HOW to GUIDE:

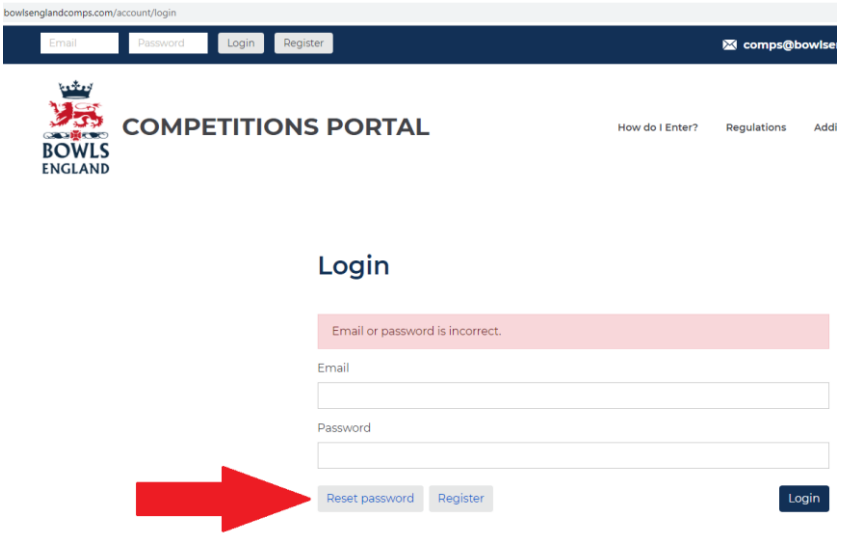
Registering & Entering Competitions

1. Go to www.bowlsenglandcomps.com

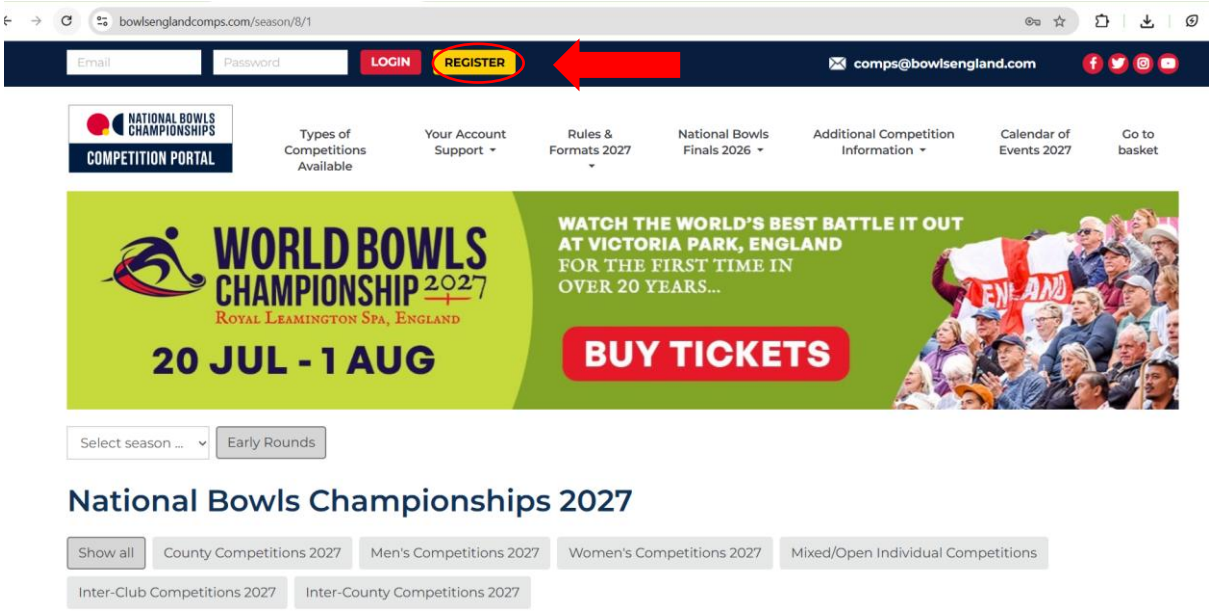
1.1 Have you registered for an account?

1.2 If you have an account log in then proceed to 2.

If you cannot remember your password, click on the box below 'Reset Password' and a new password will be sent to you via your registered email.

