The logo for Mytchett Bowls Club is a circular emblem. The top arc is light blue with the word 'MYTCHETT' in white. The bottom arc is light green with the word 'CLUB' in white. The left arc is light red with the word 'BOWLS' in white. In the center, there is a stylized figure of a bowler in green and blue. At the bottom center, a light blue banner contains the text 'Est. 1931' in white.

# **MYTCHETT BOWLS CLUB MATCH SYSTEM USER GUIDE**

**Version 1.1 – 16/04/2025**  
**Phil Hamer**

# Surrey Bowls “Match” System Member’s Guide

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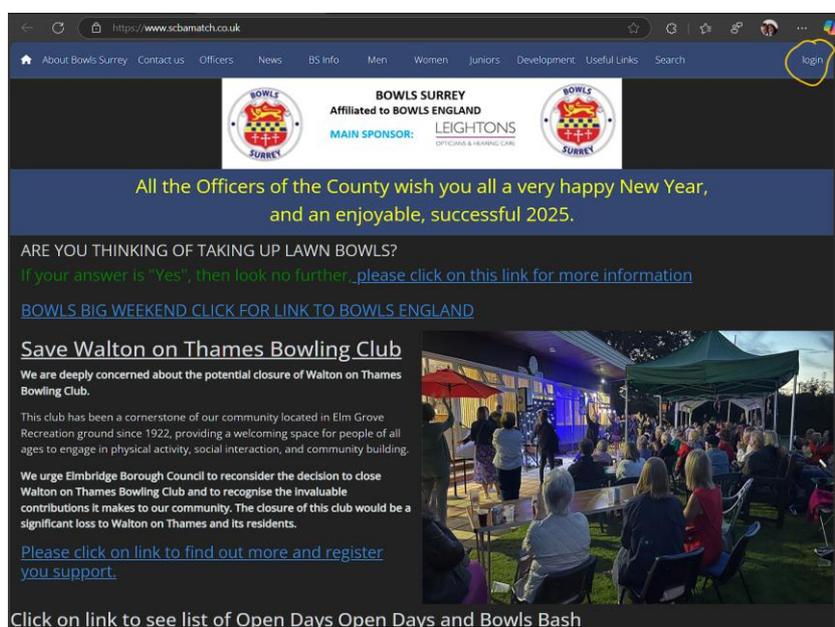
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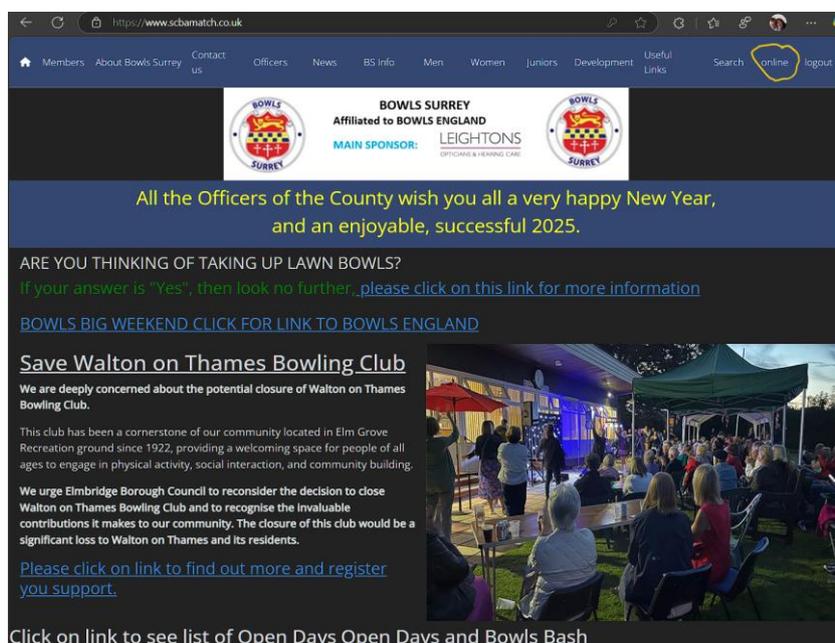
## Introduction

The Match system provided by the Surrey County Bowls Association - “SCBA” – Is a system that allows clubs and county players to manage their games in a central system.

The system is available from the [SCBA](https://www.scbamatch.co.uk) website by clicking on the “login” button to take you to the Login page: .. or, if already logged in, by pressing the “online” button to take you to the Match system:



There are three modules that are available to the club once a member is logged in: “Booking”, “Competitions” and “Matches”. For the 2025 season, Mytchett will only be using the “Booking” and “Matches” modules.



The “Competitions” option, although visible, will not be used for the 2025 season.



# Surrey Bowls “Match” System Member’s Guide

## Quick Step Guides

### Booking A Rink

First login to system, then from the main menu:

Booking → Select Date → Select Rink → Book → Booking Type (select Internal Comp) → Add Description → Book

Optionally add the word “Prov”, or “Provisional” if booking provisional rinks. **Don’t forget to cancel any bookings for provisional rinks once the rink booking date has been agreed for that match.**

**Do NOT book roll ups**

### Applying for matches

When an email is received advising that matches have been published for which you are invited to apply for, first login to system, then from the main menu:

Matches → My Matches → Apply Tab → Tick Boxes against games you wish to play (you can select as many as you wish!) → Submit → Confirm Applications

(These will now show in My Applications Tab on LHS)

**Await selection email** – This will be sent out once the selection committee has made their match selections.

When you receive the email that you have been selected, please Confirm online by:

Matches → My Matches → Confirm Tab (on LHS) → Select “Confirm” (or “Withdraw”) for the match → 0 visitors → OK → Submit

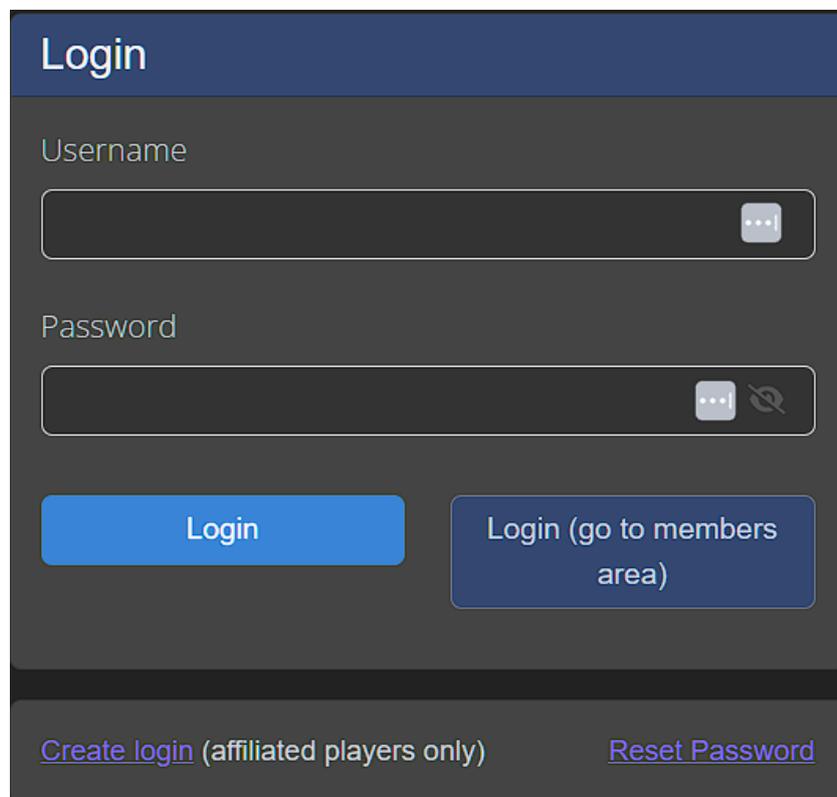
When selection has been completed by the Selection Committee, you will receive either an email notifying of selection for a match, an email notifying you that you have been selected as a reserve player, or an email notifying you that you have not been selected for a match.

# Surrey Bowls “Match” System Member’s Guide

## Step-by-step Guides

### Logging In

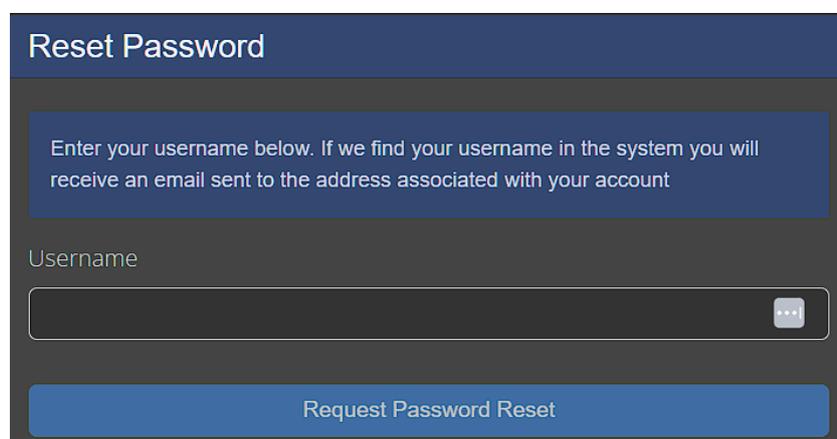
To log into the system, go to <https://www.scbamatch.co.uk/login>, enter your username and password, then press “Login”



The screenshot shows a dark-themed login interface. At the top is a blue header with the word "Login" in white. Below the header are two input fields: "Username" and "Password". The "Username" field is a simple text box with a small icon on the right. The "Password" field is a text box with a small icon on the right and a toggle icon for visibility. Below the input fields are two buttons: a blue "Login" button and a dark blue "Login (go to members area)" button. At the bottom of the form are two links: "Create login (affiliated players only)" and "Reset Password".

