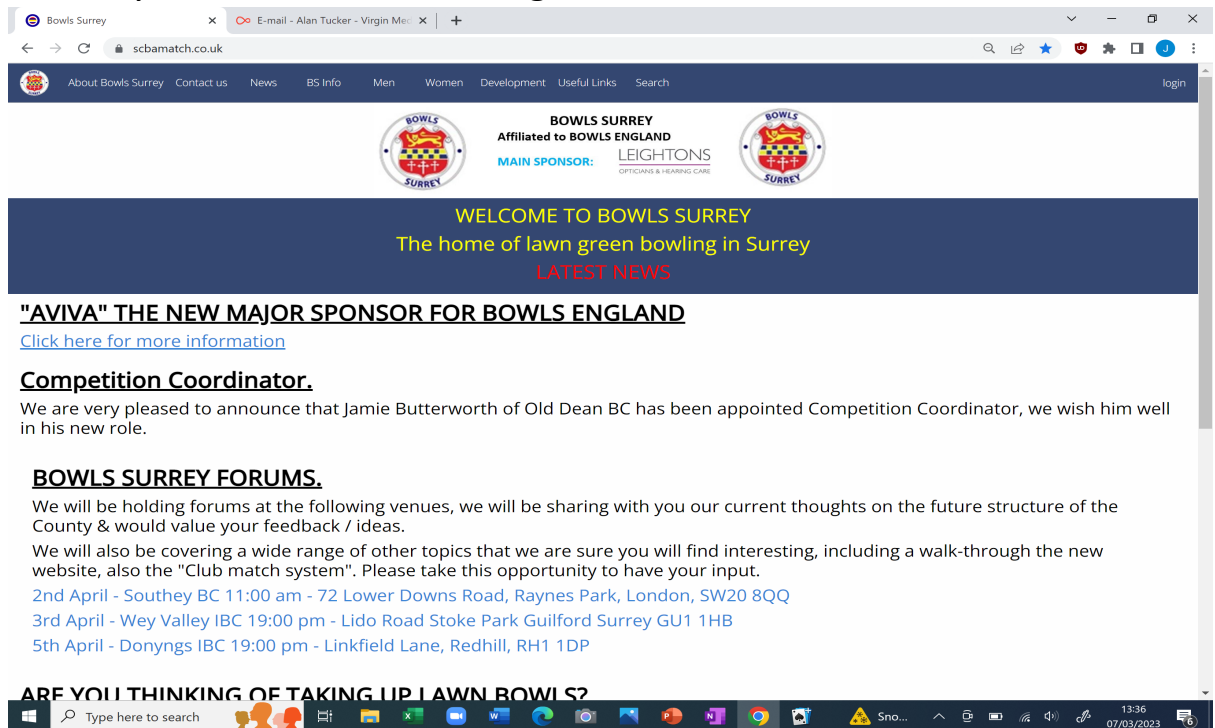


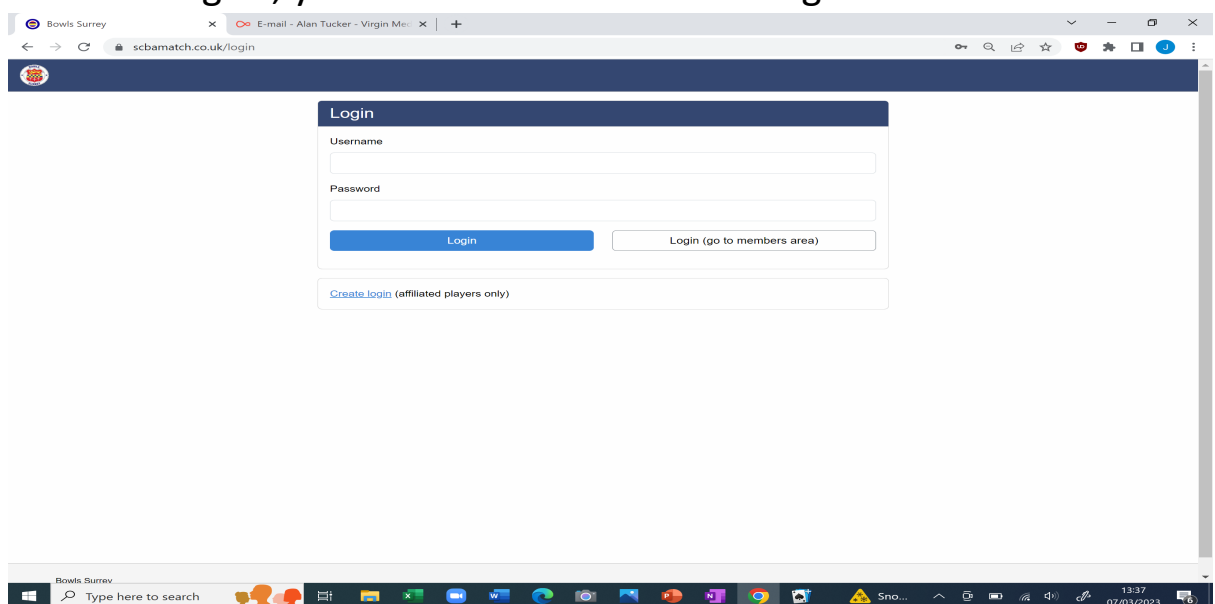
ONLINE MATCH INSTRUCTIONS FOR CLUB MEMBERS.

