



Online Membership – Quick Start Guide



This Quick Start Guide is a training guide used to help you get familiar with the 2009 USBC Online Membership web application. It is not an exhaustive user reference manual, and it may not include answers to every scenario you as a member of an Association or Center may have.

If you have questions or feedback, contact USBC at 1-800-514-BOWL (2695). The latest version of this Quick Start Guide is available online with the new web application by clicking the Help tab.

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

When you open the USBC Online Membership application for the first time, you will see the Login screen as shown below. Depending on if you are an Association or a Center, please read the appropriate section that applies to you below.

HELP

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](#).

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 password in all capital letters.

	As an Association, you DO NOT need to USE the Registration Request Form link.
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Centers

If you are a Center and want to log in to process memberships, you can do so. But first, you will need to fill out and submit the Registration Request Form. Refer to "Create an Account - Centers" on the next page for more information.

Create an Account - Centers

If you are a representative for a Center and wish 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. You'll see the link at the bottom of the page in the paragraph starting with "Bowling Centers".


2. The system displays the Processor Registration form screen.

	<p>Term: The Online Membership system refers to those entering and processing memberships for Associations and Centers as "processors" or "membership processors."</p>
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- Complete the following fields. A red asterisk (*) on the screen denotes a required field.

Field Name	What to do
Processor Type*	Select the desired processor type. As a Center Representative, select 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 is already 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 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, if more than one is available.
Security Answer	Enter a sort reminder for your security question.

- Click the check box to agree to the Terms and Conditions.
- Verify your information. To make changes, click the **Reset** button and re-enter the information.
- Press the **Submit** button. If the submission of the form is successful, the system will display the Welcome Login screen.
- Review the steps below:

	<p>Submission > When you click the Submit button, the form information is sent to USBC. However, an account is not automatically created for you. It has to be reviewed by USBC.</p> <p>Validation > Once an account is created and activated, you will be sent a Validation email. The email address used will be what USBC has on record as contact information for the Center.</p> <p>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-BOWL (2695).</p>
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Logging In

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

HELP

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.
4. If you do not have a user account, click the "Registration Request Form" to complete register.



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

I was logged out of the system

What do you do if you suddenly find yourself back at the Welcome Login screen?

Please be aware that the USBC Online Membership web application will *not* suddenly log you out of the system. However, as with many web applications, your session may time out after an extended period of inactivity. If you session times out, type in your User Id and password to log back into the application.

Session Time-out Scenario:

You leave your computer for 30 minutes or more with the USBC Online Membership application still running in your browser. You return to your computer, maximize the browser, and click a tab on the Online Membership app. The system "jumps" to the Welcome Login screen.

Solution:

We suggest that when you are working in the USBC Online Membership application and know you will be away from your computer, do the following:

1. Save your work before you leave your computer.
2. Use the "Logout" link (at the top left corner) to properly log out.
3. Do not just close the browser by using the "X" close key.

My Centers

When you successfully log in to the USBC Online Membership system, you will be directed to the **My 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 **My Centers** screen. Associations will see their list of centers on this screen.

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	HELP
Centers					
<input type="button" value="Pay All Dues"/>					
Cert #	Center Name	Details	Facilities		
10504	Brookville Lanes	5328 ROUTE 322 Brookville PA 15825 814/849-5050	Lanes: 16	<input type="button" value="View Leagues"/>	
901	Riverside Lanes	P O Box 205 Warren PA 16365 814/723-9710	Lanes: 16	<input type="button" value="View Leagues"/>	
2870	Penn Bowling Center	710 Pennsylvania Ave Warren PA 16365 814/723-7755	Lanes: 8	<input type="button" value="View Leagues"/>	
6960	Bowlaway Lanes	22 Leather St Sheffield PA 16347 814/968-3638	Lanes: 6	<input type="button" value="View Leagues"/>	
20011	Valley Bowling Center	9 West Main St Youngsville PA 16371 814/563-4320	Lanes: 8	<input type="button" value="View Leagues"/>	
7110	Clearfield Lanes	W 2nd Ave Clearfield PA 16830 814/765-6761	Lanes: 18	<input type="button" value="View Leagues"/>	



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

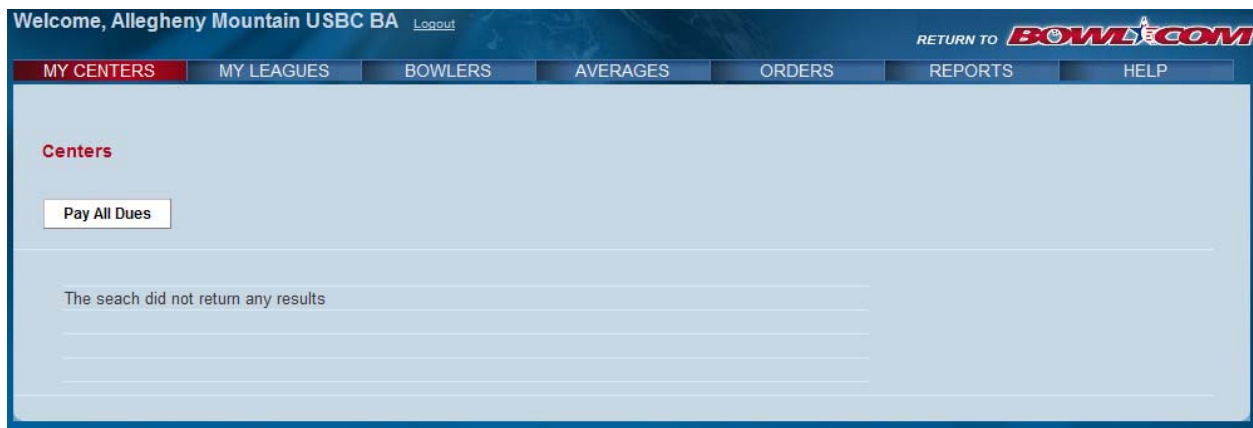
From the Centers screen, you can also click the **View Leagues** button to see what leagues are in the desired center. For example, the Penn Bowling Center has these example leagues.

