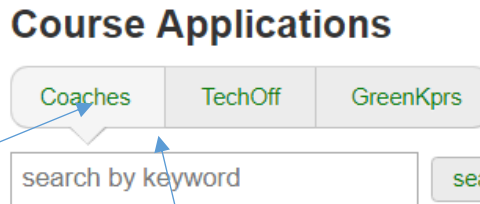


Guidelines for Course Application

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. At the top of the white part of the page, you will see 3 buttons:



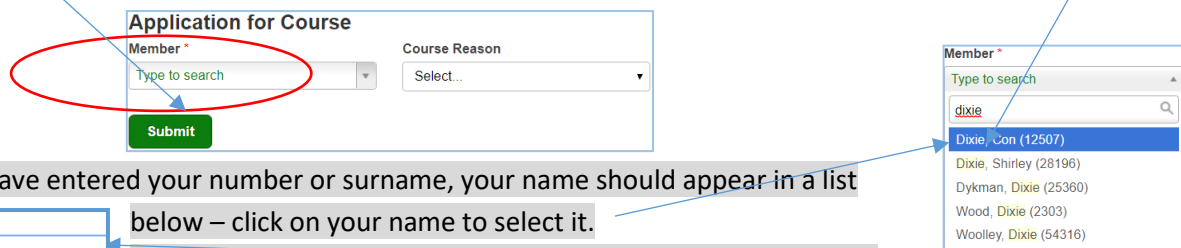
Click on the type of course you want to apply for – *Coaches*, *TechOff* or *GreenKprs* – the list of the type of courses displayed has the arrow as part of the button.

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

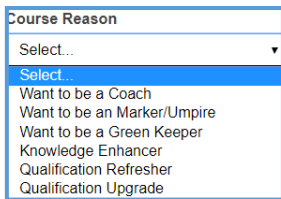
Course Code	Credential	Venue Club	Start Date	End Date	No. Candidates	Cost / Candidate	Application
196	Coach Level 1		11/11/2017	11/06/2017	2	R 0.00	apply
193	Technical Official Level 1	BOL Langebaanweg Bowling Club	01/04/2017	30/04/2017	10	R 0.00	apply

Click [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.

4. Click in the *Type to search* box under the Member label then enter your Bowls SA number or surname:



Once you have entered your number or surname, your name should appear in a list



below – click on your name to select it.

Click on the *down-arrow* in the *Course Reason* box and select a

reason. The reason will depend on the type of event you applying for – consult the table below to select an appropriate reason – this is used by NSCs for administration and reporting purposes.

Course Reason	Explanations
Want to be a Coach	<ul style="list-style-type: none"> Applying for an entry-level <i>coach</i> course
Qualification Refresher	<ul style="list-style-type: none"> Applying for a <i>Continuous Professional Development</i> (CPD) event or a <i>Level</i> course in order to remain current and maintain the qualification registration
Qualification Upgrade	<ul style="list-style-type: none"> An already qualified member in the particular area (i.e. <i>coach</i>, <i>TO</i> or <i>green-keeper</i>) applying for the next <i>Level</i> of training – e.g. a Level 1 applying for a Level 2 course; Level 2 applying for a Level 3 course.

Click [Submit](#)

5. Your details should appear in the list of applicants – you will need to click the *screen refresh* button (G) of your browser in order to see your name.

BSA No.	Name	Members Mother Club	Member Status	E-mail address	Mobile Phone No.	Language	Delete
12507	Con Dixie	Mill Park Bowling Club	Active	dixie@mandela.ac.za	(082) 220-3707	English	delete

6. To remove your name from the list of applicants, click **delete** at the end of your record.

7. To complete your application, click on your *Name*.

8. The window will be populated with the available information about you that is on the database – note that you cannot change your *Bowls SA number*, your *Mother Club* (which denotes your 1st-call club if you are a dual member) or your *Member Status*. 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.

9. Click **Submit** to accept all the changes or click **close** to ignore any changes you may have made.

10. A confirmation window pops up – click **close** to exit this task or **Reload form** to return to the form to check your details.

The co-ordinator will pick up your application

and send you further information about the event.

11. To close the web-page, merely exit your browser.