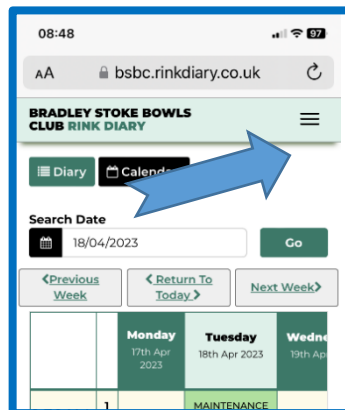
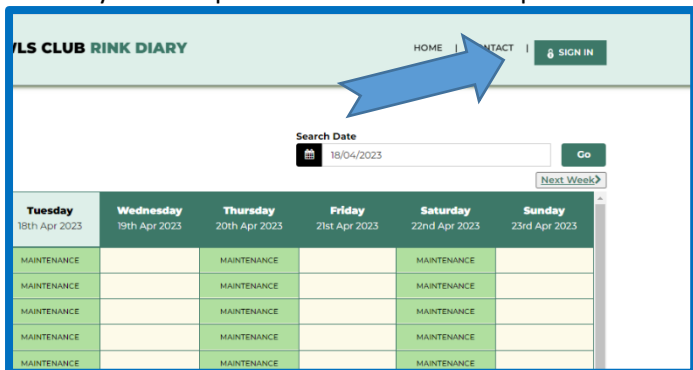


## QUICK GUIDE TO USING BRADLEY STOKE BOWLS CLUB RINK DIARY

1. Go to your usual browser.

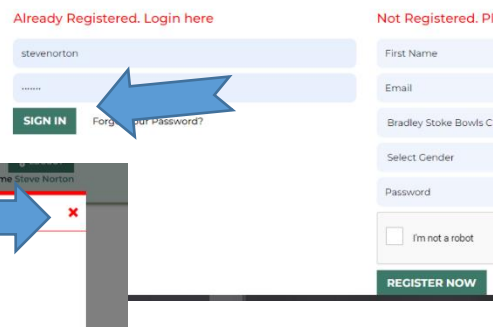
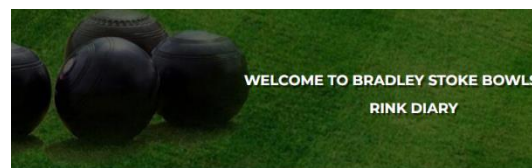
Enter **www.bsbc.rinkdiary.co.uk**

You are now through to **Rink Diary** page showing 'Monday, Tuesday etc'. Click **SIGN IN** button on top right hand side. This may be a drop down menu on a smart phone



2. Enter your 'user name' on left hand side (usually your name in lower case, no gaps). Enter your 'password' on left hand side. Click **SIGN IN** button on left hand side.

If given the option, save your log in details and bookmark the web page (save as a favourite) to speed up future logins. You are already registered. If you have misplaced your password click **Forgot your Password**



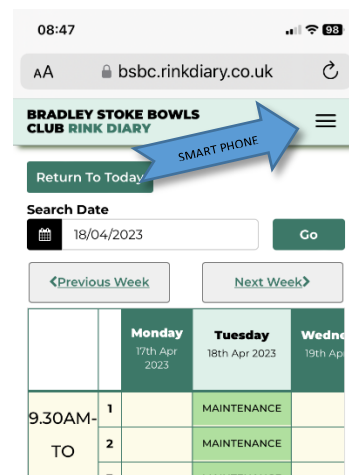
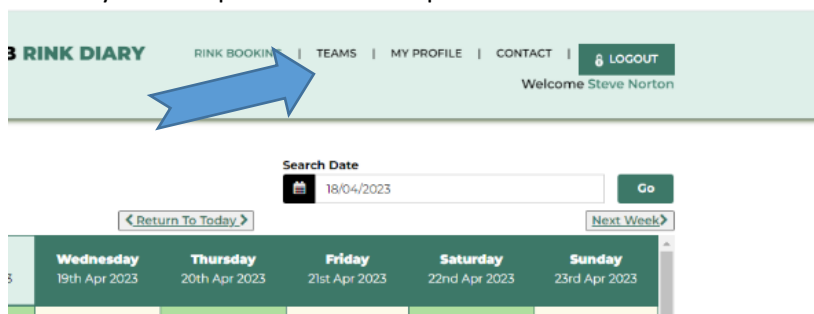
If an 'Alert message' appears just click the 'X' top right. Alert message disappears.



