



Qualifier Portal User Guide

Table of Contents

I. Junior Gold Qualifier Portal	2
II. USBC Community Login	3
III. Logging into the Portal	3
<i>Requesting Access</i>	3
<i>Invitations</i>	4
<i>Logging in</i>	5
IV. Junior Gold Qualifying Portal Overview	5
<i>Dashboard</i>	5
<i>View Events</i>	5
<i>Event Setup</i>	6
<i>Post Event Management</i>	7
V. Set up the Event	7
<i>Event Information</i>	8
<i>Event Details</i>	9
<i>Lane Conditions</i>	9
<i>Rules</i>	10
<i>Setup</i>	11
<i>Deposit</i>	13
<i>Setup Complete</i>	14
VI. Complete (Post Manage) the Event	14
<i>Upload Final Standings</i>	15



<i>Post Event Setup</i>	16
<i>Advancers and Alternates</i>	17
<i>Errors and Warning Messages</i>	18
<i>Fees Payment</i>	19
VII. Report an opting out advancer	21
<i>The National Event Qualifier Service</i>	21
<i>Membership Validation</i>	21

Junior Gold Qualifier Portal

The Junior Gold Qualifier Portal was created to be the central repository and tracking tool for all Junior Gold Qualifying events, advancers, and alternates. The portal enhances the entire qualifier process by providing a way to electronically submit an event registration, rules, results, advancer report, and payment.

The Junior Gold Qualifier Portal is available for use and open to any USBC Member in good standing who is operating a Junior Gold Qualifying Tournament or League. Access to the system is granted via a member's Community Login.

Event Directors are required to follow the guidelines and processes as set forth in the IBC Youth Junior Gold Handbooks available on BOWL.com. This includes submitting all necessary documentation and information through the Junior Gold Qualifier Portal. The Portal replaces the paper Qualifying Event Application, Post Event Report, and the Finalist Report.

This document provides step-by-step instructions on how an Event Director will register, report results, submit advancers and alternates, and make payment for their tournament/league through the portal. By the end of this document, an Event Director will have a full understanding of how to:

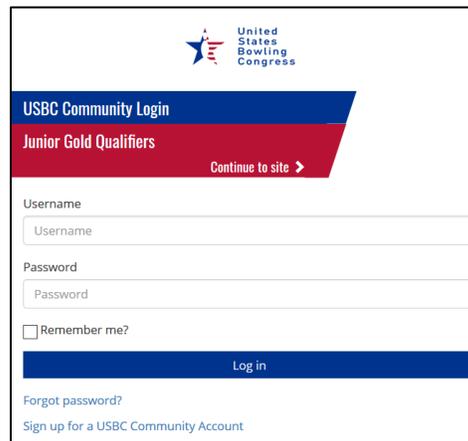
- ✓ Log into the Junior Gold Qualifier Portal
 - Request Access
 - Be Invited
- ✓ Set up the Event
 - Establish the Event Parameters
 - Submit the rules
 - Pay the deposit
- ✓ Complete the post event report
 - Set up Divisions held
 - Add the advancers and alternates
 - Make final payment
- ✓ Report an athlete who is opting out as an advancer
 - The National Event Qualifier Service (NEQS)
 - Membership Validation



USBC Community Login

Community Login is the single sign-on application used by USBC and IBC Youth. One Login and Password grants you access to a variety of USBC applications.

Examples of these applications include BOWL.com, Find-A-Member, USBC Registration, the Collegiate Tournament Portal, among others.



Logging into the Portal

The Junior Gold Qualifier Portal is open to any USBC Member in good standing who is operating a Junior Gold Qualifying Event or League. Access to the system is granted via the member's Community Login.

To access the portal, all Junior Gold Event Directors must have an active linked USBC Community Login. Existing members who have access to Find-A-Member already have a linked Community Login. Users with existing Community Login account do not need to create a new account.

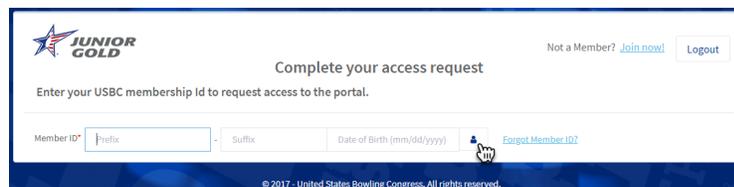
Event Directors can either be invited or can request access to the Junior Gold Qualifier Portal. Once invited, or if access is requested, the user will receive an email with a link to the portal that will identify them as an approved Tournament Director.

Google Chrome is the only browser supporting the Junior Gold Qualifier Portal.

Requesting Access

After Creating a Community Login and linking to a USBC membership, click the link and log into the USBC Community Login for the Junior Gold Qualifier Portal.