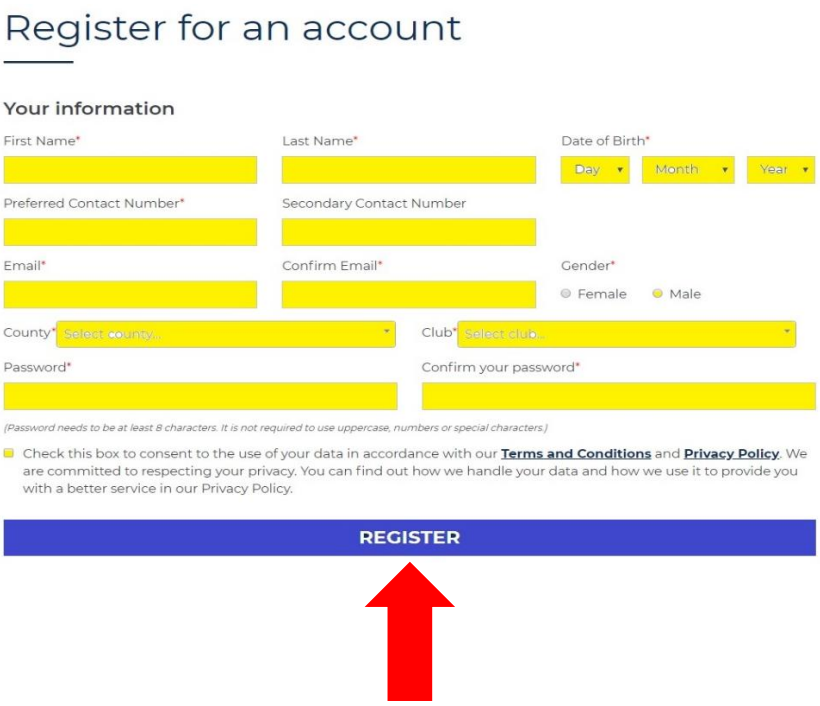


1.3 If you do not have an account, follow the steps below to register:



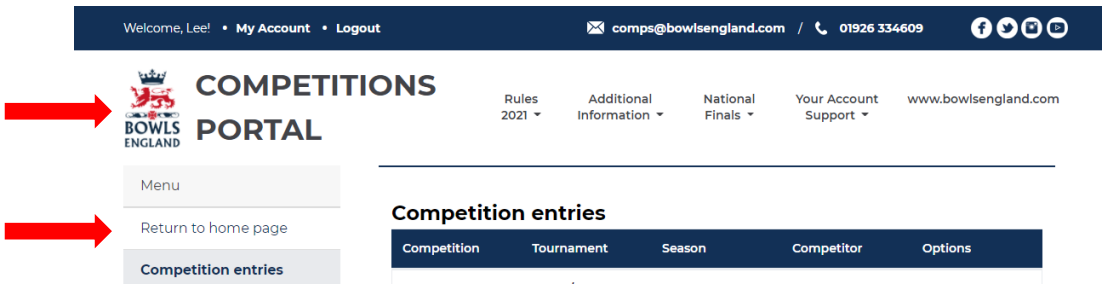
1.3 (Cont)

Complete sections in yellow and press on register.