### Password Reset

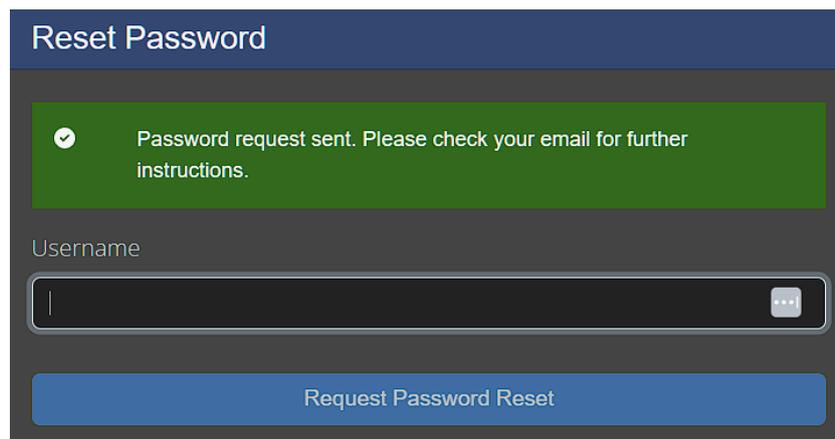
You can also use this screen to reset your password by clicking on the “Reset Password” link in the bottom righthand corner of the screen. This will prompt you for your email address. Enter your email address and then press “Request Password Reset”.



The screenshot shows a dark-themed "Reset Password" page. At the top is a blue header with the words "Reset Password" in white. Below the header is a blue box with white text that reads: "Enter your username below. If we find your username in the system you will receive an email sent to the address associated with your account". Below this box is a "Username" input field with a small icon on the right. At the bottom of the form is a blue button with the text "Request Password Reset".

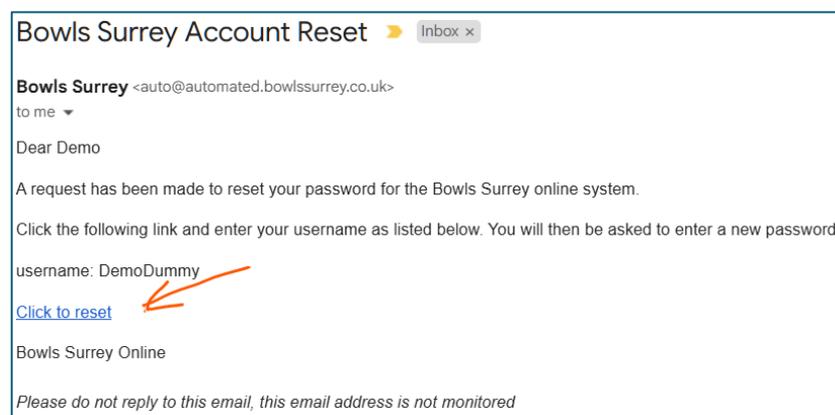
# Surrey Bowls “Match” System Member’s Guide

When you press “Request Password Reset”, the dialogue box will change and will look like this:

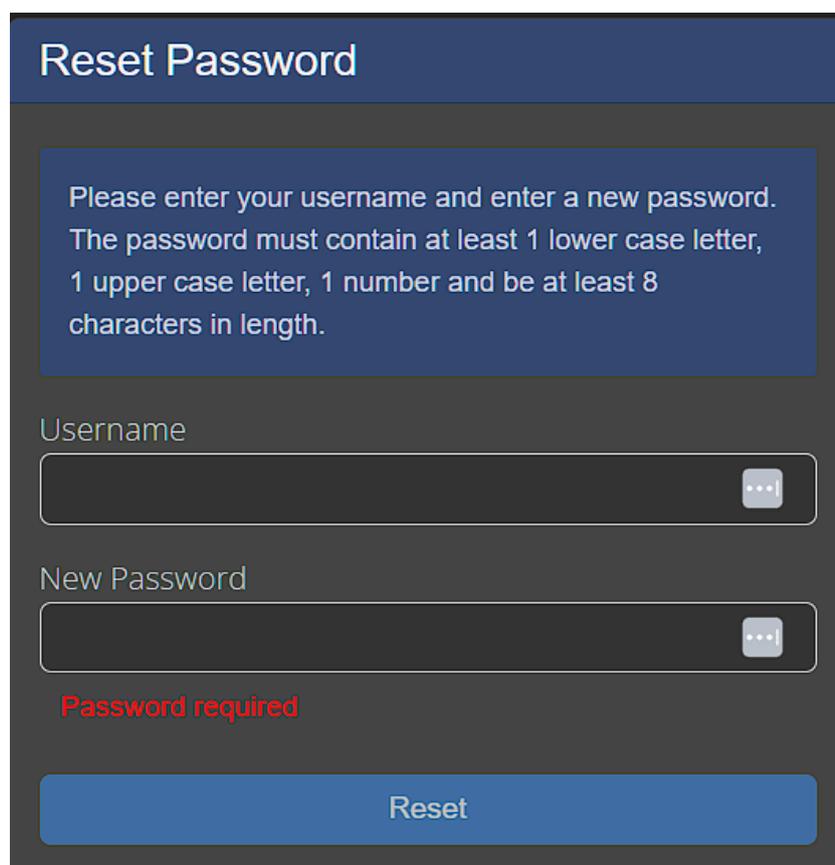


The dialog box has a dark blue header with the text "Reset Password". Below the header is a green notification box with a white checkmark icon and the text: "Password request sent. Please check your email for further instructions." Underneath the notification is a text input field labeled "Username" which is currently empty. At the bottom of the dialog is a blue button with the text "Request Password Reset".

You will receive an email with a link (indicated below) that you need to follow to reset your password which will look like this:



Click the link and it will take you to a page that looks like this:



The dialog box has a dark blue header with the text "Reset Password". Below the header is a blue box with white text: "Please enter your username and enter a new password. The password must contain at least 1 lower case letter, 1 upper case letter, 1 number and be at least 8 characters in length." Below this box are two text input fields: "Username" and "New Password", both of which are empty. At the bottom of the dialog is a blue button with the text "Reset".

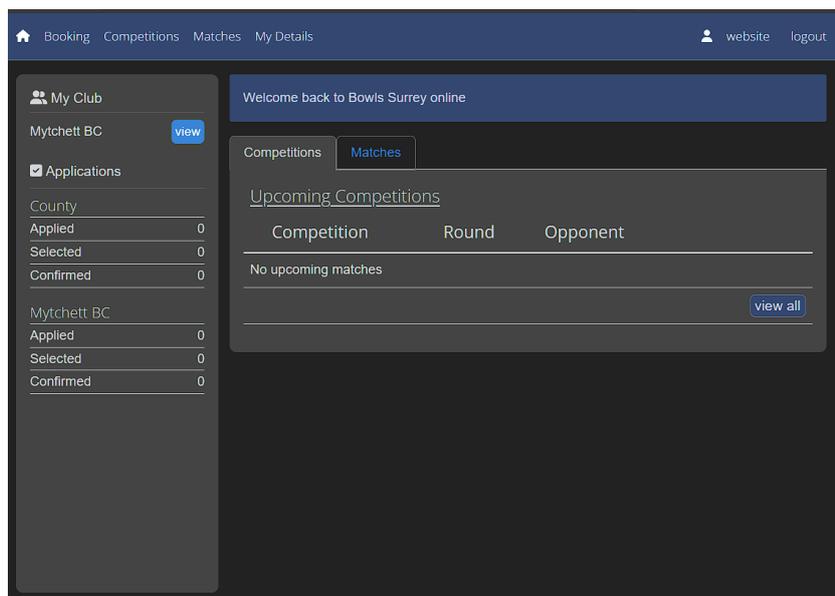
## Surrey Bowls “Match” System Member’s Guide

Enter your email address in the “Username” field and your new password in the “New Password” field. Take note of the minimum password requirements in the paragraph above the “Username” field. Press “Reset” to complete the reset of your password. If desired, save the new password in your device’s password manager (Something like “Save Password” may pop up when the change is detected on your device).

# Surrey Bowls “Match” System Member’s Guide

Once logged in successfully

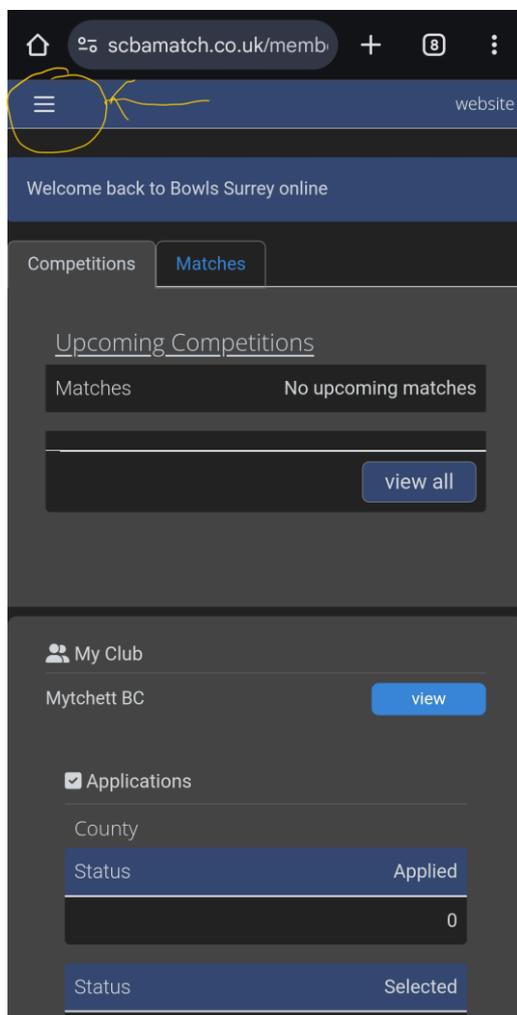
Once logged in to the system you should see a screen something like this:



For those with mobile devices, the menu bar at the top ...



