THE CHAMPIONSHIPS WIMBLEDON

<u>BALL BOYS AND BALL GIRLS PROGRAMME 2020</u>

<u>BBG Website User Guide</u>

1. INTRODUCTION

Welcome to the AELTC Ball Boys and Girls (BBG) programme for the 2020 Championship year. As in previous years, the AELTC BBG website forms a key part of the process for pupils interested in becoming a BBG.

Pupils interested in becoming a BBG should attend one of the schools in our programme and as such will initially be briefed by a school representative as to how the process works. You are then invited to register your interest by filling in an online registration. Registered BBG candidates may then undertake a number of online training modules.

Once the requisite number of modules has been successfully completed, pupils can put themselves forward for selection by completing a more detailed online application form.

It is important that you keep in contact with your school's designated School Representative, they have all the key information required to prepare you for selection should they choose to put you forward.

2. CHECKLIST

Use this guide to help you

- Register your interest
- Complete the first eight modules
- Submit your online application form (including a passport style photo)
- Please note you only have **three attempts to get a photo approved**
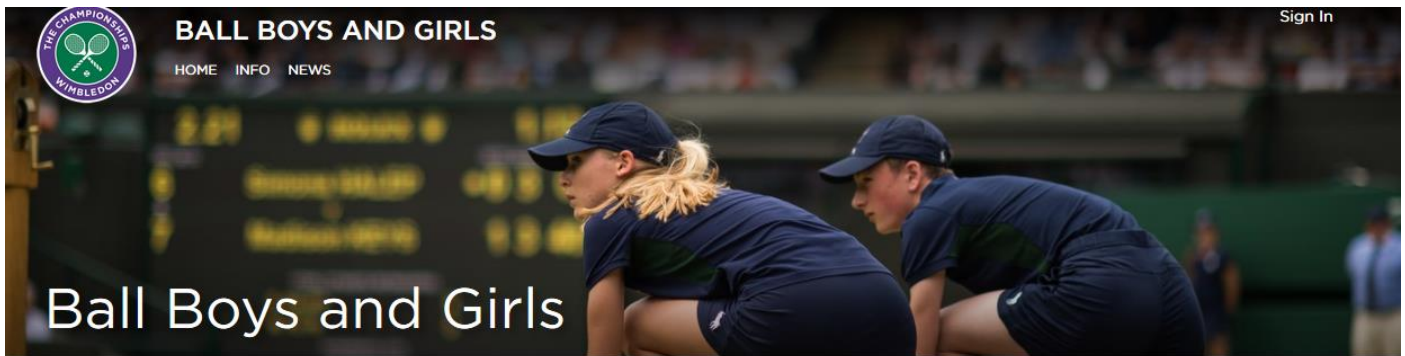
2.1 Homepage

Go to www.aeltc.com/bbg

2.2 Register

Registration

- If you have never registered on the BBG website before use the **register** link
- If you have previously registered (regardless of whether you were successful or not) or are a recall, you should use the **sign in** link

BALL BOYS AND GIRLS

HOME   INFO   NEWS

Sign In

Ball Boys and Girls

Registration
Step 1 - Register

Use the links below to Sign In or Register

If you are registering for the first time

Register

If you are registered already or have been recalled

Sign In

New Registration needs to be completed by:

Ballboys and Ballgirls Registration

To apply to be a Wimbledon Ballboy or Ballgirl (BBG) you must register with the All England Lawn Tennis Club (AELTC) using the appropriate **register link**. Once registered, you will have access to an online 'pre-training' programme, which you will need to complete to be considered as a Wimbledon Ballboy or Ballgirl.

Ballboys and Ballgirls will only be chosen from selected schools in the local area.

- Complete **your details**, all the fields are mandatory in this section. (Please note the email in this section will be the main point of contact)
- Then click on **Next**

Next   **Cancel**

Your Details
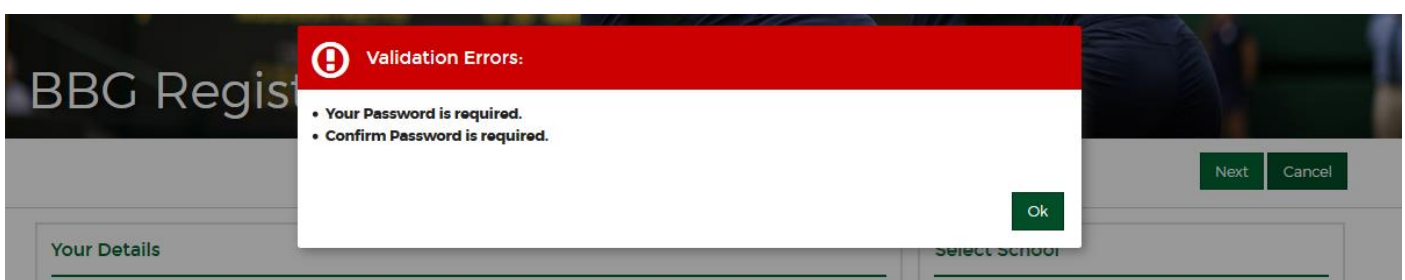
Title

· First Name

· Last Name

Email (0/200)

· Date Of Birth

Select School

· Select School

· School Year

If you omit a field, you will get an **error message in red** informing you, which fields need to be completed

BBG Regis

Validation Errors:

- Your Password is required.
- Confirm Password is required.