1. To enable you to access the online match system, you need to have given your email address to your club secretary, who will add that to your personal record.
2. Once your email is on the system, you can “login” if you are doing this for the first time please go to www.scbamatch.co.uk You will be taken to the Bowls Surrey website, in the righthand corner you will see the tab “login”



The screenshot shows the homepage of the Bowls Surrey website. The browser address bar displays 'scbamatch.co.uk'. The website header includes navigation links: 'About Bowls Surrey', 'Contact us', 'News', 'BS Info', 'Men', 'Women', 'Development', 'Useful Links', and 'Search'. The main content area features the Bowls Surrey logo, the text 'BOWLS SURREY Affiliated to BOWLS ENGLAND', and the main sponsor 'LEIGHTONS OPTICIANS & HEARING CARE'. A blue banner reads 'WELCOME TO BOWLS SURREY The home of lawn green bowling in Surrey LATEST NEWS'. Below this, a headline states '"AVIVA" THE NEW MAJOR SPONSOR FOR BOWLS ENGLAND' with a link for more information. A section titled 'Competition Coordinator.' announces the appointment of Jamie Butterworth. A section titled 'BOWLS SURREY FORUMS.' provides details about upcoming forums on April 2nd, 3rd, and 5th.

Click on “login”, you will then see the following: -

