MyClub Australia Bowls Edition User Manual

Version 0.10.57 Build 167

A practical guide for players, club owners, administrators, selectors, match committee members and scorers.

Issued 6 November 2026

How to use this manual

This manual follows the five main navigation areas shown at the bottom of the phone app: Home, Teams, Match Day, Club and My Profile. Each screen includes a current screenshot, a typical task and a control reference. The screenshots use an owner account so that the widest set of controls is visible. Your screen may contain fewer controls if your club role does not require them.

MyClub saves club and competition information securely. Where another person changes a score, signature, team or club record, pull down on the relevant page or press its refresh control to load the latest saved information.

Role guide

Control	How to use it	Access
Player	Uses Home, Teams, Match Day, Club and My Profile; views approved club content.	Everyone
Club owner	Controls governance, subscriptions, club appearance and all administrator functions.	Appointed
Administrator	Manages members, club content, communication, seasons and club events.	Appointed
Premier selector	Creates and selects Premier League teams where the competition uses that grade.	Appointed
Pennant selector	Creates and selects numbered-division pennant teams.	Appointed
Match Committee	Creates and manages club social bowls and championship events.	Appointed
Club scorer	Updates authorised pennant Match Day scorecards and finalises results.	Appointed
Supporter	Views published teams, live scores and final results without editing them.	Approved member

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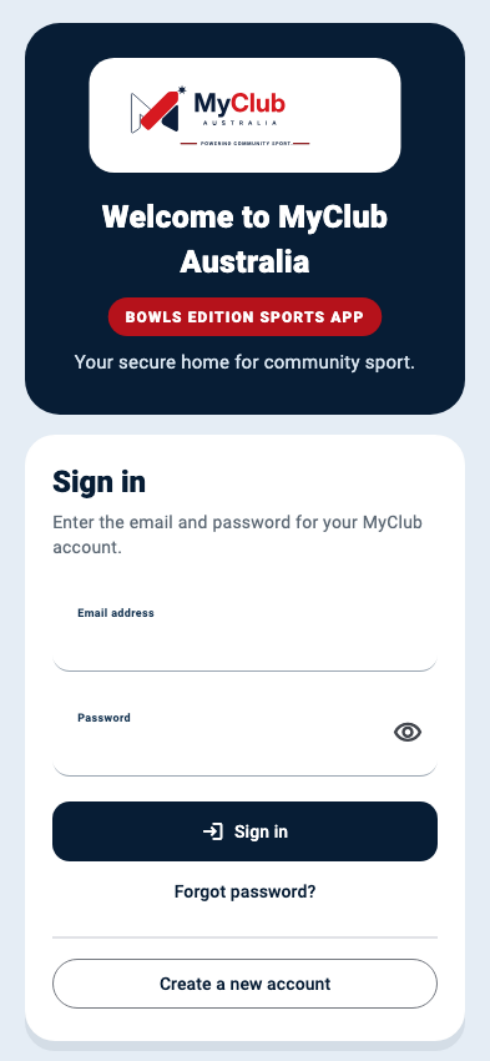
- 1 Getting started
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- 7 My Profile and subscriptions
- 8 Refreshing troubleshooting and safe use

1 Getting started

Create or access your personal MyClub account, then use the five main navigation controls to move around the app.

Sign in and create an account

Every person uses their own verified account. Do not share passwords or create a second account for another member.



Current Bowls Edition screen for Sign in and create an account

Typical task

1. Enter your registered email address and password.
2. Press Sign in.
3. If you are new, choose Create account, complete the form and verify your email before returning to Sign in.

Controls

Control	How to use it	Access
Email address	Enter the email registered to your MyClub account.	Everyone
Password	Enter your password. Use the eye icon to show or hide it.	Everyone
Sign in	Checks the entered details and opens your account.	Everyone
Forgot password	Starts the secure password recovery process for the entered email.	Everyone
Create account	Switches to registration. Enter your real first and last name, email and a private password.	New users
Player or member	Creates an individual player account that can later join a club.	New users
Register a club	Creates the personal account first, then continues to club registration after verification.	New club owner
Email verification	Open the verification message sent to the registered email before signing in.	New users

Important notes

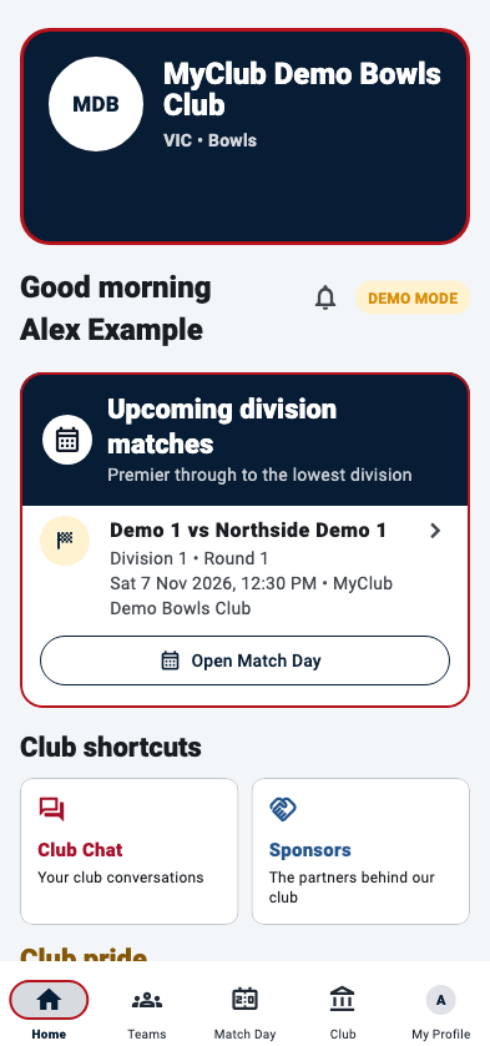
- Use the same account on iPhone and Android; saved club data is shared through the MyClub service.
- A club appointment changes permissions but does not change your personal sign-in.

2 Home

Home summarises the club, upcoming matches, club events, notices and the player's active competitions.

Home dashboard

Use Home as the starting point for current activity. Cards open the related match, event, newsletter, chat or club task.



Current Bowls Edition screen for Home dashboard

Typical task

1. Review Club updates for anything new.
2. Tap the relevant card to continue that task.
3. Use the bottom navigation to move to another app area.

Controls

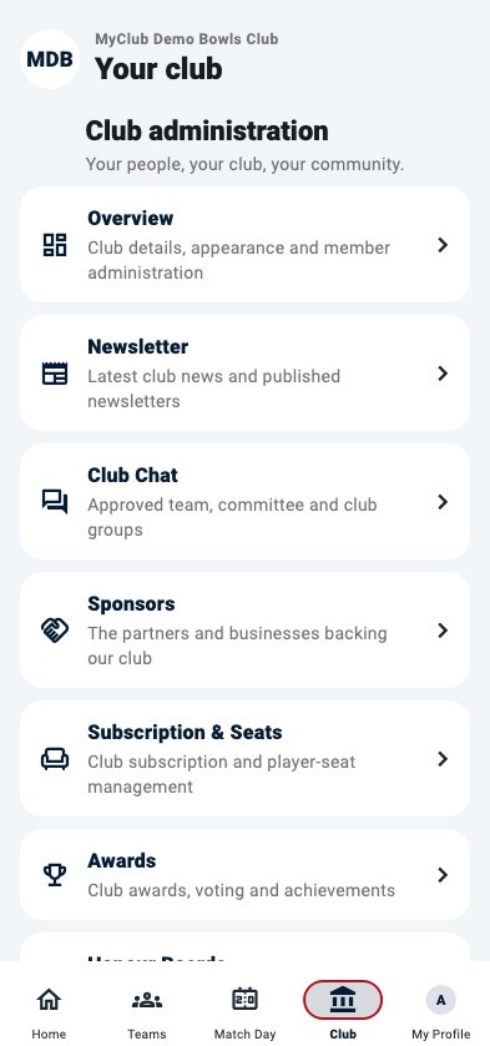
Control	How to use it	Access
Club banner	Shows the active club name, state, sport, colours and crest. MCA numbers remain in My Profile.	Approved members
Club updates	Opens new team publications, newsletters, chat activity, approvals or season changes.	Role dependent
Upcoming match	Opens the scheduled pennant match or team information.	Approved members
Club events	Opens active club social bowls or championship competitions.	Approved members
Latest result	Opens a recently finalised club event result while it remains current.	Approved members
Player Social	Opens one of your active player-run competitions.	Subscribed player
Home	Returns to this dashboard from anywhere in the main app.	Everyone
Teams	Opens team selection, fixtures, ladders, publications and Player Social Bowls.	Approved members
Match Day	Opens current pennant fixtures, live scoring and results.	Everyone
Club	Opens club administration, communication, sponsors, awards and history.	Approved members
My Profile	Opens identity, membership, privacy and subscription controls.	Everyone

3 Club Administration

The Club area presents governance, communication, sponsors and club history as a clear vertical list. Administration controls are shown only when the signed-in member has the required authority.

