Getting started with BIAS

Preface

Put your name down to play in a game, see how your team is doing in the league, contact another club member or check a rink calendar, BIAS does it, and more, all from your smartphone or an internet browser. BIAS has so many facilities to explore, we are sure you will find it a great and useful addition to your clubs facilities.

Introduction

BIAS is an acronym for the 'Bowlers Interactive Administration System'. It has been designed to greatly simplify the administrative burden associated with the day to day running, or being a member, of an indoor or outdoor lawn bowling club.
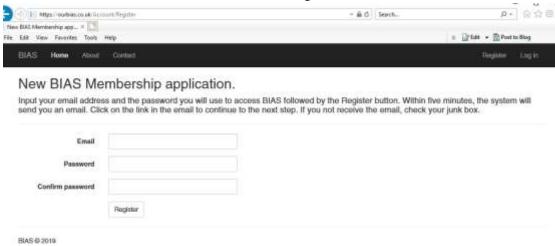
Once your club subscribes to the BIAS system, members can carry out most functions that would have previously necessitated a visit to the clubhouse, anywhere, anytime. BIAS can be used via any internet browser, computer, tablet or smartphone. BIAS uses email communication to keep members appraised of their personal club commitments. It seamlessly integrates with existing club systems, so members who do not wish to take advantage of what BIAS can offer, continue to use the existing system.

Registration

Before using BIAS, members must register their details. Your existing clubs membership register will have been uploaded to the BIAS system at the time your club subscribed to BIAS. If the club held an email address for you, it is important, when you register, to use that email address. This way, BIAS correctly associates your existing membership details with your BIAS account. Should the club not have an existing record for you, or if you are a new member, use any email address that you have access to. It is important for security that BIAS holds unique email addresses for every member. If you share an address with somebody else who uses BIAS, grab a new one from one the many free email providers, it is a simple process. Examples of such providers include Gmail, Yahoo Mail or outlook.com but there are many others. Registration to BIAS will fail if an email address already used within BIAS is used a second time.

1. Navigate to https://ourbias.co.uk
2. Click Register, top right. You will be presented with the following form. Fill in your email address and choose a password you will use to access BIAS in the future. You must have

access to this email address to continue. Press 'Register'.

3. Wait for a mail from BIAS (biasbowling@gmail.com) entitled 'Confirm your account'. Click on the link in the mail. This mail is designed to confirm you are the owner of, and have access to, the email address supplied. If you do not receive the mail within five minutes, check your junk or spam folder. You may want to exempt biasbowling@gmail.com from your spam filtering.
4. Click on the link in the email to confirm to BIAS you are the owner of the email address.
5. Once confirmed you will be offered a link, taking you to the BIAS log in page. You can login immediately using the email address and password assigned during registration.

First steps

Fill in personal details

1. Login into the system, if not already logged in. You will have an additional menu option, 'My Club'. BIAS does not know which particular club you are a member of at this point so this menu will not do very much currently, only 'My Details' and 'Change Password'.
2. Select 'My Club' followed by 'My Details'
3. Fill in as many of the white boxes as you can, followed by save. The grey areas are filled in by your clubs membership administrators and treasurers once BIAS knows which club you are a member of. As a minimum you need name, address and phone number details. **Do not fill in the 'Club Communication emails' field. This needs to be left blank.**
4. Click 'Save'

Associate your BIAS membership with your club

1. Assuming you have entered minimum details in the previous step and pressed 'Save' an 'Add club to this membership' option will become available toward the bottom of the 'My Details' form as below.

Locker	
Door Key	
Date Paid	
Amount paid £	
Payment Notes	
Ledger ref	
Active Memberships	Add club to this membership

Save

Exit

2. Click on 'Add club to this membership'. This will open a form entitled 'Add Club'.
3. Open the pull down list of clubs and select the club you are a member of.
4. You will be returned to the 'My Details' screen and the club, or clubs, selected will appear in an 'Awaiting Approval' section of the form. BIAS will email to your clubs membership secretaries alerting them of your intention. Once approved, an email from BIAS will inform you that you have access to all BIAS facilities at that club and the club will appear in 'Active Memberships'

You now have full access to the BIAS facilities of your club, enjoy.