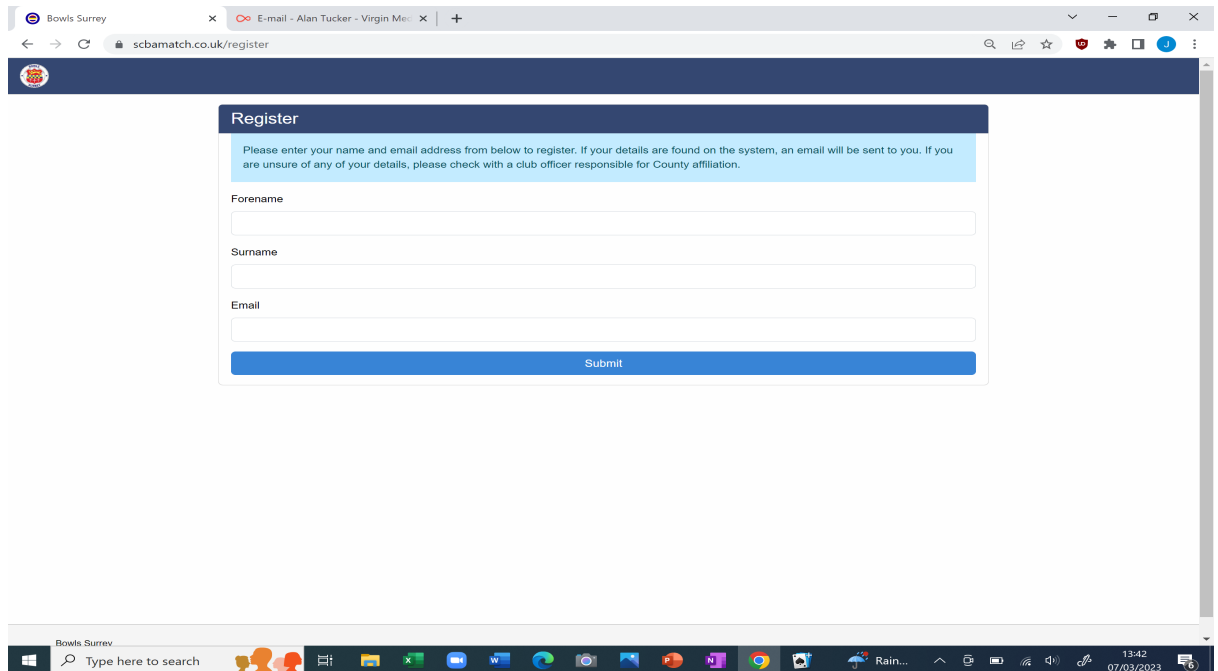


The screenshot shows the login page of the Bowls Surrey website. The browser address bar displays 'scbamatch.co.uk/login'. The page features a 'Login' form with the following fields and buttons:

- Username:
- Password:
- Buttons: 'Login' (blue), 'Login (go to members area)' (white)
- Link: 'Create login (affiliated players only)' (blue)

If you already use the system to apply for County matches or for County competitions, USE YOUR CURRENT LOGIN DETAILS.

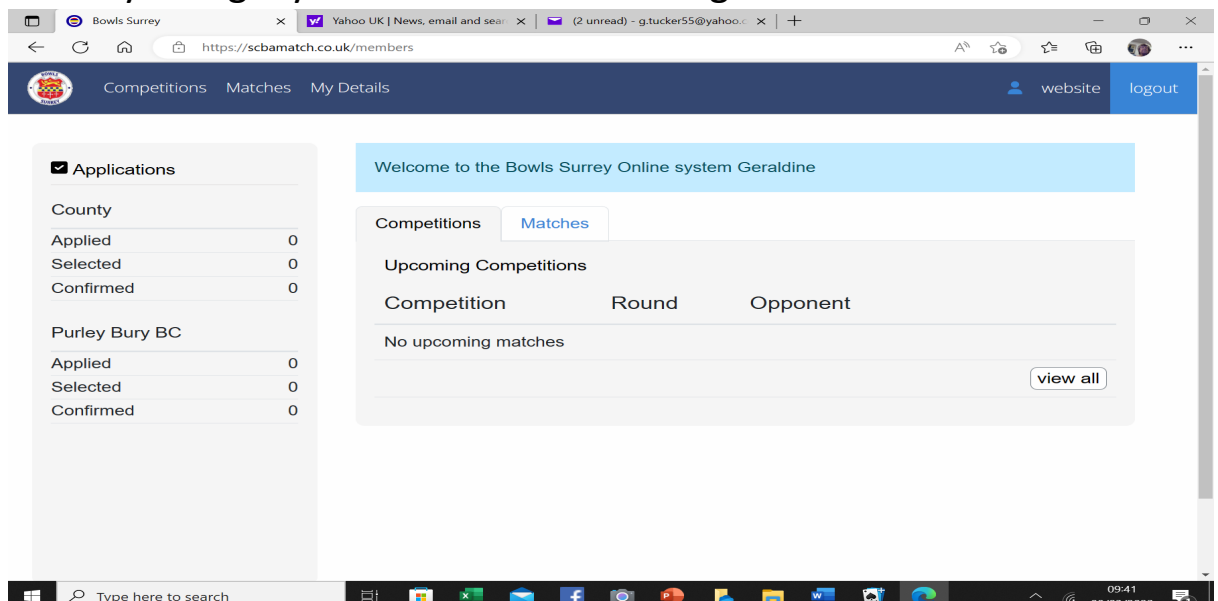
3. If you are logging in for the first time click on “Create Login” you will see the following: -



The screenshot shows a web browser window with the URL scbamatch.co.uk/register. The page has a dark blue header with the BOWLS SURREY logo. Below the header is a white registration form titled "Register". The form contains a blue instruction box: "Please enter your name and email address from below to register. If your details are found on the system, an email will be sent to you. If you are unsure of any of your details, please check with a club officer responsible for County affiliation." Below this are three input fields labeled "Forename", "Surname", and "Email". At the bottom of the form is a blue "Submit" button.

