

MEMBER PORTAL USER GUIDE (2026)



1/1/2026

Fairford Bowling Club Member Portal

Ver.1.1

This document is intended to instruct day-to-day users of FMP in the basic operation and day-to-day use of the member portal.

Document Amendments

Version	Description of amendment	Date
1.0	Initial Document	12-12-2025
1.1	Added advanced booking limitation detail	01-01-2026

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FAIRFORD BOWLING CLUB MEMBER PORTAL

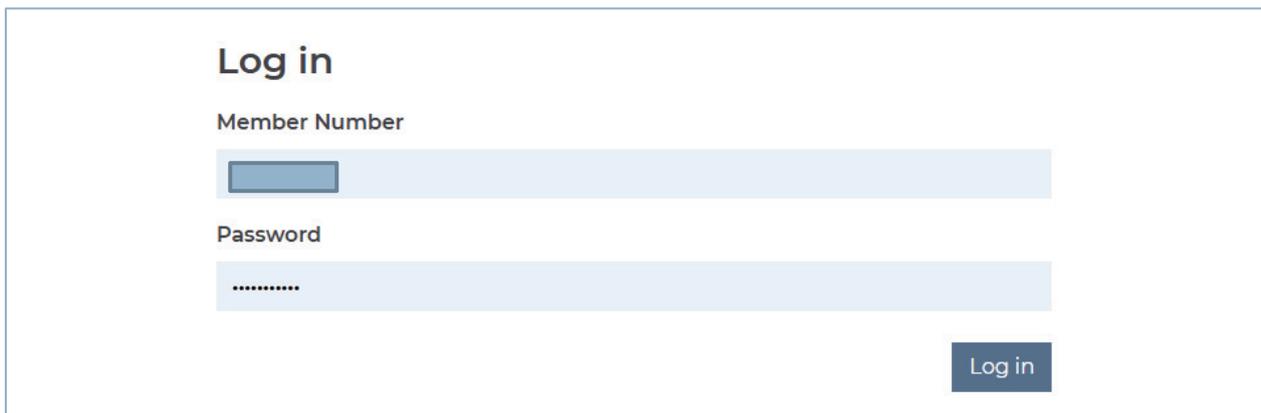
1. INTRODUCTION AND OVERVIEW

With the continued use of IT within the club the New Fairford Management System (NFMS) has been designed to centralize the management of all matters related to members, leagues and competitions, allowing for the management of members, rink booking, creation and management of outdoor and indoor leagues and creation and management of internal club competitions.

The member portal provides individual access (via a member number and password) to a rink booking diary, club league and competition information, and a club member contact list. It will also provide details of upcoming competitions and matches

This document is intended to help users to operate the member portal. It is access both from the website (<https://fairfordbowlingclub.co.uk>) and the results tablet in the clubhouse.

2. LOGIN



The screenshot shows a login form with the following elements:

- Title: **Log in**
- Label: **Member Number**
- Input field: A light blue rectangular box with a small blue square at the beginning.
- Label: **Password**
- Input field: A light blue rectangular box filled with dots.
- Button: A dark blue button labeled **Log in** positioned at the bottom right of the form.

1. Open a web browser and access the login screen by going to <https://fairfordbowlingclub.co.uk/> and click on **MEMBERS' LOGIN**.
2. Enter your Member Number.
3. Enter your Password (default password format is initial and surname followed by your member number all lowercase – e.g. fbloggs0123). You may change this password (recommended) by going to 'My Account->Account settings'.
4. Click the **Log in** button.

3. SCREEN LAYOUT

After successfully logging in you will be shown a screen similar to the following:-

The screenshot shows the Fairford Bowling Club member portal. At the top, there is a navigation bar with 'Welcome, Colin!', 'My Account', and 'Log Out' buttons. The email address 'bowl@fairfordbowlingclub.co.uk' is displayed. Below this is the club logo and name, along with navigation links for 'Diary', 'Leagues', 'Competitions', 'Member List', 'Help', and 'Return to Club Website'. The main content area features a 'CHOOSE DATE' button on the left and a 'BOOK A MATCH' button on the right. The selected date is 'Thursday 11th December 2025', with 'PREVIOUS' and 'NEXT' buttons. A table below shows the booking diary for 10 rinks (1-10) across multiple time slots. Rinks 3-10 are marked as 'Unavailable' for the selected date. Rinks 1 and 2 are marked as 'Roll Up'. The time slot shown is '09:00 to 10:00'.

