



USBC YOUTH MEMBERSHIP PROCESSING GUIDE



This guide is used to help you get familiar with the USBC Online Membership web application. It is not an exhaustive user reference manual, and it may not include answers to every scenario an Association or Center may have.

If you have questions or feedback, contact USBC at 1-800-514-BOWL (2695).

To properly view this Quick Start Guide as a PDF, use Adobe Acrobat Reader. You can download it at www.adobe.com. Click the "Get Adobe Reader" button.

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Welcome/Login Screen

When you open the USBC Online Membership application for the first time, you will see the Login screen as shown below. Please read the appropriate information concerning Associations or Bowling Centers.

USBC Online Membership

Welcome to the USBC Online Membership system, where you can create new memberships, search for members, create a league, make payments and much more.

User ID

Password

Login

Associations are already processors of membership and therefore will use this screen to log in with the User ID and a password. The User ID is your association's number and the password is your supply password (all CAPS). Do not use the "Registration Request Form."

Bowling Centers looking to process direct need to submit a [Registration Request Form](#).

For technical assistance processing youth memberships on this site, please [email us](#).

Associations

If you are an Association and want to log in to process memberships, you already have a User ID and password. Your User ID is the association's number; your Password is your supply order password in all capital letters.



Associations, DO NOT need to USE the Registration Request Form

Bowling Centers

Bowling Centers will need to click the "Registration Request Form" and then complete and submit the form to receive a User ID and Password to be able to process memberships.

Create an Account - Centers

If you are a representative for a Center and want to register so you can process membership, you will need to perform the following task to have an account created with USBC.

1. On the Welcome Login screen, click the “Registration Request Form” link to open the form.

2. Complete the information.

Field Name	What to do
Processor Type*	This already is filled in as Center.
Name*	Last: Type in your last name. First: Type in your first name.
Center Certification Number*	Enter the certification number of the Center you are representing. This number will be verified by USBC before an account is created. Be sure to enter a valid Center Certification Number. If you do not, your account will not be created.
User ID*	Enter a user name. An email address is an option as a unique user name. If the system locates that the user name already is in the system, you will receive a system prompt after you click the Submit button. You will then need to enter a different User ID.
Password*	Enter a password. The password must be six (6) characters in length and contain at least one letter and one number.

Re-enter Password*	Enter the password in a second time.
Security Question*	Select the security question from the drop down list.
Security Answer	Provide an answer for the security question.

3. Click the check box to agree to the Terms and Conditions.
4. Verify your information and then press the Submit button. If the submission of the form is successful, the system will display the Welcome Login screen.
5. Review the steps below:



Submission >

When you click the Submit button, an account is not automatically created. The information will be reviewed by USBC.

Validation >

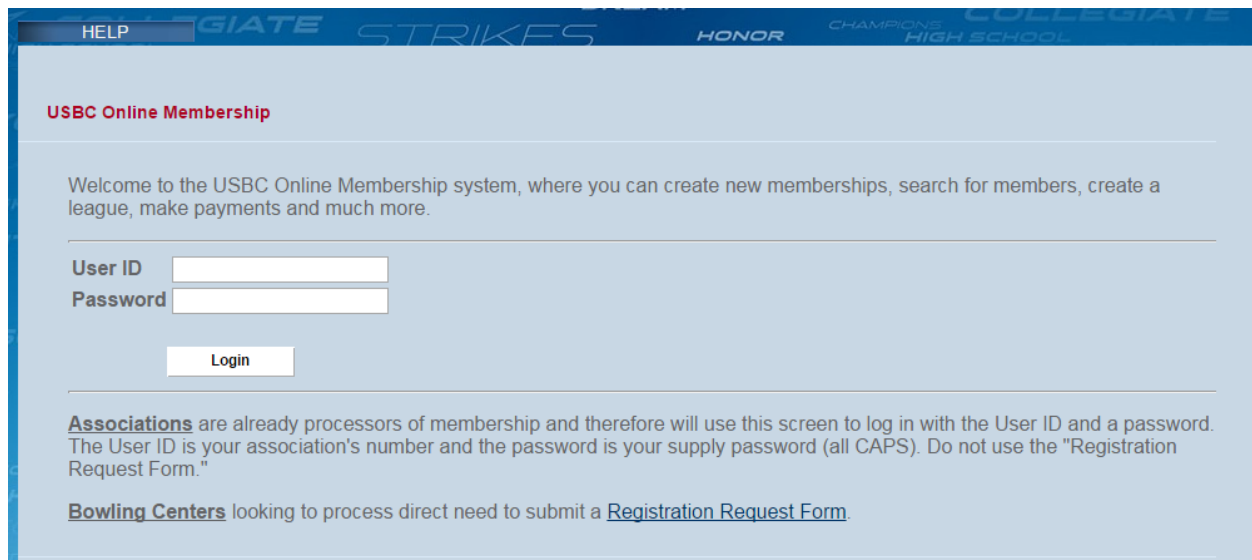
Once the information is verified, an account will be created and activated, and you will be sent a Validation email. The email address used will be what USBC has on record as contact information for the Center.

You are Ready to Begin Processing!

Once you receive the Validation email that includes your User ID and Password, you may log in and begin processing memberships. If you have questions, contact USBC at 1-800-514-2695.

Logging In

To log in to the USBC Online Membership application, do the following:



USBC Online Membership

Welcome to the USBC Online Membership system, where you can create new memberships, search for members, create a league, make payments and much more.

