

THE ROYAL COUNTY OF BERKSHIRE BOWLING ASSOCIATION



**Welcome to the Berkshire Online Portal for Competitions and Matches which
will be referred to as the “RCBBA Portal”**

RCBBA Portal – USER GUIDE

This document is a work in progress and will be updated as necessary over time. Please make sure you have the latest version which can be found both on the RCBBA Portal and published on our County website at:

<http://www.berkshirebowling.com>

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For any User that does not have an email account, or access to a digital device that is capable of browsing the Internet, the Portal supports a “Buddy System” enabling a friend to manage your online activities for you. See details of the Buddy System on Page 9 for information.

In the first instance you need to create your ‘User’ account. Using your web browser, go directly to <https://rcbba.co.uk> where you will find the login page of the RCBBA Portal, or go to the Counties Web Site at <http://www.berkshireboling.com> and click on the “RCBBA Portal” heading to be re-directed.

You will see a Create Login Link on the bottom left of this RCBBA Portal login page.

Click on the link and follow the instructions to create your account. You will then be taken to your own page, where you can add further details if you wish. If you’re unable to create a login, please contact your club admin/secretary to check that they have pre-loaded your email address on the system, and that it is correct. You must enter the email address **exactly** as your club admin has entered it because the system security checks for a match and is case sensitive. If a capital letter has been used in the email address your club admin has registered for you, then you need to also have the capital in the email address you enter. Your club admin can edit your stored email details to best suit your need, and can also email you an invitation to help you create a login if your difficulties persist. Please always check your Junk/spam folder as many mail servers will see the first email as unsolicited and from an unknown address.

Please note that the link in an invitation will expire in a couple of days and can only be used once.

If you will be accessing the system on a regular basis we would suggest that you either bookmark the page or add it to your favourites.

Please ensure that your password is **at least 8 characters** long and contains **at least one lower case letter, at least one upper case letter and at least one number, with no special characters.**

You will be asked to accept the “Privacy Policy” on your initial login to gain access.

Once you have created your account, your Club Admin or Secretary will no longer be able to change your email address. Only you will be able to change it using the “Request Email Address Change” link.

You can move on to the next page of this guide.

Accessing RCBBA Portal

You can access the RCBBA Portal by visiting Berkshires Website at <http://www.berkshirebowling.com> and clicking on the RCBBA Portal Link.

Alternatively you can go directly to the Portal by going to <https://rcbba.co.uk> in your web browser.

Enter your “Username” and “Password” in the boxes as requested. “Username” is the email address that your club admin provided to the RCBBA and “Password” is the secure password, known only by you, which you entered when creating your initial account login. Then click on the login bar.

The screen now shows your home page.

The displayed screen has a header bar that contains three headings - these are **Competitions, Matches** and **My Details**.

The left hand side bar area reads **My Club** and **Applications**.

My Club – Click on **view** to see details of your club.

Applications - this shows the number of matches that you have applied for, the number that you have been selected to play in and the number of matches for which you have confirmed your acceptance of selection.

The main body of the screen area has tabs named **Competitions** and **Matches**.

Clicking on **Competitions** show those County Competitions that you are entered in and clicking on **Matches** show the matches for which you have confirmed acceptance of your selection.

In the top header bar – Competitions

This has two drop-down options when you click on the word **Competitions** namely: **Competitions** and **Draws**.

By clicking **Competitions** in the dropdown, the screen then displays a box in the side panel named **Competition Rules** which you can access at any time.

In the main body of the screen there are two sections. The top one is named Upcoming Matches, and the lower one is named My Competitions.

The first thing to be done when Competitions have been drawn is for the named competitor in a team competition to add the remaining players to their team for all team events. Only when ALL of the extra players have been added will those non-named competitors be able to see a full list of the competitions they are entered for.

Completing your team(s)

1. Click on **Competitions** in the top bar, then click on **Competitions** in the drop-down menu.
2. You will now be on the page which shows your Competitions,
3. Click on **view** (on the right-hand side of the Competition you wish to edit), you will then be taken to your own draw for that Competition.
- 4) Then do:
 - a) Below your name as the first team contact click on the box **Add Player**, click on the box **Select a new player**, click on the name of the player you wish to add, click on **Add**.
 - b) Do this for the number of players required to make up the team.
 - c) Repeat the process for all the teams you are the named player for.
 - d) Defining your team should be done as early as possible after the draw is published and **MUST be completed at least 24 hours before the first game is to be played.** You will only be shown a list of players eligible to play in your team.

If the name of a member of your team does not appear in the list, they are ineligible to play for you for one or more of the following four possible reasons.

- i. They are not an affiliated member.
- ii. They have been selected in another team for the same competition.
- iii. If they are a member of more than 1 club and have nominated another club from which to play their BE Championship competitions
- iv. In an age-related competition, their Date of Birth has not been added to their record in the RCBBA Portal or they do not meet the age restriction requirement. It is a requirement that those players entering an age-related competition supply their date of birth, which will be entered onto the players' record.

Seek assistance from your Club Admin/Club Secretary to resolve the problem and escalate to RCBBA if necessary. This may take some time to rectify, so please enter your players as early as possible.

You will return to this point immediately before the game is played if you wish to update your team by playing a substitute, and after the game is played to enter the result.

ENTRY OF RESULTS ON THE RCBBA PORTAL BY PLAYERS

For Championships/Competitions that are played as Singles

To do this Follow stages 1,2 & 3 under Completing your team(s) above

4. Click on the box **select a winner** and click on the winner's name from the drop-down list.
5. Click on the box **select a result** and click on either **Played** or **Walkover**.
6. Enter the scores, **Home player – Away player**, and then click on **Submit**. This will automatically place the winner in the next round.