Time/Rink	1	2	3	4	5	6	7	8	9	10
09:00 to 10:00	Roll Up	Roll Up	Unavailable							

The default view is the bookings diary and will show (by scrolling if necessary) **ALL** bookings for the current day or selected day (by using **CHOOSE DATE**.)

Bookings can be made up to **30 days** in advance.

4. GENERAL RULES FOR BOOKING

Outdoor Rinks

Please note, rinks 7 and 8 are for Thursday Club League only. Please book only **Rinks 1 to 6**. Remember to **LOG OUT** of the system after you have finished booking.

Indoor Rinks (during outdoor season)

Please note, **during the outdoor season**, indoor rinks are numbered rink 9 and 10 in the booking system. Please book only **Rink 9** and **Rink 10** for **indoor** bowls. Remember to **LOG OUT** of the system after you have finished booking.

5. BOOK A RINK FOR ROLL UP OR NATIONAL/COUNTY COMPETITION

- 5.1. Select the desired date by clicking on **CHOOSE DATE** and picking a date from the dropdown calendar.
- 5.2. The screen will change to reflect the selected date.
- 5.3. Click **BOOK A MATCH** then, Click **CONTINUE**
- 5.4. Mouse over the desired rink and time (scroll if necessary) and click **SELECT**.
- 5.5. On the pop-up complete the fields : -
 - a. Confirmed or Provisional booking : -Confirmed – Will allow the booking of a single session for a Roll Up
 - b. Provisional – Requires that you book two dates (normally used when offering dates for a national/county competition). When your opponent confirms the date/time the other reservation will be automatically cancelled.

You can only offer 2 dates/times

6. BOOK A RINK FOR A CLUB COMPETITION

- 6.1. **Note:- This only applies to competitions with play-by dates. Competitions with play-on dates rinks will be automatically booked by the Competitions Secretary.**
- 6.2. Click **BOOK A MATCH** then, Click **GO TO INTERNAL CLUB COMPETITIONS**. Alternatively, you can access the page by going to 'My Account->Internal Club Competitions'
- 6.3. Your 'Internal Club Competitions' will be displayed. (only matches with valid opponents will show)
- 6.4. Find the desired competition/match and click **Make reservations**.
- 6.5. Reserve your slot by mouse-ing over the desired rink and time (scroll if necessary) and click **SELECT**.
- 6.6. You will be returned to 'Internal Club Competitions' page that will display your reserved slot.
- 6.7. You may offer an additional slot by clicking on **Reserve another date** and repeated step 5.5 above.
- 6.8. When your opponent confirms the date/time the other reservation will be automatically cancelled.

You can only offer 2 dates/times

7. LEAGUES/COMPETITIONS

- 7.1. Leagues - From here you can view the all the league tables, fixtures and results
- 7.2. Competitions – From here you can view all the Club Competition details and results

8. ENTERING RESULTS

In order to ensure that your view of your upcoming competition matches is included on 'My Account->Internal Club Competitions' it is important that players enter their competition result on the results tablet in the clubhouse immediately after completion of the match. On the tablet select 'Outdoor Competitions' or 'Indoor Competitions' as required.

Important:- **PLEASE ENTER ALL YOUR RESULTS, BOTH LEAGUE AND COMPETITION ON THE TABLET IN THE CLUBHOUSE IMMEDIATELY AFTER COMPLETION OF THE MATCH.**

9. MEMBER LIST

Displays a membership list with emails and phone numbers.

10. HELP

Takes you offsite to system help pages. The Club accepts no responsibility for the accuracy of these help pages.

11. RETURN TO CLUB WEBSITE

Does exactly what it says. Important:-

Please,

- a. Avoid using this on the results tablet.
- b. Make sure that you logout before returning to the club website.

12. MY ACCOUNT AND LOGOUT

- 12.1. 'My Account' will allow you to change your password, view your provisional, roll-up and confirmed bookings and view your internal club competitions, play dates and offered dates (awaiting confirmation).
- 12.2. In Addition, Club matches as Captain and Club matches as player may be used in the future to display details of match selection such as Cotswold and Corinthian leagues etc.

12.3. **'Log out'**, simply logs you out of the system. Important:- Please make sure that you do this when using the results tablet.