User ID

Password

Login

Associations are already processors of membership and therefore will use this screen to log in with the User ID and a password. The User ID is your association's number and the password is your supply password (all CAPS). Do not use the "Registration Request Form."

Bowling Centers looking to process direct need to submit a [Registration Request Form](#).

1. In the **User ID** field, enter your User ID.
2. In the **Password** field, enter your Password.
3. Click the **Login** button to log in.



Depending on what security rights are assigned to your User ID, you may or may not see all of the screens explained in this guide.
If you have questions, contact USBC at 1-800-514-BOWL (2695).

Centers Tab

When you successfully log in to the USBC Online Membership system, you will be directed to the **Centers** screen. Depending on if you are an Association or a Center, please read the appropriate section that applies to you below.

Associations

If you are an Association, when you successfully log in to the USBC Online Membership system, you will be directed to the “Centers” screen. Associations will see their list of centers on this screen.

CENTERS					LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP
Centers										
<div>Pay All Dues</div> <div>Print</div>										
Cert. ⌵	Center Name ⌵	Details ⌵			Facilities ⌵					
11524	Airway Lanes	4825 Highland Ave Waterford, MI 48328 248/674-0424			Lanes: 32 <div>View Leagues</div>					
2187	Alley 59	44925 Groesbeck Hwy Clinton Twp, MI 48036 586/469-6411			Lanes: 24 <div>View Leagues</div>					
6221	Apollo Lanes	29410 Gratiot Ave Roseville, MI 48066-4149 248/772-2070			Lanes: 14 <div>View Leagues</div>					
1619	Astro Lanes	32388 John R Rd Madison Heights, MI 48071 248/585-3132			Lanes: 48 <div>View Leagues</div>					
11250	AMF Rose Bowl Lanes	28001 Groesbeck Hwy Roseville, MI 48066 586/771-4140			Lanes: 48 <div>View Leagues</div>					
6364	Beech Lanes	15492 Beech Daly Rd Redford, MI 48239 313/531-3800			Lanes: 16 <div>View Leagues</div>					
11251	Bel Mar II Lanes	3351 West Rd Trenton, MI 48183 734/675-8319			Lanes: 32 <div>View Leagues</div>					



If your center is missing, please notify us at contactus@ibcyouth.com.
Please include the following: Association Name, Association Number, Bowling Center name, Certification Number, City, and State.

From the Centers screen, you can also click the **View Leagues** button to see what leagues are in the desired center. Refer to “Leagues” in this guide to learn about the USBC Online Membership system.

When you log in as a Center

If you are a Center, when you successfully log in the USBC Online Membership system, you will not have a “Centers” tab. You will open in the “Leagues” tab, as shown here.

Welcome, Air Lanes Logout

LEAGUES BOWLERS AVERAGES ORDERS REPORTS HELP

My Leagues in Center: Air Lanes - Certification #1491 2015-16 WINTER

New League Print

League Name	Cert.	Type	Start	End	Day	Time	Center	Officers	Bowlers
Christi's Test Leag...	456464	Standard	08/15/15	10/31/15	Monday	5:00 PM	Air Lanes	Officers	Bowlers
league from league...	23415	Standard	10/01/15	05/01/16	Wednesday	8:00 AM	Air Lanes	Officers	Bowlers
Load Test League	134214	Standard	08/15/15	12/31/15	Monday	4:00 PM	Air Lanes	Officers	Bowlers

For technical assistance processing youth memberships on this site, please [email us](#).

Leagues Tab

To view all the leagues, select the “Leagues” tab. Leagues are shown for the season selected in the drop-down menu.

CENTERS LEAGUES BOWLERS AVERAGES ORDERS REPORTS HELP

All My Leagues 2015-16 WINTER

New League Pay All Dues Print

League Name	Cert.	Type	Start	End	Day	Time	Center	Officers	Bowlers
Christi 2015 League	7785	Standard	08/10/15	10/30/15	Thursday	8:00 PM	Woodland Lanes	Officers	Bowlers
Christi Chrome	549844	Standard	08/24/15	01/22/16	Monday	7:00 PM	Alley 59	Officers	Bowlers
Christi June 8 test	88777	Standard	09/14/15	12/25/15	Tuesday	6:00 PM	Fountainview Lanes	Officers	Bowlers
Christi's Second Te...	78888	Standard	08/10/15	12/25/15	Wednesday	6:00 PM	Bel Mar II Lanes	Officers	Bowlers
Christi's Test Leag...	6546	Standard	08/15/15	11/15/15	Tuesday	6:00 PM	Universal Lanes	Officers	Activate
June 17 League	7894	Standard	08/21/15	01/29/16	Wednesday	5:00 PM	Alley 59	Officers	Bowlers

From the “All My Leagues” screen, you can do the following:

- Create and edit a league
- Add, edit, and delete officers
- Activate a league
- View bowlers
- Pay All Dues for all bowlers in all leagues

Create a League

1. Click the **Leagues** tab.
2. From the "All My Leagues screen", click the **New League** button. The system displays a pop-up screen.