For Championships/Competitions that are played as Teams

Follow stages 1,2 ,3 & 4 under Completing your team(s) above.

After playing the game...

In a Championship competition, if either of the 2 teams has a substitute declared, there will be 1 additional player listed in that team. Select the players that took part in the game ensuring there is a tick before their names and then continue.

5. You will now be able to enter the result. Click on the box **select a winner** and click on the winner's name from the drop-down list.
6. Click on the box **select a result** and click on either **Played** or **Walkover**.
7. Enter the scores, **Home Team – Away Team**, and then click on **Submit**. This will automatically place the winner in the next round.

If you are given a **Walkover** in any round, you do not need the names of the members of the conceding team, but you will need to enter the names of your own team, even though you have not played.

If you are given a **Walkover** and enter this yourself, please also inform the relevant Competition Controller.

If/When you are knocked out of any Competition: There will be a new box marked **view all** below **Upcoming Matches**. If you click on this box, you will see your own progress through the rounds of all the Competitions.

Under **My Competitions**, if you click on **view** alongside a Competition, you will find the draw.

In the top header bar – **Matches**

Clicking on the word **Matches** from the top header bar displays a screen with a side bar and a main area.

The side panel has 4 areas named **Apply, Applications, Confirm and Matches**.

Apply.

This is followed by a number showing how many matches are available for you to apply to play in. By clicking on the word **Apply** a list of those matches is then displayed in the main body of the screen.

Each match has a box displaying a plus sign, if you click on that you can then see the full details of the match.

On the right-hand side of the screen for each match there is a box. If you click on it, it will then show a **tick** denoting that you wish to apply to play in that game.

When you have selected all the matches that you wish to apply for, click on the button at the foot of the list **Apply**.

You will then be taken to a page displaying the matches you have just applied for, if this is all correct, click on the **Confirm** button.

This will then send your application to play to the Royal County of Berkshire Bowling Association.

Side panel - **Applications.**

Clicking on this then shows you in the main body of the screen those games that you have applied to play in. There is an option on the right-hand side of the screen for you to **Withdraw** your application if your availability changes.

Side panel - **Confirm.**

Clicking on this displays those games that you have been selected to play in and which needs you to confirm your selection.

The screen shows: Confirm – Matches and Visitors.

In the Confirm Matches screen there is a + sign by the side of each Match, click on this for the Match details.

On the right-hand side are boxes marked **Confirm & Withdraw**, click on **Confirm**, click on **next**.

This takes you to the Visitors Screen, where you will see a box on the right-hand side, which reads **No Visitors**, if you have no visitors, click on **Confirm**, if you have visitors, click on this box to add your visitors and then click on **Confirm**.

Once you have Confirmed a Match, it will be moved to the **Matches** Tab on the left of the screen.

Side panel - **Matches.**

Clicking on this displays a list of the matches that you have applied for, have been selected for and for which you have confirmed your acceptance.

Each line starts with a **plus** symbol. When you click on this the row is expanded to display some further details.

On the right-hand side of each line is a highlighted box containing the word **Details**. Clicking on this will change the screen to show a screen with four tabs named **Match, Players, Visitors and Coach**. In addition, the left-hand side panel changes to give two options. These are **Back** which when clicked takes you back to the previous screen or **withdraw** which allows you to withdraw from the match. Unless you withdraw from a Match that you have confirmed, you are agreeing to Play the Match.

Match – gives full details of date, venue etc.

Players – lists the selected team and shows if they have or have not confirmed their acceptance.

Visitors - lists any visitors that you are taking with you.

Coach – Most matches are by private transport. On the rare occasions when a coach has been arranged, the times and pick-up point locations will be displayed.

In the top header bar – **My Details**

Clicking on this changes the screen to show your personal details.

There are three headings in the side panel on the left-hand side of the screen named **Player**, **Bowling** and **Account**.

Player

There are six headings – **Player**, **Address**, **Emergency Contact**, **Dietary Options**, **Privacy** and **Officer Details**.

Player – The minimum level of personal information required by the Royal County of Berkshire Bowling Association has already been inserted, but you may complete any of the remaining boxes if you wish to.

If you plan to enter any age-related competition you must add your date of birth.

You will not be able to be a user of the RCBBA Portal unless your email address is provided. Please have your club admin add this to your record if they have not already done so as this will allow you to create a login.

Address – Insert your details if you wish to.

Emergency Contact – If you wish to add details of a person to contact in an emergency.

Dietary Options – Add details of any dietary requirements.

Privacy – Gives you the option to share your Phone, Mobile or Email details (if provided) with other members of your own club.

Officer Details – Shows details of any Officer position you hold.

Bowling

Details – Badged or Unbadged. This is not currently used within the Portal for selection purposes. A default entry of 2020 is used for many badged players, but this can be amended to the correct badge year by Executive members of the association.

Squads - Shows details of the Squads you are in. You can only apply for matches of those squads.

Clubs – Club history.

Match History – Not currently used.

Account – Details of Username and email address and a **Request Email Address Change**.

The Buddy System

If you agree to help a friend or a club member with access to their online account, you can be set up in the Buddy System.

If we assume you have agreed to be a buddy for John Smith, on John Smith's personal record, it would have your email address. You would activate the account for John, using the create account link on the bottom left of the login page. The system, realising this is a duplicate email address of an already active account would give the USERNAME of **JohnSmith**, please note the Capital letters & there is no space between forename & Surname. You would create a unique password as you did when creating your own login account.

Once this is done, you could login to the account of John Smith using JohnSmith as the username together with the password you created.

All emails for matches would come to you.

You will be able to see the competitions John is in, enter results for him, apply for matches for him etc exactly as you would do for yourself.