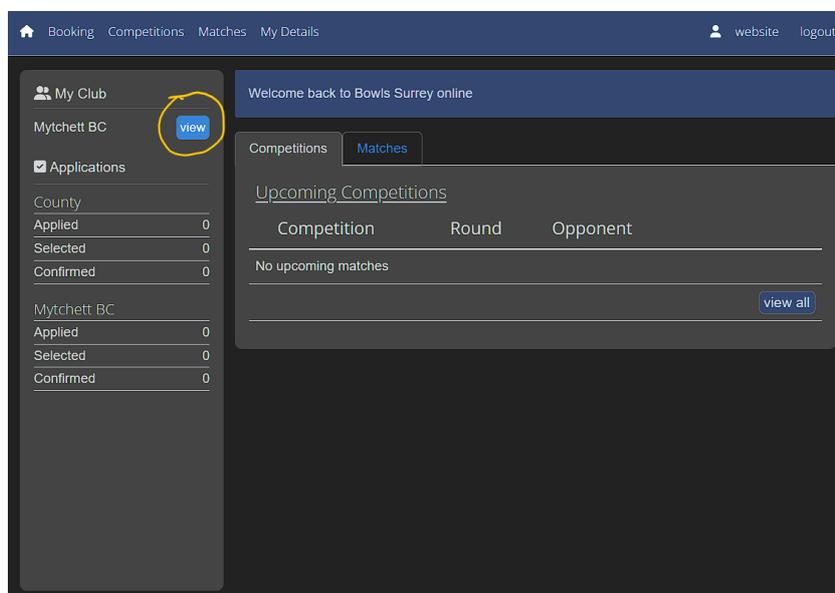
... will be replaced by ellipses



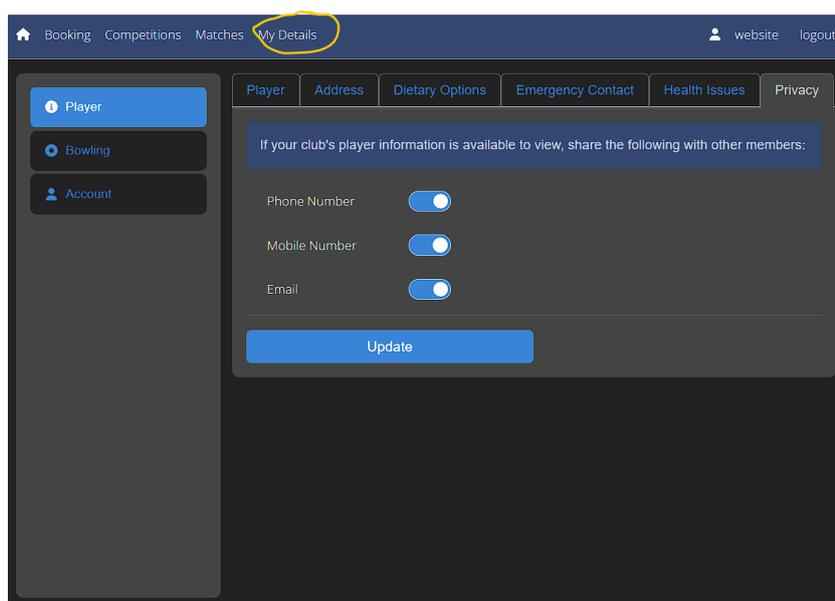
# Surrey Bowls “Match” System Member’s Guide

.. The same options will be available when you click on these ellipses as would appear on a computer/laptop screen. ***In this guide the menu bar will be used to demonstrate the various functions!***

On either a computer/laptop or mobile device, select the “Mytchett BC” ->”**View**” button beneath the “My Club” section



This will now show the Home screen for the Mytchett Bowls Club. A list of all members and their phone/email address will be visible to be used if a member needs to contact another member, for example to arrange a game. Please be aware of GDPR rules when using the information contained here. If a member’s phone/email is not visible it means that member has privacy enabled on their details. If a member is happy for other members to view their details, they can click on the “My Details” option in the menu bar, then the “Privacy” tab. Three switches are then visible to control what information is visible in the member’s directory. Selecting those switches will enable that field to be displayed to other members in the member’s directory.

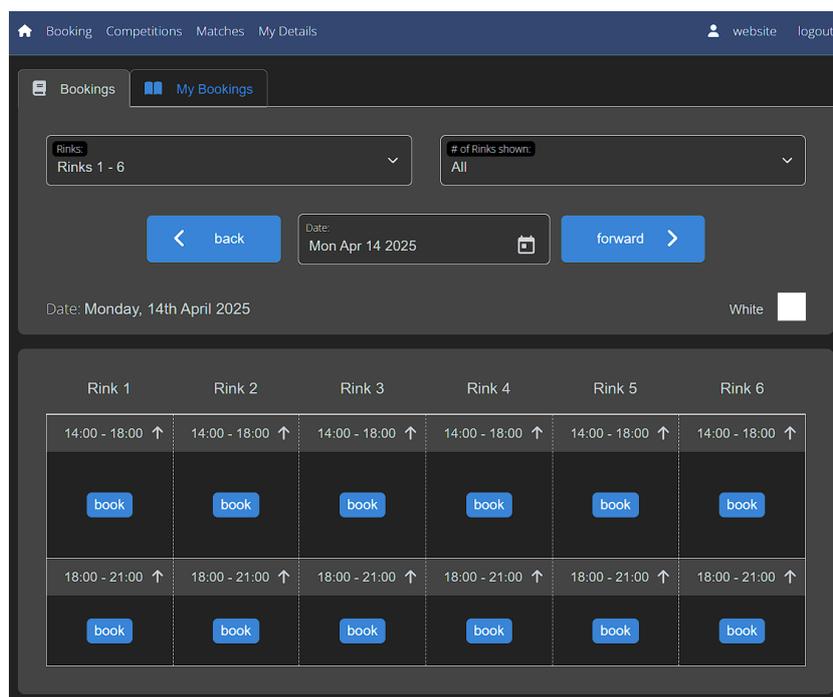


Any changes come into effect when the “Update” button is pressed.

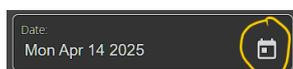
# Surrey Bowls “Match” System Member’s Guide

## Rink Calendar

Clicking the “Booking” menu option will take you into the “Rink Calendar” page:

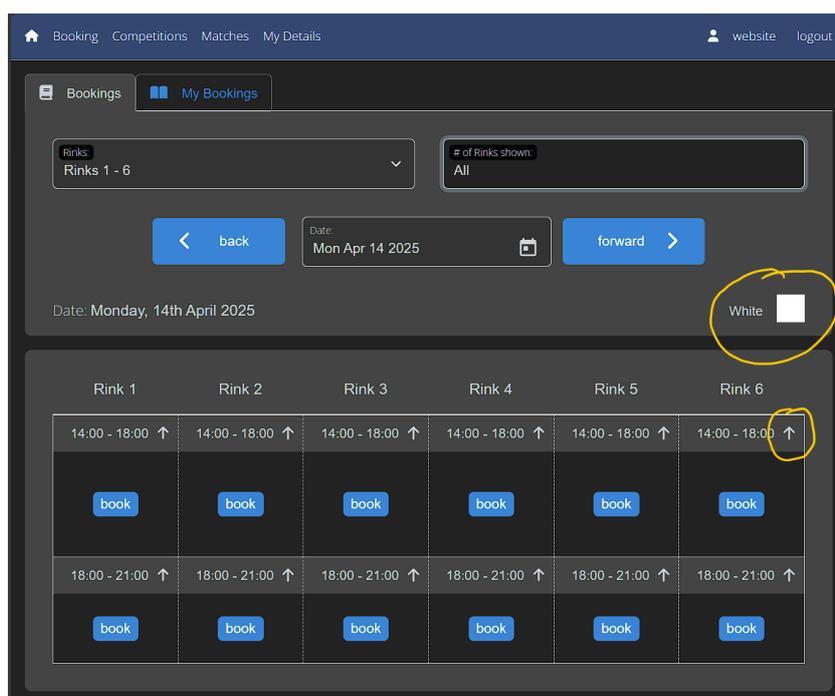


From here you can browse rink availability using the “< back” and “forward >” buttons to move through the calendar like you would by turning a page in a paper diary. You can click the calendar symbol in the



date box to bring up a calendar for moving to a specific date

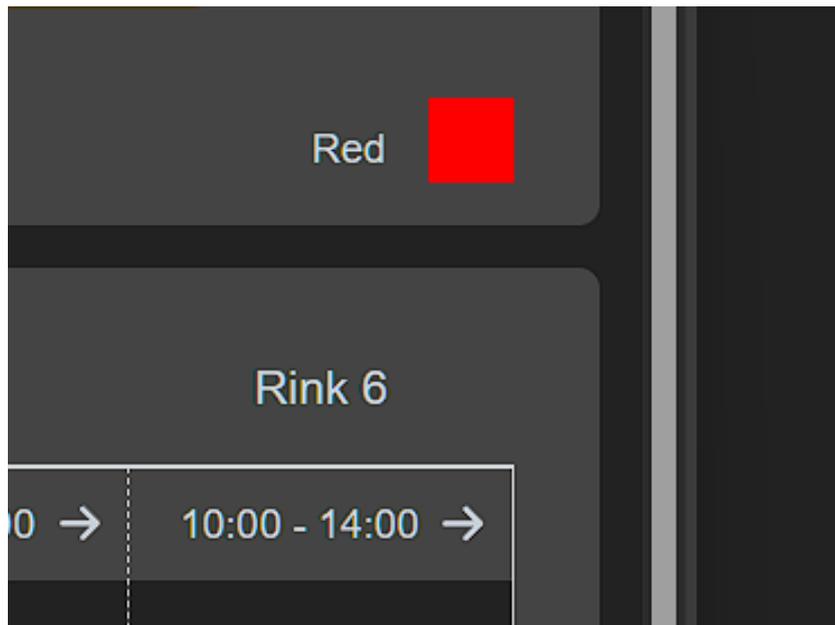
Rink orientation is shown on the calendar too ...



