

Club Page User Guide

Every affiliated club with Bowls England has its very own page on our site.

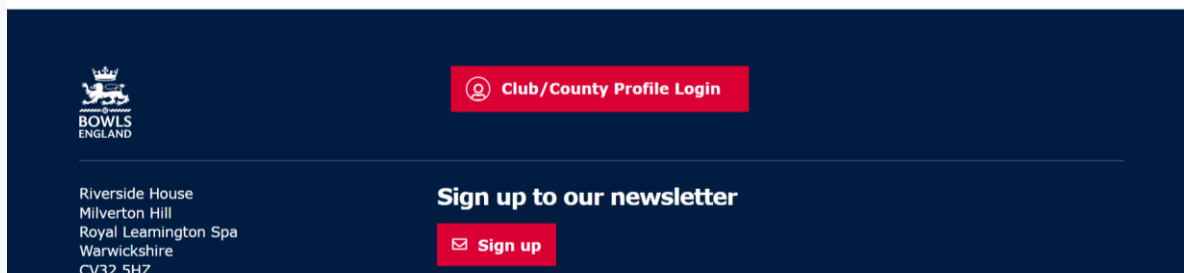
Think of it as a small, free piece of advertising that you can use to display your club to anyone who searches for somewhere to play. You can show details of the address and location of the club, but also contact names and phone numbers as well as email addresses and even your club website!

To make the most of that club page we have written this user guide to try to help you navigate your way around things. We have also offered some hints and tips to make the most of the facility.

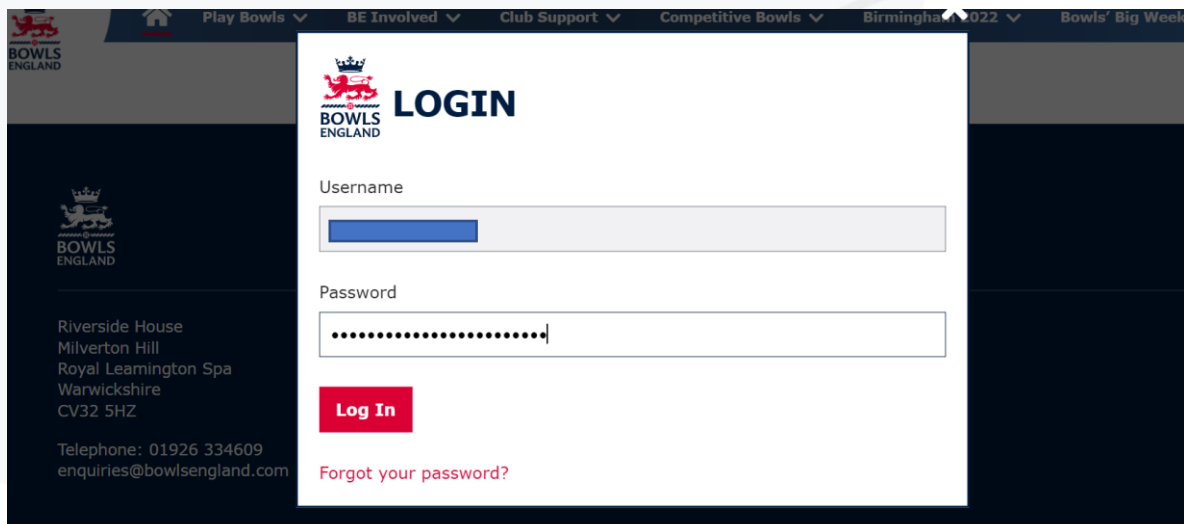
STEP 1 – Logging In

First things first! Let's get you actually logged in to the page.

The first page on the Bowls England website (the homepage) is the easiest place to start. If you go right to the bottom of the page, you will see the following:



You need to click on the red button that says "Club/County Profile Login" and that should bring up the following screen.





