



# Brisbane District Bowls Association Incorporated

[www.brisdistba.org.au](http://www.brisdistba.org.au)

## Accessing Member Information from BQ database

### 1 Work Instruction

This work instruction will show you how to access the members in a Club BQ Membership listing.

### 2 Steps

2.1 Open the Bowls Qld Homepage - [Bowls Queensland \(bowlsqldonline.org\)](http://Bowls Queensland (bowlsqldonline.org))

2.2 Click on Club Assist

2.3 Sign in (top right-hand corner) using club username and password

2.4 On left side select Club Members and you will get reports that show a member listing and pending members – examples below.

Info	Edit	BQ ...	Last ...	First Name	Gender	Category	Status	Phone	Mobile	Email
		227117	ALLEN	David	Male	Declared	Transfer In			
		201632	BRADLEY	Bronwynne	Female	Declared	Transfer In		0438 901 841	bronnny50@y7mail.c...
		104900	BRADLEY	Richard	Male	Declared	Transfer In		0449 968 454	boxxy@y7mail.com
		220348	BURGESS	Hazel	Female	Declared	Transfer In		0409 355 041	burgesshazel@hotm...
		107267	CANNING	Robert	Male	Declared	Reinstated	33719869		
		194215	CHAMBE...	Leslie	Male	Declared	Transfer In		0409 871 625	
		194153	CHAMBE...	Leigh	Female	Declared	Transfer In		0409 871 780	leigh.chamberlan@b...
		233200	DAVIS	Gary	Male	Declared	New			garybusdev@gmail...
		227337	DEETH	Hilton	Male	Declared	Reinstated			

Edit	Record Type	Status	Effective Date	BQ Mem...	Last Name	First Name	Gender	Category	De...
There are no Pending Members to Display									

If there are no pending Members in the last box (see above) then you are up to date.

If there are members in the pending box, then you'll need to resolve these before pennant season. The reason they could be in the pending box is that BQ are awaiting a clearance form; etc.

If you do have queries with Bowls Qld re membership, please send your query to [<admin@bowlsqld.org>](mailto:admin@bowlsqld.org)