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	HELP			
My Leagues in Center: Penn Bowling Center - Certification #2870								
<input type="button" value="New League"/>								
<input type="button" value="Pay All Dues"/>								
League Name	Type	Start Date	End Date	Days	Time	Center		
Night Owls	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
The Misfits	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
Nowhere But Up	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
Dumbledore's Army	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>

Refer to "My Leagues" in this guide to continue learning about the USBC Online Membership system.

Centers

If you are a Center, when you successfully log in to the USBC Online Membership system, you will see the “My Centers” tab as shown in the example screen below. Since you are a representative for your center only, you will not see a list. Instead, you will see the center name at the top left side of the screen, as “Welcome [center name].”



Refer to “My Leagues” in this guide to continue learning about the USBC Online Membership system.

My Leagues

To view the My Leagues screens, select the **My Leagues** tab.


League Name	Type	Start Date	End Date	Days	Time	Center	Officers	Bowlers
FunBowl	Youth Basic	7/30/2009	9/30/2009	Saturday	10:00 AM	Valley Bowling Center	Officers	Bowlers
The Warriors	Youth Basic	9/9/2009	3/10/2010	Wednesday	7:00 PM	Riverside Lanes	Officers	Bowlers
The King Pins	Youth Basic	7/2/2009	9/11/2009	Sunday	1:00 PM	Riverside Lanes	Officers	Bowlers
Flying Aces	Adult Mixed	8/27/2009	11/26/2009	Tuesday	4:00 PM	Du Bois Lanes	Officers	Bowlers
Night Owls	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers
The Fast Lane	Adult Mixed	9/11/2009	12/11/2009	Saturday	11:00 PM	Riverside Lanes	Officers	Bowlers
The Misfits	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers
Nowhere But Up	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers
Dumbledore's Army	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers

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

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

Create a League

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

	<p>When creating a new league, the system will display the "Edit League" screen. It is one in the same screen for Add and Edit.</p>
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3. Complete the following fields. A red asterisk (*) on the screen denotes a required field.

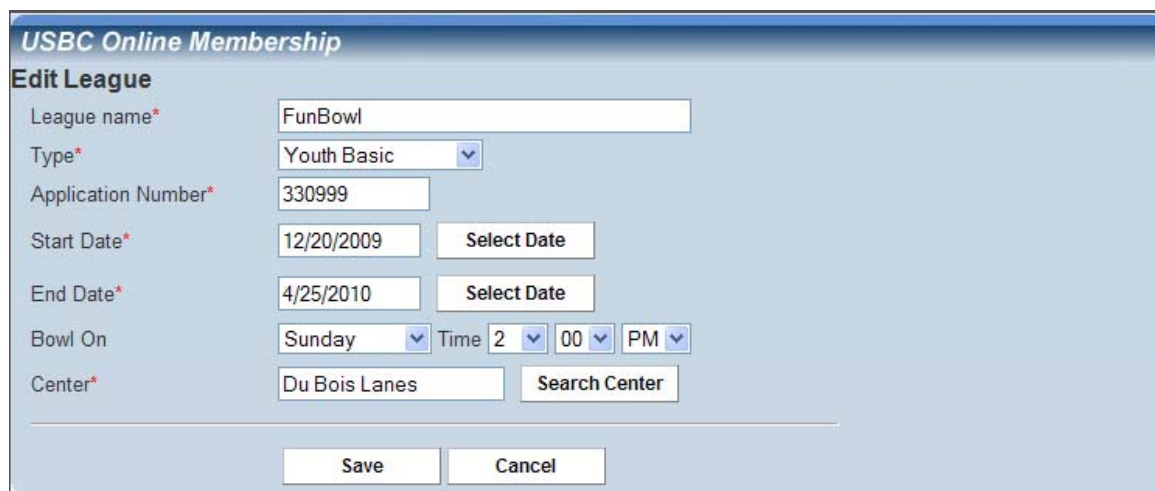
Field Name	What to do
League name*	Enter the league name.
Type*	Select the league type. Note: Once you create a league, you can not change this field.
Application Number*	Enter the Application Number. This number is located on the League Application form (top right corner). You can enter between 0 and 10 numbers for this field.
Start Date*	Click the Select Date button to find a date to select. Note: You can click the field or the "Select Date" to open the calendar. Typically, a youth league will run no more than 12 weeks.
End Date*	Click the Select Date button to open the calendar to select a date.
Bowl On	Select the day of the week and time for when the league will bowl. Default is 12 AM.
Center*	Click the Search Center to find a center. You can search by the following: Zip Code, City, State, or Name.

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

Edit a League

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

- From the All My Leagues screen, click the name of the league you want to edit. The league names are listed under the League Name column.
- After you click the league name (blue link on the left), the system displays a popup screen.



3. Edit the desired fields. A red asterisk (*) denotes a required field. Refer to "Create a League" for more information on those fields.

- 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.

USBC Online Membership

Search Centers

Zip Code:

Or (by Location)

State:

City:

Name:

- For example, select a state abbreviation in the State drop down list box. Click the **Search** button.


USBC Online Membership

View Center Search Results

Name	Details	Facilities
Riverside Lanes	P O Box 205 Warren PA 16365 814/723-9710	Lanes: 16 <input type="button" value="Select"/>
Penn Bowling Center	710 Pennsylvania Ave Warren PA 16365 814/723-7755	Lanes: 8 <input type="button" value="Select"/>
Bowlaway Lanes	22 Leather St Sheffield PA 16347 814/968-3638	Lanes: 6 <input type="button" value="Select"/>
Du Bois Lanes	Bea Line Hwy Rt 255	Lanes: 18


- Click the **Select** button by the new center you want to use.
- The system displays the Edit League screen.
- Press the **Save** button to save your changes.

Add an Officer to a League

	<p>After you create a new league, add any officers to that league. Then add the bowlers.</p>
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- From the All My Leagues screen, locate which league you want to add an officer and click the **Officers** button (to the right of that league's information).