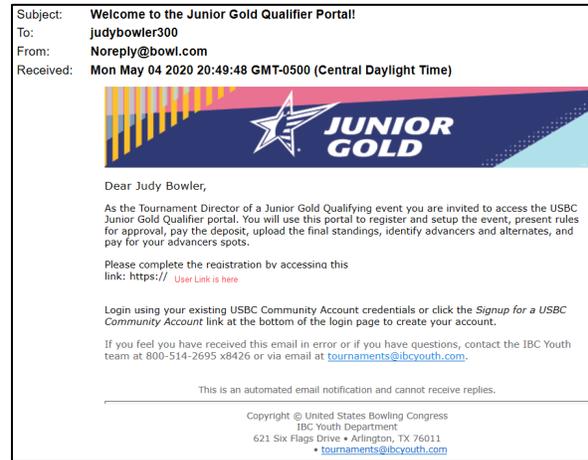
Members will be taken to the **Complete your access request** screen. Add the required information: Member ID, Date of Birth, and search to match the membership.



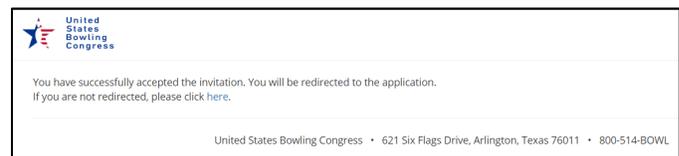
If the Member's identity is confirmed, the request can be submitted to the IBC Youth team for approval.

The screenshot shows a web form titled "Complete your access request" for the Junior Gold portal. It asks for a USBC membership ID. The form is pre-filled with the following information: Member ID: 1, 37, 11/11/1958; First Name: Judy; Last Name: Bowler; Email: judybowler300@mailinator.com. A "Request Junior Gold Portal Access" button is highlighted with a mouse cursor. In the top right corner, there are links for "Not a Member? Join now!" and "Logout". At the bottom, a copyright notice reads "© 2017 - United States Bowling Congress. All rights reserved."

An IBC Youth Admin will review the user's request and approve or deny access to the system. Once approved, the user will receive an invitation email that contains a user-specific link. Click the link and use your Community User ID to login.



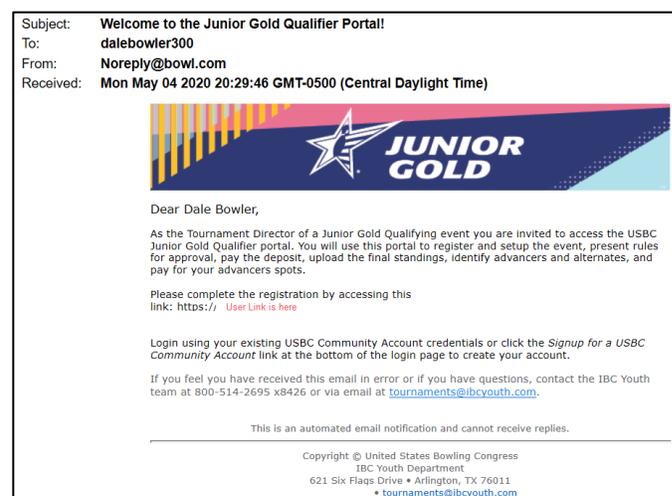
Confirmation of a successful acceptance of the invitation will appear upon first log in before redirecting the user to the application dashboard.



Invitations

The IBC Youth team also can invite USBC members to the Junior Gold Qualifier Portal through the portal's User Management system. These invitations typically will be to Event Directors who run multiple qualifying events, tours or competitions.

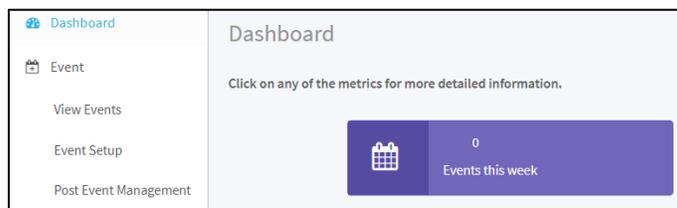
When an IBC Youth ADMIN sends an invitation, the Director will receive an email welcoming them to the portal. Directors need to log into the portal using the link provided in the email.



Logging in

The system may take a moment to refresh as it authenticates the user's ID and confirms access.

If the portal takes more than eight (8) seconds to refresh the dashboard, hit the F5 button to manually refresh the application.

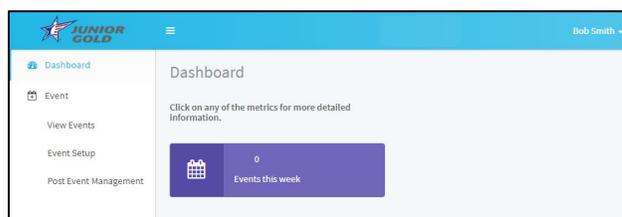


Junior Gold Qualifying Portal Overview

As an Event Director, users will come into the portal at the Dashboard level. Event Directors will only have access to those events they are linked to as the Director.