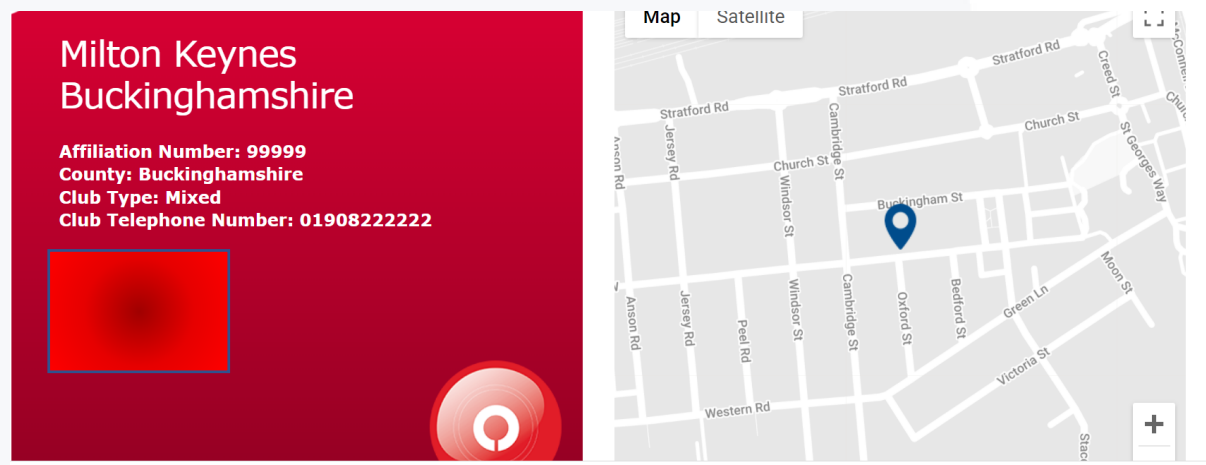
This is where you enter your User Name and Password and then press the red **"Log In"** button to access the site. If you have forgotten your password there is a helpful **"Forgot Your Password?"** button that will allow you to reset the password to something more memorable!

"Tip – this is a club User Name so make the password something anyone in the club can use. Don't use any of your own personal passwords and make it memorable with both numbers, upper and lower case letters and special characters e.g. MyP@sSw0Rd1Se@Sy"

(Your User Name has been issued to the club. If you have forgotten or it hasn't been passed on to you, your club secretary needs to contact clubs@bowlsengland.com with your Club Name and Affiliation Number to request a new one.)

STEP 2 –Your Page

So this is what your page will look like!



STEP 3 – Editing Your Page

Now, you are logged in and ready to start editing. You should see the following screen.

The first tab is all about your details.

MY ACCOUNT

My Details Club Details Club Events

First Name

Last Name

Email Address

If you change this we will send you an e-mail to your new address to confirm it.
The new address will not become active until confirmed.

Update Details

Enter your first name and second name – your email should already be in the box. Press **"Update Details"** when you have finished and before you go to the next tab.



The next tab along is the "Club Details".

MY ACCOUNT

My Details Club Details Club Events

Here you can amend any changes that you need to. There should be 4 more tabs to see – the first tab is the **General** button and you should not change any of the information on here – if you need any of this changed please contact clubs@bowlsengland.com and they will do it for you.

Milton Keynes [View club](#)

General Address details Contact details Images

Club name
This is the name displayed on the website

Milton Keynes

Affiliation Number

99999

Club type

Mixed

Update Club

The second tab is **Address Details** and this is the address of your club that appears on your page.

(when you check your actual page on the site in Step 2, it has a Map with your club location. If this is not accurate contact clubs@bowlsengland.com to remedy this for you).

General Address details Contact details Images

First line of address

Second line of address

Town/City

Milton Keynes

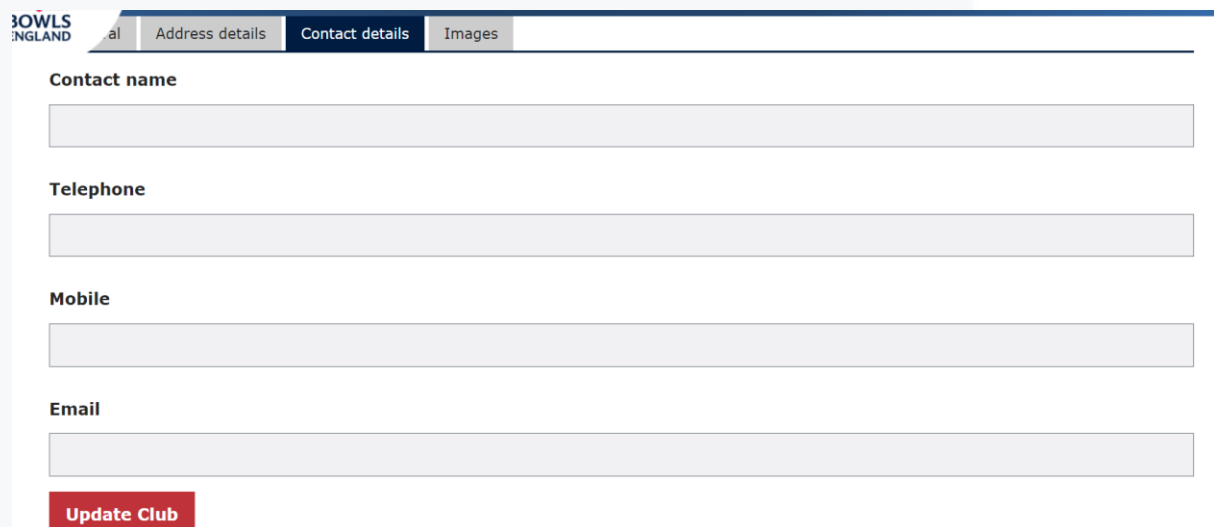
County

Buckinghamshire

The third tab on the screen is the **Contact Details** and this needs to reflect the person at your club that Bowls England would normally have contact through. We send updates and information to this person so make sure the details are up to date!