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	HELP			
All My Leagues								
<input type="button" value="New League"/> <input type="button" value="Pay All Dues"/>								
League Name	Type	Start Date	End Date	Days	Time	Center	Officers	Bowlers
FunBow	Youth Basic	7/30/2009	9/30/2009	Saturday	10:00 AM	Valley Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
The Warriors	Youth Basic	9/9/2009	3/10/2010	Wednesday	7:00 PM	Riverside Lanes	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
The King Pins	Youth Basic	7/2/2009	9/11/2009	Sunday	1:00 PM	Riverside Lanes	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
Flying Aces	Youth Basic	8/27/2009	11/26/2009	Tuesday	4:00 PM	Du Bois Lanes	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
Night Owls	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
The Fast Lane	Youth Basic	9/11/2009	12/11/2009	Saturday	11:00 PM	Riverside Lanes	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
The Misfits	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
Nowhere But Up	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>
Dumbledore's Army	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	<input type="button" value="Officers"/>	<input type="button" value="Bowlers"/>

	<p>Bowlers' Data</p> <p>Please note that the example information used in the screens in this Quick Start Guide for <i>leagues</i> and <i>bowlers</i> is NOT REAL information, but dummy/test information.</p>
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- The system displays the View League Officers popup screen.




3. Click the **Add Officer** button.
4. The system displays the Edit League Officer Information screen.

The screenshot shows a web interface titled "USBC Online Membership" with a sub-header "Edit League Officer Information". The form contains the following fields and values:

- League Name: Night Owls
- Last Name *: Twelve
- First Name *: Sam
- Initial:
- Role *: Member (dropdown menu)
- Mailing Address *: 123 Digits Ave
- City: Warren
- State: PA (dropdown menu)
- Zip: 16365
- Phone: Day 987-765-9084, Night:
- Exclude from 3rd party mail *: Yes No
- Email Address: sam@digitalday.org
- Gender: Male Female

At the bottom of the form, there are two buttons: "Save" and "Cancel".




When adding an officer to a league, the system will display the "Edit League Officer Information" screen. It is one in the same screen for Add and Edit.

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. This field is Not required.
Exclude from 3 rd party mail*	Select "Yes" to stop 3 rd party emails.
Email address	Type in the officer's email address.
Gender*	Select the radio box for the officer's gender.

6. Press the **Save** button to create a new league.

	<p>The new officer record displays at the bottom of the list. If necessary, scroll to the bottom of the View League Officer to locate the record.</p>
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Edit an Officer

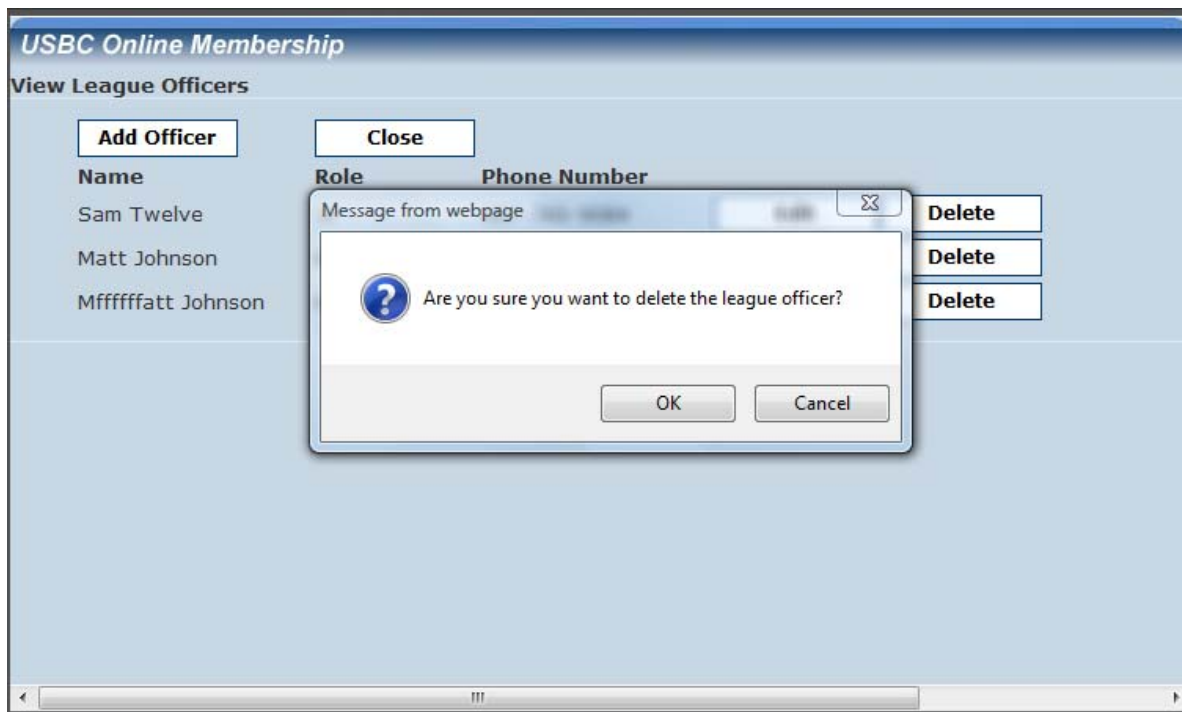
1. From the All My Leagues screen, locate which league you want to delete an officer and click the **Officers** button (to the right of that league's information).
2. The system displays the View League Officers screen.
3. Locate the name of the officer you want to delete.
4. Click the **Edit** button.
5. Modify the field(s) you want to change.

USBC Online Membership	
Edit League Officer Information	
League Name	Night Owls
Last Name *	Twelve
First Name *	Sam
Initial	
Role *	Youth League Officer
Mailing Address *	123 Digits Ave
	City Warren State PA Zip 16365
Phone	Day 987-765-9084 Night
Exclude from 3rd party mail *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email Address	sam@digitalday.org
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

6. Verify your changes.
7. Press the **Save** button to save your changes.

Delete an Officer

1. From the All My Leagues screen, locate which league you want to delete an officer and click the **Officers** button (to the right of that league's information).
2. The system displays the View League Officers screen.
3. Locate the name of the officer you want to delete.
4. Click the **Delete** button.
5. Click **OK** when the system displays the prompt, "Are you sure you want to delete the league officer?"



View Bowlers in a League (My Leagues tab)

1. On the All My Leagues screen, click the **Bowlers** button. In the following screen, you can see the Bowlers button is located to the right of each league. (You will see it next to the Officers button.)