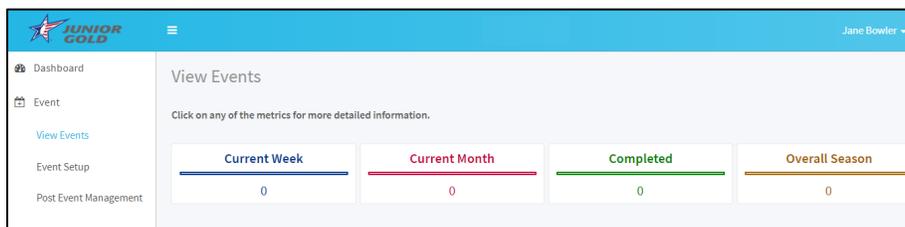
Dashboard

The Dashboard will provide a Director the count of events they have in the system and events that are operating this week.



View Events

The View Events section provides Directors up-to-date details on the events scheduled, completed and overall, for the season.



In the View Events screen, the Director can click on any of the cards to see details of the events they are operating during a given time.

Current Week - Events scheduled from Monday through Sunday of the current week.

Current Month - All events scheduled during the current month; this is inclusive of those events shown during current

Completed - All events that are in a completed status that have been hosted by the Director.



Overall Season – Events in any status being operated by the Director.

Overall Season

[Leagues](#)

No events found

[Tournaments](#)

Event Name	Center	City	State	Start Date	End Date	Status	Director	Phone Number	Email
Dallas JG Qualifier	USA Bowl	Dallas	TX	05/06/2020	05/06/2020	Completed	Chris		pilot. @. .com
EVENT	Bowlero Euless	Euless	TX	05/06/2020	05/06/2020	Completed	Chris		pilot. @ .l.com

Event Setup

The Event Setup section of the portal provides cards with a total count of the Director’s events based on event status.

Event Setup

2019-2020 Status All Add Event

Setup Not Complete	Pending Approval	Upcoming Events	Pending Post Event Report	Completed Current Season
3	0	0	2	5

First, select the **Season** from the drop down

Event Setup

2020-2021 Status

Directors also can search using other options.

- Searches by **Date**

Event Setup

2019-2020 Date mm/dd/yyyy Add Event

- By **Event**

Event Setup

2019-2020 Event's name Enter value Add Event

- By **Status** which leads to additional filtering options by **Event Status**

Event Setup

2020-2021 Status All Add Event

- All
- Setup Not Complete
- Pending Approval
- Upcoming Events
- Pending Post Event Report
- Completed
- Canceled



In the Event Setup section, Directors will begin the event submission process (**Add Event**). How to add an event is detailed in the [Set up the Event](#) section of this guide.

Post Event Management

The Post Event Management Section of the portal replaces the Post Event Report and Finalist Report. This is the area where the Event Director will report the final details of the event and report the Advancers and Alternates.

Season	Event Name	Director	Start Date	End Date	Action
1. 2019-2020	Dallas JG Qualifier	Chris	March 20, 2020	March 20, 2020	Manage

The steps to complete and how to post manage the event can be found in the [Complete \(Post Manage\) the Event](#) section.

Set up the Event

The Portal allows a Director to set up and register a qualifying tournament or league. The league and tournament required parameters can be found in the IBC Youth Junior Gold Handbooks available on BOWL.com.

The first step in setting up your event requires you to add an event. From Event Setup, click the **Add Event** button.

Event Setup					
2019-2020	Status	All			Add Event

Once in the Event Setup Screen, there are seven (7) steps to complete.

1. Event Information	2. Event Details	3. Lane Conditions	4. Rules	5. Setup	6. Deposit	7. Setup Complete
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Event Information

The first step is to provide the **Event Details**. This includes the season year*, event name, event start and end dates, location, and the Director's information (found by USBC Member ID).

*Remember to verify the selected season especially during the two-week period of active season overlap.

Include the event **name, start, and end date**.

Use the calendar to select the start and end dates of the event.

Identify the location where the event will be held. Search by the **Center Cert #** (if known) or **Center Name** and click the magnifying glass.

If the search results produce one match, the system will populate the Center's information.

If there are multiple locations found, a list will be provided. Select the host center from the pick list.

Center Cert Number	Center Name	Center City, State, Zip
3236	Bowlero Bradenton	Bradenton, FL 34210
2036	Bowlero Denton	Denton, TX 76205
2939	Greenway Bowl Odenton	Odenton, MD 21113



By entering the event director's **USBC Member ID**, you are identifying the person who will be able to view this event under their profile in the portal. Click the magnifying glass to search.



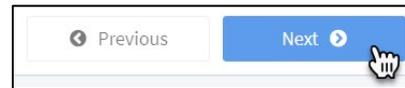
Director Information

USBC Member ID: 1 59

Name: Jane Bowler

Email: janebowler300@mailinator.com

Once all the details are added, click the Next button.

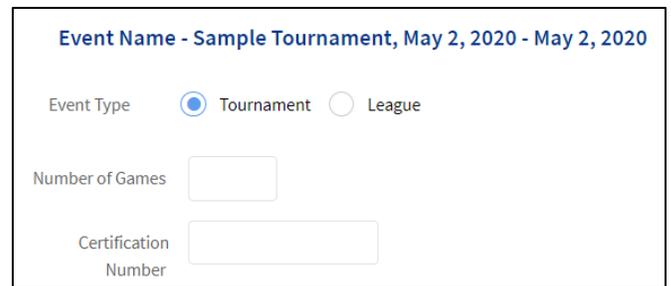


Previous Next

Event Details

Using the event rules, complete the details of the event.

