

# User Guide

Whiteknights Indoor Bowls Club





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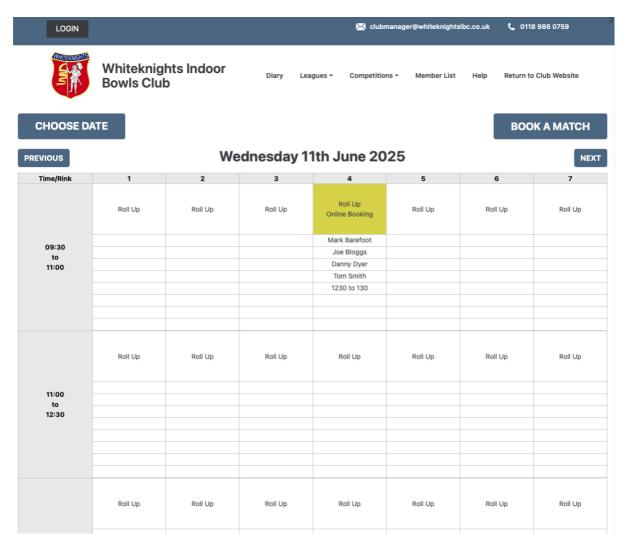


### **ACCESSING THE WEBSITE**

You can access the *BowlR* site from a PC or mobile device. Use this link to access the Whiteknights *BowlR* login:

#### https://whiteknights.bowlr.co.uk

You will then see a screen like this:



#### **LOGGING IN**

To book a match or update a booking you will need to log in. Click/Press on the **LOGIN** button and then enter your **MEMBERSHIP NUMBER** and your **PASSWORD**.

You will be given a password that is generated using your name and membership number. As an example, Joe Bloggs who has a membership number 4523 would use the following password to log in - jbloggs4523. Please change your password immediately.





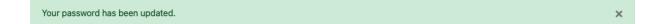
To change your password, click/press on MY ACCOUNT as shown below:



Enter your current password and then type in a new password – twice to make sure all is ok. There is no need to use special characters, numbers or symbols. Once you have entered your new password in the 2 password boxes click/press the **CHANGE** button



On success you will see a prompt advising the change was completed







#### FINDING AVAILABILITY

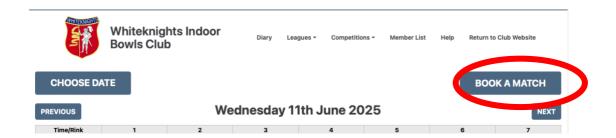
From the **DIARY** page you can either use the **CHOOSE DATE** method or navigate through the diary using the **PREVIOUS/NEXT** buttons to see availability. You can access this by either clicking/pressing on the **DIARY** button or click/press on the **Whiteknights Logo**.

Clicking/pressing on the **CHOOSE DATE** button will show a date chooser, simply find the date you want, and the diary will then show you the availability on that date.

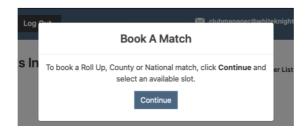


### **BOOKING A RINK**

You can book a rink on the DIARY page by clicking/pressing on the BOOK A MATCH button



You will then see the following message

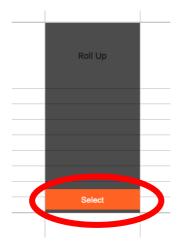


V1.0 JUNE 2025 Author: Mark Barefoot





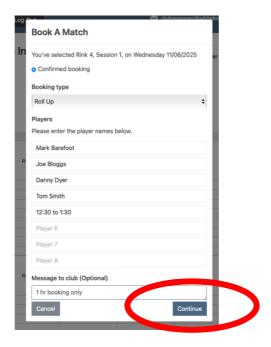
Click/press **CONTINUE** and you can then book a free rink by clicking/pressing on the rink/time and then click/press the **SELECT** button to enter info.



You then need to choose the type of session from the list provided (the default is ROLL-UP).

After choosing the type, enter the people playing by typing the names in – **this is optional**. By default, your name will be automatically entered as the first player. Once the details have been completed click/press on **SUBMIT BOO**KING and you should then receive an email confirming booking.

BowlR only allows you to book the entire 2-hour slot. If you just want part of a slot, please use one of the Player Names spaces to add a note, e.g. "12:30 -13:30". If you want to book the other part of a partially taken slot you will need to call the club and get the booking updated. Once complete click/press **CONTINUE**.



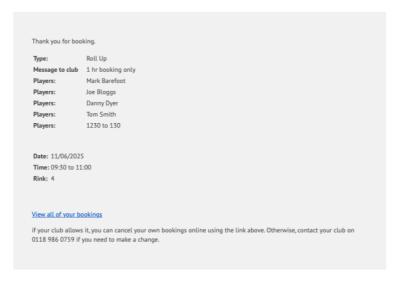
Having submitted the booking, you should receive a confirmation email. **Check your email spam** filter if you don't receive one.





