**Letter about National Membership Register 1.4.20**

From Jamie Chestney <Jamie@bowlsengland.com>

Good morning,

Bowls England is pleased to inform you that the National Membership Register utilising GoMembership is ready to ‘go live’.

In order to reduce the workload for Club and County Administrators, and make the process as smooth as possible, Bowls England will import all of the clubs current members for this season from a completed Excel template.

I have attached the template Excel form and ask all County Administrators to distribute this to your clubs, along with the Example GoMembership Excel which gives further guidance on the mandatory fields required.

It would be appreciated if all County Administrators could collate their clubs forms and return them to me by Friday 15th May 2020.

Bowls England will then work to import the club data. Club and County Administrators will then have access to GoMembership through their own unique login in order to update information and produce relevant reports (subject to their access level).

Video guides will also be produced to assist in using GoMembership.

We appreciate this is extra work at the beginning of the coming season, however, once this initial information has been imported Clubs will then only have to add/remove members as appropriate, as well as having the ability to fully manage their club’s membership through GoMembership.

I have also attached a Frequently Asked Questions document that I hope you will find useful – please feel free to distribute this widely.

Thank you very much and if you require any further assistance please do not hesitate to contact me.

Best wishes,

Jamie

Jamie Chestney

Membership Register Project Officer