Identify the **event type** (tournament or league) and the **number of games** that will be bowled. For the league, this is the total number of games for the duration of the league.



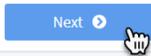
Event Name - Sample Tournament, May 2, 2020 - May 2, 2020

Event Type: Tournament League

Number of Games:

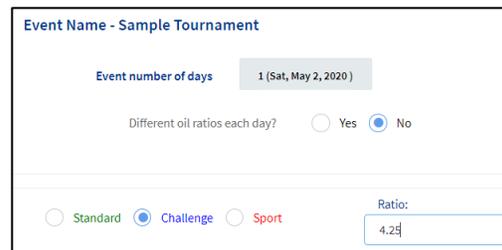
Certification Number:

Enter the event Certification Number secured from the [Online Tournament Certification](#) system.

Click 

Lane Conditions

Identify if there will be different oil conditions used each day and the specific ratio/s that will be used for the event. The system will validate the selected condition type matches the ratio entered.



Event Name - Sample Tournament

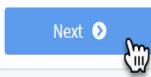
Event number of days: 1 (Sat, May 2, 2020)

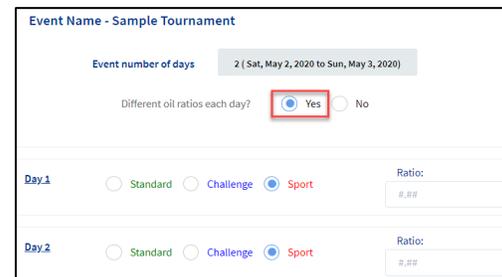
Different oil ratios each day?: Yes No

Condition type: Standard Challenge Sport

Ratio: 4.2

If there will be multiple oil conditions per day, select the different ratio >> Yes, and enter the Ratio for each of the days.

Click 



Event Name - Sample Tournament

Event number of days: 2 (Sat, May 2, 2020 to Sun, May 3, 2020)

Different oil ratios each day?: Yes No

Day 1: Standard Challenge Sport Ratio: #.##

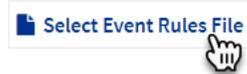
Day 2: Standard Challenge Sport Ratio: #.##



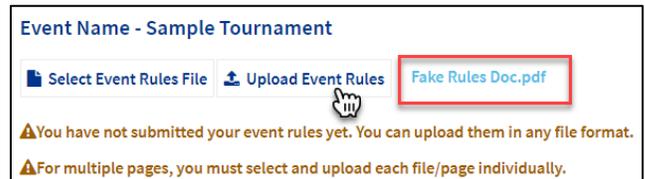
Rules

Event Directors are required to upload a copy of the event rules for approval before running the event.

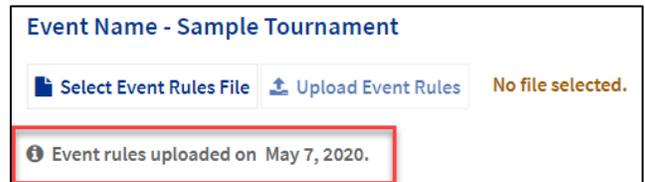
Click **Select Event Rules File**



Find the file and click Open.

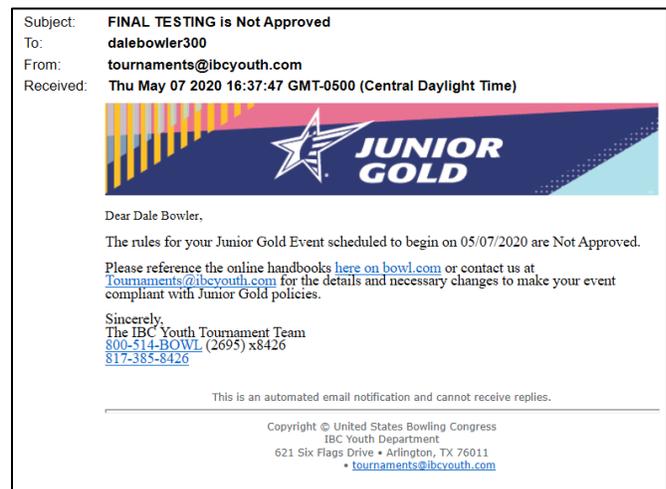
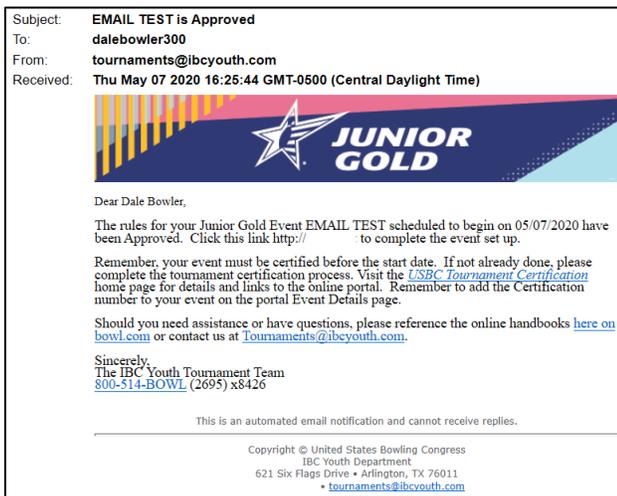


Confirmation of the upload will be displayed



Documents can be uploaded in any format or file. The system allows multiple uploads and can accommodate multiple files being uploaded one at a time.

