



**BOWLS**  
TASMANIA

# A Guide to Registering Bowlers with Bowling Arms

It is important for Bowls Tasmania to have correct and up to date information in our database for all bowlers across the State. We are now asking all Clubs to ensure that all bowlers with bowling arms are clearly identified in the database. This will assist with having an up to date register of all bowlers using bowling arms and we will be able to inform them directly of any upcoming events specific to those bowlers.

Based on this information, all bowlers who previously have received approval to use bowling arms will be issued a specific card by Bowls Tasmania as certification of this. These players will no longer be required to carry their Doctors certificate with them. The card will also enable them to compete in the inaugural Tasmania Bowlers with Bowling Arms Championships being held during the Gala Week in January 2018, and other events catering specifically for players with bowling arms.

**The following steps should be taken to update the database for bowlers that are already bowling with bowling arms. These steps should also be followed to enter new bowlers with bowling arms into the system as well;**

*Please be aware I have used my own profile for this guide so as to protect anyone else privacy.*

## Step 1

Search for the specific player within your club.

## Step 2

Click EDIT, so you can edit the players information.

**Bowls TAS** Logged in as: System Administrator [Log Off](#)

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### Member Detail (Rebecca Van Asch)

[Listing](#) [Edit](#) [Delete](#) [Notes](#) [Groups](#) [Member Qualifications](#) [Distribution List](#) [History](#)  
[Subscription](#) [Email](#) [Relationships](#) [Merge](#) [Registrations](#) [Seating](#) [TicketDesq](#) [Events](#)

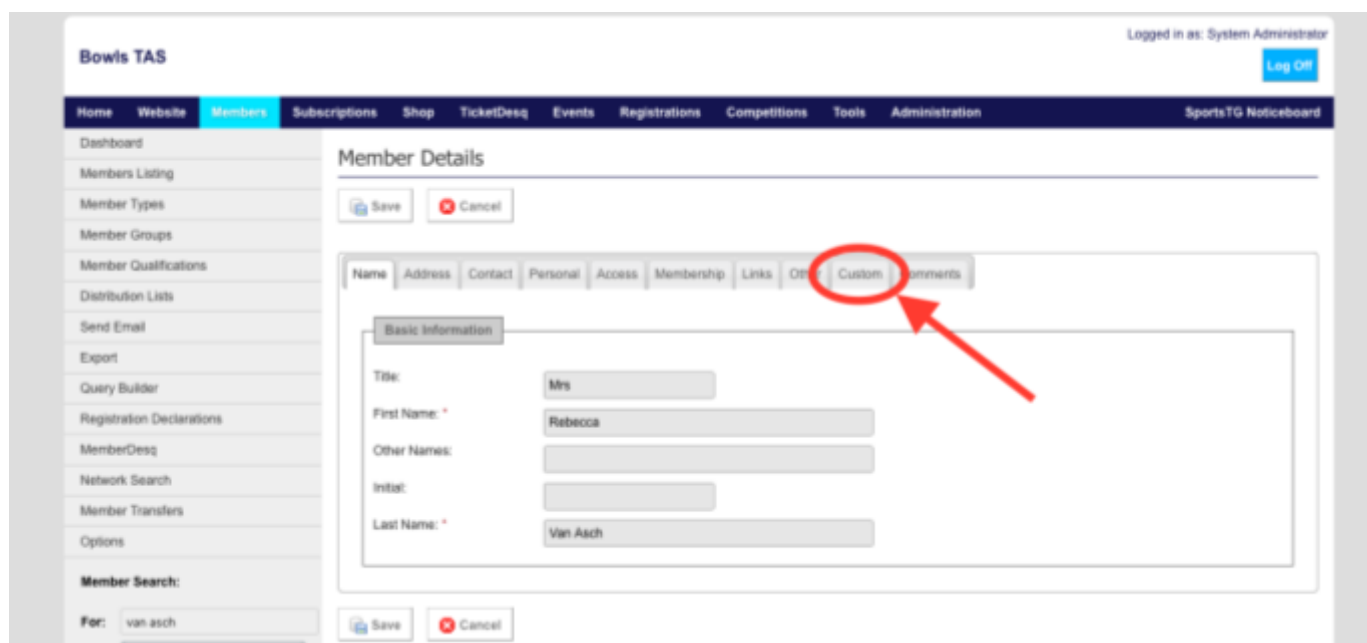
[Name](#) [Address](#) [Contact](#) [Personal](#) [Access](#) [Membership](#) [Links](#) [Other](#) [Custom](#) [Groups](#) [Distribution List](#) [Dates](#)

