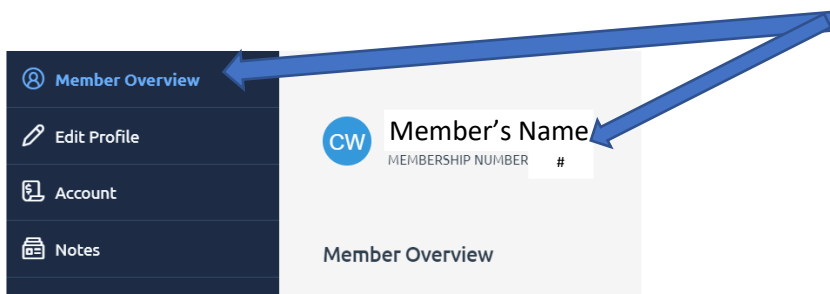
7. Click 'SAVE'. If you are entering the singles, you may now click 'NEXT' and then skip to Step 12 of this guide.

8. If you are entering a team competition, all members of your team must be signed up to BowlsHub Aotearoa and have their own National ID/Membership Number.

If a teammate has not yet signed up, they can register through BowlsHub Aotearoa. If they need help signing up or accessing BowlsHub, they can email bowlshub@bowlsnewzealand.co.nz.

Once signed up, your teammates will be assigned a permanent National ID/Membership Number. You will need this to complete the entry, so ask each teammate to supply their number.

The National ID/Membership Number can be found by clicking on 'Member Overview'.events@bowlsnewzealand.co.nz



9. To enter another team member, click “LINK MEMBER” in the “Player 2” field.

Click here to add another player.

10. Enter your teammate’s National ID/Membership Number and select “SEARCH”.

Confirm that this is the player you wish to enter into the event and click “SELECT”.

Click select if this is your teammate.

National ID	Name	Club	State	
ID #	Player Name	Player Club	Centre	SELECT

11. Select the position of your team member and click “SAVE”.

Repeat this process for a Fours team until each player has been entered.
Once your team is complete, move on to Step 12 of this guide.

12. Click “NEXT” to be taken to your key details. This will display your team name for the competition. You do not need to edit anything on this screen; select “NEXT”.

13. The entry fee will now be displayed. Click “NEXT” to continue.

Click ‘NEXT’

14. Review your entry details, then scroll down and review the terms and conditions. Once done, select “Yes” to accept the terms and conditions and click “NEXT”.

TERMS & CONDITIONS

I and the players in my team are Playing Members (as defined by the Bowls New Zealand Constitution) of a Bowls New Zealand (or other World Bowls recognised National Organisation) affiliated bowling club. We accept the [Conditions of Entry](#) for this event as defined by Bowls New Zealand Regulation 6 (National Tournaments), Clause 5 ([Conditions of Entry](#)) and agree that all information provided is true and correct to the best of my knowledge, and agree that Bowls New Zealand and its respective officers or employees, can collect, hold, use, and disclose my personal information including any photo or other record of my image for the purposes of the competition and related activities.

All entrants in the National Open Championships are bound by [Section 2](#) of Bowls New Zealand Code of Conduct.

Do you accept these terms and conditions?

☐ No

In order to progress your entry, click this slider to the ‘Yes’ position.

Click ‘NEXT’ to progress your entry.

15. Enter your credit or debit card details and click 'PAY' to complete your entry. If you are unable to complete payment by card, contact events@bowlsnewzealand.co.nz to arrange payment.

1 Players 2 Details 3 Fees 4 Confirmation 5 Payment

Payment Method

Credit Card

Card number MM / YY CVC

Payment Overview

Invoice Total	\$1.00
Paying	\$1.00
Sub-Total	\$1.00
Surcharges	\$0.00
Total Payment	\$1.00

CANCEL PAY

Enter your credit card details here.

Select 'PAY' to complete your entry.

Congratulations!

You have successfully entered a Bowls New Zealand National Event.

An email confirmation will be sent to the primary contact on the entry, and the entry will also appear under 'Entered' in the 'Competitions' section of the primary contact's BowlsHub Aotearoa profile.

For questions about an entry, changes to an existing entry, or payment, contact events@bowlsnewzealand.co.nz. For BowlsHub sign-up or access issues, contact bowlshub@bowlsnewzealand.co.nz.