Administration overview

Owners and administrators manage subscriptions, members, appointments, chat groups and the published club appearance from this page.



Current Bowls Edition screen for Administration overview

Controls

Control	How to use it	Access
Club	Opens the vertical club-administration hub.	Approved members
Teams	Opens team selection, seasons, ladders, club matches, publications and Player Social Bowls.	Approved members
Overview	Returns to membership, appointment and appearance controls.	Approved members
Subscription and Seats	Opens the club licence and club-paid player-seat workspace.	Owner or admin
Newsletter	Creates, previews, publishes and reads club newsletters.	Admin manages; members read
Club Chat	Opens role-based, division and private group conversations.	Approved members
Sponsors	Shows club partners and lets owners or administrators manage sponsor images, stories and websites.	Members view; owner or admin manages
Club Boards	Maintains the Board of Directors and Bowls Committee hierarchy.	Owner or admin
Honour Boards	Views and maintains historical club achievements.	Role dependent
Awards	Configures awards, voting, points and automatic tallies.	Role dependent
Association	Links the club to a bowls association or manages association authority.	Owner or admin
Member search	Filters approved members by name or MyClub Player ID.	Owner or admin

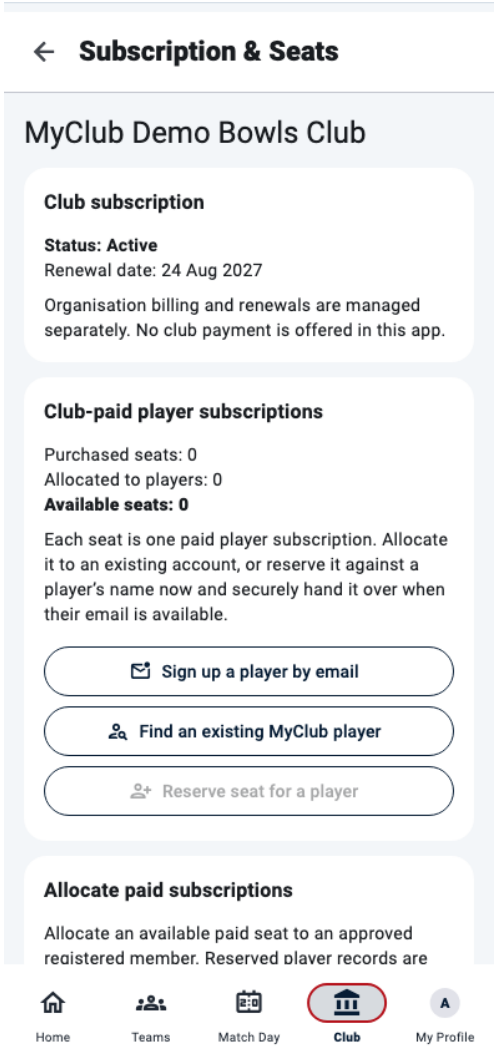
Control	How to use it	Access
Governance role	Changes a member between player, administrator and owner after confirmation.	Owner
Responsibility switches	Appoints selector, Match Committee and Club scorer duties independently from governance.	Owner or admin
Refresh club members	Reloads the current membership and appointment list.	Owner or admin
Appearance controls	Choose colours, crest and hero image; Restore defaults discards the draft and Publish makes it visible to members.	Owner or admin

Important notes

- The final Club owner cannot remove their own ownership until another owner is appointed.
- Player access comes from approved membership; it is not an appointment switch.

Club subscription and seats

This workspace separates the annual club licence from player subscriptions paid for by the club.



Current Bowls Edition screen for Club subscription and seats

Controls

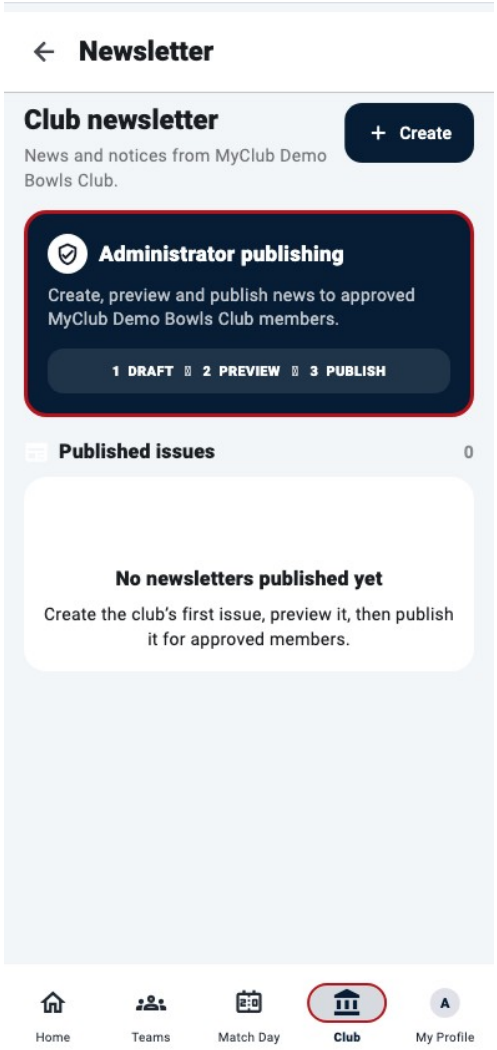
Control	How to use it	Access
Pull to refresh	Drag the page down to reload licence, purchases and allocations.	Owner or admin
Renewal options	Shows the annual club licence information. Organisation checkout is enabled only when billing is connected.	Owner or admin
Purchase player subscriptions	Chooses how many annual club-managed player seats are required.	Owner or admin
Sign up a player by email	Invites a new person to create their own secure MyClub account.	Owner or admin
Find an existing player	Searches registered MyClub players and invites the selected account to the club.	Owner or admin
Allocate	Assigns one available paid seat to an approved registered club member.	Owner or admin
Approved club players	Shows which members have club-paid coverage and when that coverage ends.	Owner or admin

Important notes

- Current approved pricing is AUD $99.00 per club per year plus AUD $6.99 per club-managed player seat per year.
- A player who pays for their own individual subscription does not need a club-paid seat.

Club newsletter

Administrators create structured club news and publish it to approved members. Members see published issues only.



