Getting started with BIAS

Preface

Put your name down to play in a game, see how your team is doing in the league, contact another club member or check a rink calendar, BIAS does it, and more, all from your smartphone or an internet browser. BIAS has so many facilities to explore, we are sure you will find it a great and useful addition to your clubs facilities.

Introduction

BIAS is an acronym for the 'Bowlers Interactive Administration System'. It has been designed to greatly simplify the administrative burden associated with the day to day running, or being a member, of an indoor or outdoor lawn bowling club.

Once your club subscribes to the BIAS system, members can carry out most functions that would have previously necessitated a visit to the clubhouse, anywhere, anytime. BIAS can be used via any internet browser, computer, tablet or smartphone.   BIAS uses email communication to keep members appraised of their personal club commitments. It seamlessly integrates with existing club systems, so members who do not wish to take advantage of what BIAS can offer, continue to use the existing system.

Important GDPR information

If you intend using BIAS to facilitate your club membership, you need to understand that BIAS is a data processor for your club. Your club is the data controller.

As data processor, BIAS does the following:

- We follow your clubs instructions regarding the processing of personal data.
- We are given any personal data by you or your club.
- We do not decide what personal data should be collected from individuals.
- We do not decide the lawful basis for the use of that data.
- We do not decide what purpose or purposes the data will be used for.
- We do not decide whether to disclose the data, or to whom.
- We do not decide how long to retain the data, except for our backups. These are retained for a year solely for the purpose of disaster recovery.

- We may make some decisions on how data is processed, but implement these decisions under a contract with your club.
- We are not interested in the end result of the processing.

As data controller, you club does the following:
- They decided to collect or process the personal data.
- They decided what the purpose or outcome of the processing was to be.
- They decided what personal data should be collected.
- They decided which individuals to collect personal data about.
- They obtain a commercial gain or other benefit from the processing, except for any payment for services from another controller.
- They are processing the personal data as a result of a contract between them and the data subject.
- The data subjects are the clubs members.
- They make decisions about the individuals concerned as part of or as a result of the processing.
- They exercise professional judgement in the processing of the personal data.
- They have a direct relationship with the data subjects.
- They have complete autonomy as to how the personal data is processed.
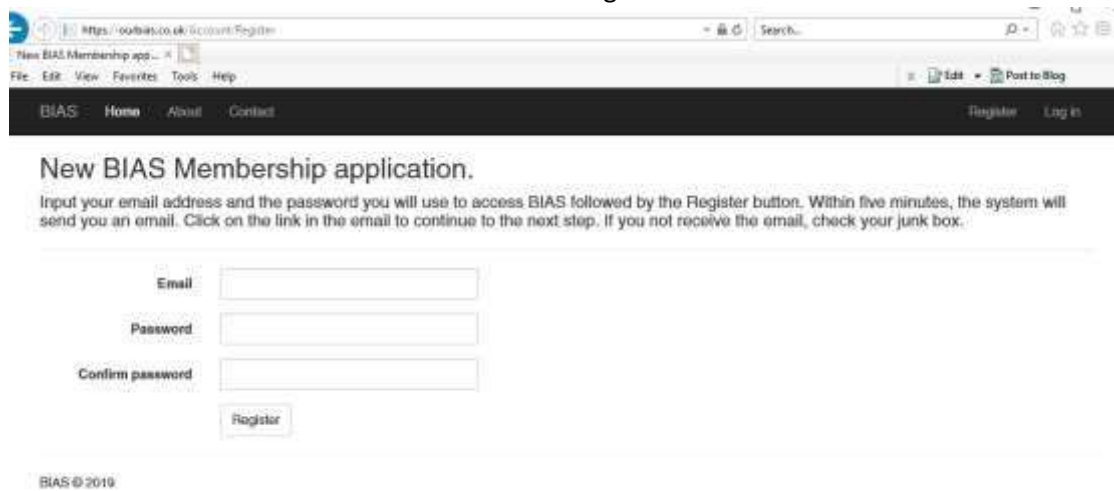- They have appointed the processors to process the personal data on their behalf.

Further information can be found here https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/controllers-and-processors

Registration

Before using BIAS you must understand the Important GDPR information.

Members must register their details. Your existing clubs membership register will have been uploaded to the BIAS system at the time your club subscribed to BIAS.   If the club held an email address for you, it is important when you register to use that email address. This way, BIAS correctly associates your existing membership details with your new BIAS account. Should the club not have an existing record for you, or if you are a new member, use any email address that you have access to. It is important for security that BIAS holds unique email addresses for every member. If you share an address with somebody else who uses BIAS, grab a new one from one the many free email providers, it is a simple process. Examples of such providers include Gmail, Yahoo Mail or outlook.com but there are many others. Registration to BIAS will fail if an email address already used within BIAS is used a second time.

1. Navigate to https://ourbias.co.uk
2. Click Register, top right.   You will be presented with the following form. Fill in your email address and choose a password you will use to access BIAS in the future. You must have access to this email address to continue. Press 'Register'.

3. Wait for a mail from BIAS (biasbowling@gmail.com) entitled 'Confirm your account'. Click on the link in the mail. This mail is designed to confirm you are the owner of, and have access to, the email address supplied. If you do not receive the mail within five minutes, check your junk or spam folder. You may want to exempt biasbowling@gmail.com from your spam filtering.
4. Click on the link in the email to confirm to BIAS you are the owner of the email address.
5. Once confirmed you will be offered a link, taking you to the BIAS log in page. You can login immediately using the email address and password assigned during registration.

First steps
Fill in personal details
1. Login into the system, if not already logged in. You will have an additional menu option, 'My Club'. BIAS does not know which particular club you are a member of at this point so this menu will not do very much currently, only 'My Details' and 'Change Password'.
2. Select 'My Club' followed by 'My Details'
3. Fill in as many of the white boxes as you can, followed by save. The grey areas are filled in by your clubs membership administrators and treasurers once BIAS knows which club you are a

member of. As a minimum you need name, address and phone number details. **Do not fill in the 'Club Communication emails' field. This needs to be left blank.**

4. Click 'Save'

Associate your BIAS membership with your club

1. Assuming you have entered minimum details in the previous step and pressed 'Save' an 'Add club to this membership' option will become available toward the bottom of the 'My Details' form as below.

Locker		
Door Key		
Date Paid		
Amount paid £		
Payment Notes		
Ledger ref		
Active Memberships		Add club to this membership

Save

Exit

2. Click on 'Add club to this membership'. This will open a form entitled 'Add Club'.
3. Open the pull down list of clubs and select the club you are a member of.
4. You will be returned to the 'My Details' screen and the club, or clubs, selected will appear in an 'Awaiting Approval' section of the form. BIAS will email to your clubs membership secretaries alerting them of your intention. Once approved, an email from BIAS will inform

you that you have access to all BIAS facilities at that club and the club will appear in 'Active Memberships'

You now have full access to the BIAS facilities of your club, enjoy.