League Name	Type	Start Date	End Date	Days	Time	Center	Officers	Bowlers
FunBowl	Youth Basic	7/30/2009	9/30/2009	Saturday	10:00 AM	Valley Bowling Center	Officers	Bowlers
The Warriors	Youth Basic	9/9/2009	3/10/2010	Wednesday	7:00 PM	Riverside Lanes	Officers	Bowlers
The King Pins	Youth Basic	7/2/2009	9/11/2009	Sunday	1:00 PM	Riverside Lanes	Officers	Bowlers
Flying Aces	Youth Basic	8/27/2009	11/26/2009	Tuesday	4:00 PM	Du Bois Lanes	Officers	Bowlers
Night Owls	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers
The Fast Lane	Youth Basic	9/11/2009	12/11/2009	Saturday	11:00 PM	Riverside Lanes	Officers	Bowlers
The Misfits	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers
Nowhere But Up	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers
Dumbledore's Army	Youth Basic	8/7/2009	1/8/2010	Friday	8:00 PM	Penn Bowling Center	Officers	Bowlers

2. The system displays the bowlers who are in that league. For example, the following screen shows the bowlers in the Night Owl league.

Last Name	First Name	Membership Type	Paid	Average	Awards	Add Awards	Edit Bowler	Remove
Scott	Marcie	Youth Basic	Yes	0	200 Game (199 avg or less 200 Series)	Add Awards	Edit Bowler	Remove
Watson	Stevie	Youth Basic	Yes	0	100 Series	Add Awards	Edit Bowler	Remove
Reynolds	Becky	Youth Basic	Yes	0		Add Awards	Edit Bowler	Remove
Williams	Wade	Youth Basic	Yes	0		Add Awards	Edit Bowler	Remove
Carbon	Misty	Youth Basic	Yes	0		Add Awards	Edit Bowler	Remove
Dime	Tommie	Youth Basic	Yes	0		Add Awards	Edit Bowler	Remove
Nelson	Stacy	Youth Basic	Yes	0		Add Awards	Edit Bowler	Remove
Lawson	Lance	Youth Basic	No	0		Add Awards	Edit Bowler	Remove
London	Bobby	Youth Basic	Yes	0		Add Awards	Edit Bowler	Remove
Carson	Wiley	Youth Basic	Yes	0		Add Awards	Edit Bowler	Remove

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

	<p>In the League drop down list box, as shown below, you will see the League Application number League name Start and End dates</p>
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MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES
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Bowlers in the League

League *

Number of Bowler(s): 10

Last Name	First Name	Membership Type	Paid	Average	Awards
Scott	Marcie	Youth Basic	Yes	0	200 Game (199 avg or less 200 Series)

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 **League** 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.

USBC Online Membership					
Payment (Association - All Bowlers having Dues for All Leagues)					
League	First Name	Last Name	Membership Type	Due	Pay
FunBowl	Stacy	Smith	Standard Youth (YBA)	\$15.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
FunBowl	Maggie	ALAugust	Youth Basic	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
FunBowl	Mate	Laddie	Youth Basic	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
The Warriors	Marcie	Scott	Youth Basic	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
The King Pins	Mate	Laddie	Youth Basic	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Night Owls	Lance	Lawson	Youth Basic	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
The Misfits	Red	Smith	Youth Basic	\$4.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total Receipt (7 bowlers)					\$39
			<input type="button" value="Make Payment"/>	<input type="button" value="Cancel"/>	

3. Complete the following fields.

Field Name	What to do
Pay	Yes: Click the Yes radio button for the bowler s whose due you want to pay. No: Click the No radio button for the bowlers whose dues you don't want to pay.
Make Payment	To submit the payments, click the Make Payment button.
Cancel	To cancel submitting the payments, click the Cancel button.

4. 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.
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Bowlers

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
- Pay a bowler's dues
- Give a bowler an award
- Delete the bowler's record

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 "Flying Aces."

Last Name	First Name	Membership Type	Paid	Average	Awards
Franklin	James	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove
Reynolds	Stephanie	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove
March	Nancy	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove
Edwards	Joe	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove

Add a Bowler


1. Select the **Bowlers** tab.
2. In the League Name drop down list box, select the name of the league.
3. Wait for the system to display the league.
4. Click the **Add Bowler** button. The system displays the Add Bowler screen.

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

Field Name	What to do
Membership Choices*	Select the membership choice from the drop down list box.
Existing Member Number	Click the Search Member button to search for an existing member.
Date of Birth*	Enter the bowler's date of birth.
Last name*	Enter the Last name for the bowler. Note: The Last name field is listed before the First name field.
First name*	Enter the bowler's first name in this field.
Initial	Enter the initial. This is not a required field.
Lineage	Enter the bowler's lineage. This is not a required field.
Mailing Address*	Enter the mailing address including Street Address, City, State, and Zip code.
Name of Parent/Guardian	Enter the first and name of the bowler's parent or guardian in the fields.
Phone	Enter the day and night time phone numbers. This field is Not required.

Field Name	What to do
Exclude from 3 rd party mail*	Select "Yes" to stop 3 rd party emails.
Email address	Type in the email address.
Gender*	Select the radio box for the officer's gender.
Jersey Size*	Select the correct jersey size.
Mail To*	Select which destination your jersey should be mailed to: Center or Association.

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

	<p>You can click the "Search Member" box to search for a member if you think the record already exists in the system. You can search by the following:</p> <ul style="list-style-type: none"> • National ID • Last Name and First Name - enter both • League Name
---	--

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.