The orientation of the rink is shown for the selected date and the rink colour. In the example above, the rink colour is on the “White” markers and the orientation is away from the clubhouse (Clubhouse to Tennis Courts)

# Surrey Bowls “Match” System Member’s Guide

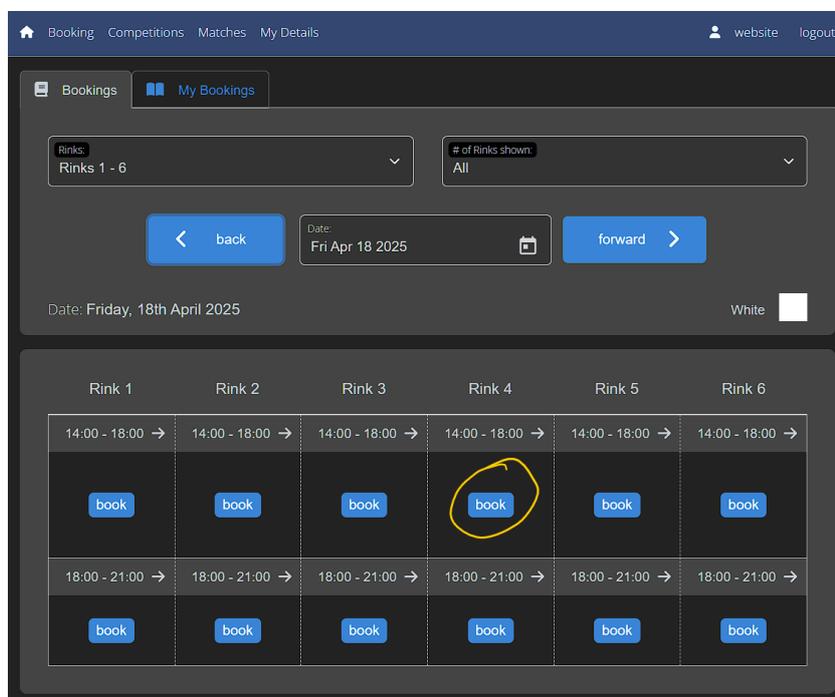
For another day it might look like:



Showing the rink is now on the “Red” markers and the orientation is across the clubhouse (Car Park to Houses)

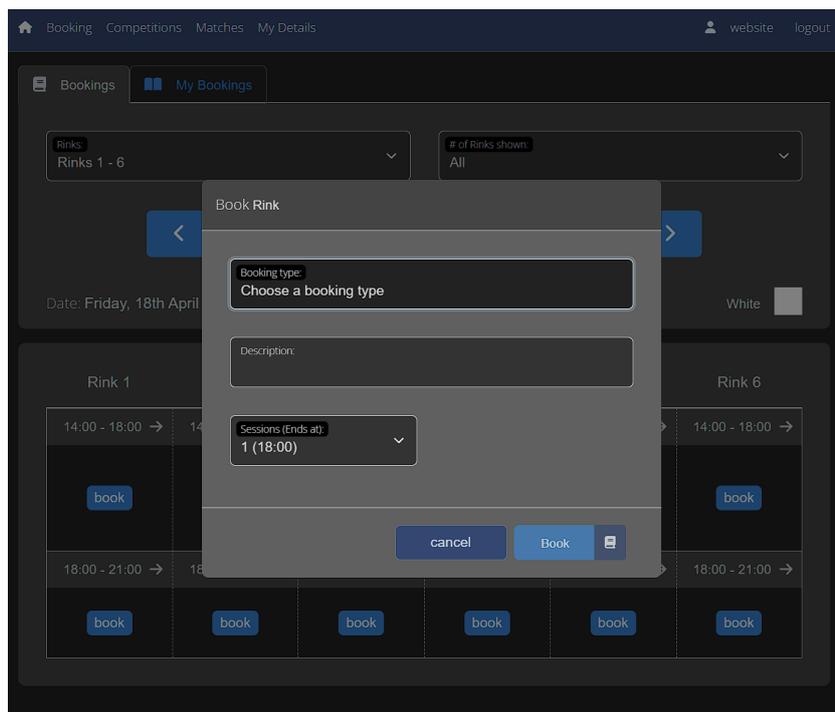
## Booking A Rink

Booking a rink is performed by simply choosing a date and a rink that is available that you wish to book and then clicking the “book” button:

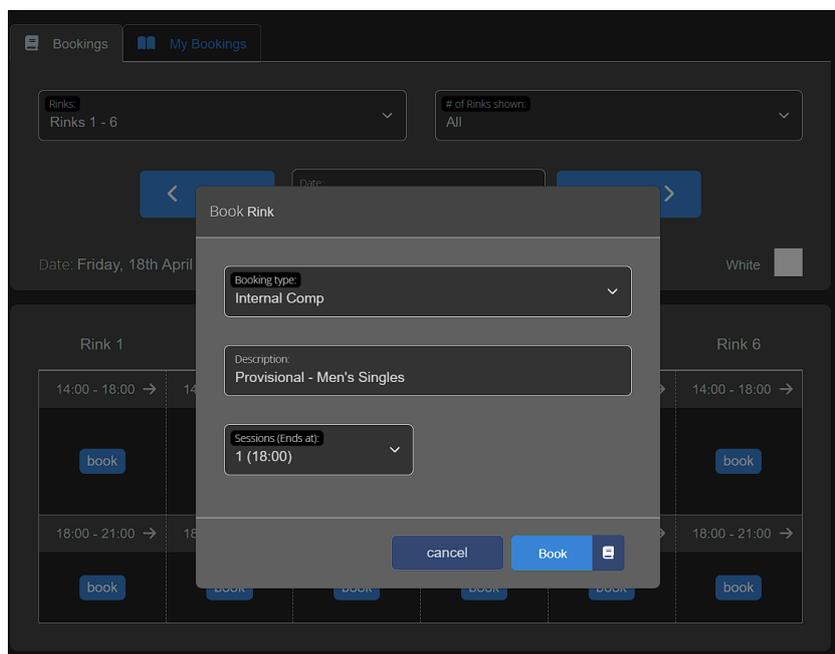


# Surrey Bowls “Match” System Member’s Guide

The dialogue will change prompting for details of the booking:



Enter the booking details, for example:

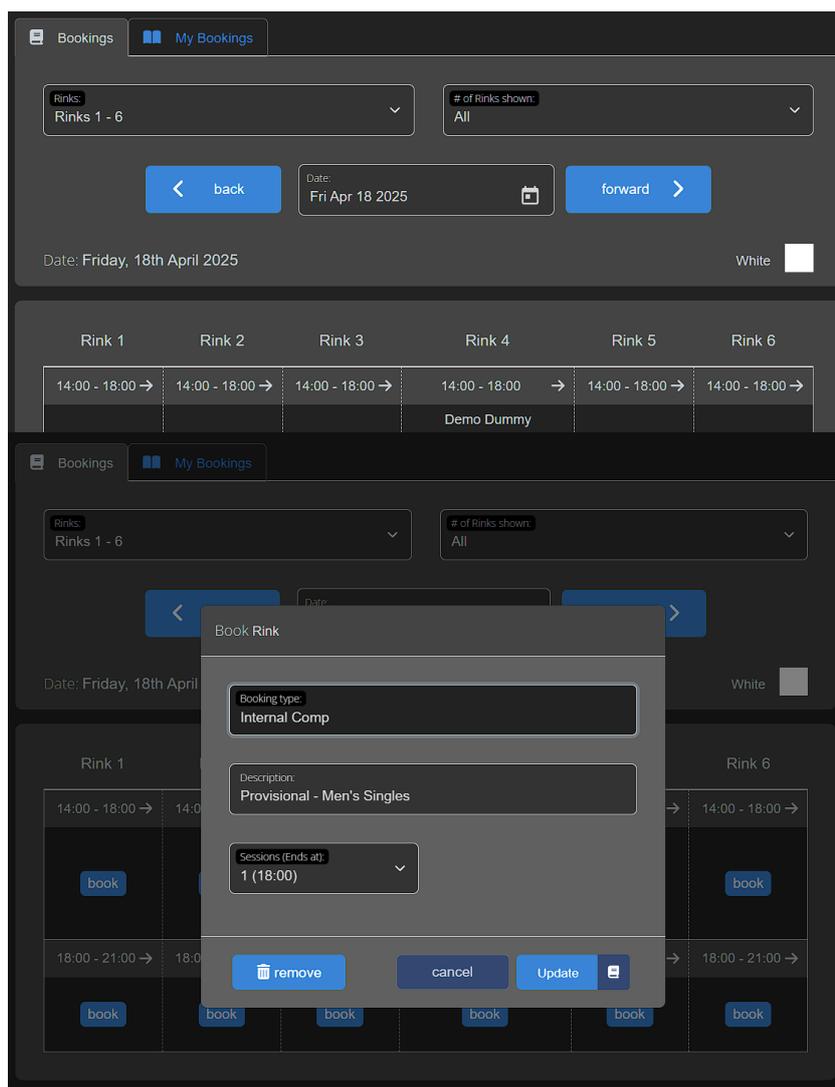


In the “Booking Type” field you would ordinarily select “Internal Comp” when booking a Club Competition game.

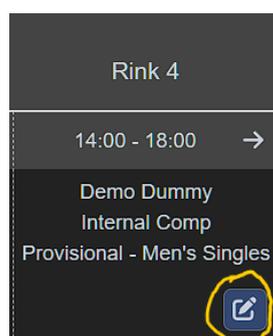
If the rink booking is “Provisional” please indicate that in the “Description” field as well as details about what the game is. The example above show that the game is provisionally booked for a Club Competition and is a Men’s Singles game. Ignore the “Sessions” dropdown unless you wish to extend the booking slot from one slot to two slots making the game booking duration 7 hours!!

# Surrey Bowls “Match” System Member’s Guide

Press the “Book” button to book the rink slot. The page will update and look something like this:



You can edit or delete the booking by clicking on the icon in the booked rink

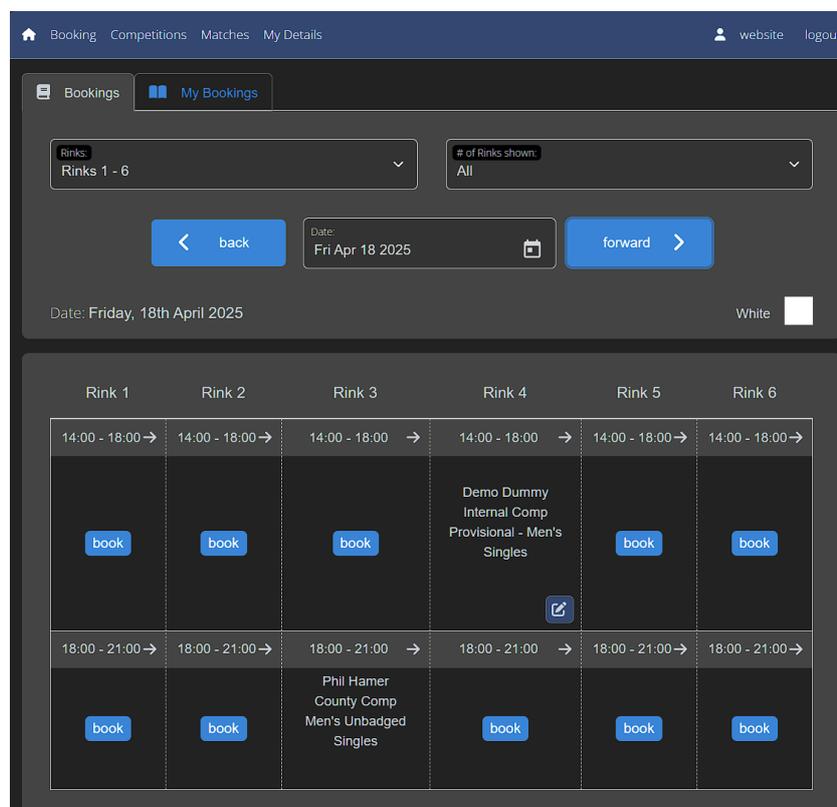


Which will present the “Remove” and “Update” options for the booking:

To update, simply make the changes to the booking (for example removing “Provisional” if the game has been agreed) and then click the “Update” button. To remove the booking and delete it from the Calendar, press the “Remove” button.