Ok

Next   **Cancel**

Your Details

Select School

- The summary page then allows you to **confirm** or **edit** your details
- Take note here of your **username**

Summary

Confirm

Waivers

You accept and acknowledge that the information you provide at any stage of this process: (i) shall be processed in accordance with our **Privacy Policy** for the purposes of allowing you to participate in this programme; and (ii) may be passed to your school, your parent/guardian and/or your secondary contact for verification purposes. For more information about the use of this site, please see our **Terms of Use.**

BBG - Mr Ballboy Test   Edit

United Kingdom   Username   **BTest**
                                        Email   **ballboytest@gmail.com**
                                        Date Of Birth **22 March 2004**
                                        School Name   **Glyn School**
                                        School Year   **10**

- You will then get a confirmation on screen that you have completed the initial part of the registration process

Congratulations

Return to Website

Thank you for registering Ballboy

your BBG registration has been completed successfully.

Confirmation

You will receive a confirmation email including your account details.

Click on the Return to Website link to start the modules.

2.3 Online modules

- On clicking **return to website**, you will be able to access the online modules
- There is always the option to **sign out**, should you wish to complete these at another time
- New applicants will now be able to access Modules 1-8 plus a random quiz, with recalls being able to access modules 1-14 and both random quizzes
- To proceed, click on **Start Module**
- Please note all applicants only have until **4 November at 6pm** to complete the required number of modules. If you miss this deadline, you cannot proceed any further.

Modules

Step 2 - progress 1 of 8

days remaining **14**

BBG Module 1 - The court at Wimbledon

Start Module

This section needs to be completed by:

Specified date

Completion of Modules

Having registered, you now have access to the online training programme:

- New applicants must complete modules 1-8 and recalls (those who have participated in a previous Championships) must complete modules 1-14
- You do not need to complete the required number of modules all at once
- Each module has a tutorial that will take you though the key information you need to learn in order to become a BBG and also enable you to pass the quiz for that module

- Each module has a tutorial that you need to view first, before attempting the quiz for that module. The tutorial provides you with the information you need to know to pass the module
- Each module has a pass mark and can be re-attempted multiple times should this not be reached
- To start the module, click on **Start the quiz now** at the end of the tutorial
- You can click **Back** if you wish to revisit a page at any time during the tutorial

Exit	Start the quiz now	Back

Next

You should now know about:

- The names of the lines and layout of a tennis court
- The different playing areas for singles and doubles
- The layout of the a court at Wimbledon

When ready, you should attempt the quiz for this module:

- The quiz needs to be completed in full in order to get a score
- You need 85% to pass
- If you do not pass, you can re-take the quiz
- You cannot access the next module until you have completed this one
- When ready, click the 'start the quiz now' button above

- On reaching the pass mark, click on **finish** and you will have access to the next module as indicated by the dot
- Modules must be completed in order, but do not need to all be done in one session

TRAINING MODULE SCORES

	Name	Result	Score
✔	BBG Module 1 - The court at Wimbledon	PASS	100%
●	**BBG Module 2 - The start of a game**		
	BBG Module 3 - Playing and scoring a normal game		
	BBG Module 4 - The match		
	BBG Module 5 - The ball change		
	BBG Module 6 - Playing and scoring a tie-break		
	BBG Module 7 - The core skills		
	BBG Module 8 - General court activity		
	Random Quiz 1		

- The **Training Modules Scores** in the top right-hand corner shows you your history of module attempts in terms of your first attempt, your last attempt and your best attempt

- When you have completed Modules 1-8 as a new applicant or Modules 1-14 as a recall, you have finished the registration process. The random quizzes are not mandatory
- **You must now return to the home page as indicated by the instructions at the foot of the modules (see below) and should now have access to the online application form**

ON COMPLETION OF THE MODULES:

When you have passed the required number of modules, you will then have access to the application form via the home page. This must be completed by the specified deadline and a photo uploaded and approved, to proceed any further.

