

Instructions for Course Application

1. Ctrl-Click on the following link to take you directly to the Course Application section of the Bowls SA Membership Database Management System:

<https://bowlssa.knack.com/membersdb#course-applications/>

2. You should see a list of OPEN courses on your screen – something like this:

Course Code	Credential	Venue Club	Start Date	End Date	No. Candidates	Cost / Candidate	Application
196	Coach Level 1		11/11/2017	11/06/2017	2	R 0.00	apply
193	Technical Official Level 1	BOL Langebaanweg Bowling Club	01/04/2017	30/04/2017	10	R 0.00	apply

Click on the word *apply* next to the course you wish to apply for – check the *Credential* and *Start-End Dates* as the venue may not be booked yet.

3. You will see a spot where you need to enter your Bowls SA number:


Application for Course

Member *

Type to search

Submit

Once you have entered your number, your name should appear in a list below – click on your name to select and then click on the *Submit* button.

4. Your details should appear in the list of applicants after you have clicked the *screen refresh* button () of your browser in order to see your name.

BSA No.	Name First	Mother Club
12507	Con Dixie	EPB Mill Park Bowling Club
...		

Click on your name, check/update your membership details (email very NB) and click on *Submit*.

Your course co-ordinator will pick up your application and send you further information about the course.