CTF Online Registration Website Link: <http://ts1.jegysoft.com/ctf>

1. Select your Province from the list on screen.
2. Select your Local Association from the list on screen.
3. Scroll down to and select Login to Local Association.
4. Type in your Local Association Email Address. (valid email)
5. Type in your Local Association Password. (Provided by CTF)

CTF Online Bowler Registration Admin Portal will appear.

WHEN ENTERING OR EDITING FIELDS THE PAGE MUST BE UPDATE BEFORE GOING TO THE NEXT PAGE

**Search Bowler**
Search by enter info available.

**Enter/Edit Local Association**

1. Click on Enter/Edit Local Association in the left column.
2. To Edit Click on ID Number.
3. Edit fields as required. (Fields with \*are mandatory fields)
4. Click on Local Association Contacts.
5. Click on First Name to Edit Contact or Click Add New.
6. Add ALL local association directors.
7. Click on Local Bowling Centre.
8. Click on Number to Edit or Click on Add New.
9. Click on Leagues.
10. Click on Sanction to Edit or Click on Add New.

**Enter/Edit Bowling Centre**
Click on Number or Name to Edit and complete fields as required.
Click Add New to add a bowling centre and complete the fields as required. **Do Not Delete Inactive Bowling Centres**

**Enter/Edit Leagues**

1. Click on Enter/Edit Leagues in the left column
2. Click on either the Sanction number or the League Name in blue.
3. **League Tab: New** League Sanction Numbers will auto populate otherwise you will continue on with the same league sanction number as the previous season.
4. Update all the information on this page for the new season
5. Click on Update to save the information on this page before moving to the next tab
**League Officers Tab**
6. Update each League Officer with the information from the league sanction application
7. Remember to click Update after completing each page

**Adding Bowlers Paying in the leagues that have CTF ID numbers**

1. Click on Search Bowler in the left column
2. Type in the Bowler CTF ID number in the box next to CTF ID, the dash (-) must be included. (1XXXX-XXXX) from the Bowler Registration Application Form and Click Search. If no CTF ID number search by First and Last name, if bowler is not in the database follow the instructions below to add a new bowler.
3. **Bowler Tab:** If there are no changes on this page go direct to Step 8 – Click on Payment Transactions Tab
4. If needed update the information on this page from the Bowler Application Form received from the league secretary completing all mandatory fields including birthdate.
5. Gender selection is manual, confirm the gender is correct. Youth that pay fees in an adult league and do not bowl in a CTF Youth League must be entered as Male or Female. Youth bowling in an adult & CTF Youth League must pay their fees in the youth league so they don’t show paid in the adult league as a youth.
6. Address and Contact information has be added to this page and must be completed
7. Click on Update to save the changes before Clicking on the Payment Transactions Tab
8. **Payment Transactions:** Click on Add Registration Fee the second box from the right at the bottom of the tab
9. Click on Registration Fee in blue for the new season. This is usually the bottom record but may sometimes appear anywhere on the list
10. Click on the drop box to the right of League and click on the league the bowler is paying in
11. Click on the drop box to the right of Status and change from Pending to Paid if the bowler has paid the registration fees, leave as pending if the bowler is not paid yet
12. Click on Update Payment Transactions at the bottom of the tab to save the information
13. The bowler will be automatically added to the league selected in the Payment Transaction.

**Adding Bowlers Paid in another League that have CTF ID numbers**

1. Follow steps 1 and 2 above
2. If there are no changes Click on the League Tab. If changes are needed complete Steps 4 – 7 above
3. **League Tab:** Click on box next to the league the bowler is bowling in
4. Click on Update at the bottom of the tab to save this information
5. There is no Payment Transaction to complete for this type of bowler.
Manual entered leagues will be saved when the Payment Transaction is completed in the league they pay in or they will already be checked in the league they paid their registration fees in.
6. Do not delete existing check marks already in place these are other leagues the bowler bowls in.

