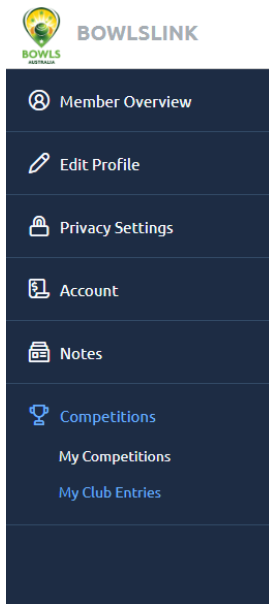


BOWLSLINK

PENNANT SIDES MANAGEMENT PART 1 - PLAYERS

You will need to be familiar with the basic navigation around the “BowlsLink” interface – actions such as click buttons & menu options, and the “three dots” [Actions] area. You can learn these by exploring your personal “profile” in BowlsLink.

This Guide is for club members who have been given access (by Club Secretary or otherwise) to one or more Pennant Sides to manage teams & results.



Login to BowlsLink – if you have more than one profile “level”, you should choose your “personal” profile (refer to the other “Sides management” Guide).

Click on Competitions/ My Club Entries.

Click on “In Play”.

You should see a list of the Pennant Sides from your Club that you have access to for the purpose of managing player selections and entering scores.

A screenshot of the 'Competition Entries' page in BowlsLink. The page has a light grey header with the title 'Competition Entries' and a subtitle 'A list of entries that you as Club administrator have access to manage.' Below the header are three tabs: 'In Play' (selected), 'Entered', and 'Completed'. The main content area contains a table with columns: 'Competition', 'Entry', 'Entrants', 'Primary Contact', 'Secured', and an actions column. There are also 'FILTER' and 'Search' buttons, and a 'Rows: 50' dropdown menu.

Competition	Entry	Entrants	Primary Contact	Secured	
01. Saturday Premier League	Henley	0	Steven Franks	●	...
02. Saturday Division One	Henley	0	Steven Franks	●	...

PLAYER ENTRY/MANAGEMENT

THIS SECTION SHOWS HOW TO PUT PLAYERS INTO A SIDE PRIOR TO A ROUND OF PENNANT BOWLS

For the Side you want to add or change players, click the Actions button and select “Manage Results” [doesn’t make sense, but come with me].

You should see a list of the “fixtures” (i.e. Round number, Home & Away Side names, date, location) for that Side by clicking the “Unplayed” or “Resulted” menu items. [**“Unplayed” fixtures have had no player or result information entered; “Resulted” fixtures have at least some information entered – just accept the terminology**].

Results						
Unplayed	Resulted	Completed				
Section	Round	Home	Away	Date	Location	Actions
1	3	Morphett Vale	Henley	26th Oct 2019	Morphett Vale Bowling Club	...
1	4	Henley	Marion	9th Nov 2019	Henley Bowling Club	...

Results						
Unplayed	Resulted	Completed				
Section	Round	Home	Away	Date	Location	Actions
1	1	Henley (1)	Hawthorn (1)	12th Oct 2019	Henley Bowling Club	...
1	2	Toorak Burnside (0)	Henley (0)	19th Oct 2019	Toorak Burnside Bowling Club	...

To add/amend player information to a fixture (e.g. put in the teams for the next pennant Round or move players etc), click the Actions button and select “View Results”.

You should see a screen like the one below.

This screen is central to managing players and results. Clicking the chevron icons opens and closes the “expanded” view that displays individual player names for each team.

Format: Fours | Name: 01. Saturday Premier League

ROUND 6 - SECTION 1 - SATURDAY, NOVEMBER 23RD, 2019

0 (4) : (4) 0

HENLEY | ADELAIDE

TEAM 1

SELECT TEAM

TEAM NOT ENTERED

TEAM 2

SELECT TEAM

Note: Bowlslink uses the term “Import” for adding player names [import from the member admin part of BowlsLink to the teams/results part].

Note: The top right-hand corner Actions area of the screen holds the facility to “copy” Sides from one Round to another. This follows the same process as the previous SportsTG system except the choices are by date. Use this feature FIRST to speed up the addition of selections for each Round.

Once the Side has been imported (the names will show on the expanded view on the screen)

For the team you want to add or amend information to, click the Actions button and select “MANAGE TEAMS”. You can also click the “Select Team” blue button for that team. You should see this dialog box.

There are two selection tools available for each player position:

Clicking in the “PLEASE SELECT” area reveals some names for selection and the important “UN-PLAYED” (for a missing player) and “SUBSTITUTE” options. Many appropriate player names will be in this list.

Click on your choice.

If the player name doesn’t appear, click the appropriate square blue button to get a name search dialog box – type a few characters of a player name you want to select, click on the player name and click “IMPORT”.

Import Club Member to Team

Select a Club member from the list below to import to this team.

Club Member to import

Select a Club Member

CANCEL

ENTER SIDE MATCH TEAMS

HENLEY
SKIP

PLEASE SELECT

LEAD

PLEASE SELECT

SECOND

PLEASE SELECT

THIRD

PLEASE SELECT

SAVE CLOSE

Press “SAVE” at the appropriate time to finalise that team.