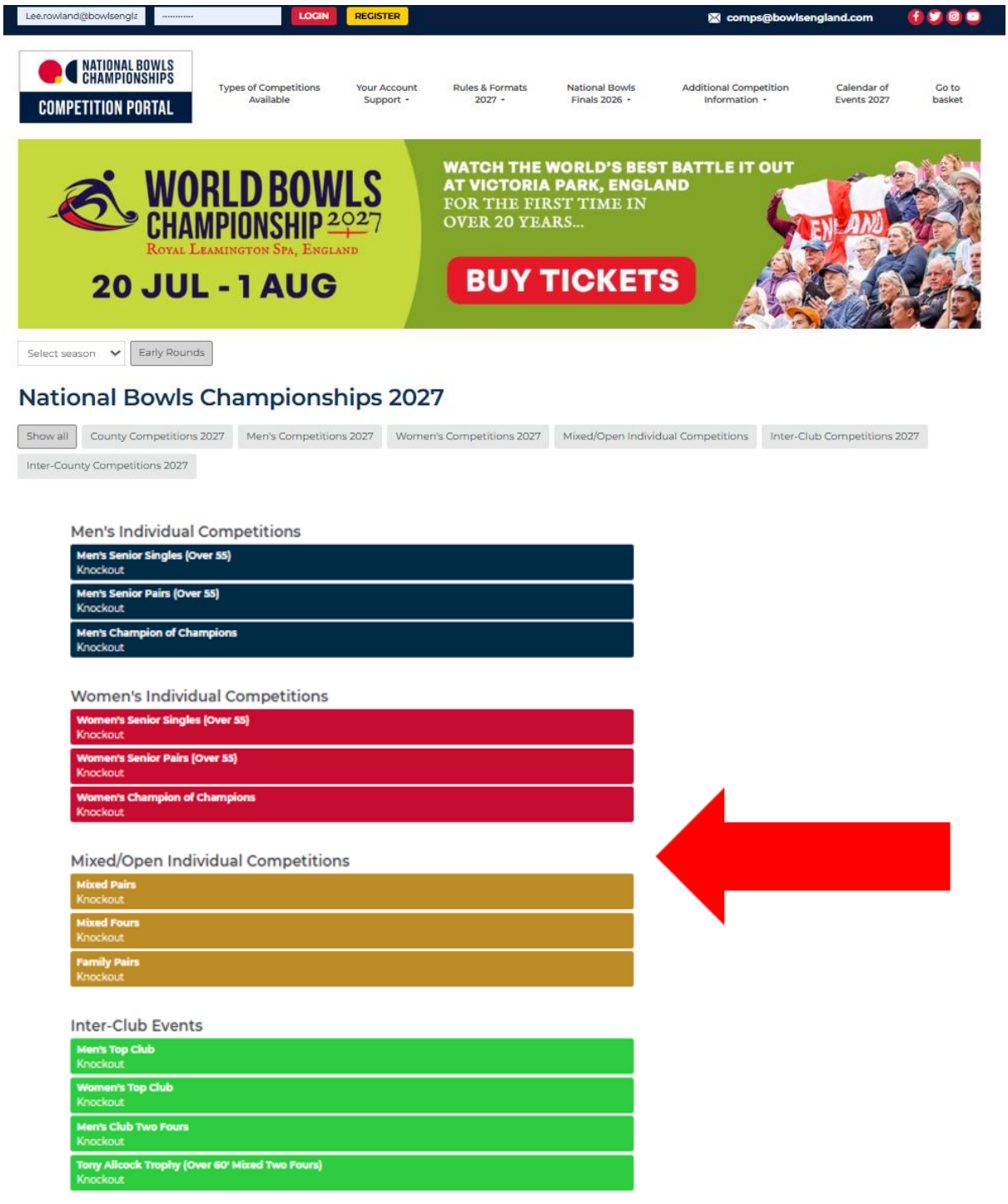


2. You will now be logged in and redirected to your account page

Click on the Bowls England logo or the 'Return to home page' button in order to return to the portal home page.