Current Bowls Edition screen for Club newsletter

Typical task

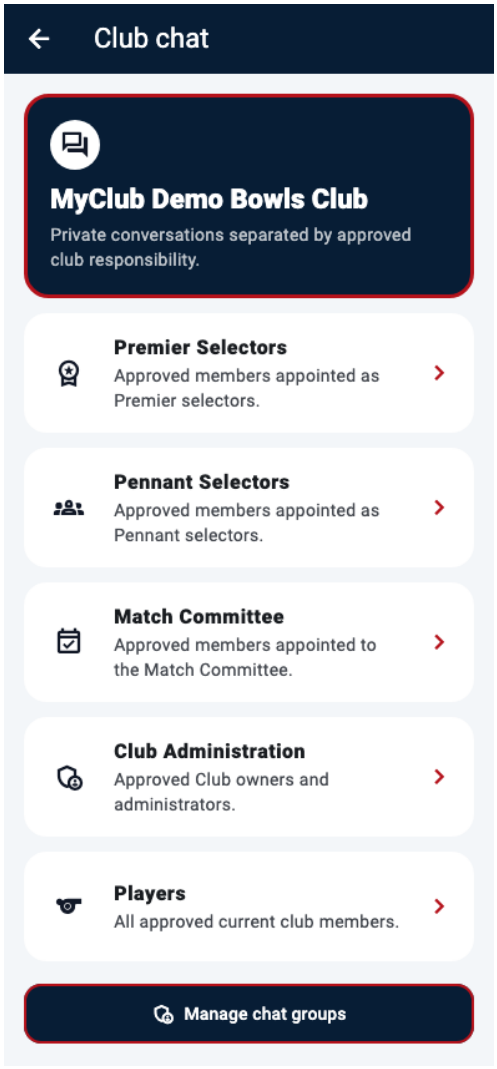
1. Press Create and complete the issue title and content.
2. Save the draft, then preview it on a phone-sized screen.
3. Press Publish only when the issue is ready for all approved members.

Controls

Control	How to use it	Access
Create	Opens a new newsletter draft.	Owner or admin
Draft	Opens a saved but unpublished issue for continued editing.	Owner or admin
Published issue	Opens the final member-facing newsletter.	Approved members
Pull to refresh	Reloads drafts and published issues saved by another administrator.	Approved members
Title and issue details	Set the issue name, date and introductory text in the editor.	Owner or admin
Header image	Selects or removes the newsletter feature image.	Owner or admin
Add section	Adds a heading and body section; edit, reorder or remove sections as required.	Owner or admin
Save draft	Stores the current issue without sending it to members.	Owner or admin
Preview	Shows the member-facing layout before publication.	Owner or admin
Publish	Confirms and releases the issue to approved members.	Owner or admin

Club chat

Club chat contains controlled conversations rather than one unrestricted club-wide feed.



Current Bowls Edition screen for Club chat

Controls

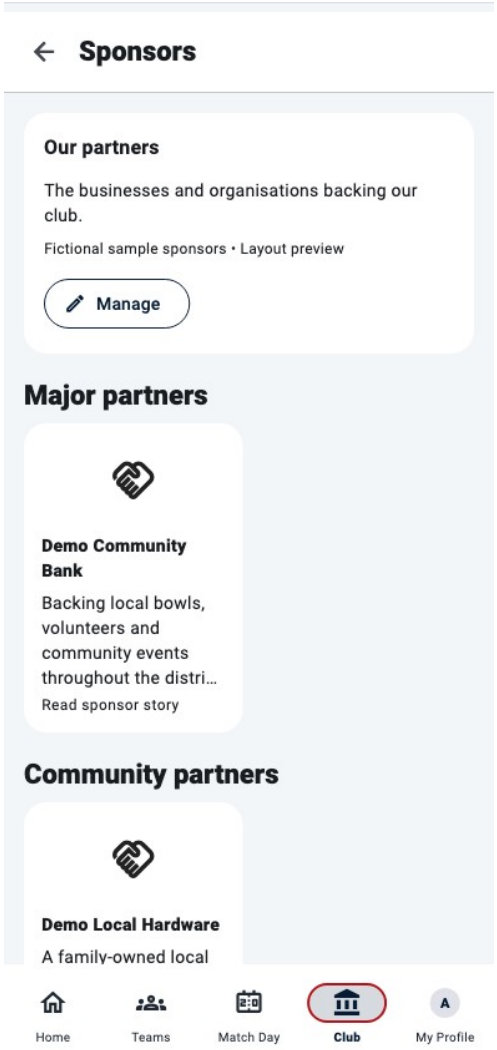
Control	How to use it	Access
Back	Returns to the Club workspace.	Everyone with access
Chat group	Opens a role, division or private group conversation.	Group members
Manage chat groups	Enables role groups or creates division and private groups with selected approved members.	Owner or admin
Refresh	Loads messages sent from another device.	Group members
Message field	Enter a message for the active group.	Group members
Send	Posts the message to the active group.	Group members
Delete	Removes a message when the signed-in member has authority to do so.	Author or authorised admin

Important notes

- Only approved members included by the group's access rules can read that conversation.

Club sponsors

Approved members can recognise the partners supporting their club. Owners and administrators can add an image, story and website for each sponsor.



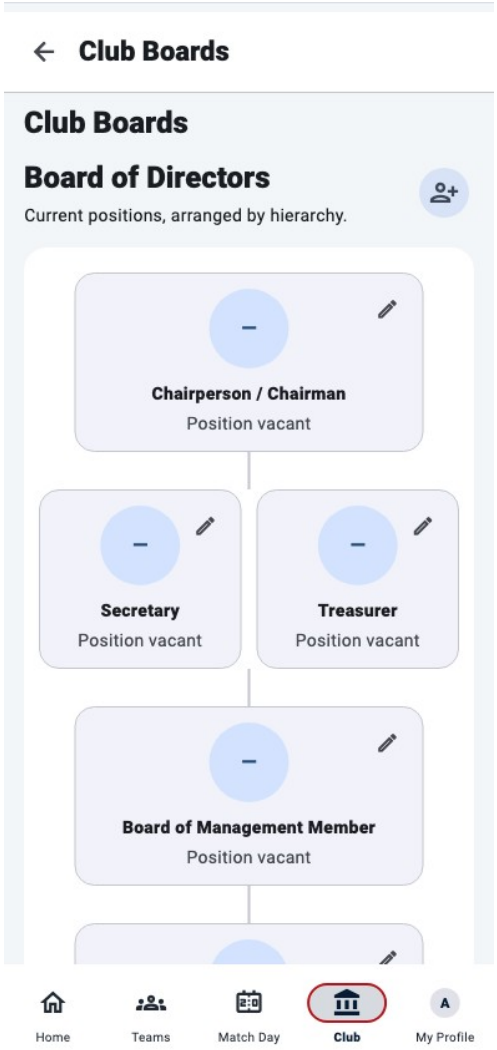
Current Bowls Edition screen for Club sponsors

Controls

Control	How to use it	Access
Sponsor card	Shows the sponsor image, name and short story in the selected tier.	Approved members
Read sponsor story	Opens the full sponsor story and website link.	Approved members
Manage	Switches to sponsor-management controls.	Owner or admin
Add sponsor	Adds a sponsor name, tier, image, story and website.	Owner or admin
Edit or remove	Updates or removes a saved sponsor after confirmation.	Owner or admin

Club Boards

Club Boards presents the current Board of Directors and Bowls Committee in hierarchy order and preserves earlier service on the honour board.