**Name**

Title: Mrs  
First Name: Rebecca  
Other Names:  
Initial:  
Last Name: Van Asch

### Step 3

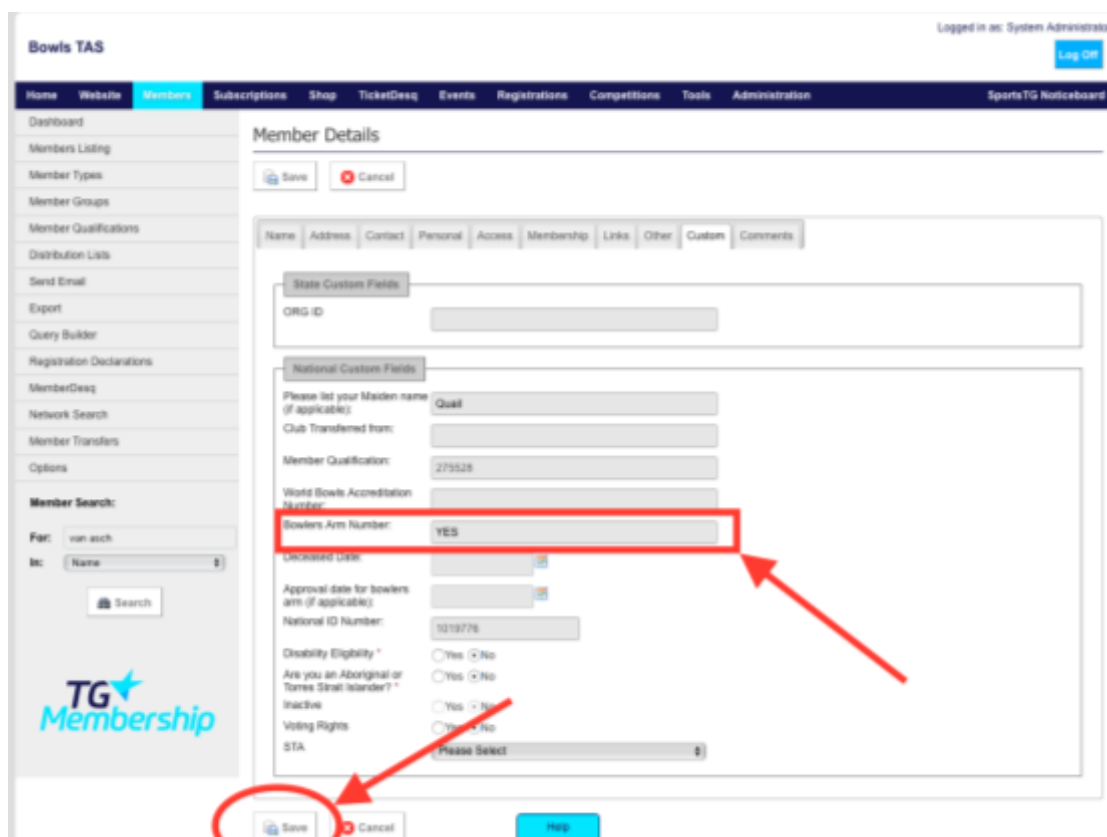
Click CUSTOM, to take you to the specific area regarding Bowling Arms.



The screenshot shows the 'Bowls TAS' website interface. The top navigation bar includes links for Home, Website, Members, Subscriptions, Shop, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The left sidebar contains a menu with options like Dashboard, Members Listing, Member Types, Member Groups, Member Qualifications, Distribution Lists, Send Email, Export, Query Builder, Registration Declarations, MemberDesq, Network Search, Member Transfers, Options, and Member Search. The main content area is titled 'Member Details' and features a 'Save' button and a 'Cancel' button. Below these are tabs for Name, Address, Contact, Personal, Access, Membership, Links, Other, Custom, and Comments. The 'Custom' tab is highlighted with a red circle and an arrow pointing to it. The form displays 'Basic Information' for a member named Mrs Rebecca Van Asch, with fields for Title, First Name, Other Names, Initial, and Last Name.

### Step 4 & 5

In the Space that says BOWLERS ARM NUMBER just type in YES. And then remember to press SAVE.



The screenshot shows the 'Bowls TAS' website interface, specifically the 'Member Details' page. The 'Custom' tab is selected, and the 'Bowlers Arm Number' field is highlighted with a red box and an arrow pointing to it. The form displays various fields for a member, including 'State Custom Fields' (ORG ID), 'National Custom Fields' (Please list your Maiden name (if applicable), Club Transferred from, Member Qualification, World Bowls Accreditation Number, Bowlers Arm Number, Decoded name, Approval date for bowlers arm (if applicable), National ID Number, Disability Eligibility, Are you an Aboriginal or Torres Strait Islander?, Inactive, Voting Rights, STA), and a 'Save' button. The 'Save' button is highlighted with a red circle and an arrow pointing to it.

**NEW BOWLERS WITH BOWLING ARMS ONLY** also need to complete the following step;

Follow the above steps to register their information in the database and also send a copy of the attached Bowling Arm Form to Bowls Tasmania via email [ceo@bowlstasmania.com.au](mailto:ceo@bowlstasmania.com.au), via fax 6331 7435, or via post PO Box 4041, Invermay, TAS 7248.