3. Screen still shows 'Monday, Tuesday etc' but top right you will see 'Welcome (followed by your name)'.

Now click 'TEAMS' - located top, centre.

This may be a drop down on smart phones



4. You are now through to the page showing upcoming matches. Click VIEW on the match you want to register for. Note the cut-off date A TICK will remind you which matches you have already put your name down for. The red numbers tell you how many players have registered, **including any that cannot play**

BRADLEY STOKE BOWLS CLUB RINK DIARY						RINK BOOKING   TEAMS   MY PROFILE   CONTACT   LOGOUT
						Welcome Steve Norton
5 x Rinks Away (Cut off 01/05/2023) View 28/50	5 x Triples Away (Cut off 01/05/2023) View 20/40	2 x Rinks Away (Cut off 02/05/2023) View 19/30	3 x Rinks Home (Cut off 02/05/2023) View 14/30	3 x Rinks Away (Cut off 02/05/2023) View 19/30	4 x Rinks Home (Cut off 01/05/2023) View 27/40	
14/05/2023 14:30 Friendly City & Port of Bristol 4 x Rinks Away (Cut off 01/05/2023) View 24/40	17/05/2023 14:30 Friendly Bristol Omnibus 4 x Rinks Away (Cut off 08/05/2023) View 15/40	18/05/2023 18:15 B&D Mens League Knowle A 3 x Rinks Away (Cut off 01/05/2023) View 13/30	18/05/2023 18:15 NE Bristol League St Annes Park 3 x Rinks Home (Cut off 01/05/2023) View 13/30	19/05/2023 18:00 Ladies League Long Ashton 2 x Rinks Home (Cut off 09/05/2023) View 11/30	20/05/2023 14:30 Friendship Trophy Olveston 6 x Rinks Home (Cut off 01/05/2023) View 22/40	
21/05/2023 14:30 Friendly Severn Vale 4 x Rinks Away	25/05/2023 18:15 B&D Mens League Henleaze A 3 x Rinks Home	25/05/2023 18:15 NE Bristol League Kingswood and Hanham A 3 x Rinks Away	26/05/2023 18:00 Ladies League Portishead RBL B 2 x Rinks Home	27/05/2023 14:30 Friendly Eastville Park 4 x Rinks Away	28/05/2023 14:30 Friendly Olveston 5 x Rinks Away	

5. That match page will now show opponent, time, dress code (all matches are blue this season) and captain information etc. Your name appears in the **green section** on left hand side.
6. **NOTE.** There is one entry form for all three THURSDAY LEAGUE matches. Please allow the selectors to pick the best team for each league fixture. Details of the match you are selected to play will be emailed to you. See SELECTION, below

If you want to play, click to add a tick in small box to the left of your name.

**IMPORTANT** Then click the **SAVE** button above your name.

If you want to tell us that you definitely cannot play tick the box then add X to the **orange box** to the right of your name and click **SAVE**. You can also add a preferred playing position in this box

**VIEW TEAMS**

Sunday 30th April 2023 Home 4 x Rinks  
Friendly City & Port of Bristol 14:00 Start Greys

To nominate - Enter name in green columns  
Use orange column for preferred playing position an X indicates non-availability

**SAVE** \*\* Please click on SAVE button to save team selection data \*\*

\*\* Please confirm in green column you are able to play \*\*

\*\* Please click on SAVE button to save players data \*\*

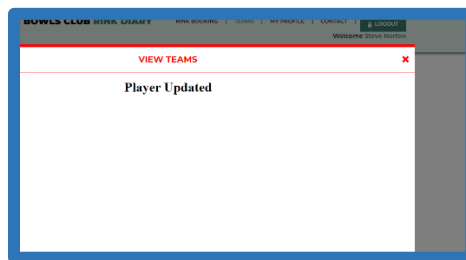
Rink		Notes
1	Y/N	
2	Y/N	
3	Y/N	
4	Y/N	
1	Y/N	
2	Y/N	
3	Y/N	
4	Y/N	

Reserves

The system has noted your interest to play and has now returned you to the page showing all upcoming matches. **Repeat as above.**

When you have finished looking at matches, click the **LOG OUT** (top right)

Then you can close down **Rink Diary** in your usual way.



