



How to enter competitions on the SBA Competition Portal



Go to the Portal

The screen then displays the “Competitions Portal” main screen, which is a general screen for everyone to view, and shows the status of the Championships and Competitions.

If you haven't already registered to use the portal, please do so now. The **‘How to go to and register on the SBA Competition Portal’** instructions, found under “Help and FAQs” menu, detail how to do this.

How to enter competitions

1. You will need to Login to the portal.
2. Type your **“Username”** (which is the email address you used to register) and **“Password”** in the two white boxes in the red banner at the top of the screen, and then left-click or tap on the adjacent **“Login”** button. (Ensure you type your password in the second box, and not your Username and Password all in the first!)
3. Your personal Account will now be showing the ‘Competition Entries’ page. A welcome message will appear in the red banner at the top of the screen i.e. Welcome, ‘your name’! This will confirm that you are in your account and not somebody else's. The screen also shows available options in a menu down the left-hand side of the screen ... note that Competition entries can only be made between the opening and closing dates applicable.
4. To enter competitions, click on the ‘Return to Home Page’ from the menu on the left-hand side of the screen. The screen will then show all the currently available sections and related competitions for Men, Women and Clubs.
5. Select the competition that you wish to enter by left clicking on the coloured banner showing the competition name. The screen will then show the name, dates and eligibility criteria for that competition. Underneath the description, there is a **‘tick box’** to confirm that you agree to the Terms and Conditions of entry (make sure you read these they are under the Help and FAQs menu). You will need to left click on this tick box to put a tick in it before you can proceed further. You then be able to click on the **‘Confirm Entry’** blue button. This will place the competition entry into your ‘basket’. **NB. Only one player will need to make the competition entry, NOT all the players in the team.** If you need to remove a competition from your basket, click on the ‘Remove’ button



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6. To enter more than one competition repeat the process in item 5. This is done by left clicking on the '[Back to Competition List](#)' button shown above the name of the competition you have just entered. This will take you back to the screen showing the list of competitions, where you can select the next competition, you wish to enter and continue as in item 5.

Please try to enter all the competitions you wish apply for in one session as entering and paying for one competition at a time has a cost implication on the Stripe Payment Platform, we pay a charge for each, and every payment made through Stripe!

7. Once you have entered all the competition(s) that you wish to and they have been placed in your basket, you will need to pay for them. Use the "Goto Basket" menu on the home page.

Payments can only be made with a debit or credit card. You will need to 'checkout' your basket to make the payment. This will then allow you to input your card details. Card number, Expiry Date, CVV number and postcode that the card is registered to.

NB. Card payments are made via Stripe - an internationally recognised third party payment system and NO payment details are stored or available in the Competition Portal.

8. Once you have made your competition entries and paid for them, a list of your competition entries will be shown on the right-hand side of the white section of the screen after the "[Competition Entries](#)" option from the left-hand menu has been selected. You will also receive an email, to the email address used when you login to the Portal, confirming the details of the competitions you have entered, and that payment has been made.
9. You will then need to add the player(s) details. Name, Email Address etc. For team competitions e.g. pairs, triples, you will need to add the player details for each playing position. To enter the player details, you need to left click on the '[Edit](#)' button for the competition listed in the table shown. The screen will then be headed 'Competitor Contact Details'. Under this will be the name of the competition and 'Primary Named Entrant' followed by a choice of 'Myself' or 'Someone else'. If you select 'Myself' you will be the contact for that competition and you need only to enter your playing partners details if you click 'Someone else' you will need to enter all players details and select who will be the contact. Input the details for each player in the relevant white boxes. At the bottom of the table, you will need to select which player will be the 'Team Contact', as



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this person will receive the emails providing the opponents information and will also be responsible arranging the match and eventually for inputting the results on to the Portal once the matches have been played. (Details on how to input your results will follow later). Select your player by left clicking on the circle next to the relevant choice. The chosen player's details will be carried forward to this section automatically. You then need to left click on the blue 'Save' button. This will need to be done for all competitions entered.

10. For Inter Club Competitions (Fear Cup, Southey, Turnbull Cup, you will just need to input the contact details for the 'Named Player/Team Leader or Contact' as this person will receive the emails providing the opponents information and will also be responsible arranging the match and for inputting the results on to the Portal once the matches have been played. (Details on how to input your results will follow later).

PLEASE ENSURE TO "LOG OUT" OF YOUR ACCOUNT WHEN FINISHED ... use the "Log Out" button on the red banner at the top of the screen.

Should you have questions or are having problems, then: -

If the issue is related to technical or is password related, please contact: -

Bob Dickie 07931353265 Email sbacomps@somersetbowls.org.uk

If the issue is related to competitions, please contact: -

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