2.4 Online Application Form (including photo)

- To complete the online application form, click on **Apply**

- Complete the fields shown
- By scrolling down entering the **postcode** first, it can be used to search and select and address or it can be completed manually

Address Modifier (0/70)

Building (0/70)   Number (0/50)

· Address1 (0/70)

· City (0/70)

County

· Postcode

- To upload a photo, click on the **camera** icon (having read the guidelines provided)
- The image can be zoomed in/out or rotated as required using the additional function buttons

· Last Name

Test

· Email (21/200)

ballboytest@gmail.com

· Date Of Birth

22/03/2004

Contact Details

Home Phone

Country   Number (0/50)

United Kingdom (+44)

Mobile Phone

Country   Number (0/50)

United Kingdom (+44)

Select your profile picture

Upload Attempts Remaining: 3

- Then click **Next**
- Complete the next pages related to parent/guardian details, secondary emergency contact details and medical/dietary information
- Where any information is omitted or entered incorrectly, again a red error box will appear to indicate what you need to amend

- Within the medical and dietary details, more than one option can be selected. Where you wish to remove an option that has been selected just click on the **X** displayed next to the option you wish to remove. **Medical/Allergy Notes** can be used to add any additional information

Medical Details

Medical Conditions

☒ Asthma

Medical/Allergy Notes

Carry an inhaler

Dietary Requirements

Dietary Requirements

Nut free

☒ Nut free

- On completion of the required fields, you will see a summary page
- Where any details are incorrect, you can use the **Edit** button to make any changes

Confirm

BBG - Mr Ballboy Test

Edit

Cliddesden Road
RG21 3HF
HAMPS
UNITED KINGDOM

Username	**BTest**
Email	**ballboytest@gmail.com**
Date Of Birth	**22 March 2004**
School Name	**Clyn School**
School Year	**10**
Role	**BBG - Ball Boy/Girl**

Guardian

Edit

- Where all details are correct, click on **Confirm**
- You will then get a message on screen indicating your application has been completed and **should now await approval of your photo**

Return to Website

Thank you for applying Ballboy

Ballboy Test

Your BBG application has been completed successfully

Click the Return to Website link to see information on the rest of the BBG process.

Editing a photo

- If your photo is rejected, you will receive an email indicating the reason and should upload a new photo having revisited the guidelines – **remember you only have three attempts to get a photo approved**

Good luck!

2.4 Nomination

- Once you have registered, completed the relevant online application form and had a photo approved, your application is complete, and you are eligible for nomination
- Your school representative will then decide whether you will be one of your school's nominations for selection trials in January. They will be aware of your application as can view its status online as soon as you register
- If at any time you experience any difficulties, use the 'contact us' link on the left-hand menu and your query will be answered as soon as possible.

Upload Pending
Step 3 - Photo

days remaining (14)

Your photo is now awaiting approval by the AELTC. Where necessary you can submit an updated photo by clicking below

Upload

An appropriate photo needs to be uploaded and approved by:

30 SEPTEMBER 2018

Photo pending

Once your photo has been uploaded you must await for approval

Please note:

- You only have three opportunities to load an appropriate photo. If on the third attempt, your photo is not approved, your application will automatically be rejected. You are therefore advised to read the guidelines carefully
- Where a photo is rejected, you will receive a reason outlining why the photo is not suitable
- Only applicants with approved photos at the specified deadline can proceed any further. It is therefore important that you do not leave your photo to the last minute
- Approval of photos is not an automated system and although they are checked regularly, you should not expect an instant reply

3 OTHER NAVIGATION

3.1 Home Page

The links on the home page, shown in the screen shot below, enable you to access various parts of the website as listed below

BALL BOYS AND GIRLS   Sign Out
HOME   MY DETAILS   TRAINING MODULES   INFO   NEWS   CONTACT US
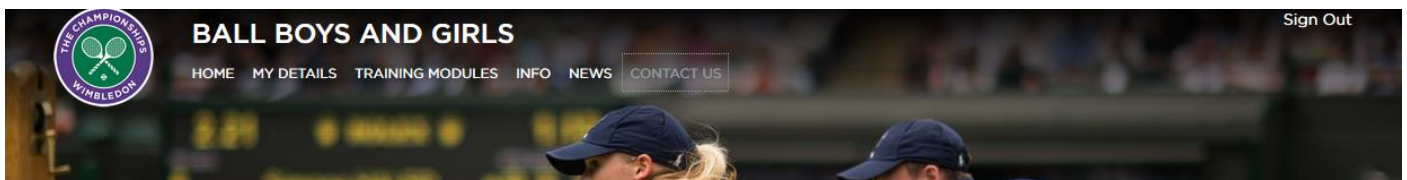
- **My details** allow information on your application form to be edited
- **Training Modules** enables you to access the modules during the registration process or revisit them at any time
- **Info** contains key information about the BBG programme and is updated periodically
- **News** provides weekly updates and reminders

3.2 Contact Us

- Use **Contact Us i**f you have any queries regarding your application or any questions about the BBG programme
- By clicking on this link, a form will appear, pre-populated with your details, if you have already registered. Add your query to the **message** section, choosing a **subject** from the drop-down menu.

3.3 Username Reminder/Password reset

- Where you have forgotten your user name, click on the **Username Reminder** link
- Where you have forgotten your password, click on the **Password Reset** link

Please enter your username and password to access the BBG website.

Username

| |

Password

☑ You accept and acknowledge that your use of this site shall be governed by our Terms of Use and the information you provide at any stage of this process shall be processed in accordance with our Privacy Policy.

Sign In

Would you like some help?

Password Reset   Username Reminder