

No: 22/2015
Date: 3rd September 2015
To: Clubs, Districts & Zones
Re: Important Reminder - BowlsBox Email Communications



****IMPORTANT INFORMATION PLEASE READ****

Since 1st July 2012 all hard-copy communications from Bowls NSW have been sent out to Clubs through an Email Communication System known as 'BowlsBox' which has been set up for ALL NSW Member Clubs and Affiliated Sub Clubs. (refer Circular 03/12)

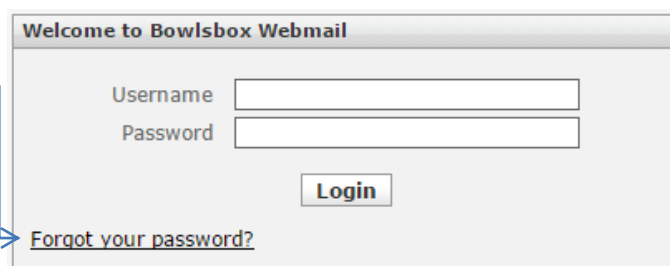
BowlsBox has been developed to provide a designated email 'Inbox' for Clubs and Zones to receive Bowls NSW e-communications including circulars, information on the election of Directors, notices, general updates etc. These documents can then be forwarded easily via email on to club officials, members and administrators as required to ensure accurate and consistent distribution of information.

HOW TO LOGIN TO BOWLSBOX AND CHANGE YOUR SETUP PASSWORD

1. Go to website by typing www.bowlsbox.com.au into your Browser Address Bar .
2. Login using the Username and Password previous sent to club.
 - a. If you are not sure of your bowlsbox username, please contact the Bowls NSW Office.
3. Once logged into your BowlsBox account, click on 'Settings' in the top right corner of the screen.
4. Click on the "Password" tab in the main section of the screen and then change by re-entering the Set-up Password, then entering your own new Password that you will not forget.
5. Check your BowlsBox Account Weekly to keep up-to-date with the latest communications from Bowls NSW, and ensure you forward or distribute information to all of your Bowling Members.
6. Your BowlsBox Email address is: **«club»@bowlsbox.com.au**

HOW TO LOGIN TO BOWLS BOX IF YOU HAVE FORGOTTEN YOUR PASSWORD

1. Go to www.bowlsbox.com.au
2. Click the 'Forgot your password?' link
3. Enter your details including an alternate email address, phone number and your BowlsBox email address
4. An email will be sent to your alternate email address to inform you of your reset password



Welcome to Bowlsbox Webmail

Username

Password

[Forgot your password?](#)

If your Club/Zone does not have internet or computer access, or for assistance or further information please contact the Bowls NSW Office on 9283 4555 or email rnswwa@rnswwa.org.au.



Greg Helm
Chief Executive Officer