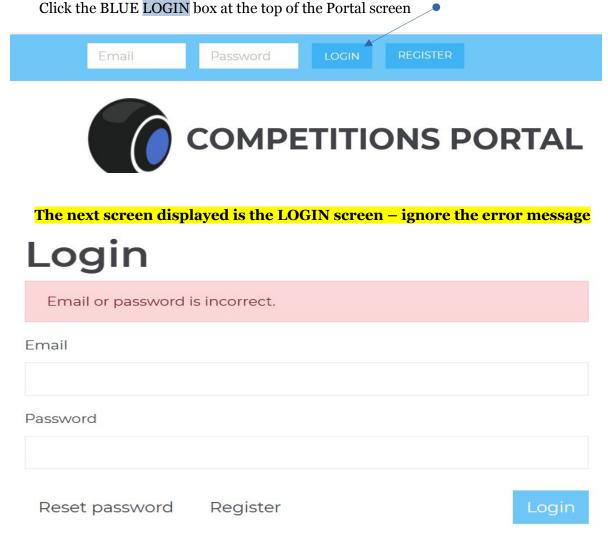# Guide for Match Result Submission - version Nov 2025

1. T**o Submit a Match Result**
   *   If you are using a smartphone to enter results – make sure your phone is set to LANDSCAPE mode – so that you can see all fields on each screen *
   A match result can be entered onto the Portal by the winning contact-name OR the losing contact-name for the draw round. In case of difficulties the result information can be sent by phone, TXT, or email Competition Secretary, and they will enter the results on the winners behalf.

   Registered contact-names for team events and Singles players can access the Portal via the SBA Comps Portal website and click on 'Competition Portal' to link to the Portal Front End system. They can then Login to the Portal using their registered email address and password.

   Click the BLUE LOGIN box at the top of the Portal screen

The next screen displayed is the LOGIN screen – ignore the error message

Enter your email address and Password
If you have been manually registered on the system and don't yet have a password OR if you have forgotten your password, THEN enter your email address and click on
 'Reset Password'
A new password will be generated by the Portal system and sent to your email address.

Login with details in the email – make a note of the new password & then on the LOGIN screen above enter your email and the NEW password and click on the BLUE Login box.

Once logged on successfully all your competition entries will be listed in your with a BLUE box labelled 'My Fixtures' to the right of each entry. Click on the BLUE box 'My Fixtures' - to enter results for the selected competition (make sure the correct **YEAR is chosen**).

Senior Singles	Domestic - Men	2024	Kev Mawson	My Fixtures

The next screen shows details of the round awaiting results

Round	Play on/by date	Challenger	Opponent	Options
Rd1	Play on 26 Jul 2024	Kev Mawson (KINGSTHORPE A)	BYE	
RD2	Play on 02 Aug 2024	Kev Mawson (KINGSTHORPE A)	Bernard Poulter (ROADE A)	Enter results

Click on the BLUE box 'Enter Results' – and the following screen is displayed

Results Entry

Competition: Senior Singles, RD2 (Play on Fri 2nd Aug)

Date match was played*

Venue*

Select venue... ▼

	Kev Mawson (KINGSTHORPE A)	Score		Score	Bernard Poulter (ROAI
Singles	Kev Mawson		VS		Bernard Poulter
	☐ W/O				☐ W/O

☐ I confirm I have checked the player names and results are correct for both teams*

SAVE

To enter a match result of W/O (Walk-Over) – click on the W/O field under the name of the player/team who is **RECEIVING** the Walk-Over - select **SAVE**.
To enter a match result with scores.
Click on DATE field and select the date the match was played.
Click on VENUE field and select the club venue where the match was played.
Click on the SCORE fields and enter the score for each player/team
CHECK the box to confirm that you have checked the players names and results
Click on the SAVE box to complete the process.

* If the competition selected is a Team Competition, then required fields are displayed for winning team players names and losers team players names – If a name is not known the system will accept a full stop in the name fields *

2. **The match result** will now appear on the draw page for that competition – if it does not appear straight away - then click 'Refresh' to refresh the page with the latest information.
    a) **An automatic confirmation email** will be sent to the winning contact name and the losing contact-name detailing the result entered. If the losing contact-name disagrees with the result entered, they should contact the Portal Manager asap and the scorecard score will be checked.
    b) **An automatic winner's email notification** will be sent to the next round opponents in the competition– with contact details and challenger/opponent status

3. **The Winner's Scorecard,** for all rounds of a **TEAM** competition, must include full details of both teams names and must be photo'd/emailed to the Competition Secretary within 24 hours of the match date. Failure to comply may lead to disqualification of the winning team. Players on the scorecard will be affiliation checked.

4. **For team competitions -** the first-round players of a competition constitute the 'Base Team'. One substitute is allowed to be used for all rounds of the competition and is known as the 'Base Substitute' – they must not have played in that competition for another team. If a substitute has been used by either team the winner's scorecard should show the substitute's name clearly labelled **'SUB'.**
    For Singles competitions – A photo of the scorecard is not required to be emailed.

5. **A Walk-Over is** defined as a '**match played with a NIL score'.**
    BE Rules stipulate that if a contact-name of a team gives a walk-over to an opponent then that default contact-name is not allowed to play in the same competition for another team as a player or as a substitute.

6. **For team competitions** a contact-name can request, via email to the SBA Webmaster, a 'change of ownership' to another playing member of the team. The new contact-name must be registered on the Portal. On change-over completion the Webmaster will advise the new and old contact-names by email.

7. **If problems occur** with accessing either Internet or Portal then the winning contact name should text or phone the result to the competition secretary and the result will be submitted manually.

End of Guide to Match Result Submission

Should you have questions or are having problems, then: -
If the issue is related to technical or is password related, please contact: -
Bob Dickie   07931353265   Email sbacomps@somersetbowls.org.uk

If the issue is related to competitions, please contact: -

Sue Tassell   07821282697   Email sbacompetitions26@gmail.com