The email should look something like this





Whiteknights Indoor Bowls Club • 0118 986 0759 • Member Portal

Powered by Bowlr

You can also make a new booking from the MY ACCOUNT screen. Simply click/press on MY ACCOUNT and then MAKE A NEW BOOKING





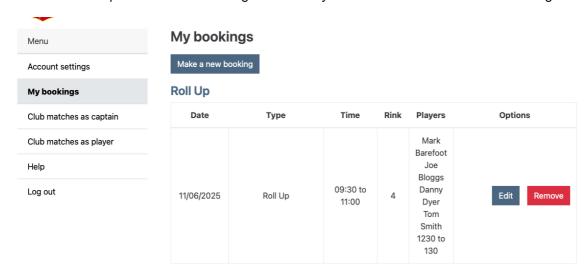


### VIEWING/MODIFYING BOOKINGS

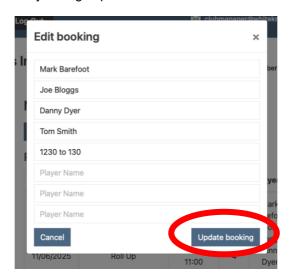
You can view or modify any existing booking that you made yourself. <u>Only Club Admins can modify other people's bookings.</u>

To view your bookings, click/press on MY ACCOUNT and then MY BOOKINGS from the menu.

Below is an example of a current booking. From here you can **EDIT** or **REMOVE** the booking.



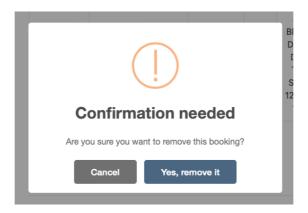
Editing a booking only allows you to modify the players for that booking, as seen below. Click/Press **UPDATE BOOKING** to make any changes permanent.



To remove the booking completely click/press **REMOVE**. You will then need to confirm.







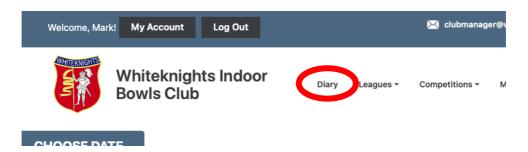
If you need to reschedule the booking you can either remove/book new slot or call the club.

### VIEWING/FINDING MEMBERS

Whiteknights will not be using this feature.

#### **LEAGUE**

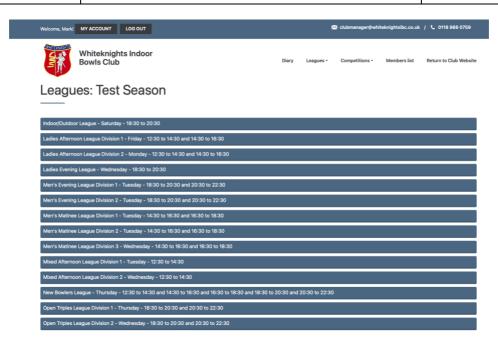
Many members play in the various leagues at the club. In *BowlR* you can see the league standings and other information. Click/press on the **LEAGUES** button from the main **DIARY** page and select the league from the list. This will usually be the current bowling season.



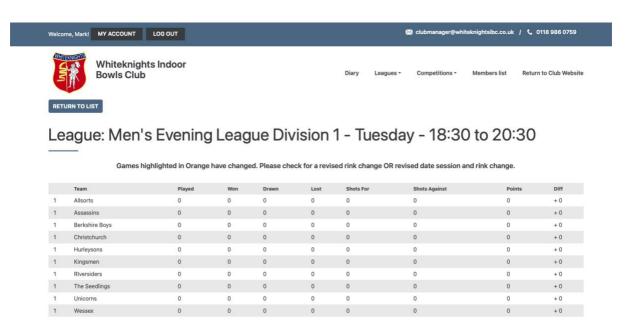
Once this has been selected you will then see a complete list of all the teams playing in the various leagues.







Find the league you are looking for and click/press to see more information including the current league standings and the upcoming rounds:







Go to Round:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

Round 1	Time	Rink		Score	Score	
1 Oct 2024	18:30 to 20:30	1	Christchurch	-	-	Kingsmen
1 Oct 2024	18:30 to 20:30	2	Riversiders	-		The Seedlings
1 Oct 2024	18:30 to 20:30	4	Hurleysons	-	-	Berkshire Boys
1 Oct 2024	18:30 to 20:30	5	Unicorns	-	-	Assassins
1 Oct 2024	18:30 to 20:30	6	Wessex	-	-	Allsorts
Round 2	Time	Rink		Score	Score	
4 Oct 2024	20:30 to 22:30	1	Berkshire Boys	-	-	Unicorns
4 Oct 2024	20:30 to 22:30	2	The Seedlings	-		Christchurch
4 Oct 2024	20:30 to 22:30	5	Allsorts	-	-	Kingsmen
4 Oct 2024	20:30 to 22:30	6	Assassins		-	RIversiders





### **MY ACCOUNT**

From the MY ACCOUNT page you can access other areas as explained below:

#### Account settings

From here you can change your password as mentioned earlier in this document

#### My bookings

From here you can manage existing bookings or make a new booking

#### Club matches as captain

Whiteknights will not be using this function

#### Club matches as player

Whiteknights will not be using this function

#### Help

From here you will be shown the vendors help pages

#### Log out

Clicking/pressing this will log you out of the system

NOTE: BowlR is an online application that may change with updates. As of writing, this guide was correct with regards screenshots and processes.