**SELECTION**

If you have been selected to play, you will receive an email to tell you and include fixture details.

It is therefore **IMPORTANT** to check your emails regularly, including your spam folder.

Ideally add noreply@rinkdiary.co.uk to your safe senders

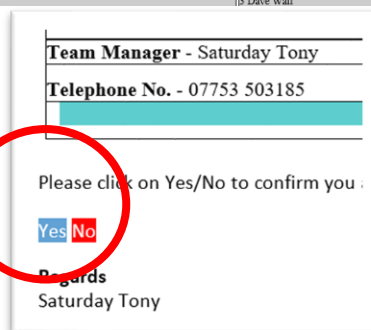
Captains may share selection with everyone who put their name down so check to confirm you are playing.

The email will contain any essential information and **YES NO** buttons which you must use to confirm you will play or are not able now to play.



Hello Steve,  
Please note, the dress code is greys.  
Please see team selection below and sign off from

Saturday 22nd April 2023 Away 6 x Rinks	
Friendly Begbrook 14:30 Start Greys	
Team Selected - Shown in grey columns	
Rink	
1 Denise Eland	1 Sandra Carter
2 Maggie Robinson	2 Steve Norton
3 Brian Newman	3 Chris Robinson
4 Tony Carter	4 Carol Watson
1 Dotty Newman	1 Jane Heaton
2 Mike Bryant	2 Stephen Pople
3 chris heaton	3 Dave Wall

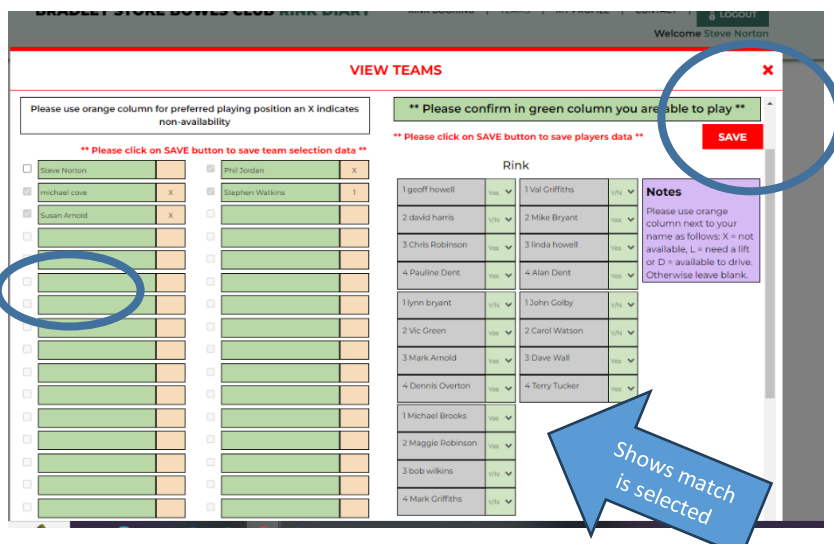


There is no need to enter **Rink Diary** to do this, just use either buttons on your email.

You can of course go back into **Rink Diary** at any time to see if selection has already taken place. Just follow the steps already described.

**CHANGING AVAILABILITY, BEFORE SELECTION:**

If you discover you can no longer play, and before selection has taken place, just go through the steps again to reach the Match page. Then click the ticked box next to your name. The tick in the box then disappears. You must click the **SAVE** button **IMPORTANT**. Exit the Match page via the 'X' on the top right.



**CHANGES AFTER SELECTION HAS BEEN MADE:** You can see if a match has been selected on the right-hand side of the screen. **PLEASE** Contact the match day captain straight away. Their contact numbers are in your selection email and on **Rink Diary** match information.

**Admin queries.**

Either contact your captain or Steve Norton