The screenshot shows a "League Registration" pop-up window. The form contains the following fields and options:

- Season***: 2015-16 Winter
- Application Number***: [Empty]
- Center***: [Empty] with a **Search Center** button.
- League Name***: [Empty]
- Association***: Metro Detroit USBC (dropdown)
- League Type**: Standard (dropdown)
- League Options**:
 - ☐ Managed League
 - ☐ Scholarship
 - ☐ Senior League
 - ☐ Travel League
- Game Format**: Standard American Tenpin (dropdown)
- Lane Conditions**:
 - ☐ House/Standard
 - ☐ Sport/Challenge
- # Teams***: [Empty]
- # Players per Team***: [Empty]
- League Dates**:
 - Start***: [Empty] with a **Select Date** button.
 - End***: [Empty] with a **Select Date** button.
- Day of Week***: [Empty] (dropdown)
- Time***: [Empty] (dropdown)
- # Weeks League Bowls***: [Empty]
- Bonding Funds \$**: 0
- Buttons**: Save, Cancel

3. Complete the following fields. A red asterisk (*) on the screen denotes a required field.

Field Name	What to do
Season*	Indicates the league season. This field will default to the current season.
Application Number*	Enter the Application Number. This number is located on the League Application form (top-right corner). You can enter between 0 and 10 numbers for this field.
Center*	Click the Search Center to find a center. You can search by the following: Zip Code, City, State, or Name.

Field Name	What to do
League name*	Enter the league name.
Association*	Indicates the association that memberships will be assigned to. Center processors often will have more than one association shown in this list.
League Type*	Select the league type. Note: Once you create a league, you cannot change this field.
League Options	Specify the various options for this league.
Game Format*	Select the game format.
Lane Conditions*	Specify one or more of the lane conditions that the league will bowl on.
#Teams* and #Players per Team	Specify the number of teams and players per team for the league
League Dates	
Start Date*	Click the "Select Date" button and click your start date. Note: You can click the field or the "Select Date" to open the calendar.
End Date*	Click the "Select Date" button and click your end date.
Day of Week* Time* #Weeks League Bowls*	Specify the day of the week, the time and the number of weeks the league will play.
Bonding Funds	Specify the bonding amount.

4. Press the **"Save"** button to create a new league.

Edit a League

You also can edit a league after you have created, if needed. Do the following:

1. From the “All My Leagues” screen, click the name of the league you want to edit.
2. After you click the league name, the system once again will bring up the League Registration” screen.
3. Edit the desired fields. A red asterisk (*) denotes a required field. Refer to “Create a League” for more information on those fields.
4. You can move your league to another center, if desired. Click the “Search Center” button to change the center. The system displays a Search option dialogue.

Name	Details	Facilities
Hartfield Lanes	3490 12 Mile Rd Berkley MI 48072 248/543-9338	Lanes: 52 <input type="button" value="Select"/>
Woodland Lanes	33775 Plymouth Rd Livonia MI 48150 734/522-4515	Lanes: 32 <input type="button" value="Select"/>
Wayne Bowl & Recreation	36900 W Michigan Ave Wayne MI 48184 734/721-7530	Lanes: 40 <input type="button" value="Select"/>
Universal Lanes	2101 E 12 Mile Rd Warren MI 48092 586/751-2828	Lanes: 28 <input type="button" value="Select"/>
Van Dyke Bowl	43601 Van Dyke Ave Sterling Heights MI 48314	Lanes: 24 <input type="button" value="Select"/>

5. For example, select a state abbreviation in the State drop down list box. Click the Search button.
6. Click the Select button by the new center you want to use.
7. The system displays the Edit League screen. 8. Press the Save button to save your changes.

Add/edit League Officer

1. From the “All My Leagues” screen, locate which league you want to edit officers and click the **Officers** button to the right of that league’s information.
2. From the “League Officers” popup screen you can add, edit or remove an officer.

The screenshot shows a 'League Officers' popup window. At the top, there are buttons for 'Add Officer' and 'Close'. Below these is a table with columns for 'Name', 'Role', and 'Phone Number'. The table contains one entry: 'Smith, John' as 'President' with phone number '555-555-5555'. To the right of this entry are buttons for 'Edit Officer' and 'Remove'.

Name	Role	Phone Number
Smith, John	President	555-555-5555

3. Click the **Add Officer** button.
4. The system will display the “Edit League Officer Information” screen.

The screenshot shows the 'Edit League Officer Information' screen. It contains various input fields for officer details. The 'League Name' is 'Test Officer'. The 'Last Name' is 'Smith', 'First Name' is 'John', and 'Initial' is empty. The 'Role' is 'President'. The 'Mailing Address' is '123 Main Street', 'Zip' is '5555555', 'City' is 'Everywhere', and 'State' is 'AL'. The 'Phone' field has 'Day' as '555-555-5555' and 'Night' as empty. The 'Exclude from 3rd party mail' is set to 'Yes'. The 'Email Address' is 'president@emailname.com' and 'Gender' is 'Male'. There are 'Save' and 'Cancel' buttons at the bottom.

5. Complete the following fields. A red asterisk (*) on the screen denotes a required field.


Field Name	What to do
Last name*	Enter the Last name for the officer. Note: The Last name field is listed before the First name field.
First name*	Enter the officer's first name in this field.
Role*	Select the role of the officer from the drop down list box.
Mailing Address*	Enter the mailing address in the fields.
Phone	Enter the day and night time phone numbers.
Exclude from 3rd party mail*	Select "Yes" to stop third-party emails.
Email address	Type in the officer's email address.
Gender*	Select officer's gender.

6. Press the Save button to create a new league.
7. If you need to change or update a league officer's information, click the "Officers" button next to the league and then click the "Edit Officer" button beside the league officer's name. Once edits are made, click the "Save" button.
8. If you need to remove a league officer, click the "Officers" button next to the league and then click the "Remove" button beside the league officer's name. A pop-up box will ask "Are you sure you want to delete the league officer?", simply click "OK" to remove the officer and then click "Close".