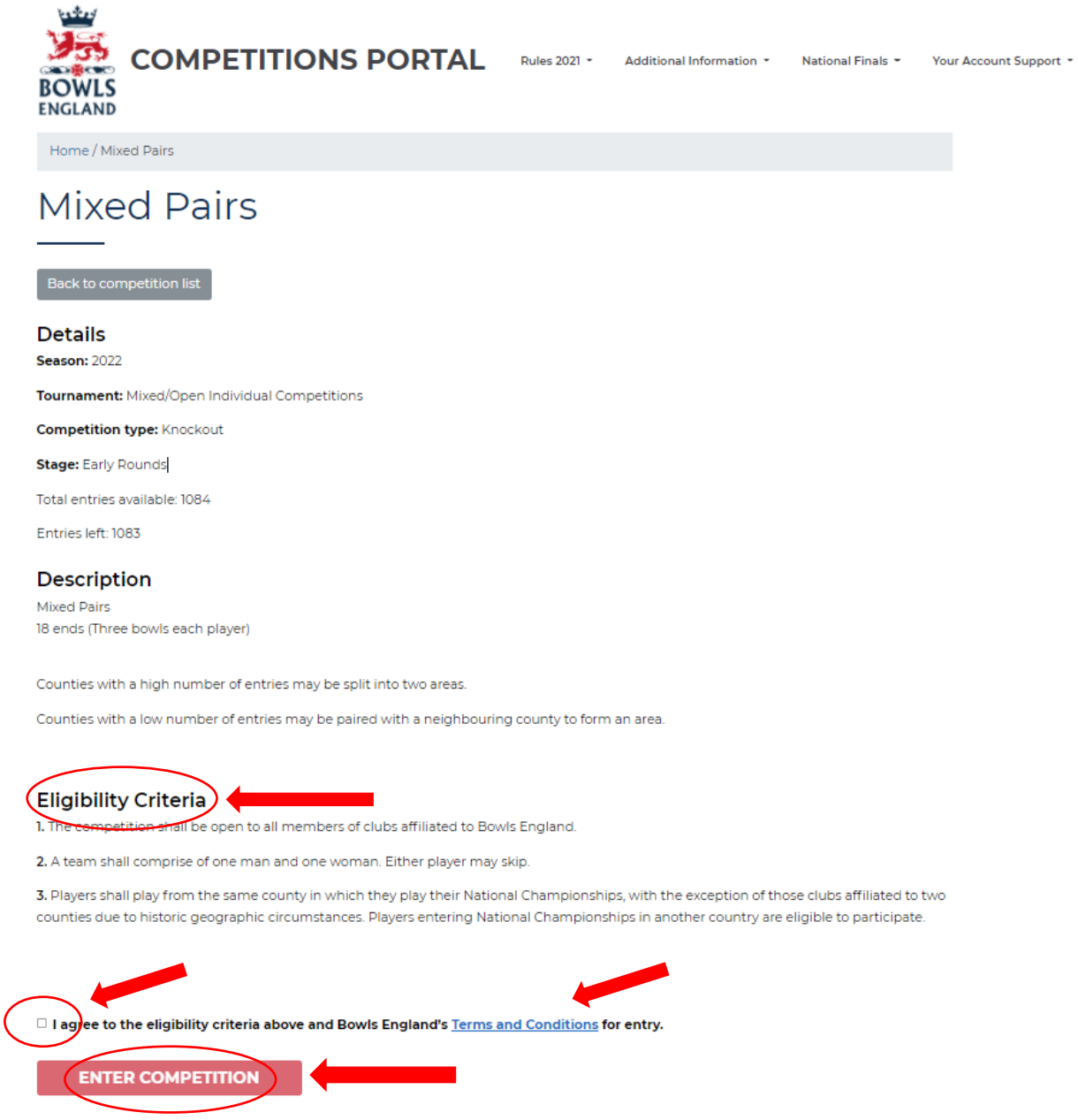


3. Click on a competition to enter



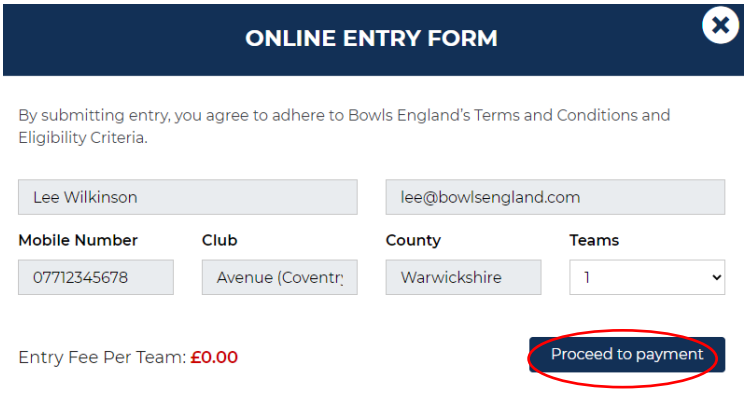
4. You will be directed to the competition

4.1 Read the Eligibility Criteria
4.2 Read the Terms and Conditions (Click on the hyperlink to view)
4.3 Tick the box to comply to the Eligibility Criteria and the Terms and Conditions
4.4 Click on enter competition



5. Payment

5.1 Online payment form shows on screen - click on 'Proceed to payment'



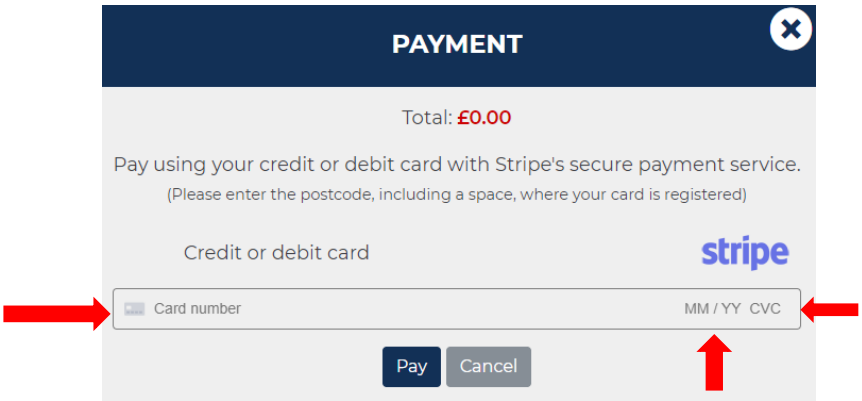
5.2 The next page to appear is the payment page.