Bowlers in the League

League * 999966 - FLYING ACES 08/27/09 - 11/26/09 Add Bowler Pay Dues Averages

Number of Bowler(s): 4

Last Name	First Name	Membership Type	Paid	Average	Awards
Franklin	James	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove
Reynolds	Stephanie	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove
March	Nancy	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove
Edwards	Joe	Sport Youth (YBA)	Yes	0	Add Awards Edit Bowler Remove

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

USBC Online Membership

National ID: 0
 League Name: Flying Aces
 Membership Choices*: Sport Youth (YBA)

Date of Birth* MM/DD/YYYY: 09 / 25 / 1999
 Last Name*: Edwards
 First Name*: Joe
 Initial:
 Lineage (Jr./Sr. etc.):
 Mailing Address*: 33 Summer Fields Rd Address2:
 City: Warren State: PA Zip: 16365
 Name of Parent/Guardian: First: Last:
 Phone: Day: 814-299-0000 Night:
 Exclude from 3rd party mail: Yes No
 Email Address: jed02@hotmail.com
 Gender*: Male Female
 Jersey Size*: YXL
 Mail To*:
 Allegheny Mountain USBC BA
 417 Seventh Street
 Philipsburg, PA 16866

Save Cancel



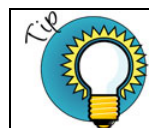
If the bowler is a pre-existing member in the system, the National ID field will display that bowler's National ID.

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 "Night Owls" league to pay dues just for Becky and Betsy Reynolds.
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.

USBC Online Membership
League Bowlers Payment
 League: FunBowl
 Bowlers

Bowlers	Bowlers - Making Payments
Maggie ALAugust	Chuck Ward Nate Laddie

Total Transaction (2 bowlers) \$8

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.
7. To submit the payments, click the **Make Payment** button. To cancel submitting the payments, click the **Cancel** button.

- The system displays the Credit Card Information screen. Enter the Credit Card number and Expiration Date. Then press the **Submit** button.

USBC Online Membership
Make Credit Card Payment

Credit Card #


Exp. Date (MM/YY) 1 / 9

Transaction Amount \$8.00

Purchase Type Membership

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.

 **Tip** 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 is set to Y (Yes).

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP
Bowlers in the League						
League *	7878 - FUNBOWL 07/30/09 - 09/30/09		<input type="button" value="Add Bowler"/>	<input type="button" value="Pay Dues"/>	<input type="button" value="Averages"/>	
Number of Bowler(s): 3						
Last Name	First Name	Membership Type	Paid	Average	Awards	
Ward	Chuck	Youth Basic	Yes	0	250 Game (249 avg or less 700 Series 275 Game (274 avg or less 750 Series	<input type="button" value="Add Awards"/> <input type="button" value="Edit Bowler"/> <input type="button" value="Remove"/>
ALAugust	Maggie	Youth Basic	No	0	200 Game (199 avg or less 600 Series	<input type="button" value="Add Awards"/> <input type="button" value="Edit Bowler"/> <input type="button" value="Remove"/>
Laddie	Nate	Youth Basic	No	0		<input type="button" value="Add Awards"/> <input type="button" value="Edit Bowler"/> <input type="button" value="Remove"/>

Give a Bowler an Award

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.
3. In our example, we are going to award Stevie Watson of the “Night Owls” league for shooting a 600 Series.
4. Click the **Add Awards** button by the desired bowler’s name. The system displays the Award Entry popup screen.

USBC Online Membership

Award Entry

Bowler Name: Stevie Watson
 League Name: Night Owls
 Center Name: Penn Bowling Center
 Bowled Date*: 08/19/2009
 Primary Hand: Right Left
 Game Scores: 1 200 2 200 3 200 = 600*
 Current Avg.*: 135 Games*: 59

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

Field Name	What to do
Bowled*	Click the Select button to select the date when the bowler bowled this game.
Primary Hand	Select the correct radio button to denote which hand is the bowler’s primary hand for bowling.
Game Scores*	<p>1 2 3 Enter the game scores for the first, second, and third game in the 1 field, 2 field, and 3 field respectively.</p> <p>Current Average Enter the current average in the Current Average field.</p> <p>Games Enter the total number of games in the Games field.</p>

6. Click the **Show Awards** button.
7. Based on the award, select the correct game award and/or series award.

USBC Online Membership

Award Entry

Bowler Name Stevie Watson
League Name Night Owls
Center Name Penn Bowling Center
Bowled Date* 08/19/2009
Primary Hand Right Left
Game Scores 1 200 2 200 3 200 = 600 *
Current Avg. * 135 Games * 59
Game Award Select an award ▼
Series Award Select an award ▼

Save Cancel

8. Click the **Save** button to apply an award to the bowler.
9. The system displays the Bowlers in the League screen with the added award in the **Awards** column.

Delete a Bowler's Record

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 delete.
3. Wait for the system to display the league.


Bowlers in the League

League Name: * NIGHT OWLS [v] Add Bowler Pay Dues Averages

Number of Bowler(s): 11

Last Name	First Name	Membership Type	Paid	Average	Awards			
Scott	Marcie	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Watson	Stevie	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Reynolds	Betsy	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Reynolds	Becky	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Williams	Wade	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Carbon	Misty	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Dime	Tommie	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Nelson	Stacy	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Stanley	Paula	Youth Basic	N	0		Add Awards	Edit Bowler	Remove
London	Bobby	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove
Carson	Wiley	Youth Basic	Y	0		Add Awards	Edit Bowler	Remove

4. Click the **Remove** button next to the bowler's name you want to delete. Notice by the highlighted red box that the bowler we are deleting in this example is "Paula Stanley."

	<p>Be careful when using this feature. The system will automatically delete the record for you when you click the Remove button. No warning message is given.</p>
---	--

Averages

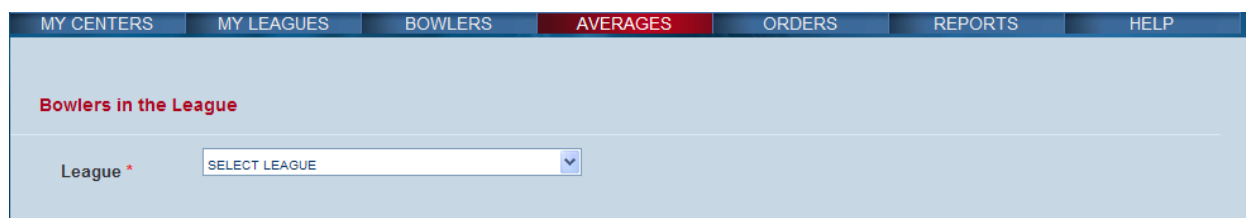
Currently, the Averages menu is under development. You may or may not see it as an option on the toolbar. This screen may or may not be totally functional at release time.