**Adding New Bowlers Paid in this League**

1. Click on Add New Bowler
2. Complete the fields as required on this page. (Fields with \*are mandatory fields and birthdate)
3. The CTF ID number will be the next higher number in your association.
4. If unknown this number can be found by Clicking on Enter/Edit Bowler
5. scroll the screen to the right and click on the magnifying glass in the top right corner
6. enter your association ID, a dash (-) and the first number of your highest sequence in the box to the right of CTF ID Number
7. Click Search, then click on CTF ID Number in blue on the report header twice to sort the numbers highest to lowest. Scroll down the list until you find the highest number.
8. Enter this number as the number as this bowlers CTF ID
9. Click on SAVE and additional tabs will be added.
10. Before completing the additional tabs Select the Bowling Centre(s) the bowler will bowl in
11. Click on SAVE again
12. Click on Payment Transactions Tab
13. Click on Add Registration Fee the second box at the bottom of the tab
14. Click on Registration Fee in blue for the new season. This is usually the bottom record but may sometimes appear anywhere on the list
15. Click on the drop box to the right of League and click on the league the bowler is paying in
16. Click on the drop box to the right of Status and change from Pending to Paid if the bowler has paid the registration fees, leave as pending if the bowler is not paid yet
17. Click on Update Payment Transactions at the bottom of the tab to save the information
18. The bowler will be automatically added to the league selected in the Payment Transaction

**Adding a new bowler that has not paid yet in another league**

1. Complete steps 1 through 8
2. Click on the League Tab
3. Click on box next to the league the bowler is bowling in
4. Click on Update at the bottom of the tab to save this information
5. There is no Payment Transaction to complete for this type of bowler.
Manual entered leagues will be saved when the Payment Transaction is completed in the league they pay in or they will already be checked in the league they paid their registration fees in.
6. Use the Payment Transactions instructions above to add the bowler to the league when the Bowler Application is received for the league paid in.

**Print these reports to confirm your entries**

**SUMMARY BY LEAGUE:** Bowlers paid in this league should balance with the sanction application **SUMMARY BY ASSOCIATION:** Bowlers paid in each league should balance with the number paid on the Summary by League Report.

 **MESSAGES IS CURRENTLY NOT AVAILABLE!**

**NEW View Bowler information that bowl in Another Association POA**

1. Use Search Bowler to find bowler in your association that has POA at the end of their CTF ID# or that bowls in another association.
2. Click on their Name to open bowler info.
3. Add the Second or Third Association that the bowler is bowling in.
4. Contact the local association you have added to request them to add your association as the Second or Third Association for this bowler.
5. Step 4 must be completed before you can view the information.
6. To view the info for all associations repeat Step #1 to find the bowler.
7. A list of the associations the bowler bowls in will appear.
8. Click on Bowler Profile on the right side of the screen.
9. A complete report will appear for all associations the bowler bowls in showing Roles, Averages, Awards and Payments.

**NEW Merge Bowler Information**

1. If you find a bowler that is duplicated in the database or for some reason has two CTF ID# contact National Office to merge the bowler data files into one with the correct CTF ID#.

**Enter or Edit Awards**
Use Search Bowler to access Bowler Info

1. From the Bowler Tab Click on “Bowler Awards”
2. Click on “ Add New” Tab
3. Click on drop arrow on “Award” box
4. Select award to add by scrolling down the list and Click on the Award needed
5. Enter Game 1, 2 & 3 Scores (Software will auto populate total when saved)
6. Enter the Bowlers Average at the time the Award was achieved. (If historical use 1 in this field)
7. Click on “Date” box and enter date the date the award was bowled.
8. Click on drop arrow on “League” box
9. Select the league the awarded was bowled in
10. Click on the “Award Type” drop box and Select “Lifetime” for the 1st Once in a Lifetime award, “Subsequent-1st” if this is the 2nd award, “Subsequent – Additional” if this is the 3rd or more award, “Seasonal” if this is a Special Achievement Award and “Multiple” if this is the 2nd or more times this season that the award was achieved.
11. Click on “Save”
12. The Repeat key can be used to add multiple awards using the same scores, date or bowler. Click Save when completed
13. Click on the back arrow at the very top of the page to Enter Additional Awards for the same bowler. OR
14. Click on Enter/Edit Bowler or Select Bowler to enter awards for next bowler

**Reminder you must SAVE or Update each page before moving to the next tab or all data will be lost.**

**Enter Season End Averages**

1. Click on View Reports from the Enter/Edit Local Association icon

2. Click on Bowler Average By League (Current Season)

3. A list of the leagues in your association will appear

4. Select the league to edit bowler averages

5. A blank screen with no bowlers names will appear.
6. Click on Create New Season Records to create the list of bowlers to add season end averages.

7. To print Average Request Forms click on the Print Average Request Form. A PDF document will be created and will appear as a download file in the bottom left corner of your screen. Open the download file and print the report to send to the league to obtain the season end averages.

8. Click Edit List to add current season end averages. The screen will load with boxes to enter Pins, Games and Date (This screen may take time to load depending on the size of the league selected)

10. Edit the list as needed, then Click on Update (This will update the current records in the bowler data)

11. Re-open the Bowler Average By League (Current Season) using Step 1 to 4 above.

12. Print Season End Average Report by clicking on the Excel icon and save the report as an Excel File for your season end records or click on the PDF icon to print the report.