Activate a League (Leagues tab)

- On the “All My Leagues” screen, click the **Activate** button. In the following screen, you can see the Activate button is located to the right of each league, next to the Officers button.

CENTERS LEAGUES BOWLERS AVERAGES ORDERS REPORTS HELP									
All My Leagues		2015-16 WINTER							
New League		Pay All Dues		Print					
League Name	Cert.	Type	Start	End	Day	Time	Center		
Christi 2015 League	7785	Standard	08/10/15	10/30/15	Thursday	8:00 PM	Woodland Lanes	Officers	Bowlers
Christi Chrome	549844	Standard	08/24/15	01/22/16	Monday	7:00 PM	Alley 59	Officers	Bowlers
Christi June 8 test	88777	Standard	09/14/15	12/25/15	Tuesday	6:00 PM	Fountainview Lanes	Officers	Bowlers
Christi's Second Te...	78888	Standard	08/10/15	12/25/15	Wednesday	6:00 PM	Bel Mar II Lanes	Officers	Bowlers
Christi's Test Leag...	6546	Standard	08/15/15	11/15/15	Tuesday	6:00 PM	Universal Lanes	Officers	Activate
June 17 League	7894	Standard	08/21/15	01/29/16	Wednesday	5:00 PM	Alley 59	Officers	Bowlers

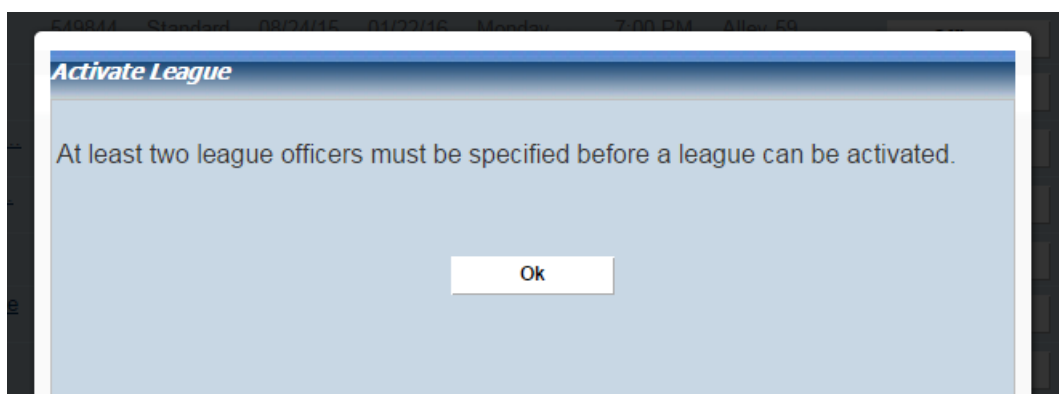


To activate a League, all of the required league data and officers need to be entered.

At least two officers must be specified.

- The first must either be a President or a Youth Supervisor.
- The second must either be a Secretary, Manager or Youth Official.

- The system will inform the user if the required information is not specified



View Bowlers in a League (Leagues tab)

1. On the “All My Leagues” screen, click the **Bowlers** button located to the right of each league. (The “Bowlers” button will say “Activate” until the league is activated.)
2. The system displays the bowlers who are in that league. For example, the following screen shows the bowlers in the June 17 League.

Bowlers in the League

Season: 2015-16 WINTER League: 7894 - JUNE 17 LEAGUE 8/21/2015 - 1/29/2016 Add Bowler Averages Print

Number of Bowler(s): 4

Name	Bowler ID	Membership Type	Paid	Average	
Baker, Trent	11-385412	Youth Special Olympics Bowlopolis	Yes	100	Edit Bowler
Davis, Justin T.	11-680699	Youth Standard	Yes	200	Edit Bowler
Fields, Paul, III	11-387836	None	N/A	0	Edit Bowler Remove
James, James	2692-831	Youth Standard	Yes	0	Edit Bowler

For technical assistance processing youth memberships on this site, please [email us](#).

3. Note that the system moves you to the Bowlers tab from the Leagues tab. You will see the Bowlers tab highlighted in red above. Refer to “Bowlers” in this document for more information.

League drop down list box – Closeup



In the League drop down list box, as shown below, you will see the League Application Number, League Name, Start Date and End Date. The leagues listed in this drop-down are specific to the season selected on the left.

Bowlers in the League

Season: 2015-16 WINTER League: 7894 - JUNE 17 LEAGUE 8/21/2015 - 1/29/2016 Add Bow

Number of Bowler(s): 4

Pay All Dues for All Leagues (Associations)

From the All My Leagues screen, you can pay the dues for all bowlers in all leagues. Typically, this task is performed by Associations.

1. Click the **Leagues** tab.
2. From the All My Leagues screen, click the **Pay All Dues** button. The system displays the All Bowlers Having Dues for All Leagues popup screen.

