

## SUSSEX COUNTY BOWLS

### HOW TO ENTER INTO COMPETITIONS

#### SUSSEX COUNTY BOWLS COMPETITIONS – 2022 ONWARD

**For the 2022 Season onwards the County ceased to use a paper system for players wishing to enter Competitions - and a full 'online' system was introduced.**

The system is basically very simple to use and is similar to the system used by Bowls England but we are fortunate that our Portal is an improvement on the BE Portal - as we have ensured that a 'basket system' has been included. On the BE system it is necessary to enter-and to pay-for each transaction individually, whereas with a 'basket system' - as many will have seen when ordering goods online - an entrant can enter one competition and then as many others as they wish - and finally pay for all entries at once - which is easier for them and saves this County considerable money on the fees charged by the 'Stripe system' that collects the money.

We are using the Stripe system for the collection of money – which is basically the same as the better known Paypal – but considerably cheaper on transaction costs. Both BE and several other counties now also use Stripe for the money transactions and it is considered 100% secure! The only downside is that at times Stripe can be very slow – SO DO NOT DESPAIR IF IT WILL NOT TAKE YOUR ENTRY – please - JUST TRY AGAIN LATER!!

One problem that has been encountered with the system, is that if you 'forget your password' and seek a reset - you will be sent a 'new password' - and on that page is also a link to use to log-in!!

**The link sent to you is EXTREMELY SLOW.** The simple answer is to note the 'new password' it has sent to you - **but do not use the link on that page** - instead **GO BACK TO THE NORMAL COMP PORTAL LOGIN PAGE** - and in the boxes at the top left - enter your email address - and then USE THE new password sent to you. Once logged in you will see an entry down the left hand side where you can reset your password to something you can remember!

**It has been therefore - with effect from 2022 - been a requirement for entrants to our County and our National Competitions - to enter these competitions online.**

**The procedure for submission of an entry is very simple and full details were issued to all clubs and are posted online on the Competition Portal [www.sussexcomps.co.uk](http://www.sussexcomps.co.uk). To enter any competition a person needs to access the Competition Portal – address as above.**

Each person MUST when first intending to enter any competitions – click on the REGISTER button on the top line and create your own individual account with your own INDIVIDUAL password. On future access you will of course just need to enter your registered email and then hit the login button to enable you to login. Once you have registered or logged in, you can then enter whatever competitions you wish to do so.

**NB: Any player who has registered on the system and wishes to play competitions from a different Club in a later season - MUST - BEFORE ATTEMPTING TO MAKE ANY ENTRIES - contact the Competition Secretary to get the club they are recorded against changed. A player does not have the ability to change club, once he is on the system.**

**IF ANY PERSON** – for whatever reason - **SUBMITS AN ENTRY FOR SOMEONE ELSE – IT MUST BE A SEPARATE ACCOUNT – CREATED IN THAT INDIVIDUALS NAME WITH A PASSWORD THAT IS NOT BEING USED BY ANY OTHER ENTRANT TO ANY COMPETITION!** All entries to Men's Competitions must be made under the name of a Male person and the opposite for Women's Competitions. **MIXED COMPETITIONS ARE RUN BY THE MEN'S SECTION AND ENTRIES MUST BE SUBMITTED BY A MALE. THIS IS VITAL.** However, for 'Inter Club' Competitions the entry should be made on behalf of the club by the Club/Competition Secretary or other nominated person and may be by a male or a female **and the club should ensure that only one entry is made.**

Clubs can no longer - as has occurred in the past - submit an entry to the Champion of Champions Competition on behalf of their Club Singles Champion - the entry **MUST BE** submitted by the player under their own name and Clubs **MUST** notify by email to the Competition Secretary – the names of their Champions. **If this notification is not submitted the player will not be eligible to take part in that competition.**

When an entry is made to a competition where a 'team' consists of more than one person - i.e. Pairs, Triples or Fours, the person entering the competition **is only required to enter his name as the contact person for that team.** The players who then play in the first round played by the 'team' – become the team - and their names are not required prior to the that date. A person can of course only play for one team in any competition and in general one additional player may be used as a reserve if required in later rounds. For Mixed : **Both a substitute male and a substitute female - are permitted - but both cannot play in the same round for Pairs but may for the Fours.**

**I give a 'very brief' summary below as to how the system works:**

**Once the closing date for entries has passed (normally 31st January in any year):**

1. a) the Competition will be annotated as closed and the draw will be carried out **automatically online.** Once entries are checked to ensure they are in the correct area, a button is pressed and the computer then carries out a random draw for each of the areas. This draw is always carried out in the presence of a minimum of two people;
- b) The full draw will then be published online on the Competition Portal, for all entrants in each competition to see;
- c) all entrants for each competition will then receive an email notifying them, of their opponent –for 'play on date' or the 'closing date' for the round and contact details if a 'play by date' Competition.

**When a match has been played:**

- a) the result and the names of all members of a team will be required to be entered by the player – the result **MUST BE** entered onto the website – **by the winning team/player** - as soon as possible – **THE SAME EVENING** after completion of the game and in all cases by midnight on the date designated as the final day for that round to be played.
- b) The result **MUST** be entered with **FULL** Forenames and Surnames of players of both teams who took part in the match. **FAILURE TO ENTER THE RESULT WITHIN THE RELEVANT TIMESCALE OR TO ENTER FULL NAMES OF ALL PLAYERS - COULD RESULT IN DISQUALIFICATION.**
- f) a further email is then sent notify to players of their next opponent and date etc.

**When all matches in an area have been played:**

- a) The system will transfer the last players from each area - across to the final stage sheet where the system will already have randomly drawn who will play against who, in the Semi Finals.

The system has an inbuilt facility to allow the web administrator to make corrections where errors are notified and input results in exceptional cases, etc.