



CAMBRIDGE CHESTERTON INDOOR BOWLS CLUB

BOWLR instructions for members

From 15th August 2024, CCIBC is introducing a new computer system to manage all aspects of bowling at the club, including leagues, competitions, rink bookings, members details and news & information. The system is called BOWLR and is used by more than half of all indoor clubs in England.

This document will help you get initial access and then use the system to reach useful information and make rink bookings. The staff in the office will be available to help anyone who needs it, although with almost 1000 members please be patient if staff are not immediately available.

Getting started

BOWLR is web-based and can be accessed using any popular web browser on your computer, tablet, or phone. Link to:

<https://cambridgechesterton.bowlr.co.uk/>

We recommend that you bookmark this page for future use.
Click the LOGIN button at the top left of the page and login.

Your membership number is written on your new membership card, which is available from the club office, once you have renewed your subscription for the new season.

Your initial password on BOWLR is a combination of your name and membership number as follows:

Initial+Surname+Membership number all in lowercase (eg. jsmith0123)

Click the 'Log In' button

If you have any problems getting connected, please contact the office for assistance.

First Steps

We recommend when you first log in you change your password to something known only to you and is easily remembered.

Click on **'MY ACCOUNT'** at the top left of the page.

Go to the "Account Settings" under menu.

Enter the password you used to initially access the system where it says "current Password"

Enter your new password twice.

Click 'Change' and your password is now changed.

The main options available are shown across the top of the page.

Click on **'Members list'**

This allows you to find contact details for other club members.

In the Search box start typing your surname until your details appear.

Check that your details are correct and inform the office if not correct.

Leagues

Select the current season - Winter 24/25

Select the name of the league you want to look at. Please note that all league titles are shown with a week day on them. Please ignore the day as it's a requirement of the new system to show a day in the title. In most cases our matches take place on random days of the week and therefore the day shown on the league title may be irrelevant. Once you enter the league itself, it will show the correct day for matches.

The current league table will be shown and by scrolling down you can see all the fixtures and results

Competitions

Details of the club competition draws will be shown here from late October.

Diary

The diary shows the bowling sessions for all 8 rinks, on the selected date.

Either use Previous/Next buttons or select the date you want using 'Choose Date'

Rink Booking

Your rink bookings can be made and managed by going to 'MY ACCOUNT' and then select 'My Roll-up/County/National matches' from the menu on the left of the screen. You can also get to this page from the DIARY by clicking 'BOOK A MATCH'

Any existing bookings will be listed as shown below:

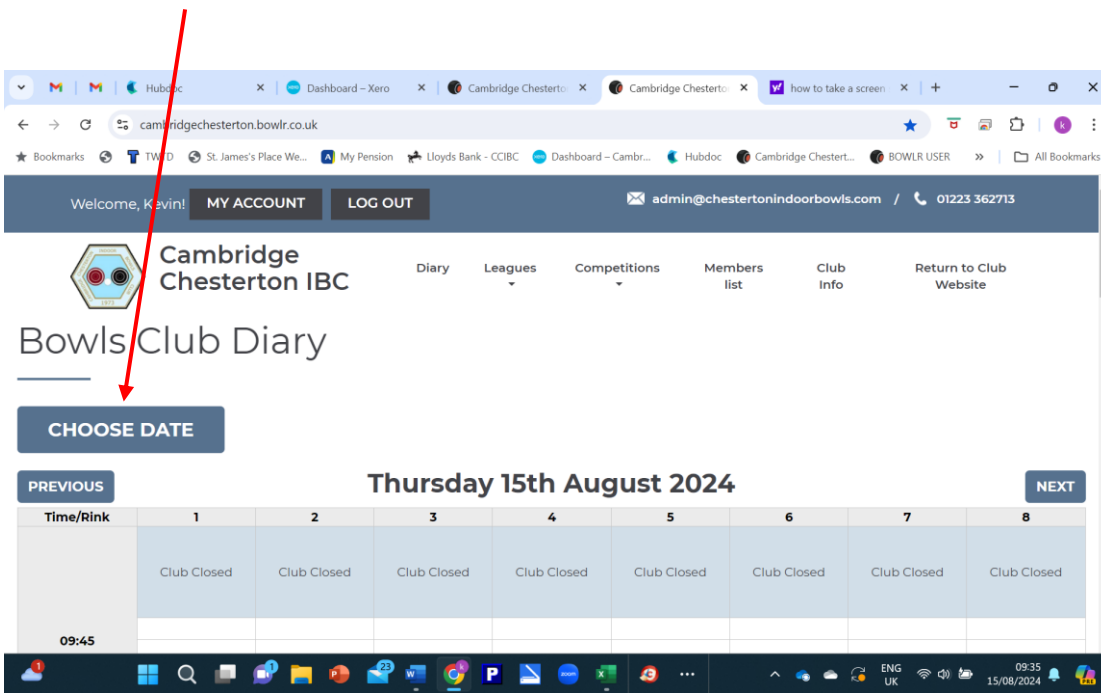
For **National Competition - Singles** you need to confirm a second session.