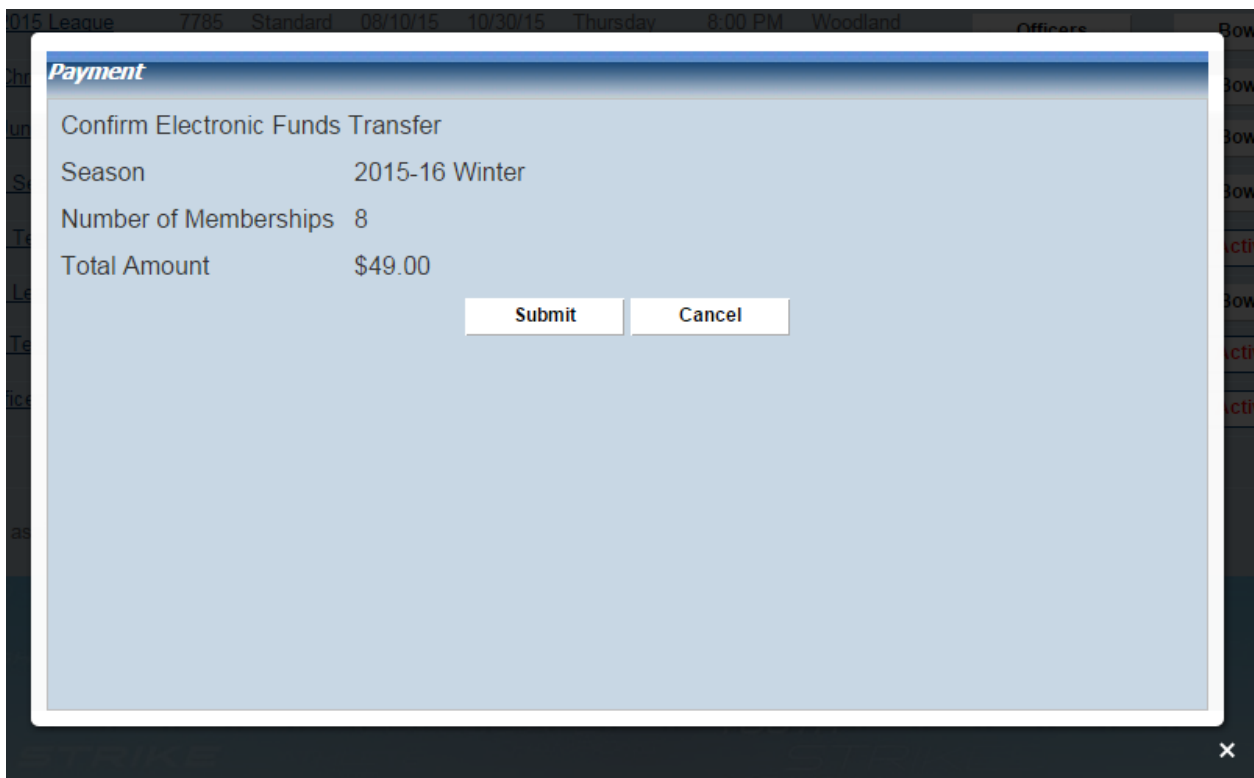
League	Name	Membership Type	Due	Pay
Christi June 8 test	TestBowler, ChristiBowler D.	Youth Standard	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Christi June 8 test	TestBowler, ChristiBowler D.	U12 Junior Gold	\$10.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Christi June 8 test	Stephens, Ethan	Youth Standard	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Christi June 8 test	Stephens, Ethan	U12 Junior Gold	\$10.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Christi June 8 test	Bramble, Molly	Youth Standard	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Christi June 8 test	Bramble, Molly	Bowlopolis	\$3.50	<input checked="" type="radio"/> Yes <input type="radio"/> No
June 17 League	Baker, Trent	Youth Special Olympics	\$10.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
June 17 League	Baker, Trent	Bowlopolis	\$3.50	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total Receipt (8 memberships)			\$49.00	

Make Payment Cancel

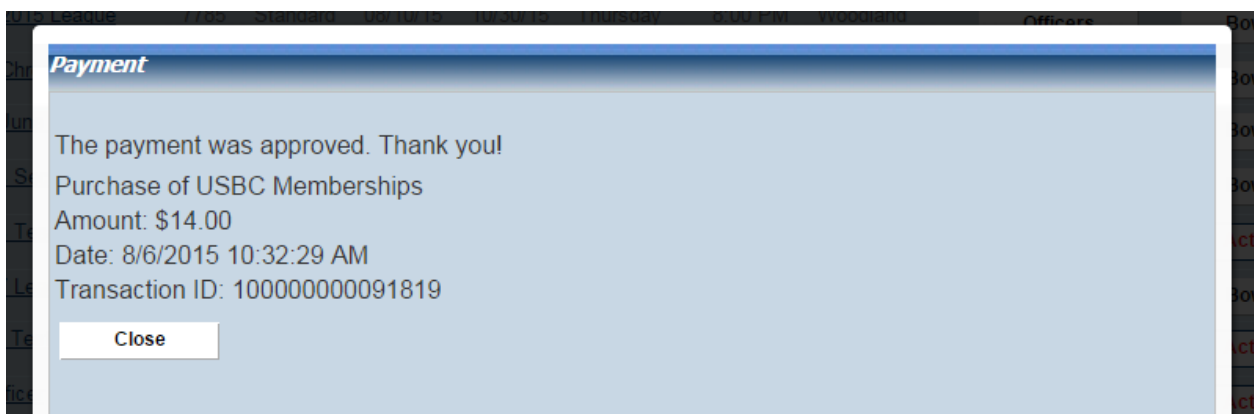
3. Complete the following fields.

Field Name	What to do
Pay	<p>Yes: Click the “Yes” radio button for the bowler’s dues you want to pay.</p> <p>No: Click the “No” radio button for the bowler’s dues you don’t want to pay.</p>
Make Payment	To submit the payments, click the “Make Payment” button.
Cancel	To cancel submitting the payments, click the “Cancel” button.

- Clicking the “Make Payment” button will open a pop-up window asking to confirm funds transfer. It will show the season, number of memberships you are paying and total amount you will pay.