Upon upload, the rules automatically are submitted to the IBC Youth team. The team will review the rules and either approve or deny the event. Once approved, host the event. If not approved, look for details in the email on the next steps to ensure your event is compliant.



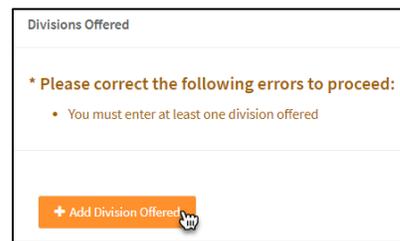
Setup

In Setup, the Event Director identifies the goal of the tournament based on the rules and any promotional material. Directors set up the divisions they are looking to hold for the event, identify the proposed advancer ratios, and additional advancer policies.

Divisions Offered

Directors start by identifying the divisions they want to offer. Divisions can be single age/gender divisions or mixed divisions in any combination. Mixed Divisions can be by age, gender specific or combined age/gender.

Click the **Add Division Offered** button.



Divisions Offered

* Please correct the following errors to proceed:

- You must enter at least one division offered

+ Add Division Offered

Identify the divisions by checking the boxes related to the divisions being offered. Select as a single division or a mixed division.

Single Divisions



Divisions Offered

Division:

<input type="checkbox"/>	U12B	<input type="checkbox"/>	U12G
<input type="checkbox"/>	U15B	<input type="checkbox"/>	U15G
<input type="checkbox"/>	U18B	<input type="checkbox"/>	U18G
<input checked="" type="checkbox"/>	U20B	<input type="checkbox"/>	U20G

+ Add Division Offered

Mixed Age Divisions



Divisions Offered

Division:

<input checked="" type="checkbox"/>	U12B	<input checked="" type="checkbox"/>	U12G
<input checked="" type="checkbox"/>	U15B	<input checked="" type="checkbox"/>	U15G
<input type="checkbox"/>	U18B	<input type="checkbox"/>	U18G
<input type="checkbox"/>	U20B	<input type="checkbox"/>	U20G

+ Add Division Offered

Mixed Gender



Divisions Offered

Division:

<input checked="" type="checkbox"/>	U12B	<input type="checkbox"/>	U12G
<input checked="" type="checkbox"/>	U15B	<input type="checkbox"/>	U15G
<input checked="" type="checkbox"/>	U18B	<input type="checkbox"/>	U18G
<input type="checkbox"/>	U20B	<input type="checkbox"/>	U20G

+ Add Division Offered



U20 Divisions can only be offered as individual age/gender divisions or mixed U20 divisions.

- U20 Boy Only
- U20 Girl only
- Mixed U20B/U20G

The System will throw an error if U20 is mixed with another division.

As each division is added, the Age/Gender options will no longer be available in the pick list when adding the next division.

Advancer Policies

Identify if the Advancer Policy is **Champion Only** or by **Advancer Ratio** and whether the event includes the Earned Advancer Ratio Policy (EARP), and/or Major Fraction.

If **Champion Only**, the ratio option is not visible and neither the Earned Advancer Ratio Policy nor Major Fraction are applied to the Division.

If using an **Advancer Ratio**, add the ratios in the box next to each division.

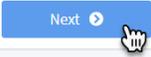
To remove a Division, click **Remove**



Additional Parameters

Besides the **Advancer Policies**, additional event parameters include whether the event is a **Premier Event**, if the event is using **Major Fraction**, and if there are **SMART** scholarships being offered. Make sure and select the set-up features according to the event rules.

Premier Event	
Is your event a premier event?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Major Fraction	
Is your event using major fraction?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Smart	
Is your event offering scholarship?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please enter your SMART Provider ID:	<input type="text" value="XXXXXXXXXXXX"/>

Click 

Deposit

Each event requires the Event Director to put down a minimum deposit for the Advancer spot/s. The required minimum deposit amount can be found in the online handbooks. If desired, a Director can pay a larger deposit than the minimum.

The Junior Gold Qualifier Portal uses a secure payment system. Directors are required to submit payment using a credit card. The system accepts all major credit cards.

Directors will submit the deposit by entering the required details and clicking **Make Payment**.

