

ENTERING ANNUAL COACHING HOURS

1 Getting Access

Ctrl-Click or type the following link to take you to the Bowls SA Membership Database Management System:

<https://bowlssa.knack.com/membersdb#home/>

2 Adding Annual Hours

*Note: This task is only for Coaches and should be completed annually during the month of January, to submit the hours for the previous year. **This is vital for Bowls SA planning and compliance with government agencies like SASCOC and the Department of Sport.***

- 2.1 Click **Add Annual Coaching Hours** in the access-bar. **Note:** This function will only be activated from 01 January until the deadline date specified in the email sent to coaches to submit their coaching hours. **No Login is required.**

Course Applications Members Online Add Annual TO Hours **Add Annual Coaching Hours** Guest

- 2.2 Click in the text-box under **Member** and type in your surname, name or your Bowls SA number and then click on your name in the list.

The screenshot shows the 'Add Annual Coaching Hours' form. The form has a title bar 'Add Annual Coaching Hours' with a close button. Below the title bar is the heading 'Add Annual Hours'. There are two dropdown menus: 'Member *' and 'Member Credential *', both with 'Select' as the current value. Below these are three input fields: 'Coaching Hours', 'Admin Hours', and 'Submitted Year *'. There are also two more input fields: 'International Hours' and 'International Admin Hours'. A green 'Submit' button is at the bottom left. A note reads: 'Please make sure that you have not already submitted hours for this year - only one submission per year allowed'. The 'Member *' dropdown menu is open, showing a search box with 'jones' entered and a list of results: 'Jones, Jenny (10781)', 'Jones, Rowan (700179)', and 'Jones, Spike (37001)'. Blue arrows point from the text in step 2.1 to the 'Add Annual Coaching Hours' button and from step 2.2 to the 'Member *' dropdown menu.

- 2.3 Click on the down-arrow next to the **Member Credential** text box and select your credential for which you are submitting hours.
- 2.4 Click in the **Coaching Hours** textbox and enter the total number of hours you worked with players or coaches (coach-development) for the previous year – January to December.
- 2.5 Click in the **Admin Hours** textbox and enter the total number of hours you did Admin – e.g. coach-related research, planning, squad admin, attended a coach-related meeting, etc. – for the previous year – January to December.
- 2.6 Click in the **Submitted Year** textbox and select the year for which you are submitting coaching hours – e.g. 2020.

The screenshot shows a web form titled "Add Annual Coaching Hours". At the top right is a close button (X). Below the title is the heading "Add Annual Hours". There are two dropdown menus for "Member" and "Member Credential", both showing "Rowan, William Archibald Brown (49462)". Below these are three input fields: "Coaching Hours" with the value "59", "Admin Hours" with the value "105", and "Submitted Year" with the value "2020". A note below the Submitted Year field reads: "Please make sure that you have not already submitted hours for this year - only one submission per year allowed". At the bottom are two empty input fields for "International Hours" and "International Admin Hours", and a green "Submit" button.

- 2.7 For the National Academy coaches who work with our International players **ONLY**: repeat steps 2.4 – 2.5 for the hours you spent with the international players / squad and the hours you spent on doing Admin for these players / squads. Note: these International Hours should not be included in the hours entered in steps 2.4 – 2.5.
- 2.8 Click **Submit** to upload your hours to the database **OR** click to cancel this entry.

3 Confirming Annual Hours

3.1 If you clicked **Submit**, check that the **Total Annual Hours** is correct and change any of your entries if necessary – the total will be updated automatically.

Annual Hours Confirmed ✕

Please confirm entry

Member *

District

Member Credential *

Submitted Year *

Coaching Hours

Admin Hours

International Hours

International Admin Hours

Total Annual Hours

Confirmed?

Annual Hours

Showing 1-4 of 4 Add filters

Member Credential	Hours in Year	Hours	Admin	Int Hours	Int Admin	Total	Delete
Rowan, William Archibald Brown (49462) - Elite Coach Level 4 New (Active)	2024 Hours Entered	0	0			0	delete
Rowan, William Archibald Brown (49462) - Elite Coach Level 4 New (Active)	2024 Hours Entered	0	0			0	delete
Rowan, William Archibald Brown (49462) - Elite Coach Level 4 New (Active)	2023 No Hours Submitted	200	319	40	40	599	delete
Rowan, William Archibald Brown (49462) - Elite Coach Level 4 New (Active)	2016 Hours Submitted	109	130			239	delete

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Are you sure you want to delete this?

OK Cancel

3.2 Check the **Annual Hours** that you have submitted. If you have entered coaching hours more than once for the same year, find the record that you do not want kept and click **delete** next to the record you want to delete. You will see a DBMS popup window asking you to confirm the deletion – click **OK** to continue the delete function or click **Cancel** to abort. **Please make sure that you have not already submitted hours for the submitted year – only one submission allowed per year.**

3.3 When you are satisfied that the entry is correct, click **Confirmed?** OR, if you would like to cancel the entry, click ✕.

4 Confirming Your Member Details

- 4.1 If you clicked **Confirmed?**, your member details will be displayed automatically.
- 4.2 Check **all** the entries in the boxes to ensure that all the details are correct – page down if necessary. Click on any text box to remove an entry (e.g. Work Phone No. if you have retired) or update it.

Members Contact Details

Annual Hours

Showing 1-1 of 1 25 per page

Submitted Year	Member Credential	Delete	Hours Status	Total Hours	Coach Hours	Admin Hours	Int'l Coaching	Int'l Admin	Hours Status
2024	Rowan, William Archibald Brown (49462) - Elite Coach Level 4 New (Active)	delete	Entered	0	0	0			Entered

Members Contact Details

Name
Rowan, William Archibald Brown

BSA Number
49462

Preferred Name *

Member Status
Active

E-mail address

Postal Address

Mobile Phone No.

Address

Home Phone No.

Address 2

Work Phone No.

City

Language *
English

Province / Region

Race *
White

Postal Code

Birth Date *

Gender *
 Female
 Male

Contact Details Confirmed

- 4.3 Once you have confirmed that your data is correct, click **Contact Details Confirmed** at the bottom of the window. The page will close automatically and return you to the Home page.

IMPORTANT: Please make sure that your email address is correct. If the E-mail address field is blank, please enter an email address as this used to send important information to you.