- Once you click “Submit” then the system submits the payment and displays an approval screen saying that the payment has been approved. It displays the payment amount, date, and Transaction ID. Note: Be sure to write down the Transaction ID in case you need it for later use.



To pay dues for specific bowlers in a league, see “Pay a Bowler’s Dues” in the next section.

Bowlers Tab

To view the Bowlers screens in the Youth Membership system, click the **Bowlers** tab. From this screen, you can complete the following tasks:

- View bowlers in a league
- Add a bowler to a league
- Edit the bowler's information
- Remove bowlers who have not paid dues

View Bowlers in a League (Bowlers tab)

Just as you can view bowlers from the All My Leagues screen, you can view bowlers from the Bowlers in the League screen. Do the following:

1. Select the **Bowlers** tab.
2. In the League Name drop down list box, select the name of the league you want to view. In our example, we selected the "Christi 2015 League."

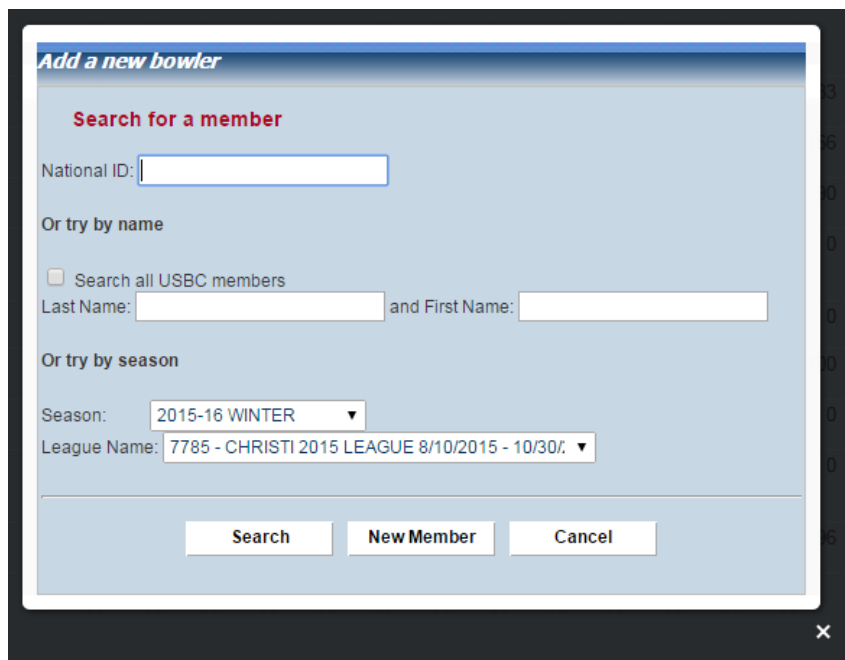
Name	Bowler ID	Membership Type	Paid	Average	
Two, Brian	15-87	Youth Standard U12 Junior Gold	Yes Yes	83	Edit Bowler
Toth, Kyle	7914-12363	Youth Standard U20 Junior Gold	Yes Yes	166	Edit Bowler
Three, Brian	15-91	Youth Standard Bowlopolis	Yes Yes	290	Edit Bowler
Shoemaker, Ricky	11-708750	Youth Standard Bowlopolis U12 Junior Gold	Yes Yes Yes	0	Edit Bowler
Petty, Katie L.	8568-386395	Youth Standard	Yes	0	Edit Bowler

Add a Bowler

1. Select the **Bowlers** tab.
2. In the Season drop-down list box, select the season to work with.
3. In the League Name drop-down list box, select the name of the league.
4. Wait for the system to display the league.

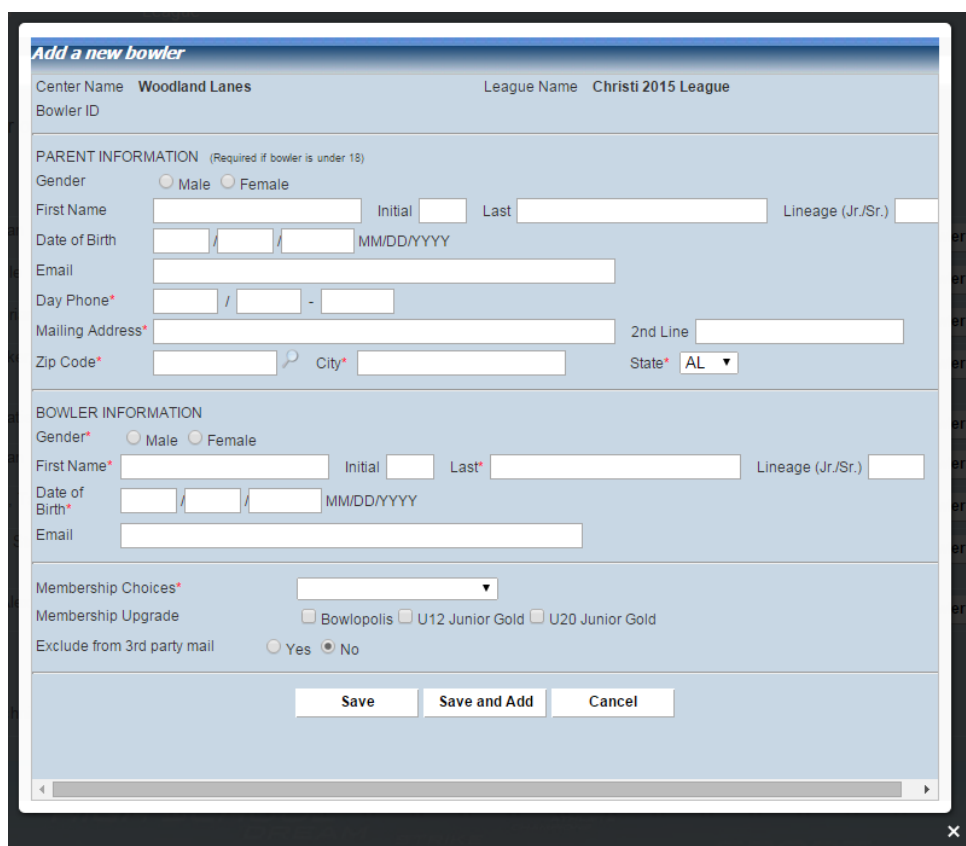
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- Click the **Add Bowler** button. The system will allow you to look for a current USBC member by National ID or name, or you can click “New Member” to add a new member.