[Make a new booking](#)

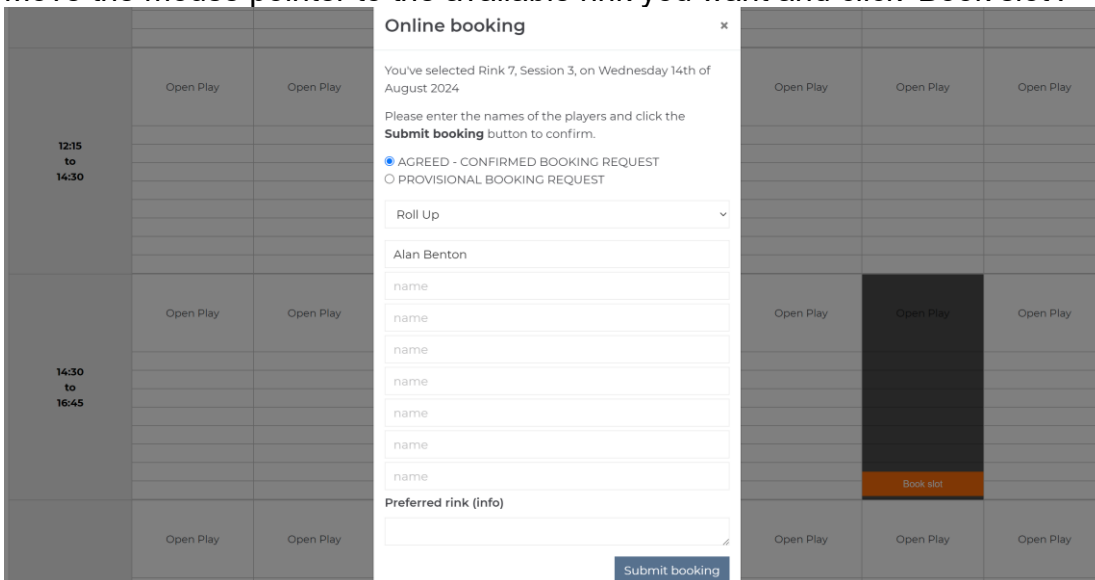
Players	Type	Day	Rink	Session	Status	Options
Alan Benton	National Competition - Singles	04/07/2024	3	09:45 to 12:00	booked	Edit Remove
Alan Benton Elaine Benton	Roll Up	20/07/2024	2	12:00 to 14:15	booked	Edit Remove

To create a new rink booking click 'Make a new booking'

Select the date you want to book and scroll to the required session.



Move the mouse pointer to the available rink you want and click 'Book slot'.



Select the type of booking. Either Agreed or provisional.

Please **DO NOT** use provisional unless you are booking a National or County competition, where you have to offer your opponent more than one date. Please note that provisional bookings will be automatically removed from the diary after 72 hours.

Agreed bookings are never removed automatically.

Add the names of other players or the number of players (eg + 3 members)
Click 'Submit Booking'

If you have an email address registered with us, you will be sent a confirmation email.

You will then be able to see your booking in the My roll up/National/County matches.

You will also see that you have an option there to edit or remove the booking if required.



- Menu
- Account settings
- My Club Competition matches
- My Roll-up/National/County matches**
- Online Booking Guide
- Matches as Captain
- Club Matches
- Log out

For **National Competition - Singles** you need to confirm a second session.

Make a new booking

Players	Type	Day	Rink	Session	Status	Options
Alan Benton	National Competition - Singles	04/07/2024	3	09:45 to 12:00	booked	Edit Remove
Alan Benton 3 members 2 guests	Roll Up	14/08/2024	8	14:30 to 16:45	booked	Edit Remove
Alan Benton Elaine Benton	Roll Up	20/07/2024	2	12:00 to 14:15	booked	Edit Remove

'Edit' will simply allow you to change the names of the players.

To move the rink booking you must 'Remove' and then add a new booking.

Also, in the "MY ACCOUNT" section you will be able to see any club competition matches you have coming up.

The system for booking rinks is the same whether it is done at home on any of your relevant devices, or on the screen outside the club office.

If you require further instructions there is an online booking guide in your "MY ACCOUNT" section.



- Menu
- Account settings
- My Club Competition matches
- My Roll-up/National/County matches**
- Online Booking Guide
- Matches as Captain
- Club Matches
- Log out

For **National Competition - Singles** you need to confirm a second session.

Make a new booking

Players	Type	Day	Rink	Session	Status	Options
Alan Benton	National Competition - Singles	04/07/2024	3	09:45 to 12:00	booked	Edit Remove
Alan Benton 3 members 2 guests	Roll Up	14/08/2024	8	14:30 to 16:45	booked	Edit Remove
Alan Benton Elaine Benton	Roll Up	20/07/2024	2	12:00 to 14:15	booked	Edit Remove

IT IS VERY IMPORTANT TO REMEMBER TO ALWAYS LOG OUT, ONCE YOU HAVE COMPLETED YOUR BOOKING. THIS IS ESPECIALLY IMPORTANT WHEN YOU BOOK RINKS ON THE MAIN BOWLS CLUB SCREEN OUTSIDE THE OFFICE. IF YOU DO NOT DO THIS THE NEXT MEMBER WHO BOOKS A RINK WILL BE DOING IT ON YOUR ACCOUNT, IN YOUR NAME.