

How to enter competitions on the ECBA Competition Portal

Go to the website <https://essexcomps.co.uk>

The screen then displays the “Competitions Portal” main screen, which is a general screen for everyone to view, and shows the current status of the Championships and Competitions.

If you haven't already registered to use the portal, please do so now. The **‘How to go to and register on the ECBA Competition Portal’** instructions detail how to do this. (These were circulated with the April 2025 ECWBA Delegates Meeting Minutes).

How to enter competitions

1. You need to Login to the portal.
2. Type your “**User Name**” (which is the email address you used to register) and “**Password**” in the two white boxes in the red banner at the top of the screen, and then left-click or tap on the adjacent “**Login**” button. (Ensure you type your password in the second box, and not your User Name and Password all in the first!)
3. Your personal Account will now be showing the ‘Competition Entries’ page. A welcome message will appear in the red banner at the top of the screen i.e. Welcome, ‘your name’! This will confirm that you are in your account and not somebody else’s. The screen also shows available options in a menu down the left-hand side of the screen ... note that Competition entries can only be made between the opening and closing dates applicable.
4. To enter competitions, click on the ‘Return to Home Page’ from the menu on the left-hand side of the screen. The screen will then show the available competitions for men and ladies to enter. (Ladies competitions are shown in red and you may need to scroll down the page to see them).
5. The ladies competitions are split into two sections, Ladies Championships and Ladies Competitions. Select the competition that you wish to enter by left clicking on the red banner showing the competition name. The screen will then show the name, dates and eligibility criteria for that competition. Underneath the description, there is a ‘**tick box**’ to confirm that you agree to the Terms and Conditions of entry. You will need to left click on this box to put a tick in it before you can proceed. You then need to left click on the ‘**Confirm Entry**’ blue button. This will place the competition entry into your ‘basket’. **NB. Only one player will need to make the competition entry, NOT all of the players in the team.** If you need to remove a competition from your basket, click on the ‘Remove’ button

6. To enter more than one competition repeat the process in item 5. This is done by left clicking on the '[Back to Competition List](#)' button shown above the name of the competition you have just entered. This will take you back to the screen showing the list of competitions, where you can select the next competition you wish to enter and continue as in item 5.
7. Once you have entered all the competition(s) that you wish to and they have been placed in your basket, you will need to pay for them. This can be done by debit or credit card. You will need to 'checkout' your basket in order to make the payment. This will then allow you to input your card details. Card number, Expiry Date, CVV number and postcode that the card is registered to. **NB. Card payments are made via Stripe - an internationally recognised third party payment system and No payment details are stored in the Competition Portal.**
8. Once you have made your competition entries and paid for them, a list of your competition entries will be shown on the right-hand side of the white section of the screen after the "[Competition Entries](#)" option from the left hand menu has been selected. You will also receive an email, to the email address used when you login to the Portal, confirming the details of the competitions you have entered and that payment has been made.
9. You will then need to add the player(s) details. Name, Email Address etc. For team competitions e.g. pairs, triples, you will need to add the player details for each playing position. (This is not necessary for Top Club and Albert Crabb, see item 10). To enter the player details you need to left click on the '[Edit](#)' button for the competition listed in the table shown. The screen will then be headed 'Competitor Contact Details'. Under this will be the name of the competition and 'Primary Named Entrant' followed by a choice of 'Myself' or 'Someone else'. If you select 'Myself' you will be the contact for that competition and you need only to enter your playing partners details if you click 'Someone else' you will need to enter all players details and select who will be the contact. Input the details for each player in the relevant white boxes. At the bottom of the table, you will need to select which player will be the 'Team Contact', as this person will receive the emails providing the opponents information and will also be responsible arranging the match and eventually for inputting the results on to the Portal once the matches have been played. (Details on how to input your results will follow at a later date). Select your player by left clicking on the circle next to the relevant choice. The chosen player's details will be carried forward to this section automatically. You then need to left click on the blue '[Save](#)' button. This will need to be done for all competitions entered.
10. For Top Club and Albert Crabb competitions, you will just need to input the contact details for the 'Named Player/Team Leader or Contact' as this person will receive the emails providing the opponents information and will also be responsible arranging the match and for inputting the results on to the Portal once the matches have been played. (Details on how to input your results will follow at a later date).

11. The entry for the Club Champion of Champions will need to be made by the Club Secretary/ Ladies Captain, as confirmation is required from the Club, that the player entered, is the Ladies Club Champion. Having entered, the entry should be edited to show the name and contact details of the competitor who does not need to have an account, but they must have an email address, otherwise all the emails will go to the person who entered on her behalf.
12. Handbooks, will be ordered manually, as at present. NB. Each player will need a handbook. Forms for this will be sent to Club Secretaries.

PLEASE ENSURE TO “LOG OUT” OF YOUR ACCOUNT WHEN FINISHED ... use the “[Log Out](#)” button on the red banner at the top of the screen.

If you have any difficulties using the portal, please contact Dave Jarrold (Tel: 07771-882595 or E-mail: davejarrold@msn.com)