The screenshot shows a web form titled "Add a new bowler" with a sub-header "Search for a member". It contains three search methods: "National ID" with a text input field; "Or try by name" with a checkbox for "Search all USBC members" and fields for "Last Name" and "First Name"; and "Or try by season" with dropdown menus for "Season" (set to "2015-16 WINTER") and "League Name" (set to "7785 - CHRISTI 2015 LEAGUE 8/10/2015 - 10/30/"). At the bottom are three buttons: "Search", "New Member", and "Cancel".

- Clicking “New Member” will open a pop-up box.



The screenshot shows the "Add a new bowler" form with pre-filled information. At the top, "Center Name" is "Woodland Lanes" and "League Name" is "Christi 2015 League". Below this is a section for "PARENT INFORMATION (Required if bowler is under 18)" with fields for Gender (radio buttons for Male and Female), First Name, Initial, Last, Lineage (Jr./Sr.), Date of Birth (MM/DD/YYYY), Email, Day Phone, Mailing Address, 2nd Line, Zip Code, City, and State (dropdown menu set to AL). Below this is a section for "BOWLER INFORMATION" with fields for Gender (radio buttons for Male and Female), First Name, Initial, Last, Lineage (Jr./Sr.), Date of Birth (MM/DD/YYYY), and Email. At the bottom is a section for "Membership Choices" with a dropdown menu, checkboxes for "Membership Upgrade" (Bowlopolis, U12 Junior Gold, U20 Junior Gold), and "Exclude from 3rd party mail" (radio buttons for Yes and No, with No selected). At the very bottom are three buttons: "Save", "Save and Add", and "Cancel".

7. Complete the following fields. A red asterisk (*) on the screen denotes a required field.

Field Name	What to do
Parent information*	Enter the Parent Information for any bowler under the age of 18. A phone number and full mailing address are required.
Bowler information	
Gender*	Select the radio box for the bowler's gender.
First name*	Enter the bowler's first name in this field
Initial	Enter middle initial. This is not a required field.
Last name*	Enter the Last name for the bowler.
Lineage	Enter the bowler's lineage. This is not a required field.
Date of Birth*	Enter the bowler's date of birth.
Email	Type in the email address.
Membership Choices*	Choose the type of membership, either Youth Standard, Youth Special Olympics or if bowler has Paid in Other League
Membership Upgrade	Select the box for any upgrades the member has chosen
Exclude from 3rd party mail*	Select "Yes" to stop 3rd party emails.

8. Press the **Save and Add** button to add the bowler to the league. The new bowler displays at the bottom of the list. If necessary, scroll to the bottom of the screen to locate the record.

Edit a Bowler's Information

1. Select the **Bowlers** tab to open the Bowlers in the League screen.
2. From the Bowlers in the League screen, select the name of the league for the bowler you want to edit.
3. Wait for the system to display the league.
4. Click the **Edit Bowler** button to the right of the bowler's name.

Edit bowler

Center Name **Woodland Lanes** League Name **Christi 2015 League**
Bowler ID **15-87**

PARENT INFORMATION (Required if bowler is under 18)
Gender ☐ Male ☐ Female
First Name* **Crown** Initial Last* **Two** Lineage (Jr./Sr.)
Email
Day Phone* **214** / **333** - **9464**
Mailing Address* **1111 Royal Lane** 2nd Line
Zip Code* **75221** City* **Dallas** State* **TX**

BOWLER INFORMATION
Gender* ☒ Male ☐ Female
First Name* **Brian** Initial Last* **Two** Lineage (Jr./Sr.)
Date of Birth* **4** / **26** / **2006** MM/DD/YYYY
Email

Current Membership **U12 Junior Gold**
League Membership **Youth Standard**
Membership Choices* **Youth Standard**
Membership Upgrade ☐ Bowlopolis ☒ **U12 Junior Gold** ☐ **U20 Junior Gold**
Exclude from 3rd party mail ☒ Yes ☐ No

Save **Save and Add** **Cancel**

5. The system displays the Edit Bowler's information screen.



If the bowler is a pre-existing member in the system, the National ID field will display that bowler's National ID.

6. Modify the desired information and click the **Save** button to update your changes.

Pay a Bowler's Dues (Centers)

Instead of paying dues for all bowlers in all leagues, you can pay dues for just specific bowlers in a league. Perform the following steps for this task. Typically, this is a task performed by Centers.

1. Select the **Bowlers** tab to open the Bowlers in the League screen.
2. From the Bowlers in a League screen, select the league from the drop down box list.