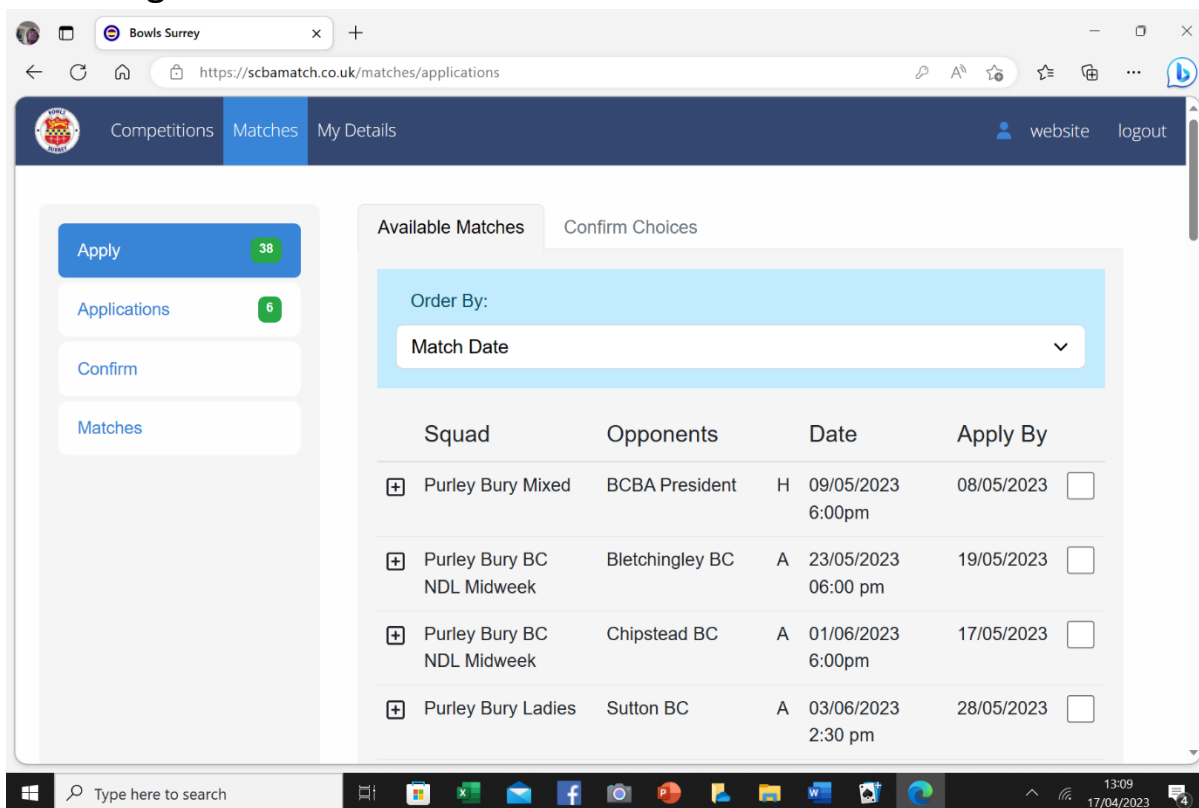
Enter your details, click “Submit”, this will send an email from BOWLS SURREY, asking you to activate your account. Please note, the email may go into your trash / junk, if it does, move it to your inbox. Then open it and follow the instructions. Once you have created your account, it will ask you to “login”, use the same information you used to create your account. You will be asked to agree to the Privacy Policy. Once you have done this you will be on the system & are able to apply for matches. If at any stage of this process, it asks if you want to save your password, we recommend you say YES.