Continue until the Side selection is complete. **All selections are saved to the system as they are shown in the main screen.**

The Conditions of Play for Metropolitan Pennants indicate that initial player selections should be entered online as soon as possible, and by 10am of the day prior to the game at latest.

PLAYER UPDATE

To make (the inevitable) changes to player selections, follow the same guidelines as the initial player entry to get to the teams/results screen.

Follow the instruction on the previous page to manage the teams.

Moving players between Sides is may be more complex as BowlsLink should not allow a player to be selected in more than one Side for a Round. i.e. a player must be removed from one Side before they can be added to a team in another Side.

This is yet to be determined (15 November).

PENNANT SIDES MANAGEMENT PART 2 - RESULTS ENTRY/MANAGEMENT

THIS SECTION IS TO MATCH PLAYERS IN OPPOSING RINKS AS RECORDED ON SCORECARDS AND TO ENTER THE RESULTS OF THE GAME AT ITS CONCLUSION

Whether “Home” or “Away”, all entries & changes are made through the sides/results screen which is accessed using the steps described above in Part 1.

Begin by displaying that screen for the appropriate Side.

Format: Fours | Name: 01. Saturday Premier League

ROUND 5 - SECTION 1 - SATURDAY, NOVEMBER 16TH, 2019

0 (4) : (4) 0

GRANGE | HENLEY

TEAM 1

SELECT TEAM

TEAM NOT ENTERED

CRAIG GREEN LEAD
KEN SHERRY SECOND
TONY ROBERTS THIRD
DAVID PRIOR SKIP

HOME SIDE & AWAY SIDE SHARED DUTIES

Any last minute or “in game” player changes/ substitutions or missing players must be entered into the teams/ results screen using the same guidelines as before. [BowlsLink is being developed to keep individual player playing records].

HOME SIDE DUTIES

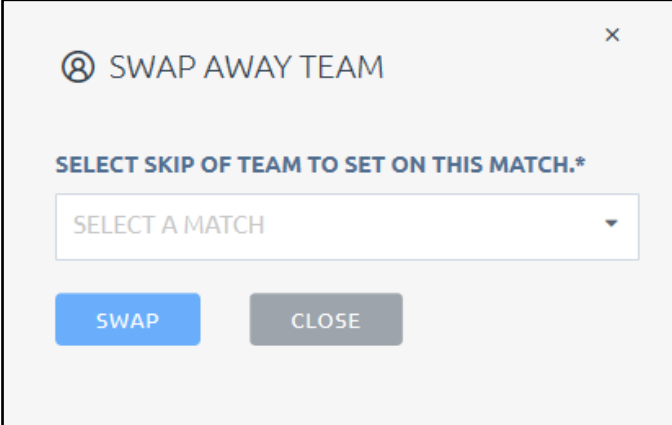
WARNING – player names cannot be moved or substituted once results are confirmed. Ensure player names are up to date before finishing adding results.

1. MAKE CHANGES TO YOUR PLAYERS/PLAYER POSITIONS
2. MATCH RINKS

Bowlslink expects you to identify any AWAY SIDE teams which are not correctly matched to your corresponding teams and to move them to the correct teams by selecting the correct skip name as described below.

For the teams that need to be moved, click the Actions button and select “SWAP AWAY TEAMS”. You should see this dialog box.

Depending on the competition, one or more team (skip) names will appear. Select the one that needs to be inserted into the current team. Press “SWAP”.

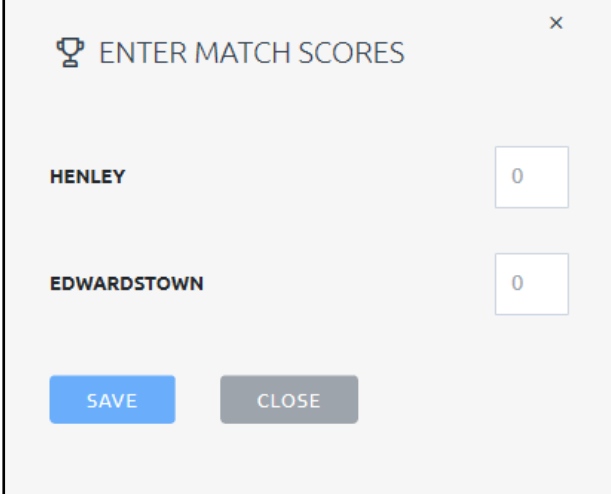


3. ENTER RESULTS

Bowlslink only requires rink results from you. Totals & points are calculated. [I'm unsure of the status of Byes & forfeits – currently being managed by Match & Program Committee]

For the team you want to put a score into (or amend a score), click the Actions button and select “ENTER RESULTS”. You should see this dialog box.

Type in the results for that team (shots for and against). Press “SAVE”.



Once all team results have been entered, check all information carefully and only press the “COMPLETE” button when completely satisfied.

AWAY SIDE DUTIES

WARNING – player names cannot be moved or substituted once results are confirmed. Ensure player names are up to date before confirming results.

1. MAKE CHANGES TO YOUR PLAYERS/PLAYER POSITIONS

Away Side people should make any adjustments to their players & their positions.

2. CONFIRM RESULTS

Press the blue “CONFIRM” button only if satisfied with the entry of results by the Home Side. If not, email the MBA immediately.

At this stage of development, results will not be passed to the League tables until the result is confirmed.