Name on card:

CC Number:

Expiration:

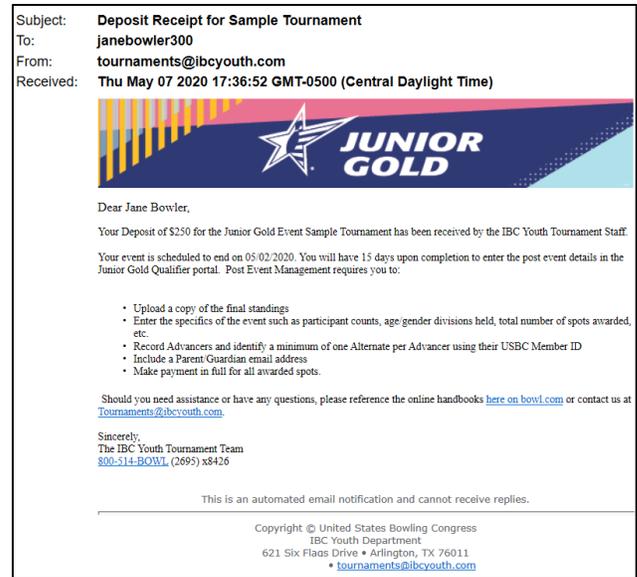
CVC:

Deposit Amount:

Event Name - Sample Tournament	
Name on card	<input type="text"/>
CC Number	<input type="text" value="### #"/>
Expiration	<input type="text" value="mmyy"/>
CVC	<input type="text" value="###"/>
Deposit Amount	<input type="text"/>
	
<input type="button" value="Make Deposit"/>	

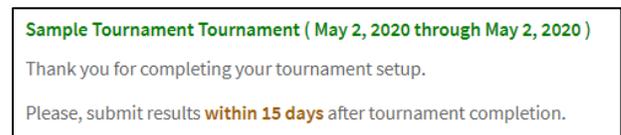


Event Directors will receive an email confirming their deposit has been accepted.



Setup Complete

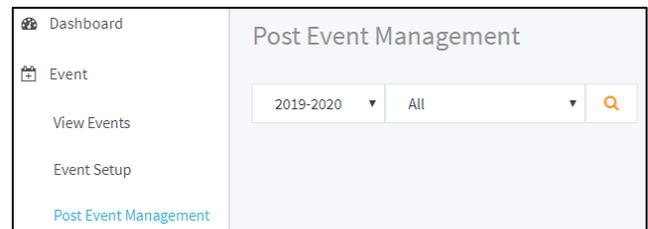
Directors have up to 15 days after the completion of the event to submit the post-event details.



Complete (Post Manage) the Event

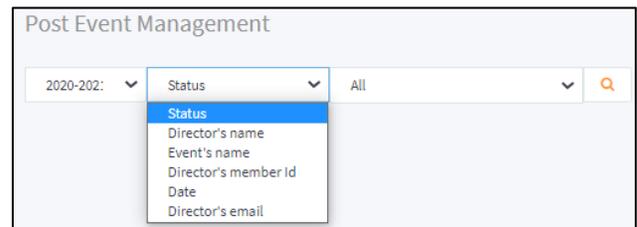
After the end date of the event, the event Direct must complete the post-event details.

To locate the events ready to be managed, click **Post Event Management**.



Select the **Season** and search criteria.

Search for the event by **Status, Director's Name, Event's Name, Director's member ID, Date, or Director's email**.



From the list of events, find the event that requires completion and click the → **Manage**.

Post Event Management					
2019-2020		All	🔍		
Season	Event Name	Director	Start Date	End Date	Action
1. 2019-2020	Sample Tournament	Jane Bowler	May 2, 2020	May 2, 2020	→ Manage
2. 2019-2020	Sample 2	Jane Bowler	May 7, 2020	May 7, 2020	→ Manage

There are four (4) steps to managing the event after its end date.

Post Event Management

✔ 1. Upload Final Standings

✘ 2. Post Event Setup

✘ 3. Advancers and Alternates

✘ 4. Fees Payment

Upload Final Standings

Directors must upload an electronic copy of the final standings from the event. These standings should represent a list of all participants, the order in which they finished, and include the event results.

Click **Select Final Standing File**

Event Name - Sample Tournament

📄 Select Final Standings File
📄 Upload Final Standings
No file selected.

⚠ You have not submitted your event results yet. You can upload them in any file format.

⚠ For multiple pages, you must select and upload each file/page individually.

Locate and select the file, click **Open**. System will allow any file format and multiple uploads.

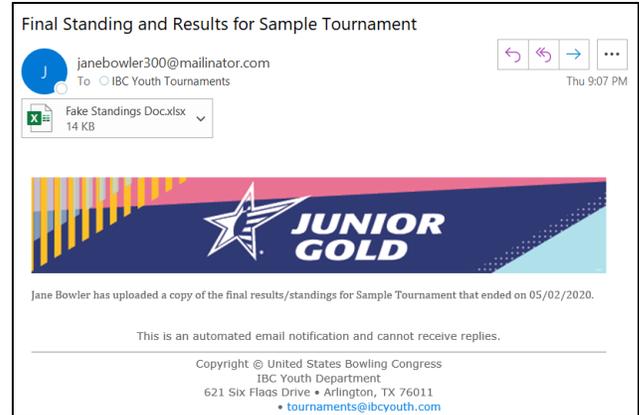
Click Upload Final **Standings** or **Next**

📄 Upload Final Standings Fake Standings Doc.xlsx

Next



Once loaded, the results are automatically submitted to the IBC Youth team.