4. When you login you will see the following: -



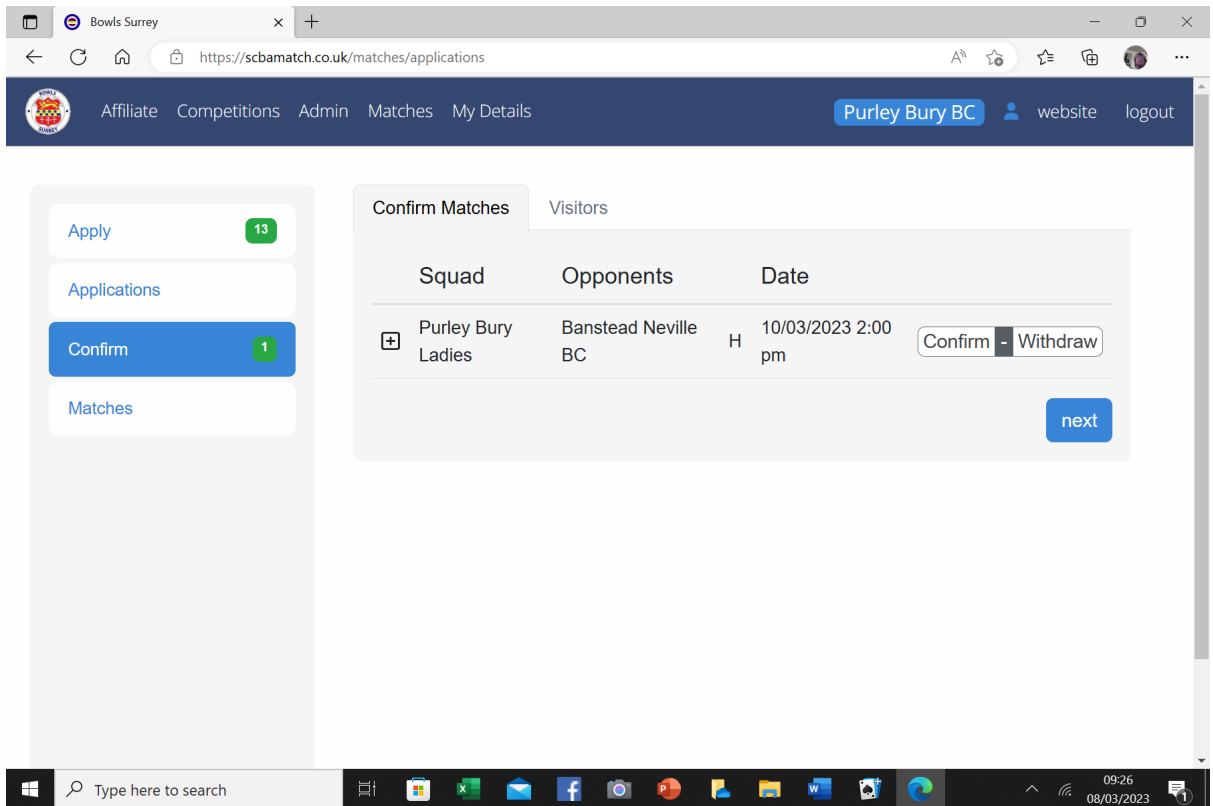
The screenshot shows a web browser window with the URL <https://scbamatch.co.uk/members>. The page has a dark blue header with the BOWLS SURREY logo and navigation links for "Competitions", "Matches", and "My Details". On the right side of the header are links for "website" and "logout". The main content area is divided into two sections. On the left is a sidebar titled "Applications" with a checked checkbox. It lists statistics for "County" and "Purley Bury BC", each with sub-rows for "Applied", "Selected", and "Confirmed", all showing a count of 0. On the right is a main content area with a blue header that says "Welcome to the BOWLS SURREY Online system Geraldine". Below this are tabs for "Competitions" and "Matches". Under the "Matches" tab, there is a section titled "Upcoming Competitions" with a table header: "Competition", "Round", and "Opponent". The table content shows "No upcoming matches" and a "view all" button.

- When the matches are published by the club, you will receive a email saying you can now apply for the following matches, it will also have an “apply by date”, so you need to apply before that date is reached.
- To apply for matches, click on Matches, you will see the following: -



Click the box on the righthand side against all the games you wish to apply for, click apply at the bottom, it will then bring up the list of games you have selected and ask you to confirm. Click confirm if selections are correct, if not, then go back and re-select.

- When the match is selected, you will receive an email, to indicate if you have been selected or not. If you have been selected you need to confirm that you are still available, please do the following: -
Go to matches and click on the green number “confirm” this will bring up the matches that you need to “confirm or withdraw” Ensure that you complete all the steps required, otherwise your action will not be recorded.



8. Once you have successfully completed this action, all you need to do now is turn up for the match.

It is essential that you contact your Captain, if after confirming your availability, you subsequently become unavailable.