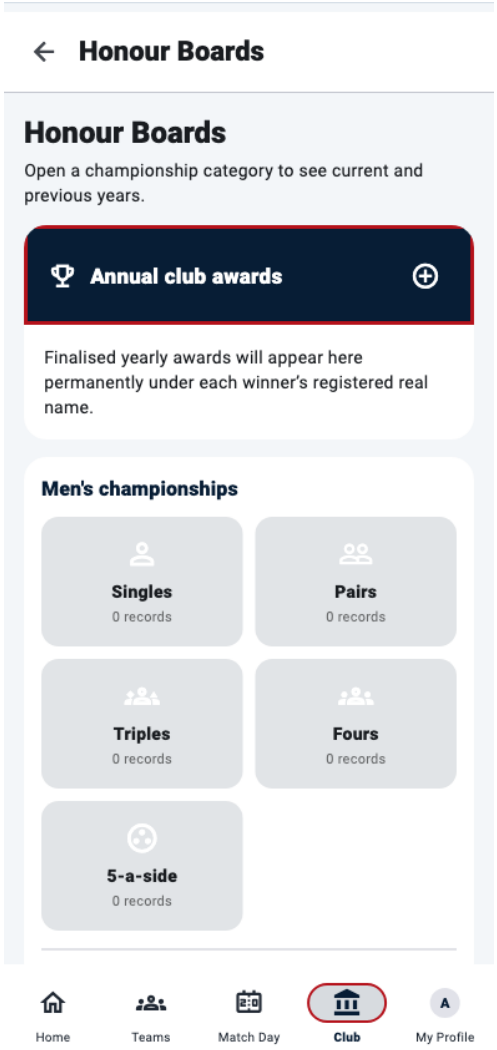
Current Bowls Edition screen for Club Boards

Controls

Control	How to use it	Access
Add position	Creates a position with title, member, photo and hierarchy line.	Owner or admin
Position card	Shows the current office holder; tap edit to change or remove the record.	Members view; admin edits
Hierarchy line	Positions with the same line number appear side by side.	Owner or admin
Board type	Separates Board of Directors positions from Bowls Committee positions.	Owner or admin
Service history	Moves completed appointments into the related club-board honour history.	Owner or admin

Honour Boards

Honour Boards preserve official club achievements and provide a display view suitable for a clubhouse screen.



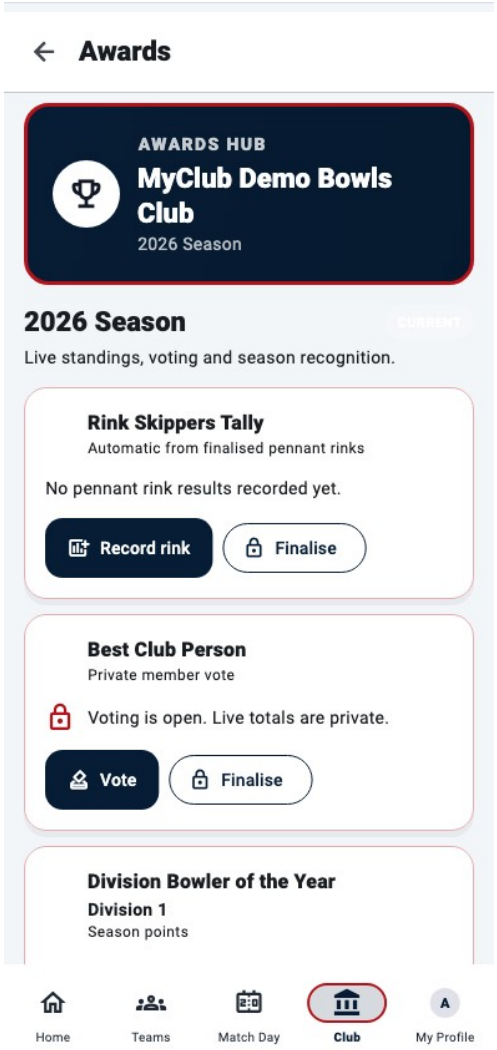
Current Bowls Edition screen for Honour Boards

Controls

Control	How to use it	Access
Board category	Selects a championship, club award, board service or other configured honour category.	Approved members
Season or year	Filters entries to the selected period where the board supports a year filter.	Approved members
Add or edit entry	Records or corrects an official honour entry.	Authorised admin
Delete	Removes an incorrect honour entry after confirmation.	Authorised admin
Display mode	Opens a large-format presentation designed for a television or external display.	Approved members
Share or export	Produces the available document or sharing output for the selected board.	Role dependent

Club Awards

Awards combines automatic match-based tallies with member votes and administrator-awarded points.



Current Bowls Edition screen for Club Awards

Controls

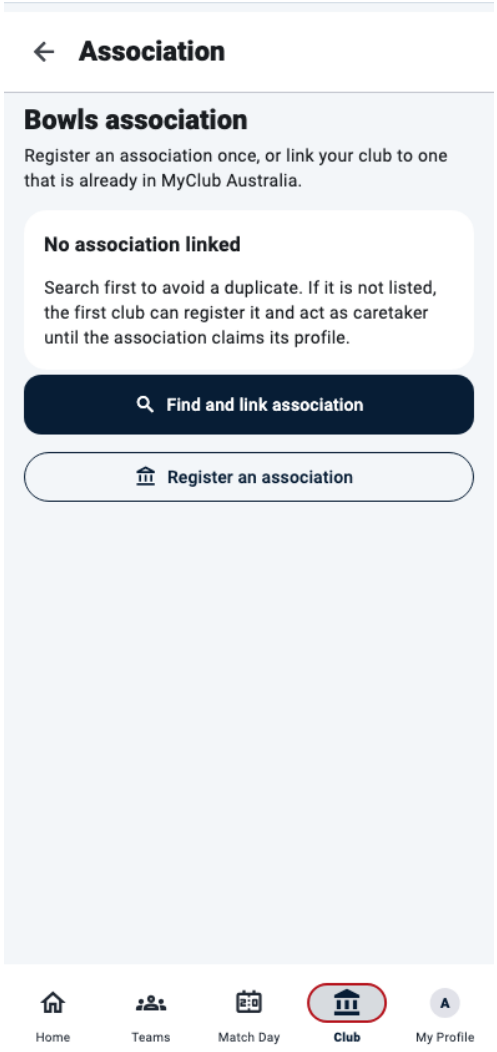
Control	How to use it	Access
Season	Selects the award season to view or manage.	Approved members
Award category	Opens the standings or voting workspace for that award.	Approved members
Add category	Creates another award and selects automatic tally, member vote or points as its method.	Owner or admin
Vote	Records the signed-in member's eligible vote.	Eligible members
Award points	Adds administrator-controlled points and an optional note.	Authorised admin
Automatic tally	Reads eligible finalised results without manual score entry.	System generated
Publish result	Confirms the final award result for club display and player history.	Authorised admin

Important notes

- Skippers Winning Rinks uses the skipper attached to each selected rink, so team selection and rink numbers must be accurate before the result is finalised.

Association

Association tools link the club to its governing bowls association and support association-controlled season structures.



Current Bowls Edition screen for Association

Controls

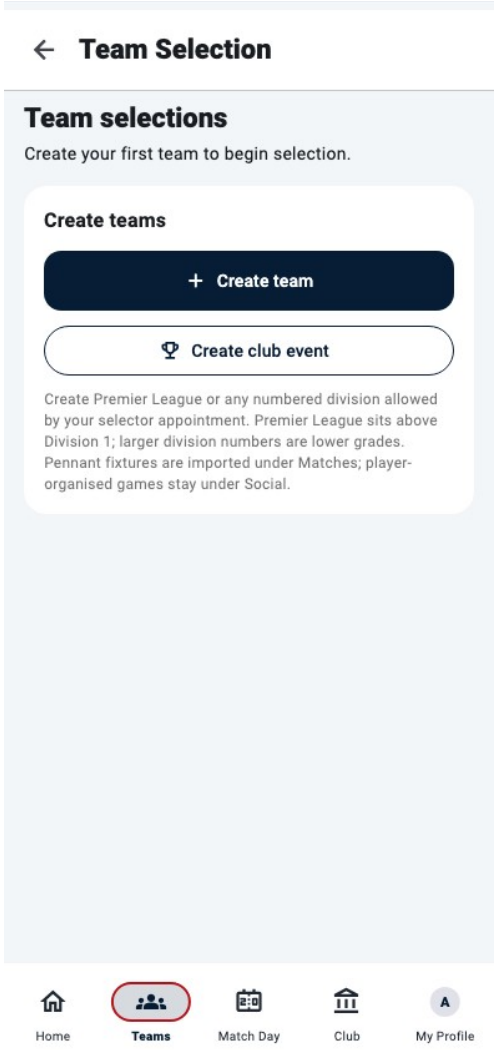
Control	How to use it	Access
Find association	Searches registered associations by name or MyClub association number.	Owner or admin
Link club	Sends or confirms the connection between the active club and association.	Owner or admin
Register association	Creates an association record when the organisation is not already registered.	Authorised organiser
Linked clubs	Shows clubs currently attached to the association.	Association authority
Hand over	Transfers association authority to another registered responsible account after confirmation.	Current authority

4 Teams

Teams holds pennant team selection, imported full-season fixtures, ladders, skipper tallies, club events, official team publications and Player Social Bowls.