Enter your card details (Card Number),

The expiry date (MM/YY) of your card,

The three numbers (CVC) on the back of the card,

The post code to where the card is registered,

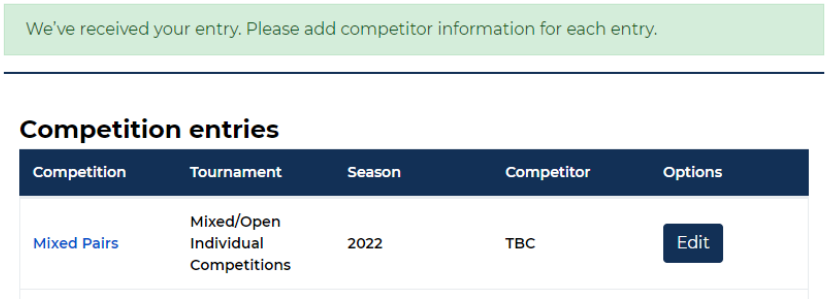


Then click pay and your payment and entry will be made.

You will then be redirected back to your account page. The competition entered will be shown there. Entry is now complete.

6.0 Confirming your Entry

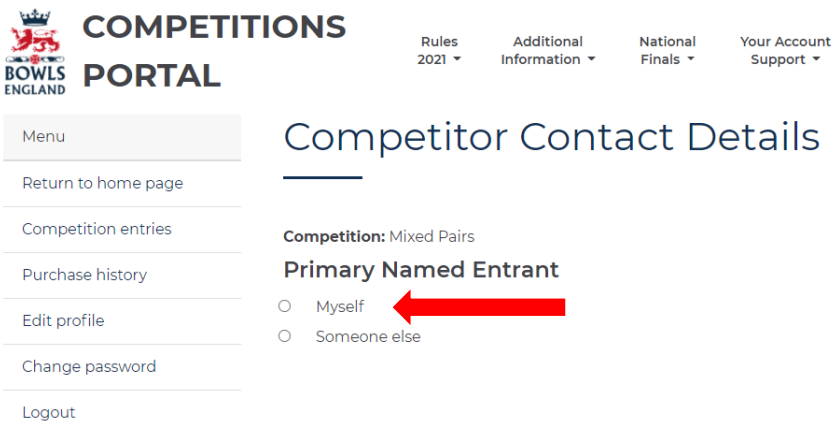
6.1 Now that you have purchased your entry you now need to confirm who the competitor will be, you will note below that the competitor is showing as TBC, to confirm your entry select the blue button 'Edit'.



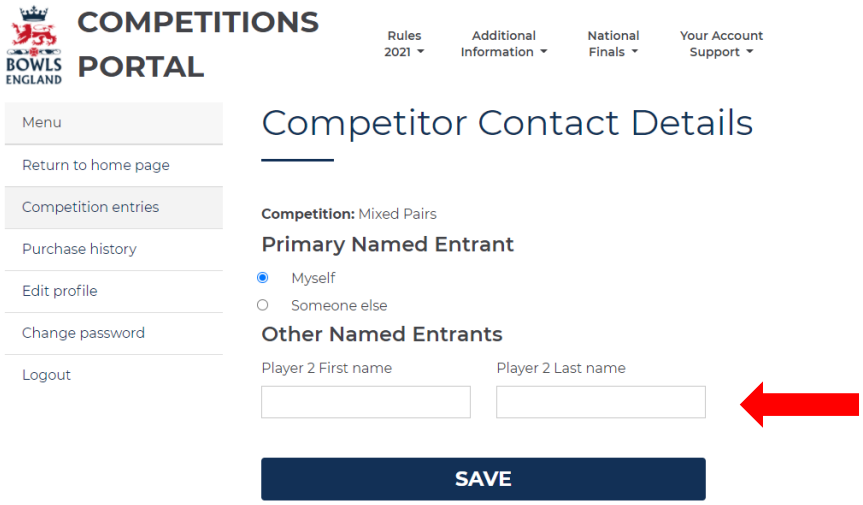
If the entry is for you move to section 6.2

If the entry is for someone else scroll down to section 6.3

6.2 If the entry is for you, select the 'Myself' box below.



The next screen will then allow you to add players to your team if you selected 'Myself'. Note Other Named Players does not show if this is a singles competition.