From this screen, you can do the following:

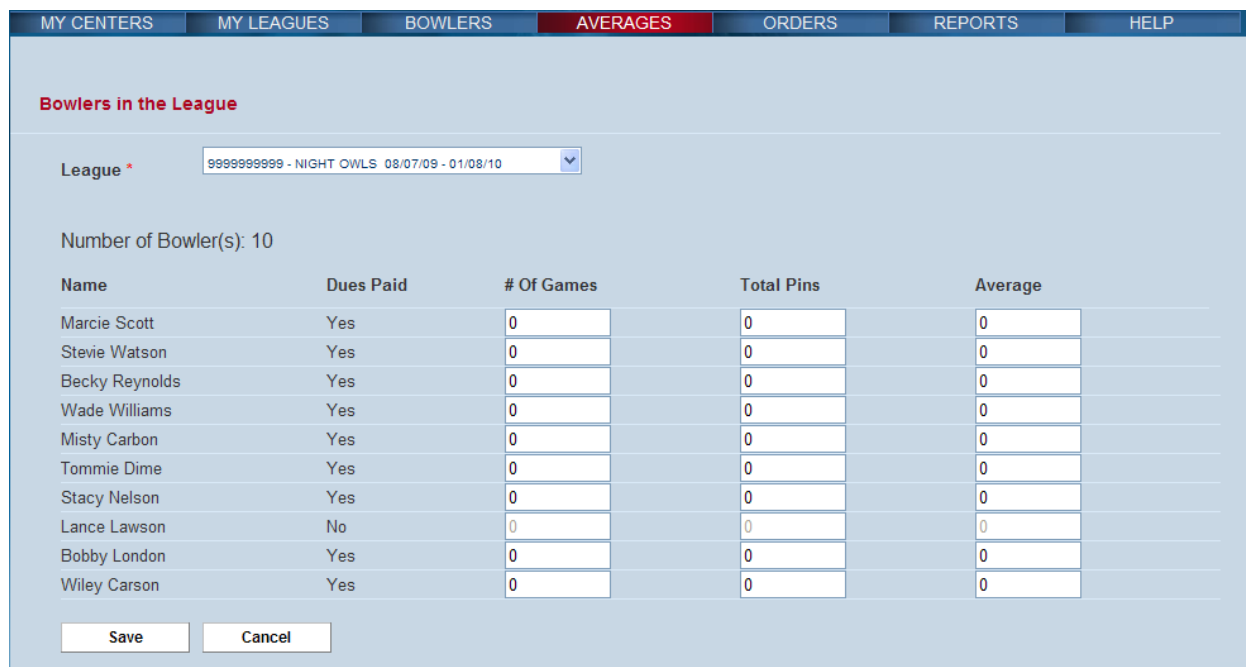
- View bowlers in a league
- Enter the bowler’s total number of pins, number of games
- Calculate and save the bowler’s average

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

1. Click the **Averages** tab.
2. From the Averages screen, select the League in the drop down list box.



3. The system displays the bowlers for that league.



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.

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP
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Bowlers in the League

League *

Number of Bowler(s): 10

Name	Dues Paid	# Of Games	Total Pins	Average
Marcie Scott	Yes	55	7000	127
Stevie Watson	Yes	59	8000	135
Becky Reynolds	Yes	100	11000	110
Wade Williams	Yes	77	9000	116
Misty Carbon	Yes	0	0	0
Tommie Dime	Yes	0	0	0
Stacy Nelson	Yes	0	0	0
Lance Lawson	No	0	0	0
Bobby London	Yes	0	0	0
Wiley Carson	Yes	0	0	0



Bowlers whose dues have not been paid will display as Read Only. You will not be able to add averages for these bowlers.

Future Enhancement: Currently when you add the bowlers' averages to this screen, the system returns to the League drop down list box. In an upcoming release, the Averages screen will display the updated information without returning to the Previous screen.

Orders

To view the Orders screens, select the **Orders** tab. From the Orders screen, you can do the following:

- Place Orders for Basic and/or Standard Awards

Placing Basic and/or Standard Awards

1. Click the **Orders** tab.
2. Select the **Add Basic Award** button.
3. Complete the following fields. A red asterisk (*) on the screen denotes a required field.

Field Name	What to do
Award*	Select the appropriate award you want to order.
Qty*	Select the quantity.
Reason*	Select the reason.

Award Order

Award	Type	Price	Qty	Reason
200 Game (199 avg or less)	Basic	\$1.00	1	

4. Press the **Place Order** button.

Award Order

Make Credit Card Payment

Credit Card #
 Exp. Date (MM/YY) 1 / 9
 Transaction Amount \$1.00
 Purchase Type Award


5. Fill out the billing information including the credit card number and expiration date.
6. Click the **Submit** button to place the order.
7. 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.

Reports

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


- Bowlers for All Leagues (Financial)
- League (Financial)
- Bowlers' Averages in a League
- Center and Leagues
- League Certificate

To open a report



When you click the Report tab, the report options will display. Select the desired one to open its report screen.

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP															
					Bowlers for All Leagues (Financial)																
					League (Financial)																
					Bowlers' Averages In A League																
					Centers And Leagues																
					League Certificate																
					Leagues In A Center																
<p>Centers</p> <p style="text-align: center;"><input type="button" value="Pay All Dues"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Cert #</th> <th style="width: 20%;">Center Name</th> <th style="width: 30%;">Details</th> <th style="width: 15%;">Facilities</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td>10504</td> <td>Brookville Lanes</td> <td>5328 ROUTE 322 Brookville PA 15825 814/849-5050</td> <td>Lanes: 16</td> <td style="text-align: center;"><input type="button" value="View Leagues"/></td> </tr> <tr> <td>901</td> <td>Riverside Lanes</td> <td>P O Box 205 Warren PA 16365 814/723-9710</td> <td>Lanes: 16</td> <td style="text-align: center;"><input type="button" value="View Leagues"/></td> </tr> </tbody> </table>							Cert #	Center Name	Details	Facilities		10504	Brookville Lanes	5328 ROUTE 322 Brookville PA 15825 814/849-5050	Lanes: 16	<input type="button" value="View Leagues"/>	901	Riverside Lanes	P O Box 205 Warren PA 16365 814/723-9710	Lanes: 16	<input type="button" value="View Leagues"/>
Cert #	Center Name	Details	Facilities																		
10504	Brookville Lanes	5328 ROUTE 322 Brookville PA 15825 814/849-5050	Lanes: 16	<input type="button" value="View Leagues"/>																	
901	Riverside Lanes	P O Box 205 Warren PA 16365 814/723-9710	Lanes: 16	<input type="button" value="View Leagues"/>																	



On the following screens, please note that test/dummy information was used to produce these screens. We did not use actual data of our customers. Only the Centers' information is real information (address, contact).