Post Event Setup

Post Event Setup is where Directors identify what happened at the event. Directors promote the event and identify in their flyer and rules the specific divisions being offered. In the end, if there are not enough participants, directors can opt to combine divisions, or change Advancer Policies.

Divisions Held

Click **+Add Division Held**



Click the check boxes to identify the **Divisions** by Age/Gender. Divisions can be single age/gender divisions or mixed divisions in any combination. Mixed Divisions can be by age, gender, or age/gender.



Continue to add all divisions held by clicking the **+Add Division Held** button.



For each Age/Gender selected in a previous division, the division is no longer available to select.



Advancer Policies

Depending on the number of participants, the **Advancer Policies** may also need to change. Identify if the Advancer Policy is **Champion Only** or by **Advancer Ratio**.



If using **Advancer Ratios**, be sure to include the ratio value after selecting the ratio button.

Advancer Policies: Champion Only Advancer Ratio
 Ratio 1:

When using the **Advancer Ratio** indicate if also using the **Enhanced Advancer Ratio Policy (EARP)**.

Was Enhanced Advancer Ratio Policy (EARP) used? Yes No
[Click here to view the full EARP policy.](#)

Participants

The Advancer Ratio combined with the number of **Total Participants** and **Junior Gold Participants** will determine the number of athletes allowed to advance.

Division Participants:
 Total Participants:
 Junior Gold Participants:

Click

Advancers and Alternates

The system automatically calculates the required number of Advancers and Alternates using the post-event setup.

The number of participants, the members, the advancer policy, Major Fraction, Enhanced Advancer Ratio Policy, and the divisions offered will determine the number of advancers required for each division within the event.

Division: U15B/U15G/U18B/U18G U15B U15G U18B U18G
 Advancer Policies: Champion Only Advancer Ratio
 Ratio 1:
 Was Enhanced Advancer Ratio Policy (EARP) used? Yes No
[Click here to view the full EARP policy.](#)
 Division Participants:
 Total Participants:
 Junior Gold Participants:

Using the drop-down, select the name of the division where you want to add the advancers.

Event Name - Sample Event
 Division Held:
 Select a Division...
 U12B/U12G
 U15B/U15G/U18B/U18G
 U20B/U20G

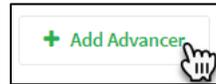
After selecting the **Division Held**, the system will identify the number of advancers to add.

Division Held: U15B/U15G/U18B/U18G
 Advancers
 Number of advancers: 4
 + Add Advancer

Membership Name	ID	Date of Birth	Calculated Division	Action



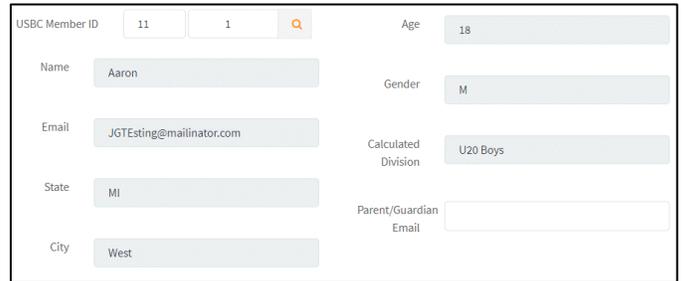
Click the **Add Advancer** Button



Add the Advancer by USBC Member ID and click the magnifying glass to complete the search.



The Advancer's details will populate from the membership database. Any bowler under the age of 18 will require a Parent/Guardian email address.



The Parent/Guardian will receive a carbon copy (CC) of the advancer email sent to the participant's email.

After adding each advancer Click "Save Changes"



The Director will be advised, informed, or required to alter Advancers added in several situations. See the [Errors and Warning Messages](#) for possible message during the Add Advancer or Alters process.

Continue this process to add as many advancers as necessary per divisions and add advancers for every division held.

Add Alternates

Directors must add a minimum of one (1) Alternate per Advancer, with the option to add additional alternates, if desired.

The same process used to add advancers should be used to add the alternates. Continue to add the alternates for every division.

Errors and Warning Messages

The system has several error and warning messages. Below is a list of some of those messages, their meaning, and the necessary actions the Director must take.



Error Messages

Error messages will stop the Director from adding the advancer.

When the Director enters an Advancer that does not fit within the division selected.

Add Advancer

Please correct the following:

- The Division through which the Athlete is selected to advance does not match the athletes division based on their Date of Birth and Gender

Advancers under 18 years of age cannot be saved without the parent's email address. The Director must enter the parent's email address and then save.

Add Advancer

Please correct the following:

- Parent/Guardian email is required for athletes under 18

Athletes cannot be added to the same event multiple times. Advancers must be unique.

Add Advancer

Please correct the following:

- Bowler cannot be an Advancer multiple times on the same event.