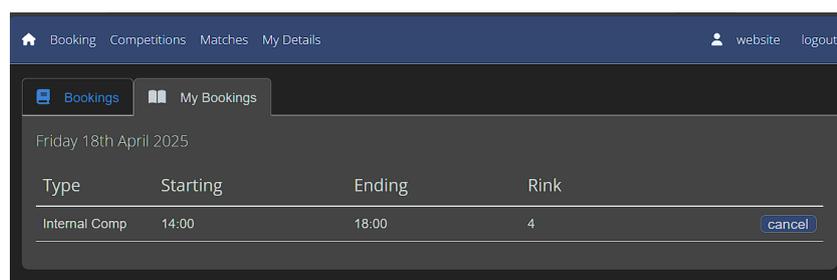
# Surrey Bowls “Match” System Member’s Guide

*Note: You can only delete your own bookings. Bookings created by other members are visible but not updateable by anyone except the owner (and Admin users!)*



The above show another game booked on the same day but the option to amend is not available as the booking owner is another member!

If you click on the “My Bookings” tab you will see a list of all of the rinks that you have booked:



You can also delete your booking here by selecting the “cancel” button next to the game you wish to delete.

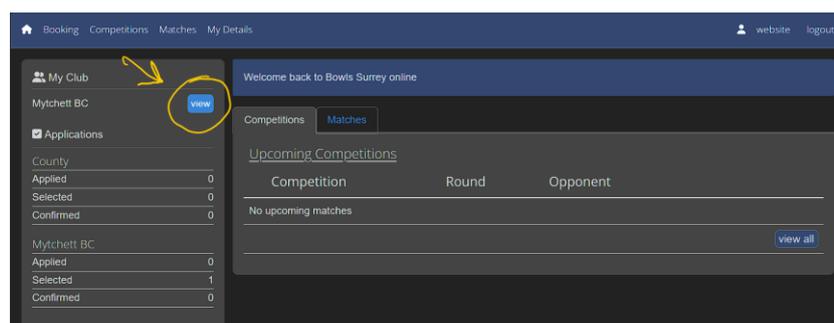
# Surrey Bowls “Match” System Member’s Guide

## Applying for matches

Games are “Published” by the selection committee each week with a rolling 4 to 6 weeks’ notice of upcoming games. Games that are “Published” are available to be applied for by members. Published games are notified to all eligible members by email once they are available to be applied for. An email like the image below will be sent out as and when games are published. Please note that there may be one or more games published, and they will all be notified in the same email:



To view these games in the system, log in to the Match system first. You should see a page like this:

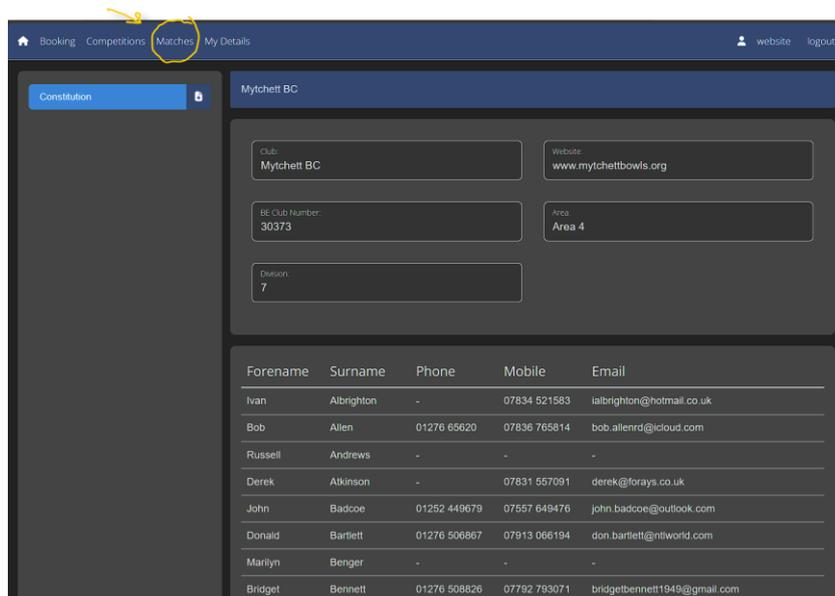


Click on the “View” button next to “My Club” -> “Mytchett BC” shown above. You need to click this whenever you log on as the default page is to show the Club **AND** County view of game applications (remember that this was originally developed as a Country System!).

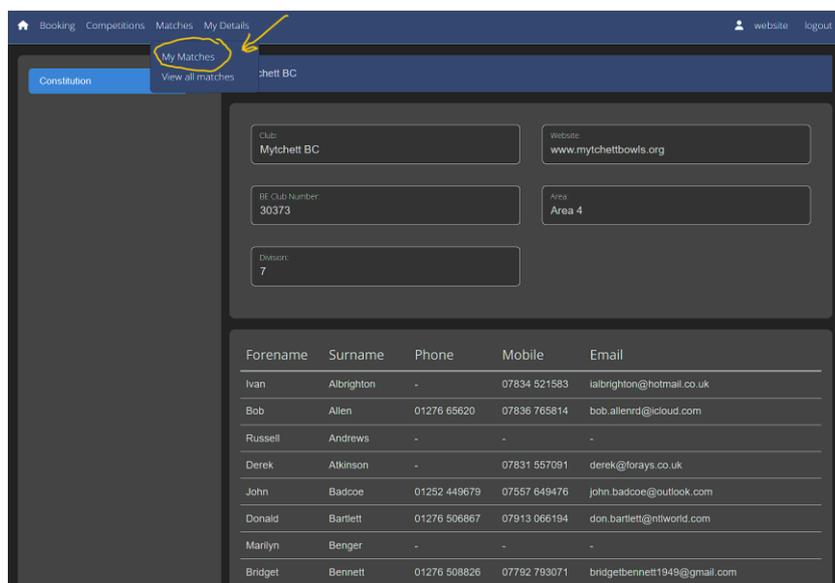
**Clicking the “View” button will take you into our clubs “Club Management” functions.**

# Surrey Bowls “Match” System Member’s Guide

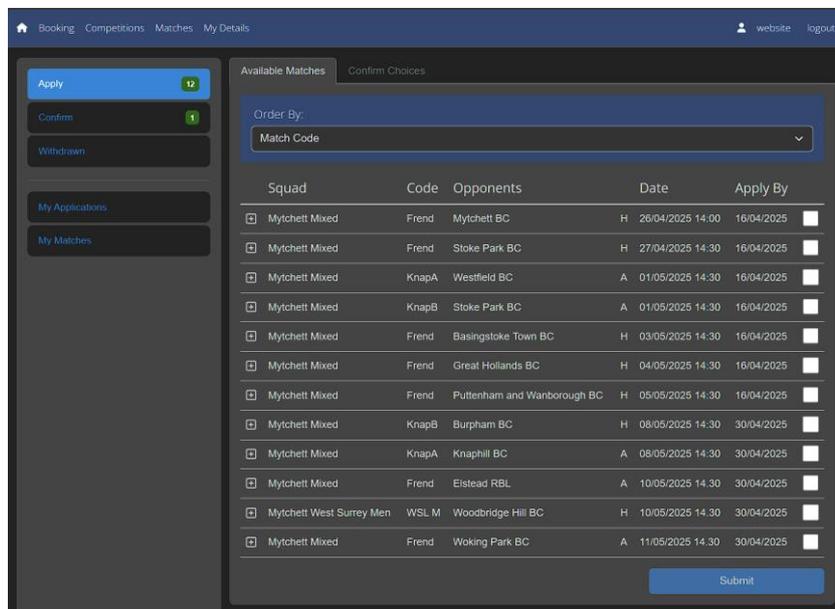
You should now see a screen like this:



Click on the “Matches” link shown above and select the option “My Matches”:



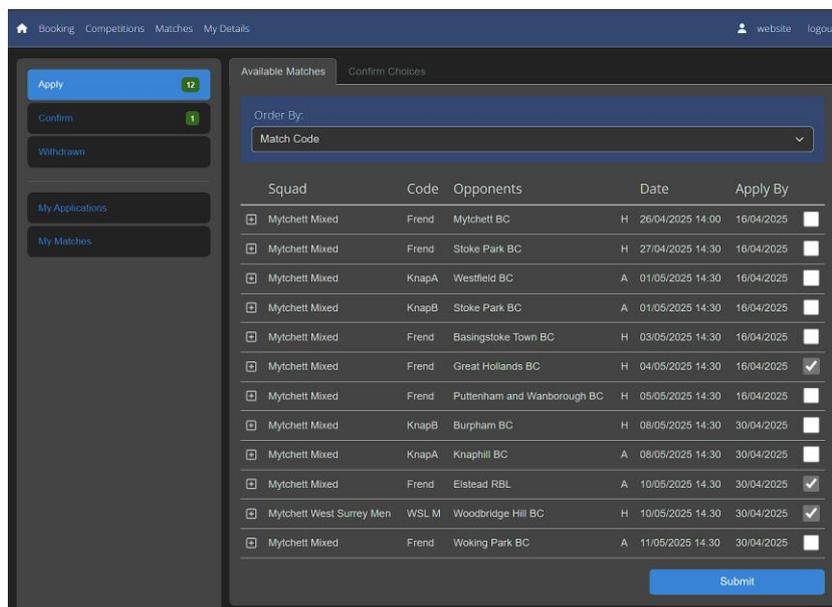
You should then see a list of Available Matches that you can Apply for:



# Surrey Bowls “Match” System Member’s Guide

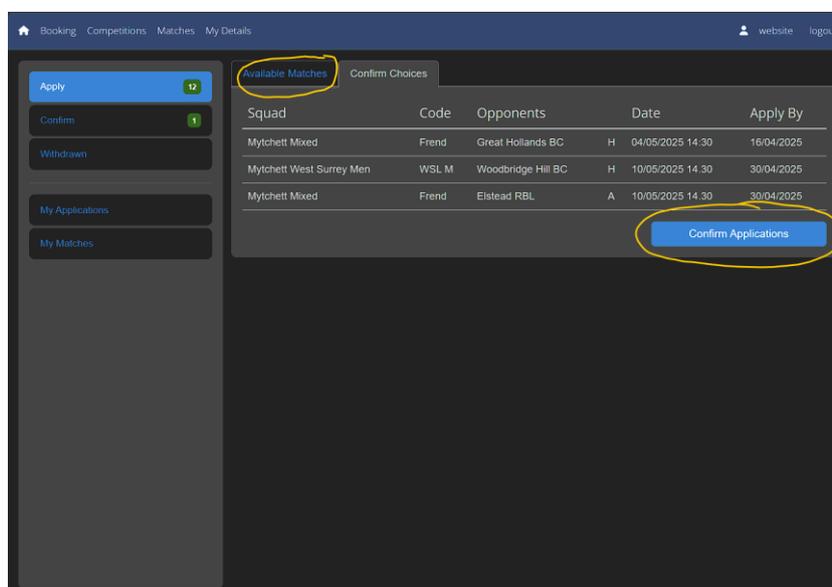
You can select one or more matches that you would like to apply for by clicking the checkbox next to the match (mobile users will need to press the “Apply” button – it does the same thing!)

**Selecting these games DOES NOT send the application to the system at this point.**



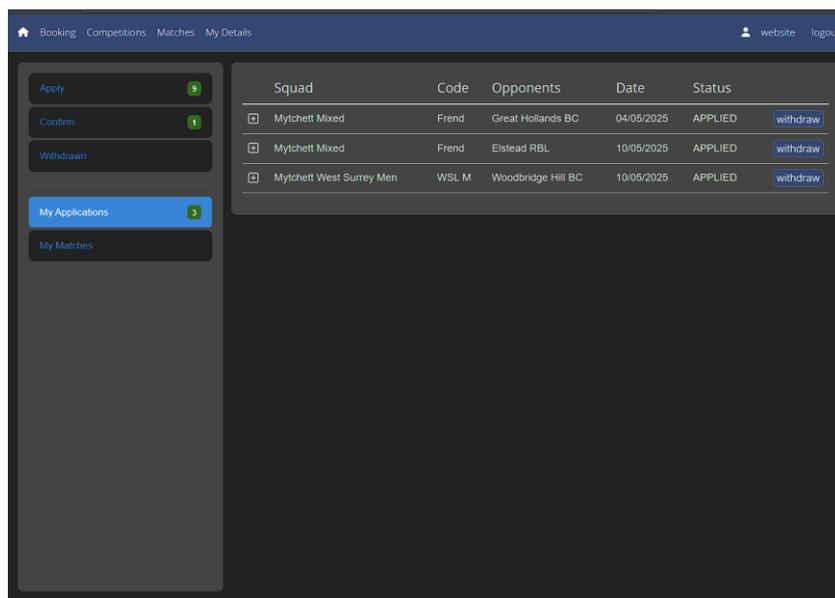
.. when you’ve made your selection(s), press the “Submit” button – this will prompt you to confirm your choices. If you want to make any changes before you confirm, you can go back to the “Available Matches” tab and make changes there. Once you have clicked the “Submit” button and are happy with the applications you have made, press the “Confirm Applications” button.

This will submit your applications to the Match system.



# Surrey Bowls “Match” System Member’s Guide

You will now see the games appear under the “My Applications” tab:

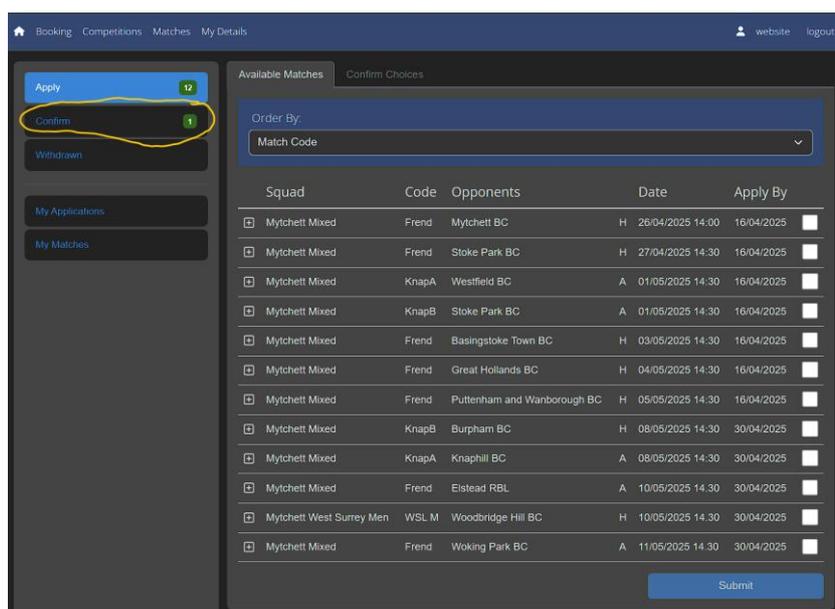


At this point, there is nothing else to do until the selection committee makes their selections. If you decide that you can't make a game, click on the “Withdraw” button next to the game you wish to withdraw from. This game will not go back to the list under the “Apply” tab. You can re-apply for the game by going through the process again.

Until selection, your applications will remain in the “My Applications” tab.

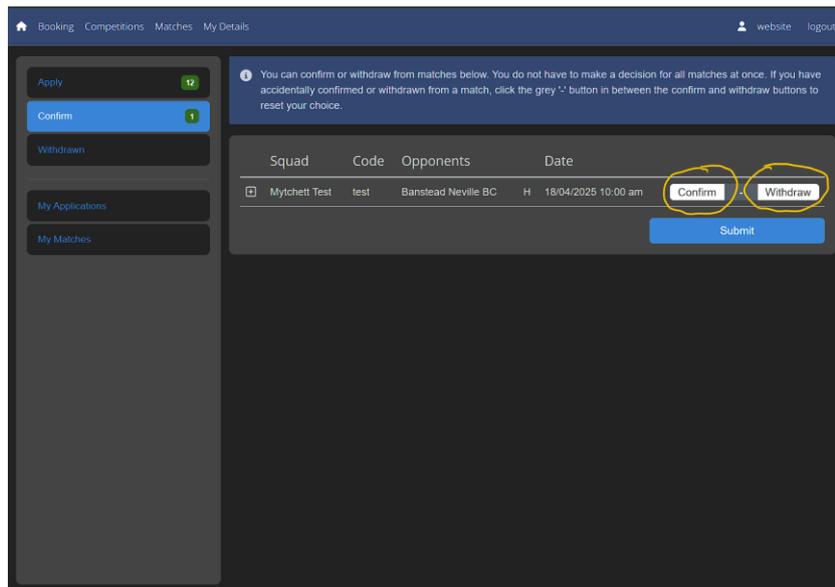
## Confirming match availability

Once the selection committee has made their selection for matches and, assuming you have been selected, a number will appear next to the “Confirm” tab corresponding to the number of games that you have been selected for and have yet to confirm availability for:

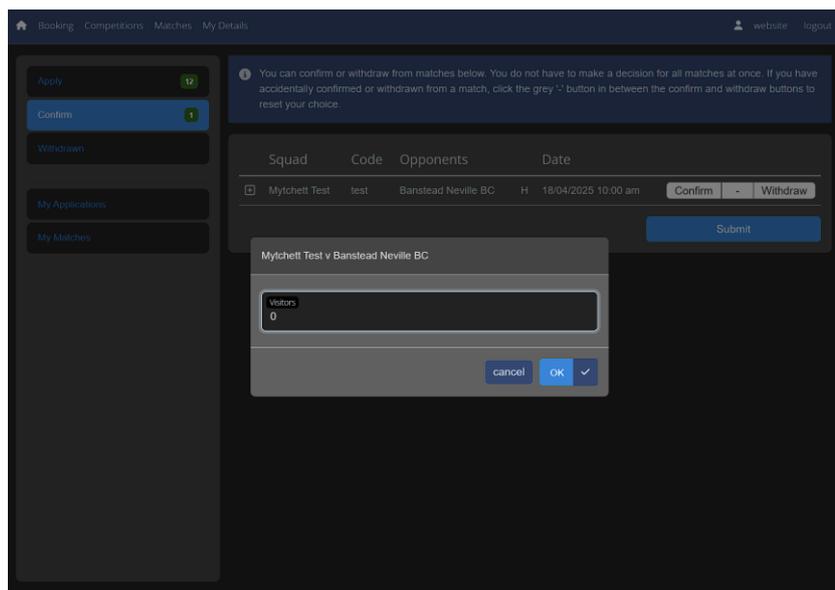


# Surrey Bowls “Match” System Member’s Guide

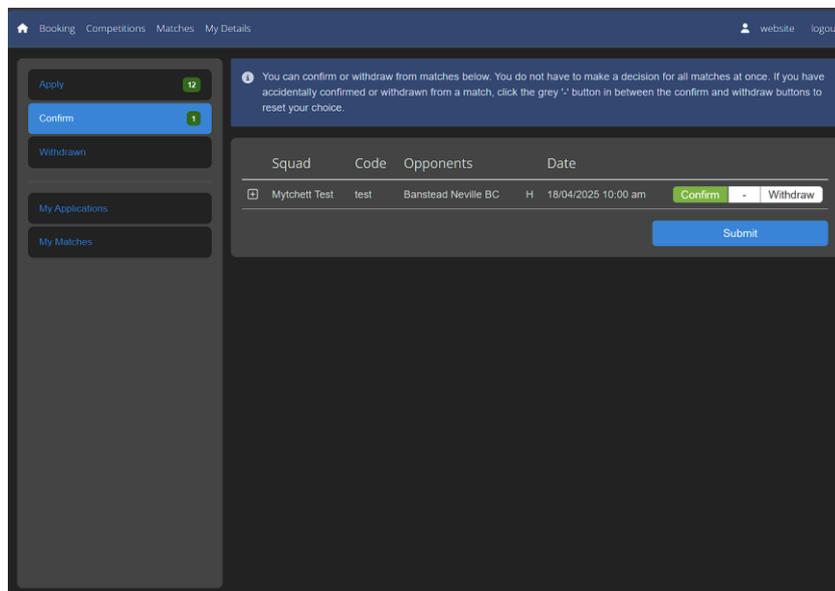
Clicking on the “Confirm” tab will show a page like this:



Press the “Confirm” button confirm your availability or “Withdraw” if you are no longer available. Another dialogue will pop up asking if there are any visitors accompanying you:



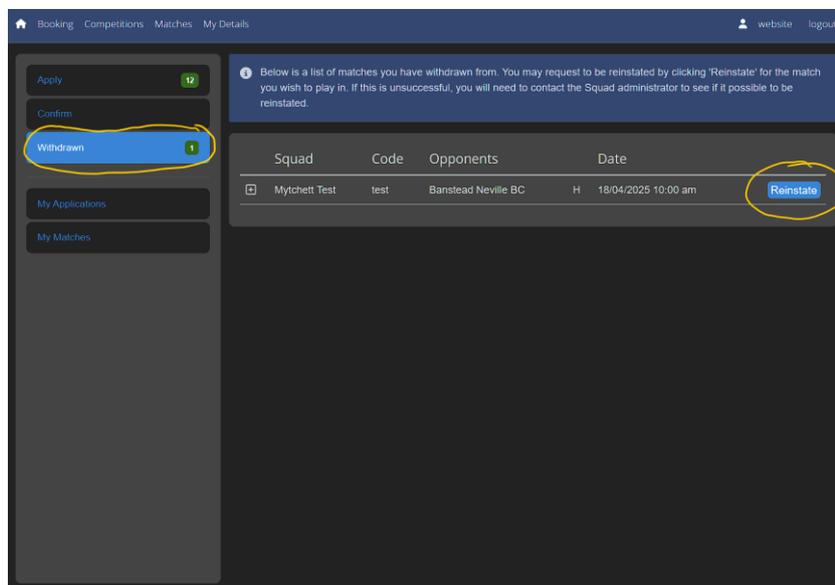
Just click on the “OK” button (our club doesn’t need to know about visitors!).



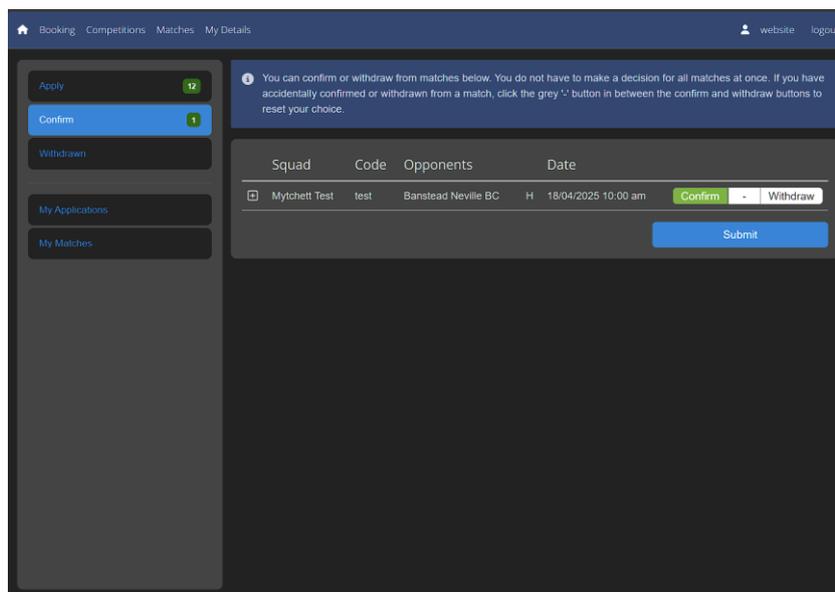
# Surrey Bowls “Match” System Member’s Guide

This won't be sent to the system until you then press the “Submit” button after confirming or withdrawing from games. If you have been selected for more than one game, you can select multiple matches (either “Confirm” or “Withdraw”) and press the “Submit” button for multiple matches.

If you click “Withdraw” then “Submit”, the match will move into your “Withdrawn” tab and will be visible there:

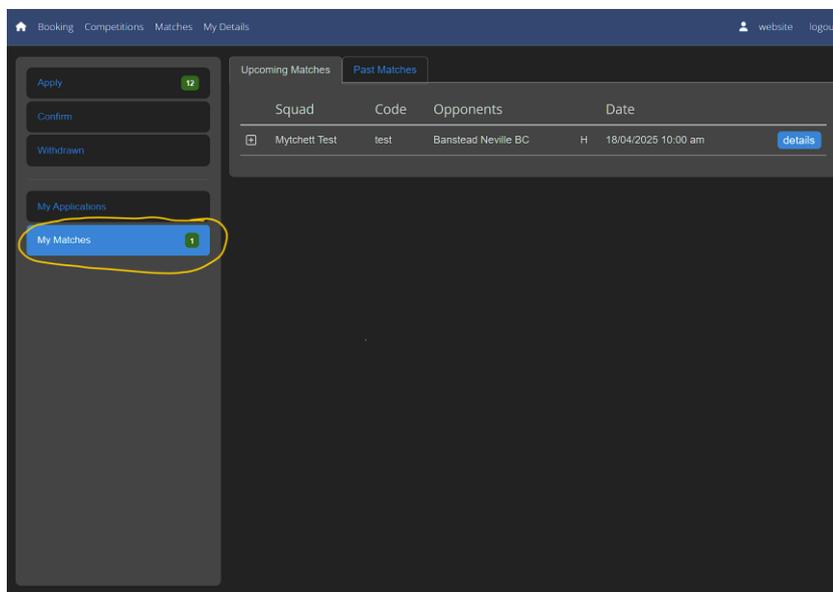


You can, as it were, withdraw your withdrawal by selecting the “Reinstate” button which will move the game back into the “Confirm” tab. You should then select “Confirm” again to confirm your availability.



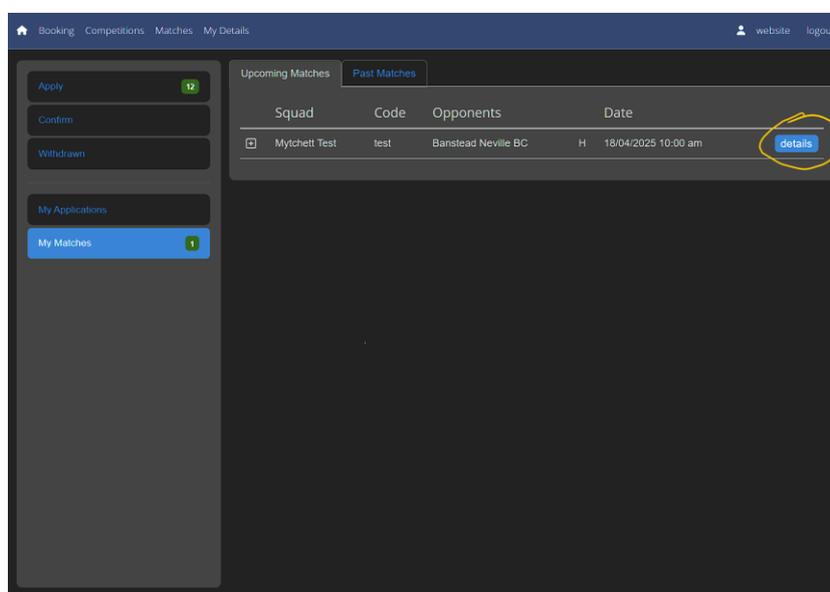
# Surrey Bowls “Match” System Member’s Guide

Once you have confirmed and submitted, the match will move into the “My Matches” tab as you have confirmed availability for the match and therefore your intention to attend. The “My Matches” tab will show a number next to it indicating the number of matches you have confirmed availability for:



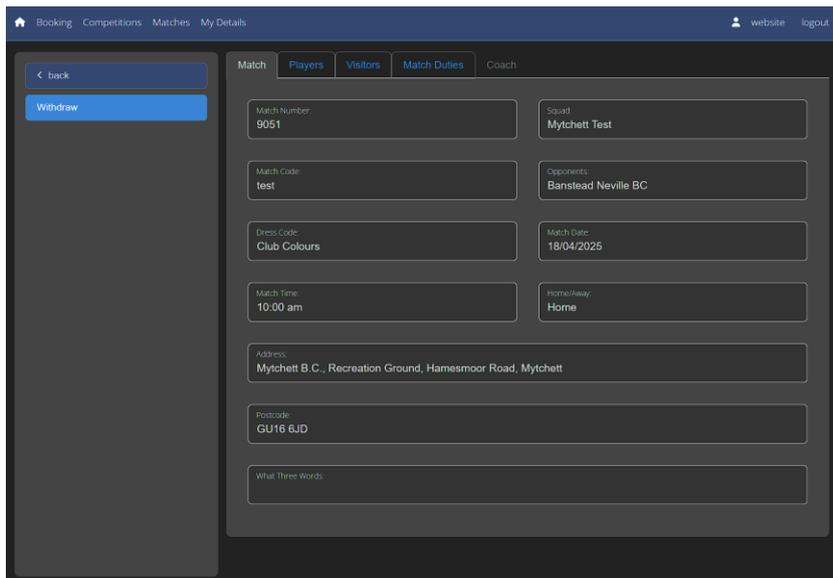
You can view past matches under the “Past Matches” tab to look at historical games (Note the tab will be empty until you have played at least one match).

You can click on the “details” button next to a game to get more information about the game including selected players and positions.