Continue to the Next Page

Bowlers for All Leagues (Financial)

1. Select the *Bowlers for All Leagues (Financial)* option from the **Report** tab.
2. Enter the appropriate start date in the **Start Date** field.
3. Enter the appropriate end date in the **End Date** field.
4. Click **Generate** button to run the report. The system displays the information for the report as shown below.

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP
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Report (Financial) All Bowlers for All Leagues for a Time Period

Start Date * End Date *

Processor Name: Allegheny Mountain USBC BA
 Processor Phone: 814/577-9654
 Number of Leagues: 6
 Number of Bowlers: 21

First Name	Last Name	Age	Member ID	Phone	Membership Type	League ID	League Name	Paid	Date of Approval
Chuck	Ward	22	100000000000078	(859)456-1234	Youth Basic	8902211	FunBowl	Yes	08/12/09
Maggie	ALAugust	50	100000000000033	318-787-9090	Youth Basic	8902211	FunBowl	No	08/12/09
Nate	Laddie	38	100000000000020	817-909-8978	Youth Basic	8902211	FunBowl	No	08/12/09
Lance	Lawson	11	100000000000080	814-909-4544	Youth Basic	8902212	The Warriors	Yes	08/12/09
Marcie	Scott	11	100000000000100	814-787-0909	Youth Basic	8902212	The Warriors	No	
Nate	Laddie	38	100000000000020	817-909-8978	Youth Basic	8902213	The King Pins	No	08/12/09
James	Franklin	10	100000000000069	814-908-7878	Sport Youth (YBA)	100000000000001	Flying Aces	Yes	08/07/09
Stephanie	Reynolds	27	100000000000048	876-980-5656	Sport Youth (YBA)	100000000000001	Flying Aces	Yes	08/02/09
Nancy	March	21	100000000000045		Sport Youth (YBA)	100000000000001	Flying Aces	Yes	08/02/09
Joe	Edwards	9	100000000000046	814-299-0000	Sport Youth (YBA)	100000000000001	Flying Aces	Yes	08/02/09
Marcie	Scott	11	100000000000058	814-787-0909	Youth Basic	100000000000002	Night Owls	Yes	08/07/09
Stevie	Watson	10	100000000000059	814-723-9833	Youth Basic	100000000000002	Night Owls	Yes	08/07/09
Becky	Reynolds	10	100000000000061	814-723-2588	Youth Basic	100000000000002	Night Owls	Yes	08/07/09
Wade	Williams	10	100000000000062	814-789-5656	Youth Basic	100000000000002	Night Owls	Yes	08/07/09
Misty	Carbon	11	100000000000063	814-763-7878	Youth Basic	100000000000002	Night Owls	Yes	08/07/09
Tommie	Dime	11	100000000000065	814-678-3434	Youth Basic	100000000000002	Night Owls	Yes	08/07/09
Stacy	Nelson	10	100000000000066	814-890-8989	Youth Basic	100000000000002	Night Owls	Yes	08/07/09
Lance	Lawson	11	100000000000101	814-909-4544	Youth Basic	100000000000002	Night Owls	No	
Bobby	London	11	100000000000019		Youth Basic	100000000000002	Night Owls	Yes	08/02/09
Wiley	Carson	11	100000000000047		Youth Basic	100000000000002	Night Owls	Yes	08/02/09
Red	Smith	9	100000000000106	817-909-9088	Youth Basic	100000000000009	The Misfits	No	

Total Received \$112.00
 Total Pending \$24.00

Continue to the Next Page

League (Financial) report

1. Select the *League (Financial)* option from the **Report** tab.
2. The system displays the Report (Financial) League screen.
3. In the League Name drop down list, select the league.
4. The system displays the information for the report as shown below.

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP
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Report (Financial) League

League Name: NIGHT OWLS 08/07/09 - 01/08/10

League Name Night Owls
 Start/End Dates 08/07/09 - 01/08/10
 Processor Name Allegheny Mountain USBC YBA
 Processor Phone 814/577-9654

First Name	Last Name	Age	Member ID	Phone	Membership Type	Paid	Date of Approval
Marcie	Scott	11	1000000000000058	814-787-0909	Youth Basic	Yes	08/07/09
Stevie	Watson	10	1000000000000059	814-723-9833	Youth Basic	Yes	08/07/09
Betsy	Reynolds	10	1000000000000060	814-723-5844	Youth Basic	Yes	08/07/09
Becky	Reynolds	10	1000000000000061	814-723-2588	Youth Basic	Yes	08/07/09
Wade	Williams	10	1000000000000062	814-789-5656	Youth Basic	Yes	08/07/09
Misty	Carbon	11	1000000000000063	814-763-7878	Youth Basic	Yes	08/07/09
Tommie	Dime	11	1000000000000065	814-678-3434	Youth Basic	Yes	08/07/09
Stacy	Nelson	10	1000000000000066	814-890-8989	Youth Basic	Yes	08/07/09
Bobby	London	11	1000000000000019		Youth Basic	Yes	08/02/09
Wiley	Carson	11	1000000000000047		Youth Basic	Yes	08/02/09

Total Received \$40.00
 Total Pending \$0.00

5. To print the report, select **File** from the browser menu. Then select **Print**.

Bowlers' Averages in a League report

To run the report, do the following:

1. Select the *Bowlers' Average in a League* option from the **Report** tab. The system displays the Bowlers' Average in a League screen.
2. In the League Name drop down list, select the league. The system displays the information for the report.