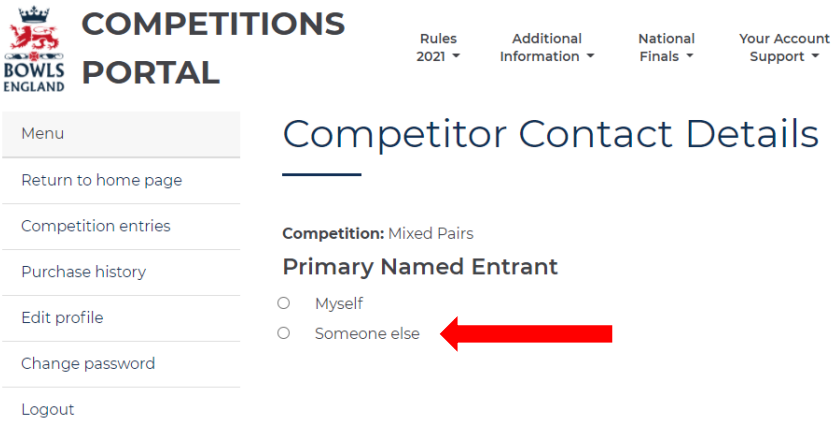


Then select 'Save', you will then be directed back to your account.



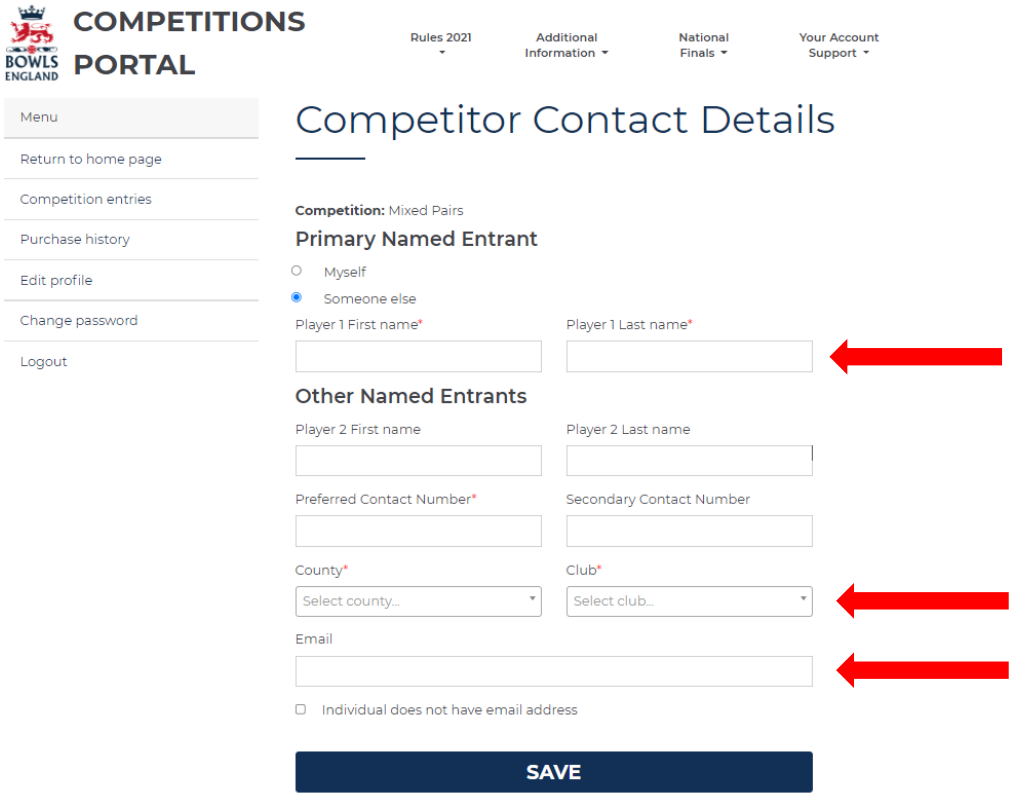
You will notice your name will now be showing as the Competitor.

6.3 If the entry is for someone else eg the team captain, champion of champions entrant etc you need to select 'Someone Else'.



The next screen will then allow you to add players to your team if you selected 'Someone Else'. Player One is manditory and will be the Named Entrant, add the

Named entrants contact details to all boxes with an asterisk.Note Other Named Players does not show if this is a singles competition.



Then select 'Save', you will then be directed back to your account.



You will notice the competitors name will now be showing as the Competitor and will going forward receive all match notifications to the entry.

**********END**********