Team Selection

Selectors create reusable club teams, set the playing format and place registered players into the correct rink or five-a-side squad positions.



Current Bowls Edition screen for Team Selection

Controls

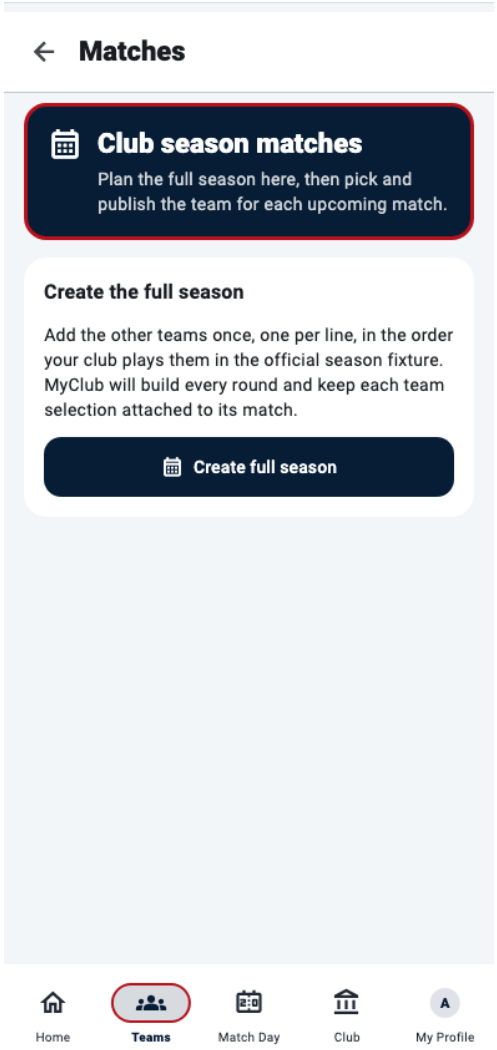
Control	How to use it	Access
Create team	Creates a Premier League or numbered-division team permitted by the selector appointment.	Selector or authorised admin
Create club event	Opens the club social or championship event form without leaving Teams.	Match Committee or admin
Edit team	Changes the division level or club side name.	Authorised selector
Playing format	Selects Fours, Triples or 5-a-side and rebuilds the required positions.	Authorised selector
Minus and plus	Changes the number of rinks, or the number of five-player squads from one to four.	Authorised selector
Player position	Opens the registered-player picker for Lead, Second, Third, Skip or discipline position.	Authorised selector
Availability	Marks the selected player available or unavailable for the scheduled match.	Player or selector
Assess positions	Records suitable playing positions used by the player-pool filters.	Authorised selector
Spreadsheet	Shares the draft team selection as a CSV file.	Authorised selector
PDF team sheet	Creates a printable or shareable team sheet.	Authorised selector
Publish official team	Creates a time-stamped official version; later publication keeps earlier history.	Authorised selector

Important notes

- The Skip selected beside a rink or squad is the name used for the all-grades Skippers tally after final results are recorded.

Club season Matches

The Matches tab is the source of pennant fixtures. A full season can be created manually or imported from CSV or Excel.



Current Bowls Edition screen for Club season Matches

Controls

Control	How to use it	Access
Create full season	Opens season, division, team, format, rink or squad, end-count and fixture controls.	Owner, admin or authorised selector
Import CSV or Excel	Reads fixture rows from .csv or .xlsx. If an Excel workbook has multiple sheets, choose the sheet containing the fixture table.	Season manager
Download CSV template	Saves a correctly headed template for manual fixture preparation.	Season manager
Season selector	Switches between created seasons and divisions.	Approved members
Add season	Creates another season or division while keeping existing records.	Season manager
Delete season	Removes the selected season and its fixtures after confirmation.	Season manager
Round filter	Shows every round or only the selected round.	Approved members
Record result	Opens the result workspace for that fixture.	Scorer, admin or owner
Edit fixture	Changes date, venue, teams, format, rink or squad count and total ends.	Season manager
Delete fixture	Removes one fixture and associated editable score after confirmation.	Season manager
Select team	Opens Team Selection for that fixture and keeps the selection linked to the round.	Authorised selector

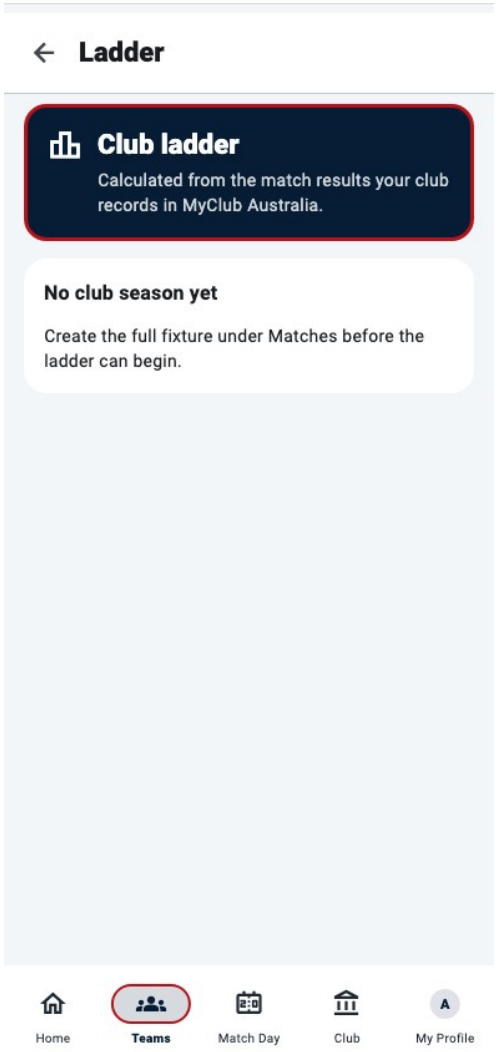
Important notes

- Deleting a season and importing it again creates clean fixtures; a deleted final result must not be reused by the replacement fixture.

- Use Fours, Triples or 5-a-side and set the actual rink or squad count and end structure used by the competition.

Club Ladder

The ladder is calculated from finalised season results for the selected season and division.



Current Bowls Edition screen for Club Ladder

Controls

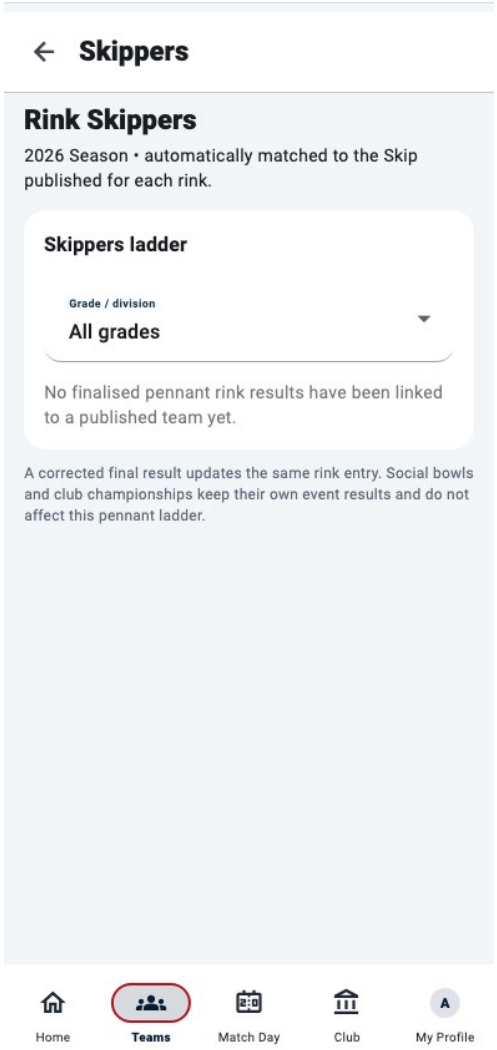
Control	How to use it	Access
Season selector	Chooses the season and division whose standings are displayed.	Approved members
Summary	Shows the compact competition ranking and principal points.	Approved members
Extended	Shows additional match, shot, end and percentage columns where available.	Approved members
Pull to refresh	Loads final results submitted from other devices and recalculates standings.	Approved members
Team row	Shows rank and competition totals; scroll horizontally when extended columns exceed the phone width.	Approved members

Important notes

- Only finalised results update the official ladder. A saved live score remains in progress.