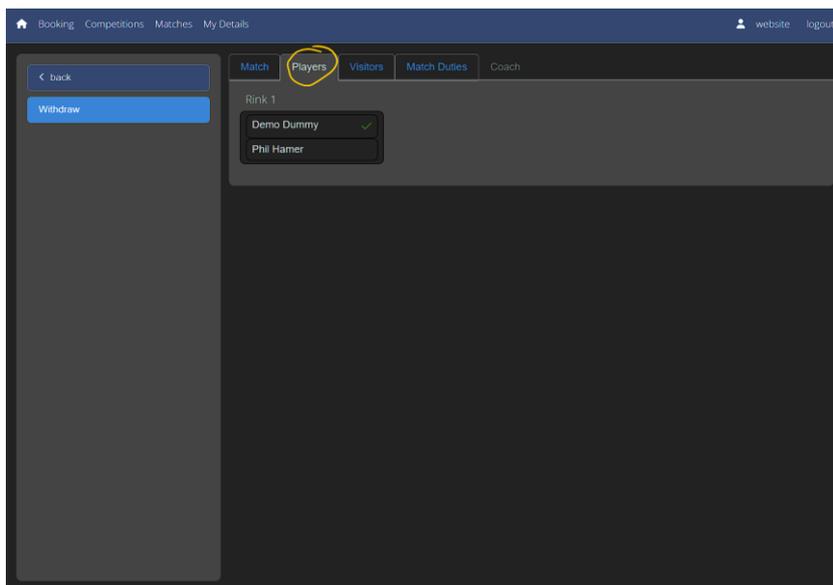


# Surrey Bowls “Match” System Member’s Guide

You will see a page like this when you press the “details” button:



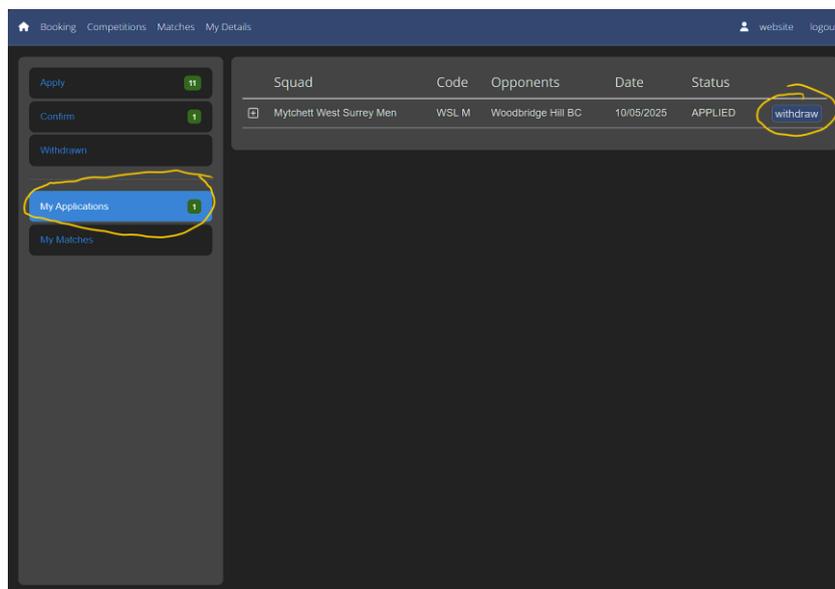
This will show you the match details. Clicking on the “Players” tab will show the other players and their positions in each rink:



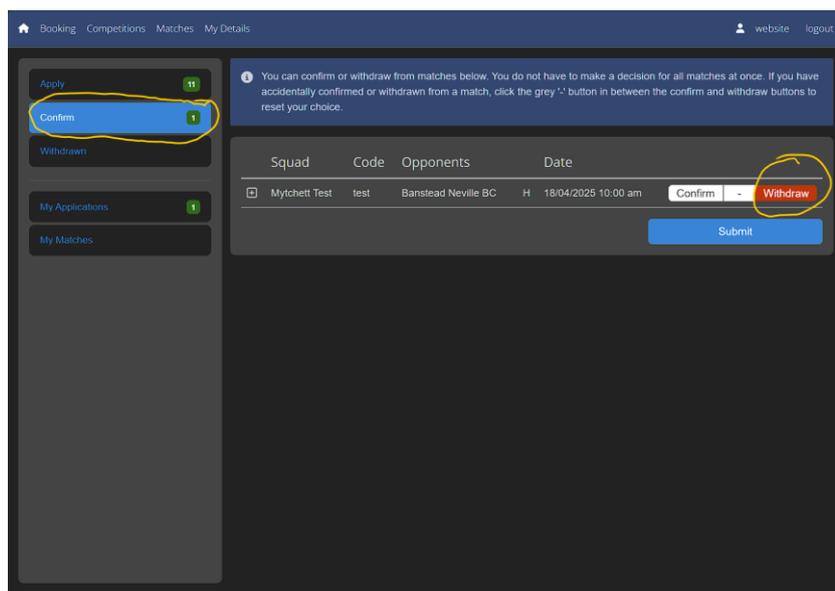
# Surrey Bowls “Match” System Member’s Guide

## Withdrawing from matches

You can withdraw from matches at several points throughout the application process. The first place you can withdraw from a game is when you have applied and before selection has been made:

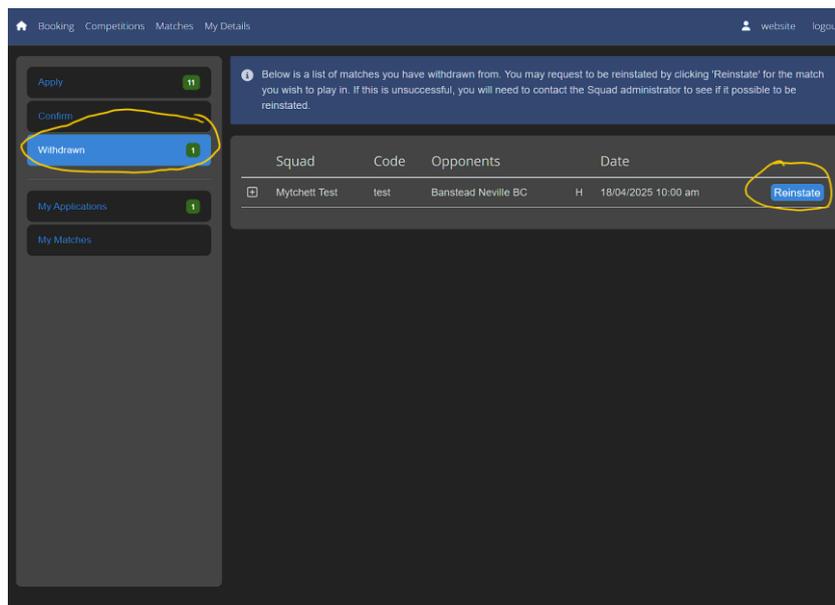


Once selection has been made and you have been selected for a match then your application will move to the “Confirm” tab. In there you can choose to withdraw from a game:

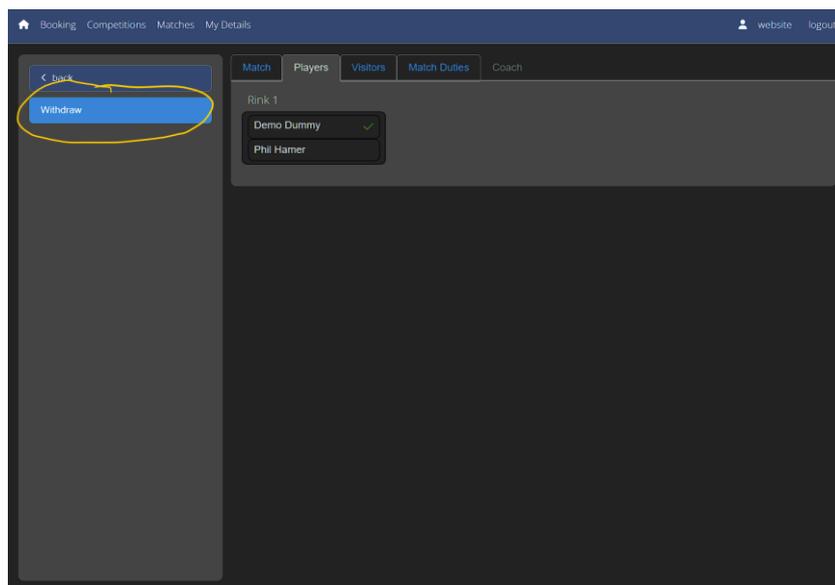


# Surrey Bowls “Match” System Member’s Guide

When you withdraw at this stage the match will move to the “Withdrawn” tab. You can reinstate your application by pressing the “Reinstate” button which will move the match back to the “Confirm” tab where you can go and confirm your availability.

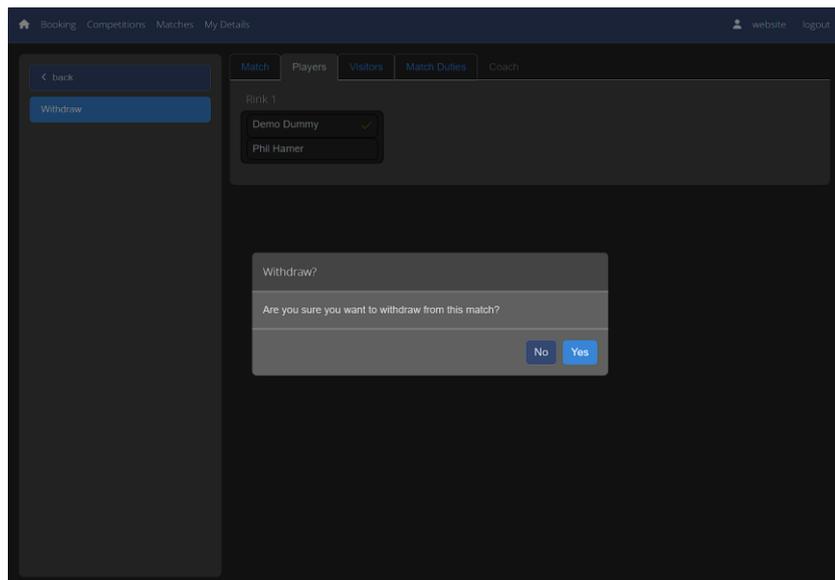


Once you have confirmed the game it will show up under the “My Matches” tab. If you click on the “details” button you will see the match details and also a “Withdraw” button



# Surrey Bowls “Match” System Member’s Guide

At this stage you may still withdraw from the game by selecting the “Withdraw” button:



You will be prompted to confirm that you wish to withdraw from the game.

If you confirm, then you will be withdrawn from the game selection. **As selection has already taken place you will not see this game as available to be applied for.** A phone call to the Captain of the Day will be required should you wish to be considered for the reinstatement.