



4th October 2021

**TO: CLUB SECRETARIES
CLUB INFORMATION OFFICERS**

**CIRCULAR NO: JBA 81-2021
INFORMATION OFFICERS (DATABASE ADMINISTRATORS) WORKSHOP**

Heather Boucher has kindly offered to address all our JBA Information Officers (previously known as Database Administrators) on:

Date: Tuesday, the 12th October 2021

Time: 18h00 via Teams

This presentation will assist you with the following and which forms the basis of you being registered as the Information Officer:

- To register and resign your club members and thereby keeping an accurate nominal role
- Keeping your members personal details up to date and POPIA Compliant
- Updating your new club officers
- Registering all your scholars, business & corporate bowlers
- Completing the section for your clubs hiring out of premises to outside organizations, e.g. bridge, yoga, etc.
- To enter and capture players/teams into the JBA competitions

To those who have just recently been appointed as your club's Information Officer/Secretary and have not yet registered onto the BSA database, (find a guidance document attached), it is vital that you do so before this session and please familiarize yourself with the database. If your predecessor needs to be resigned, please also do so. (Please find attached document of all Officials/Information Officers).

If you unable to attend this workshop, kindly appoint an alternative person. To those of you who have worked on the system previously but who may have any questions, you are more than welcome to address these with Heather on the night or alternatively send me your queries this week so that Heather can include this in her presentation.

An invite link will be sent to all by Heather Boucher and kindly email me your contact and email address for this purpose to Lynette at secretary@jbabowls.co.za by no later than **Friday, the 8th October**.

Looking forward to meeting you all via Teams next week.

Kind regards
Lynette Botha
District Secretary

JBA Executive Committee

President: Rob Zimmerman

Members: Hon. Treasurer Maureen Smith, Lance Sayce

Colin Schneiderman, Ian McKenzie, Bridget Govan