13. Click on Print CTF Application Cards to print application cards for next season.(MUST PRINT PRIOR TO AUGUST 30). A PDF download file will appear in the bottom left corner of you screen, click on the download file to open it then print the cards for this league.

14. DO NOT CLICK ON CREATE EXTRA SEASON RECORDS UNLESS YOU HAVE CREATED MID-SEASON AVERAGES. This will create a duplicate sent of all bowlers that will have to be deleted 1 at a time.

**Enter Season End Average Mid-Season Averages are entered**

1. Click on View Reports from the Enter/Edit Local Association icon

2. Click on Bowler Average By League (Current Season)

3. A list of the leagues in your association will appear

4. Select the league to edit bowler averages

5. A mid-season a list of bowlers averages will appear.

6. Print Mid-Season Average Report by clicking on the Excel icon and save the report as an Excel File for your season end records or click on the PDF icon to print the report.

7. Choose either to Edit the Mid-Season Averages **(Recommended)** or
Add Season End Averages **(NOT Recommended)**8. To Edit Mid-Season Averages, Click on Create New Season Records, this will add any new bowlers that joined after mid-season list, Click on Edit List and change all bowler info to Season End data.

**(DO NOT CLICK ON CREATE EXTRAS SEASON RECORDS)**

9. Complete Steps 11 to 13 above to print reports and application cards.

10. To add Season End Averages to Mid-Season Averages, Click on Create Extra Season Records. A duplicate record will appear for each bowler and new bowlers that started after mid-season.

11. Click on Edit List and add the Season End Averages in the blank boxes leaving the Mid-Season Averages in place.

12. Complete Steps 11 to 13 above to print reports and application cards.

WARNING ADDING SEASON END AVERAGES TO MID-SEASON AVERAGES WILL CAUSE ALL AVERAGE REPORTS TO SHOW COMPISITE AVERAGES OF BOTH. MAINTAINING BOTH MID-SEASON AND SEASON END AVERAGES IS NOT RECOMMENDED. PRINTING A MID-SEASON REPORT AND THEN EDITTING THE MID-SEASON AVERAGES TO THE SEASON END AVERAGE IS RCOMMENDED.

**Reports**

**Print Average Request Form**

Click on Enter/Edit Local Association, then Click on View Reports

Click on Bowler Average By League (Current Season)

Click on the League to print
If no list appears Click on Create New Season Records to create the bowler list
Then Click on Print Average Request Form

This will create a pdf document, Click on Open or Save to continue.

Form can be printed to send to the league to obtain Season End Averages.

Current Season End Averages MUST be entered prior to August 30.

**Print CTF Application Cards**

Click on Enter/Edit Local Association, then Click on View Reports

Click on Bowler Average By League (Current Season)
Click on the League to print
If no list appears Click on Create New Season Records to create the bowler list

Then Click on Print CTF Application Cards

This will create a pdf document, Click on Open or Save to continue.

Application Cards can be printed for each league by repeating these steps for each league in your association. Scaling the print out to 110% will enlarge the print and fill the page.

**Bowler Averages Current & Last Season**

Bowler Highest Average Current & Last Season Average reports can be selected by number of games and by gender. Enter the number of games and select the gender you wish to create in the report. The number of games entered will create a report with games equal to and higher.

**Bowler Awards – By Award Name**
Choose the date range you want to report on and the awards you want to create your custom report or
Select All at the bottom of the page. Only the awards in the date range and type will appear on the report.
Historical Lifetime and Subsequent – 1st will not appear in this report the proper date must be selected, all other awards will be in the date range selected.

**Bowler Awards – By Bowler Name**
Enter First Name, Last Name or CTF ID# and Select the date range you want to report on to get a complete list by bowler. If only a date range is selected an alphabetical report of all bowler awards by name will be created.

**Bowler Awards – By League Name**
Select the date range you want to report on and as many leagues as you want or Select All at the bottom of the page to create your report.

**Summary by Local Association**

This report is available on the right hand side. You can access this anytime to get a quick view of the number of entries. This is the report National uses when invoicing you monthly for participant fees. Please note this report is cleared at the end of the season so if this is information you wish to keep, please save to desktop.

In Ors at the top of each page is a help button. Please contact us if you would like to see more information added. To date we have added:

Printing a card for a bowler

League Average sheet

My Card Information

**Reminder you must SAVE or Update each page before moving to the next tab or all data will be lost.**