Skippers tally

The Skippers tab ranks rink skips across all club grades and divisions from finalised rink results.



Current Bowls Edition screen for Skippers tally

Controls

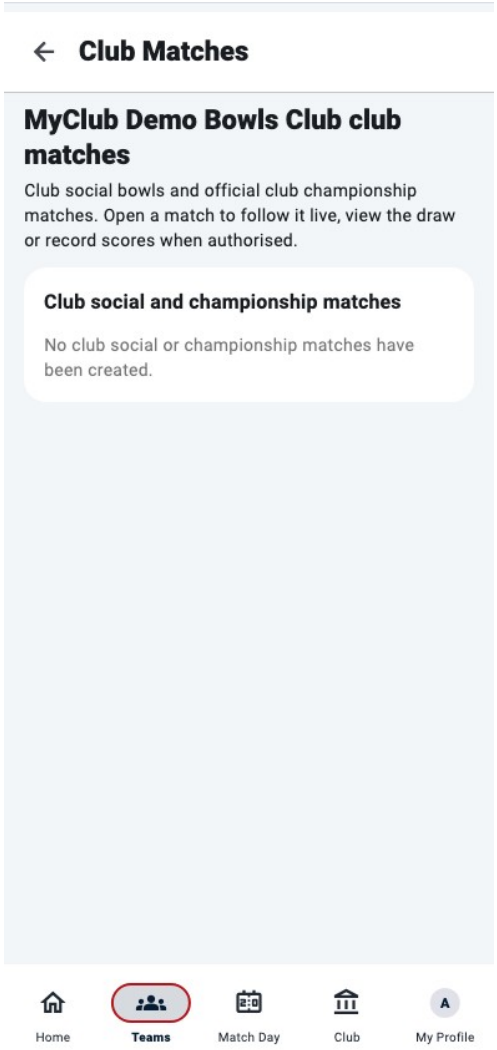
Control	How to use it	Access
Season selector	Chooses the period included in the tally.	Approved members
Division filter	Shows all grades together or narrows the table to one division.	Approved members
Skipper row	Shows matches, wins, losses, draws and rink percentage for the selected skipper.	Approved members
Pull to refresh	Recalculates after another scorer finalises a result.	Approved members

Important notes

- A tally entry requires the same rink number to carry its selected skipper into the result scorecard.

Club Matches

Club Matches lists club social bowls and official club championship competitions created by the Match Committee.



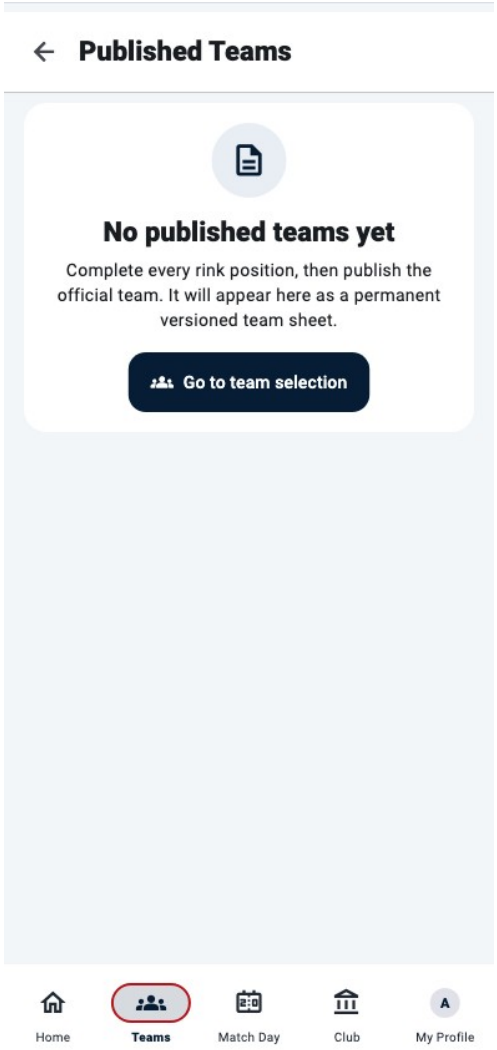
Current Bowls Edition screen for Club Matches

Controls

Control	How to use it	Access
Create club event	Chooses Club social bowls or Club championship, then sets name, format and competition rules.	Match Committee, admin or owner
Competition card	Opens entries, fixtures, live scoring, signatures, standings and finals for the event.	Approved members
Refresh	Loads entries or score changes made on another device.	Approved members
Delete	Removes the competition after confirmation when the signed-in role permits it.	Authorised manager
Final result	Shows the winner and completed scorecard after all required signatures are stored.	Approved members

Published teams

Published keeps the official, time-stamped team sheets shared with club members.



Current Bowls Edition screen for Published teams

Controls

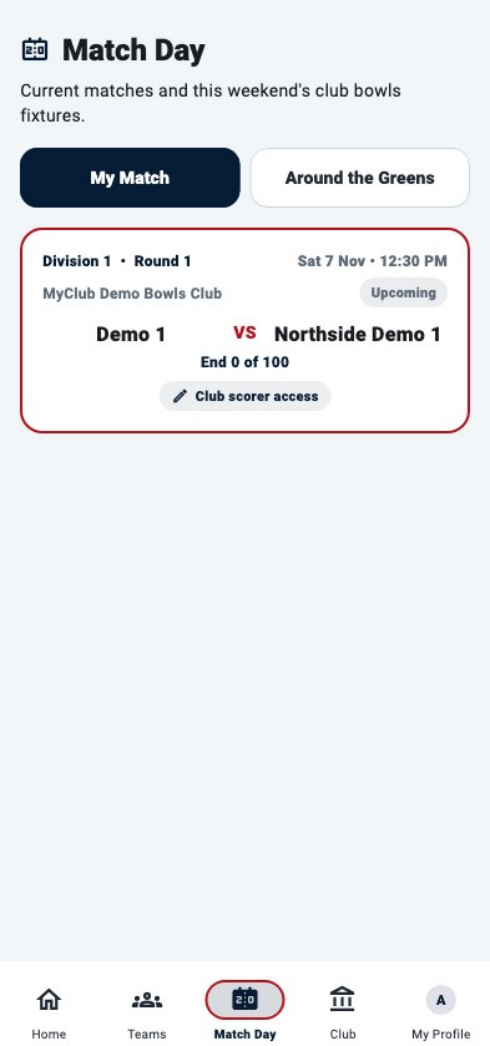
Control	How to use it	Access
Publication card	Opens the selected official team version.	Approved members
Version history	Lets members identify the latest publication while preserving earlier versions.	Approved members
Edit selection	Returns an authorised selector to the linked team selection.	Authorised selector
Share or export	Shares the official team sheet in the available format.	Role dependent
Availability response	Lets a selected player confirm availability for the published match.	Selected player

5 Match Day

Match Day shows the current weekend's pennant fixtures. Supporters can follow scores; appointed scorers and authorised club officers can update them.