Enter the correct contact name, Telephone number, Mobile number contact and Email.

"Tip – consider having a generic club email that can be handed over from Secretary to Secretary. Your club officers can change from time to time so having a consistent email address will ensure the important information can always be received. This will also protect against someone falling ill or not being able to access his or her emails for any reason. Having a generic club email will allow for more than one person to access the mails if set up properly"



The screenshot shows the 'Contact details' tab of a Bowls England club profile. The form includes the following fields:

- Contact name**: A text input field.
- Telephone**: A text input field.
- Mobile**: A text input field.
- Email**: A text input field.

At the bottom of the form is a red button labeled **Update Club**.

Click on the **"Update Club"** when you have finished and before you go to the next tab.



The last tab is for any images you want to have on the page. You will need an image that is already on your computer as when you press the "Choose file" button it will ask you to search on your machine for the image(s) you want to use.

The **Banner Image** will appear across the top of your page and should show the club in its best light! A nice sunny photo of the club with flowers blooming – it doesn't have to be an action photo of bowls taking place but remember this is what any new person looking for a club will see.

You can only have one image here.

You cannot load images into the **Gallery**

The screenshot shows a web interface for managing a club's profile. At the top left is the Bowls England logo. The main section is titled "Banner image" and shows a placeholder for an image cropped to 1,700px (wide) x 700px (high). Below this is a "Choose file" button and the text "No file chosen". Below the banner section is a "Gallery" section with a placeholder for an image cropped to 1,200px (wide) x 550px (high). At the bottom of the gallery section is a red "Add to gallery" button and a "Bulk actions" dropdown menu. At the very bottom of the form is a red "Update Club" button.

Click on the **"Update Club"** when you have finished and before you go to the next tab.

That should be all the club details up to date and ready for action. If you want to add a club website please contact clubs@bowlsengland.com to get the web address added or changed.



The site has the ability to log any events you may want to publicise on our Bowls England Calendar.

Open days or Celebration Matches, Tournaments or Presidents Days can have an entry, but please do not add fixtures or general information. If you have added too many events we may have to delete to allow room for other clubs information and in that situation we would have to delete all your entries, so make sure you keep it to the important dates you want advertised!

If you do enter an event, make sure you include the club name though as the Taster Day and Open day on the image below gives you no clue which club it is at!

← → ↺ bowlsengland.com/events/

Competitions Portal Contact About Us Shop Sign up to our newsletter Account

Play Bowls BE Involved Club Support Competitive Bowls Birmingham 2022 Bowls' Big Weekend

CALENDAR OF EVENTS

Our calendar contains details of club, county, national and international events

Latest Events

1/04/22
to
30/04/22

Bolton Open Pairs

Location: Bolton Flat Green Bowling Club

Tournament License No 35200 Open Pairs Event, run through the... **MORE**

10
April
2022

Taster Day

A free taster day for anyone interested in starting bowls. ... **MORE**

9
April
2022

Opening of the season

MORE

24
April
2022

OPEN DAY

Club Open Day 24th April 2022 All Welcome **MORE**

Event Category

☐ Bowls England

☐ International

☐ Club

Type of Event

☐ National Event



To enter an event click on the **Club Events** tab, put in the title of your event (XXXXXX Bowls Club Open Day, XXXXX Bowls Club Presidents Day etc.). Put some details in the Content and make sure you include any contact names, numbers and emails people would need to see.

ENGLAND

My Details Club Details **Club Events**

Milton Keynes [View club](#)

Add new Event Existing Events Download PDF of Events

Title *

Content

Paragraph B I [List Icons] [Quote Icon] [Table Icon] [Link Icon] [Image Icon] [Tablet Icon]

Visual Text

Start Date

Create Event

Once all the details are in press **Create Event** to finish.

The **Existing Events** tab will give you a list of anything you already have listed. **Download a PDF of Events** tab takes you to download a printable list of all your events if required.

That's it for the guide. We hope you find the page useful and this has helped make the most of the page. Please visit the other pages of our site to see what other support and benefits your club can make use of.

We regret that we cannot set up individual accounts for anyone. Access to all of the pages within Club Services are for clubs and not individuals.