



## Bowls' Big Weekend Registration User Guide

To use the Bowls' Big Weekend **digital** registration the club will need to have a Google Account set up.

If you do not already have one please [click here](#) for information on how to do this.

If you do not want to use your own account for this, we suggest the club sets up a generic club email address such as [oldbolwsclubbc@gmail.com](mailto:oldbolwsclubbc@gmail.com) and use it as a log in specifically for this event.

### **Sign In to your Google Account**

To sign in to your Google Account you will see this screen. Please enter your user name (email address) and password.

Google

Sign in to Chrome

Sign in with your Google Account to get your bookmarks, history, passwords, and other settings on all your devices

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

You should now be able to access the registration documents by following the instructions below.



Your club will have a link to its own specific registration form and registration spreadsheet (sent via email).

Click on the link for the **registration form** and if you see this screen, you have not successfully logged in to your Google account and so need to repeat the steps above.

Bowls' Big Weekend

Event Registration

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Required

If you see the screen below then you have successfully logged in

Bowls' Big Weekend

Event Registration

alan.lane@bowlsengland.com (not shared) [Switch accounts](#)

\* Required

Welcome to Bowls' Big Weekend 2022. Please complete your details below.  
Completion of this form acts as signature of a visitors book to attend the event for insurance purposes. The information will be used by the club to follow up on your visit during Bowls' Big Weekend and by Bowls England to assist in further investment of this event

Simply ask the participants to complete the form. Questions marked with \* are mandatory and must be answered. Once all fields are filled then press submit.

Submit

Once submitted you should see the following screen to confirm. Clicking Submit another response will allow the next participant to register. All members of the group should register individually for insurance purposes.

Bowls' Big Weekend

Thank you for registering with Bowls' Big Weekend - Enjoy your Bowls!

[Submit another response](#)



To check the details have been captured check on the registration spreadsheet. To open the sheet click the link provided.

The spreadsheet should automatically complete with details of the attendees.

**PLEASE REMEMBER TO SAVE THE SPREADSHEET REGULARLY TO AVOID LOSING ANY DATA.**

	A	B	C	D	E	F	G
1	Timestamp	First Name	Last Name	Contact Telephone Number	Contact E-Mail	Gender	Age Bracket
2	13/05/2022 12:39:57	John	Doe	0777777777	johndoe@email.co.uk	Male	18 to 35
3							
4							

***We are also aware that some clubs do not have Wi-Fi installed at their clubhouse so we have added the below advice to help with being connected to be able to use this registration form.***

### **USB tethering**

USB tethering is the quickest way to get a fast, stable connection. Because it's wired to your laptop, the internet connection is exclusive to your PC.

#### **Android**

If you have an Android smartphone, It's easy. All you have to do is plug your charging cable into your phone, and the USB side into your laptop or PC. Then, open your phone and head to Settings. Look for the Wireless and Networks section and tap on 'Tethering & portable hotspot'.

You should then see a 'USB tethering' option. Make sure the cable's plugged in, otherwise this option will be greyed out. Tap on it, wait around 30 seconds and refresh your laptop browser. Once it's refreshed, you should be back online.

#### **iPhone**

If you have an iPhone, you'll need the latest version of iTunes downloaded on your laptop. Once you've opened iTunes, open your iPhone and go to Settings > Mobile Data > Personal Hotspot or Settings > Personal Hotspot.

Turn on Personal Hotspot, then plug your iPhone into your laptop via USB. Go to 'Network settings' on your laptop, and it should recognise your iPhone as a wired connection.

### **Portable Wi-Fi hotspot**

USB tethering is ideal for keeping just your laptop connected, but what if you need to connect other devices? The answer is to turn your smartphone into a portable Wi-Fi hotspot.



### **Android**

Setting up your Android phone as a portable Wi-Fi hotspot takes a matter of moments.

Just like USB tethering, you want to go to Settings, then find the Wireless and Networks section and tap on 'Tethering & portable hotspot'. From there, head to 'Set up Wi-Fi hotspot' to change your network name to something recognisable and your password to something you can remember.

After you've set up your hotspot, turn it on in your wireless network settings, and connect via Network & Internet Settings on your laptop.

### **iPhone**

Your iPhone makes it easy to connect all your other devices and get them online, fast.

As with tethering with a USB, head to Settings > Mobile Data > Personal Hotspot or Settings > Personal Hotspot. Turn Personal Hotspot on and double check to see your hotspot network name and password are both memorable.