Athletes cannot advance multiple times in different events. Director must select unique advancers.

- Bowler has previously advanced (15-), Please select another advancer.

Warning Messages

Warning Messages will highlight an issue with a selected advancer/alternate *but still will allow the Director to add the athlete.*

When an advancer is missing a required membership (Standard and/or Junior Gold) one of the following will appear based on the missing requirement.

ⓘ Advancer does not have a current Standard/Collegiate Youth membership. Advancers must have the necessary membership/s before they can participate in the Junior Gold Championships. Contact IBC Youth at 817-385-8426 with questions.

ⓘ Advancer does not have a current Junior Gold membership. Advancers must have the necessary membership/s before they can participate in the Junior Gold Championships. Contact IBC Youth at 817-385-8426 with questions.

ⓘ Advancer does not have a current Junior Gold, Standard/Collegiate Youth membership. Advancers must have the necessary membership/s before they can participate in the Junior Gold Championships. Contact IBC Youth at 817-385-8426 with questions.

When an Advancer's membership ID is not found in the membership database.

Add Advancer

- ⓘ Athlete not found

Fees Payment

The **Payment Amount Due** is calculated by finding the **Grand Total less** the **Deposit Amount Paid**.



The **Grand Total** is calculated by combining the total due for each division.

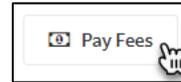
The **Total Due** is calculated by taking the Cost per Spot (using the oldest division cost) times the number of advancers for that division.

Division	Cost/Spot	Advancers #	Total Due
U12 Boys/U12 Girls/U15 Boys/U15 Girls	\$150	1	\$150
U17 Boys/U17 Girls/U20 Boys/U20 Girls	\$200	1	\$200

Grand Total: \$350
Amount Paid: \$100
Payment Due: **-\$250.00**

Pay Fees

Click **Pay Fees** to complete final payment



Fee amount will be prepopulated.

Complete details for payment and **Make Payment**.

Name on card

CC Number

Expiration

CVC

Fee Amount \$

Make Payment

Confirmation of payment is displayed on the screen and Director will receive an email.

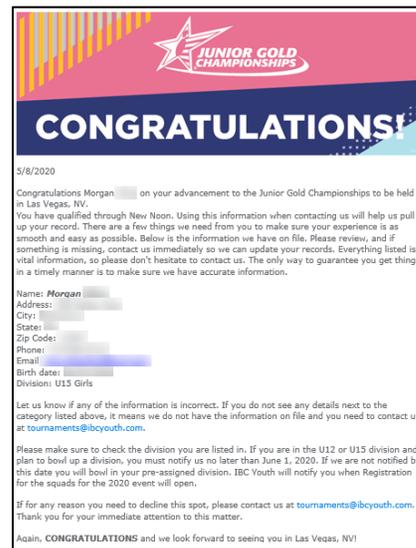
1. Upload Final Standings 2. Post Event Setup 3. Advancers and Alternates 4. Fees Payment

Payment received on May 8, 2020 for the amount of \$250, confirmation number ch_1GgYk8FVLVw3Nscit9egafH2.

Post Management is complete. Click previous to go back, navigate using the menu or log out to close the app.

Making the **Final Payment** signals the system to set the event status as Complete. Once status is set to complete, all advancers will receive an email congratulating them on advancing to the Junior Gold National Championship Tournament.

For advancers under the age of 18, the parent/guardian email entered will also receive a carbon copy (CC) of the advancer email.



Once an event is set to a Complete status, the Event Director no longer can make any changes to the event. The event becomes read only.

✔ Post Management is complete. Click previous to go back, navigate using the menu or log out to close the app.

If changes are needed or advancer emails need to be resent, Directors must reach out to the IBC Youth Tournament team for assistance. The team can be reached at 800-514-2695 x8426 or 817-385-8426.

Event Name - TESTING TOURNAMENT

Division	Cost/Spot	Advancers #	Total Due
U12B/U12G/...	\$200	1	\$200

Grand Total: \$200
Amount Paid: \$200
Payment Due: **\$0.00**

Send Advancer Emails Advancer emails
last sent on October 13, 2020.

Report an opting out advancer

Only a member of the IBC Youth Tournaments team can remove or opt out an athlete as an advancer in the Junior Gold Qualifier Portal. Event Directors should immediately notify Tournaments@IBCYouth.com of any advancers that would like to opt out of advancing to the Junior Gold Championship tournament.

The National Event Qualifier Service

There is a nightly National Event Qualifier Service (NEQS) that runs to systematically replace all opted out advancers with designated alternates. If opting out the advancer leaves the event without an advancer (no alternates to advance) the event becomes Orphaned. The IBC Youth team will use the submitted Event Results, along with the assistance of the Event Director, to identify the replacement advancers. The IBC Youth ADMIN will enter the alternates and allow the NEQS Service to process the replacements.

Membership Validation

The Junior Gold Qualifier Portal also is built to validate an Advancer's membership status nightly. Advancers must meet all IBC Youth and USBC Membership requirements to participate in the Junior Gold Championships tournament.