Bowlers' Averages in a League

League Name: NIGHT OWLS 08/07/09 - 01/08/10

League Name Night Owls
 Start/End Dates 08/07/09 - 01/08/10
 Processor Name Allegheny Mountain USBC YBA
 Processor Phone 814/577-9654
 Center Name Penn Bowling Center
 Center Address 710 Pennsylvania Ave, Warren, PA 16365, PA
 Center Phone 814/723-7755

First Name	Last Name	Age	Member ID	Phone	Pins	Games	Average
Marcie	Scott	11	1000000000000058	814-787-0909	0	0	0
Stevie	Watson	10	1000000000000059	814-723-9833	0	0	0
Betsy	Reynolds	10	1000000000000060	814-723-5844	0	0	0
Becky	Reynolds	10	1000000000000061	814-723-2588	0	0	0
Wade	Williams	10	1000000000000062	814-789-5656	0	0	0
Misty	Carbon	11	1000000000000063	814-763-7878	0	0	0
Tommie	Dime	11	1000000000000065	814-678-3434	0	0	0
Stacy	Nelson	10	1000000000000066	814-890-8989	0	0	0
Bobby	London	11	1000000000000019		0	0	0
Wiley	Carson	11	1000000000000047		0	0	0

Print Print Blank

3. To print the report, click the **Print** button.
4. To print a blank version where you can write in averages later, click the **Print Blank** button.

Continue to the Next Page

The screenshot shows a web application interface with a navigation bar at the top containing 'MY CENTERS', 'MY LEAGUES', 'BOWLERS', 'AVERAGES', 'ORDERS', 'REPORTS', and 'HELP'. The 'REPORTS' tab is active. A 'Print' dialog box is open in the foreground. The dialog box has two tabs: 'General' and 'Options'. In the 'General' tab, the 'Select Printer' dropdown is set to 'XWPC35-28 on ps01.bhq.lan'. Below this, the status is 'Ready', location is 'Cubicle City', and comment is 'Cubicle City'. There are checkboxes for 'Print to file' and 'Collate', and a 'Find Printer...' button. The 'Page Range' section has radio buttons for 'All', 'Selection', and 'Current Page', with 'All' selected. A 'Pages' input field contains the number '1'. The 'Number of copies' is set to '1'. At the bottom of the dialog are 'Print', 'Cancel', and 'Apply' buttons. In the background, a table is visible with columns for 'Name', 'Location', 'Pins', 'Games', and 'Average'. The table contains several rows of data, including names like Misty, Tommie, Stacy, Bobby, and Wiley.

Name	Location	Pins	Games	Average
Misty	Carbon	11	1000000000000063	814-787-0909
Tommie	Dime	11	1000000000000065	814-723-9833
Stacy	Nelson	10	1000000000000066	814-723-5844
Bobby	London	11	1000000000000019	814-723-2588
Wiley	Carson	11	1000000000000047	814-789-5656
				814-763-7878
				814-678-3434
				814-890-8989

Continue to the Next Page

Centers and Leagues report

1. Select the *Centers and Leagues* option from the **Report** tab.
2. The system displays the report screen.
3. In the drop down list boxes, select both the Center and League.
4. The system displays the report.

Centers and Leagues in an Association

Center * League *

Center Name: Penn Bowling Center
 Application #: 9999999999
 League Name: Night Owls
 Start/End Dates: 08/07/09 - 01/08/10
 Processor Name: Allegheny Mountain USBC BA
 Processor Phone: 814/577-9654
 Number of Bowlers: 10

First Name	Last Name	Age	Member ID	Membership Type	Phone	Address	Paid	Average	Awards
Marcie	Scott	11	1000000000000058	Youth Basic	814-787-0909	122 Gold Meadows Dr. Warren, PA 16365 abc@bowl.com	Yes	0	200 Game (199 avg or less) 08/09/09
Stevie	Watson	10	1000000000000059	Youth Basic	814-723-9833	3454 FM 87 Rd Warren, PA 16365 abc@bowl.com	Yes	0	200 Series 08/09/09 100 Series 08/03/09
Becky	Reynolds	10	1000000000000061	Youth Basic	814-723-2588	22 City Lane Warren, PA 16365 abc@bowl.com	Yes	0	
Wade	Williams	10	1000000000000062	Youth Basic	814-789-5656	144 Hwy 50 Warren, PA 16365 abc@bowl.com	Yes	0	
Misty	Carbon	11	1000000000000063	Youth Basic	814-763-7878	878 Ink Drive Warren, PA 16365 abc@bowl.com	Yes	0	
Tommie	Dime	11	1000000000000065	Youth Basic	814-678-3434	134 Nickleback Way Warren, PA 16365 abc@bowl.com	Yes	0	
Stacy	Nelson	10	1000000000000066	Youth Basic	814-890-8989	34 Stone Ave Warren, PA 16365 abc@bowl.com	Yes	0	
Lance	Lawson	11	1000000000000101	Youth Basic	814-909-4544	12 Tall Ave Warren, PA 65644	No	0	
Bobby	London	11	1000000000000019	Youth Basic		123 Addie Ln Warren, PA 16365 abc@bowl.com	Yes	0	
Wiley	Carson	11	1000000000000047	Youth Basic		234 Acme Rd Warren, PA 16365 abc@bowl.com	Yes	0	

5. To print the report, click the **Print** button.


League Certificate report

1. Select the *League Certificate* option from the **Report** tab. The system displays the League Certificate screen.
2. In the League Name drop down list, select the league. The system displays the information for the League Certificate.

MY CENTERS	MY LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP
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League Certificate

League Name *



League Certificate

This certifies the bowling league known as:

Night Owls
 Application # **9999999999**
 Contact: **Sam Twelve**

is recognized by the United States Bowling Congress through the **Allegheny Mountain USBC BA**.

This certificate is issued with the understanding that all league participants will obtain a membership in the United States Bowling Congress. The league and its members are then eligible for all services and high score awards administered by the United States Bowling Congress upon compliance with the provisions and requirements of the United States Bowling Congress

Your league members are entitled to the following membership benefits:

Individual Awards	Supplies
League Award	Organized Competition
Recognized Bowling Average	Prize Fund Protection
Standardized Playing Rules	Tournament Competition

3. To print the report, click the **Print** button.