Adding vaccination proof into BowlsLink

Step 1

Log in to BowlsLink as **Club Administration** (not as **My Clubs**)

Step 2

The **Members** list should be the view you see by default but if not, under the **Membership** heading, click on **Members** option to see a full list of members

Step 3

Find the person who is providing proof of vaccination and click on their name

> **Result:** You should see the membership details screen

Step 4

Click on the **PLUS** sign in the **Certifications** area

> **Result:** The **Add Certification** form slides out and overlays the member's details screen

Step 5

1. Type **covid** into the Certification box

   > **Result:** A list of possible COVID related certificates are shown

   > Select **Covid 19 Certificate**

2. Click in the **Date Obtained** field and choose the date from the date dropdown box. You should enter the "Valid from" date shown on the certificate.

3. DO NOT upload a copy of the proof - this is not required at this time.

4. Add the "Document number" shown on the certificate in the **Reference ID** field. If the certificate is digital (on the phone) you can scroll down to see the document number.

5. Click the **Create** button to save the record.

Result:
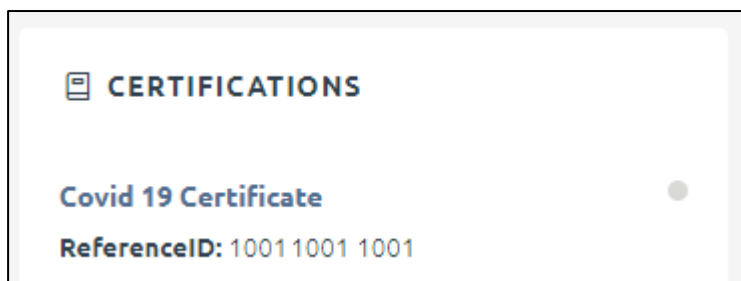
APPROVE / REJECT

Go into the **Certificate** heading (left hand menu), click on the **Manage** tab, and use the COG menu to **approve** (or **reject** if you need to start again) the certificates you enter.