After you select the league from the drop down list box, wait for the system to display the bowlers in the league.

3. In our example, we are selecting the "Christi's Test League" league to pay dues just for Joe Tester and Christi2.

Bowlers in the League

Season: 2015-16 WINTER League: 456464 - CHRISTI'S TEST LEAGUE 8/15/2015 - 11

Buttons: Add Bowler, Pay Dues, Averages, Print

Number of Bowler(s): 8

Name	Bowler ID	Membership Type	Paid	Average		
White, Gage	7914-123	Youth Standard Bowlopolis	No	0	Edit Bowler	Remove
Usbc, Christi2	15-60	Youth Standard Bowlopolis	No	0	Edit Bowler	Remove
Usbc, Christi1	15-58	Youth Standard U20 Junior Gold	No	0	Edit Bowler	Remove
Tester, Joe T.	15-43	Youth Standard U20 Junior Gold	No	111	Edit Bowler	
Tester, Christitest2	15-48	Youth Standard Bowlopolis	No	0	Edit Bowler	Remove
Test, Girl	15-116	Youth Standard	No	0	Edit Bowler	Remove

4. Click the **Pay Dues** button to the right of the League Name drop-down list box.

5. The system displays the League Bowlers Payment screen.

Pay Dues

League Bowlers Payment

League: Christi's Test League

Bowlers

- Zander Ewalt (Youth Standard)
- Girl Test (Youth Standard)
- Christitest2 Tester (Youth Standard)
- Christitest2 Tester (Bowlopolis)
- Joe Tester (Youth Standard)
- Joe Tester (U20 Junior Gold)
- Christi1 Usbc (Youth Standard)
- Christi1 Usbc (U20 Junior Gold)
- Christi2 Usbc (Youth Standard)
- Christi2 Usbc (Bowlopolis)
- Gage White (Youth Standard)
- Gage White (Bowlopolis)

Bowlers - Making Payments

Total Transaction \$0.00

Make Payment **Cancel**

6. Select the bowler's name on the left (Bowlers) and use the < and > keys to move one bowler at a time to the right side (Bowlers – Making Payments) of the screen. Make certain to move the bowlers over for Youth Standard and any upgrade. For our example, Joe Tester has a Youth Standard and U20 Junior Gold memberships; Christi2 has the Youth Standard and Bowlopolis memberships.
7. To submit the payments, click the **Make Payment** button. To cancel submitting the payments, click the **Cancel** button.
8. The system displays the Credit Card Information screen. Enter the Credit Card number and Expiration Date. Then press the Submit button.

Pay Dues

Make Credit Card Payment

Credit Card #*

Exp. Date (MM/YY)* /

Transaction Amount

Purchase Type

Submit **Cancel**

- The system displays an approval screen saying that the payment has been approved. It displays the payment transaction amount and Transaction ID. Note: Be sure to write down the Transaction ID in case you need it for later use.



You can confirm the bowlers' dues have been paid. Return to the Bowlers in a League screen and select the League again. Notice in the Paid column the field shows Yes.

Delete a Bowler's Record

- Select the **Bowlers** tab to open the Bowlers in the League screen.
- From the Bowlers in the League screen, select the name of the league for the bowler you want to delete.
- Wait for the system to display the league.

Name	Bowler ID	Membership Type	Paid	Average
White, Gage	7914-123	Youth Standard Bowlopolis	No	0
Usbc, Christi2	15-60	Youth Standard Bowlopolis	No	0
Usbc, Christi1	15-58	Youth Standard U20 Junior Gold	No	0

- Click the **Remove** button next to the bowler's name you want to delete. You will be prompted to confirm you want to delete the league bowler, so you will need to click "OK" to remove the bowler.

Averages Tab

From this screen, you can do the following:

- View bowlers in a league
- Enter the bowler's hand, total number of pins, number of games
- Calculate and save the bowler's average

To view the averages for bowlers in a league, do the following:

1. Click the **Averages** tab.
2. From the Averages screen, select the Season and League in the drop down list boxes.
3. The system displays the bowlers for that league.

Name	Member ID	Dues Paid	Hand	Total Pins	# Of Games	Average
Ewalt, Zander	7914-1234	No	Right	100	3	33
Harmon, Kyler	7914-1242	No	Right	96	3	32
Test, Girl	15-116	No	Right	0	0	0
Tester, Christitest2	15-48	No	Right	0	0	0
Tester, Joe T.	15-43	No	Left	333	3	111
Usbc, Christi1	15-58	No	Right	0	0	0
Usbc, Christi2	15-60	No	Right	0	0	0
White, Gage	7914-123	No	Right	0	0	0

4. Enter the number of games in the **# of Games** field for each bowler.
5. Enter the total number of pins in the **Total Pins** field for each bowler.
6. When you tab over to the Averages field (or click the **Save** button), the system calculates the average and shows it in the **Average** field. See an example screen below.

Orders Tab

The **Orders** tab has links to the forms to order Youth Awards. Click the links view the awards and to download the forms.

Reports Tab

The Online Membership system includes the following reports that are currently active:

- League Financial
- Payment Receipts
- Bowlers' Averages in a League
- Averages for All Bowlers
- League Mailing List
- Centers and Leagues
- League Contacts
- League Information
- League Certificate

To open a report

1. Click the Report tab to open the list of available reports.



2. Click on the desired report to open the report.
3. Reports have a "Print" or "Excel" option. "Print" will provide a print preview and allow you to print the information. The "Excel" option will download the information in an Excel file.