Match Day fixtures

Use My Match for the active club fixture and Around the Greens for other fixtures grouped by association, division and round.



Current Bowls Edition screen for Match Day fixtures

Controls

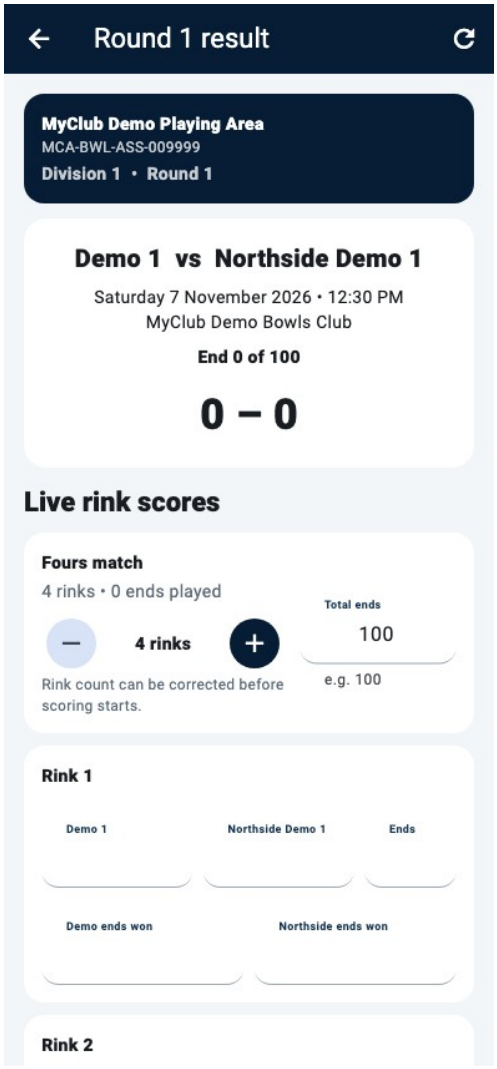
Control	How to use it	Access
My Match	Shows the signed-in member's club fixture for the current match window.	Approved members
Around the Greens	Shows other available association fixtures and their latest scores.	Everyone with access
Pull to refresh	Loads scores saved or finalised on another device.	Everyone
Fixture card	Opens the detailed scorecard. Live and Final labels show its status.	Everyone
Club scorer access	Indicates that the signed-in appointment may update this scorecard.	Authorised scorer

Important notes

- Match Day uses manual pull-to-refresh rather than a permanent live connection.

Live scoring and final results

The scorecard follows the fixture's playing format. Fours and Triples show rink cards; 5-a-side shows Singles, Pairs, Triples and Fours for every squad.



Current Bowls Edition screen for Live scoring and final results

Typical task

1. Enter the score and ends for every rink, squad or discipline.
2. Use Save live score during play.
3. Check the totals, then choose Finalise result after play is complete.
4. Ask viewers to pull down on Match Day to load the final score and ladder change.

Controls

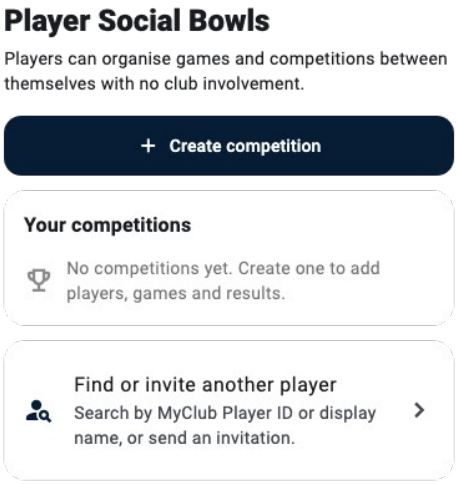
Control	How to use it	Access
Back	Returns to Match Day.	Everyone
Delete	Deletes the match only when the signed-in role has season-management authority.	Authorised manager
Total ends	Sets the match total used by the progress display.	Authorised scorer
Home and away score	Enter the running or final score for that rink or discipline.	Authorised scorer
Ends	Enter completed ends for each rink or discipline. Blank fields remain blank until scoring starts.	Authorised scorer
Ends won	Records each team's rink or discipline end wins when required by the competition.	Authorised scorer
Save live score	Saves progress without making the result final.	Authorised scorer
Refresh score	Loads the latest score and signature state from another device where shown.	Everyone
Finalise result	Checks every required value, asks for confirmation, locks the result and updates the ladder.	Authorised scorer
Correct final result	Reopens an authorised correction and retains an audit history.	Scorer, admin or owner
Correction history	Shows recorded changes to a final result.	Authorised roles

6 Player Social Bowls

Player Social Bowls lets subscribed individuals organise games and competitions without club administration.

Player Social Bowls

Open Teams, then Player Social Bowls, for personal games, round robins, knockouts and sectional competitions. Club championships belong in Club Matches instead.



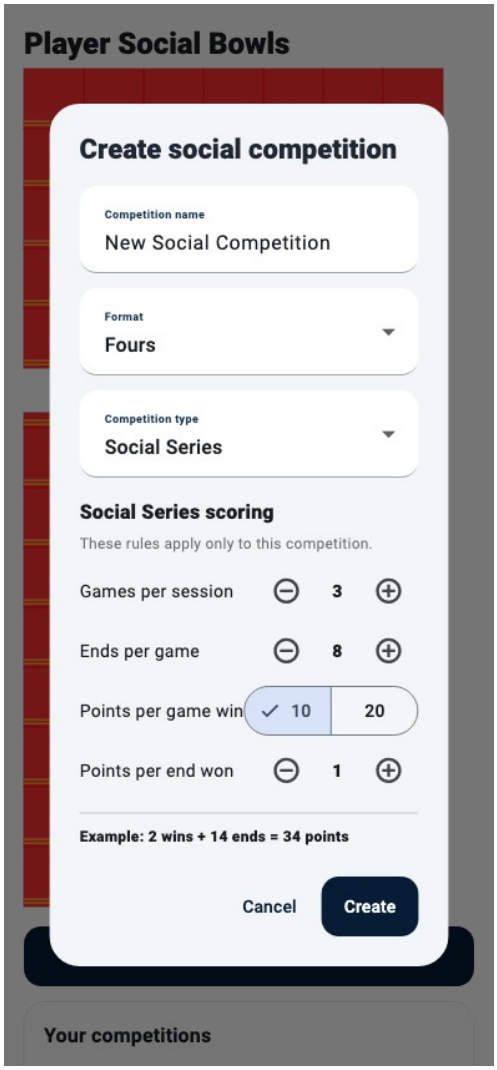
Current Bowls Edition screen for Player Social Bowls

Controls

Control	How to use it	Access
Create competition	Opens a new personal competition form.	Subscribed player
Competition card	Opens entries, fixtures, scores, standings and finals for that competition.	Participant or organiser
Find or invite player	Searches registered players by name or MyClub Player ID, or sends an invitation.	Subscribed player
Pull to refresh	Loads another participant's score or signature where the competition page provides refresh.	Participant
Delete competition	Removes a player-organised competition after confirmation.	Organiser

Create a social competition

The creation form changes to match the selected format and competition type.



Current Bowls Edition screen for Create a social competition

Controls

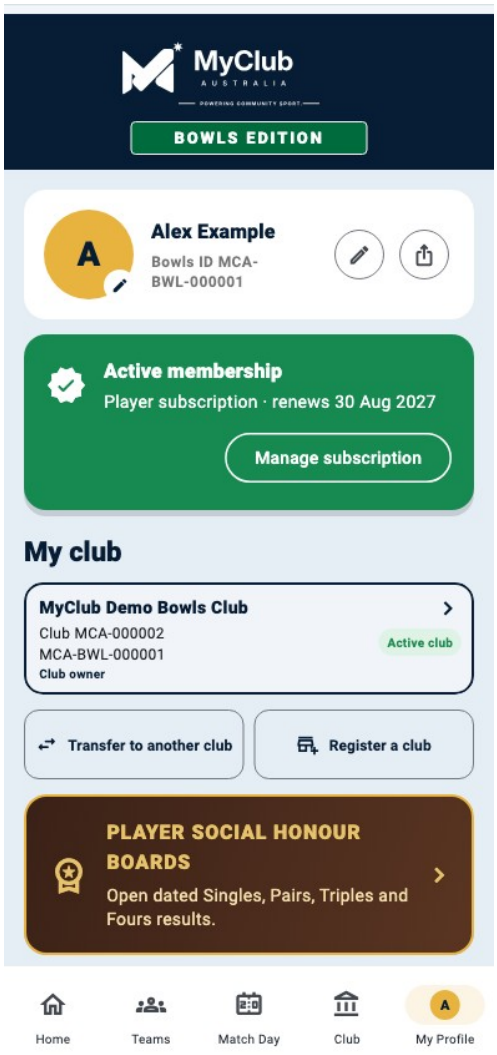
Control	How to use it	Access
Competition name	Enter a clear name participants will recognise.	Organiser
Playing format	Select Singles, Pairs, Triples, Fours or 5-a-side.	Organiser
Competition type	Select a single game, round robin, knockout or sectional format.	Organiser
Ends per game	Sets the normal number of ends where the format uses a fixed game length.	Organiser
5-a-side disciplines	Sets the Singles, Pairs, Triples and Fours ends used by each five-player side.	Organiser
Sectional rules	Sets section count, qualifiers and finals structure when Sectional is selected.	Organiser
Cancel	Closes the form without creating a competition.	Organiser
Create	Creates the competition and opens its workspace.	Organiser
Add player or team	Adds a registered participant or named team after creation.	Organiser
Generate fixtures	Builds the draw after entries and rules are complete.	Organiser
Score and sign	Participants record the result and provide any required confirmation signatures.	Authorised participant

7 My Profile and subscriptions

My Profile controls personal identity, club membership, privacy, subscriptions and account security.

My Profile

Your profile belongs to you and remains separate from any club governance or playing appointment.



Current Bowls Edition screen for My Profile

Controls

Control	How to use it	Access
Profile photo	Tap the photo to choose or remove your personal image.	Account owner
Name display	Chooses whether the app shows full name, nickname or both where permitted.	Account owner
Share Player ID	Shares your registered name and permanent Bowls ID.	Account owner
Subscription banner	Shows active, renewal-due or expired player-subscription status.	Account owner
Club membership card	Shows club, club number, association and your governance role.	Approved member
Transfer to another club	Records the existing club as previous and sends a nomination to the new club.	Account owner
Register a club	Starts a new club application under the signed-in personal account.	Account owner
Player Social Honour Boards	Opens the player's personal competition achievements.	Account owner
Help & User Guide	Opens the current mobile-friendly guide and downloadable illustrated manual.	Everyone
Contact MyClub Support	Opens an email to the Australian support team.	Everyone
Privacy Policy	Opens the current public privacy policy.	Everyone
Subscriptions & billing	Opens the current public guide to player, club and club-seat subscriptions.	Everyone

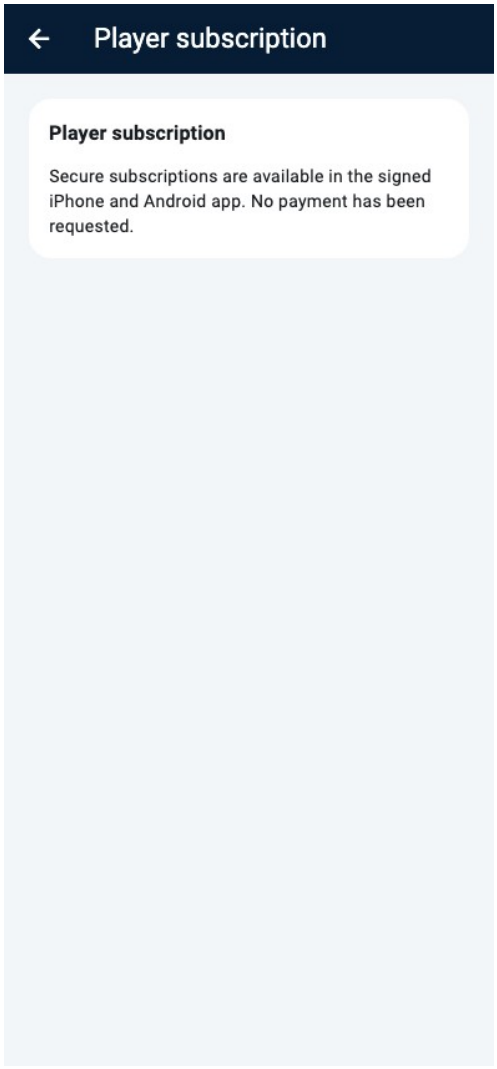
Control	How to use it	Access
Mobile verification	Verifies a private mobile number and controls whether discovery by mobile number is allowed.	Account owner
Delete my account	Permanently deletes private account data after password and exact confirmation. A sole club owner must appoint another owner first.	Account owner
Sign out	Ends the current device session without deleting the account.	Account owner

Important notes

- Club owners and administrators manage the club licence and paid player seats from Club, Administration, Subscription & Seats.
- My Profile no longer repeats club administration shortcuts; personal identity, membership and subscription status remain here.

Individual player subscription

The annual individual subscription unlocks Player Social Bowls when the player is not already covered by a club-paid seat.



Current Bowls Edition screen for Individual player subscription

Controls

Control	How to use it	Access
Store price	Displays the localised Apple App Store or Google Play price loaded for this device.	Account owner
Subscribe	Opens the secure Apple or Google purchase sheet. MyClub grants access only after server verification.	Account owner
Pull to refresh	Reloads the verified entitlement state.	Account owner
Restore purchases	Asks the current store account to restore an existing purchase.	Account owner
Manage or cancel	Opens the device store's subscription-management page.	Account owner
Back	Returns to My Profile.	Account owner

Important notes

- The current individual price is AUD $6.99 per year in Australia and NZD $8.99 per year in New Zealand. The store's checkout displays the controlling local price and terms.
- Cancelling stops the next renewal; access continues until the verified paid period ends.
- When the verified renewal date is the current day, My Profile says Renews today rather than Renews in 0 days.

8 Refreshing troubleshooting and safe use

Use these checks before assuming a saved item has been lost or a permission has been removed.

Refreshing shared information

1. Pull down on Match Day, season, ladder, club event or scorecard pages that support refresh.
2. Wait for the progress indicator to finish before entering more changes.
3. If another participant has just signed a scorecard, refresh that same competition screen.
4. If the connection failed, confirm internet access and try the refresh again.

When a control is missing or disabled

- Confirm that your club membership is approved and that the correct club is active in My Profile.
- Ask a Club owner or administrator to refresh members and confirm your appointment switch.
- A selector, Match Committee or scorer appointment is separate from the Club owner and administrator governance roles.
- Some purchase controls remain unavailable until Apple, Google or organisation billing is connected and verified.

Safe operating rules

- Each person signs in with their own account and private password.
- Check team names, rink numbers, skippers and end counts before publishing or finalising.
- Use Save live score during play and Finalise result only once the official score is confirmed.
- Use correction controls instead of deleting and recreating a genuine completed match.
- Do not send passwords, store receipts, Apple keys, Google service-account files or Stripe secrets through club chat.

Quick support information

Control	How to use it	Access
App version	MyClub Australia Bowls Edition 0.10.57 Build 167.	Support reference
Player identity	Provide the permanent MCA-BWL number shown in My Profile; do not provide a password.	Account issue
Club identity	Provide the Club MCA number shown on the My Profile membership card.	Club issue
Fixture identity	Provide association, division, round, teams and scheduled date.	Match issue
Screenshot	Capture the full page and any error message without exposing private credentials.	Helpful evidence

End of manual