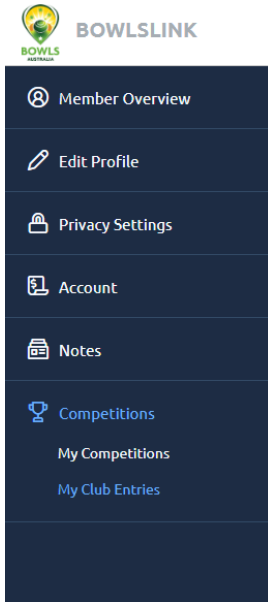


# BOWLSLINK

## 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.



Login to BowlsLink – if you have more than one profile “level”, select your Club membership (i.e. Personal) profile during or after the login process.

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.

**Competition Entries**  
A list of entries that you as Club administrator have access to manage.

**In Play**   Entered   Completed

**FILTER**   Search   Rows: 50

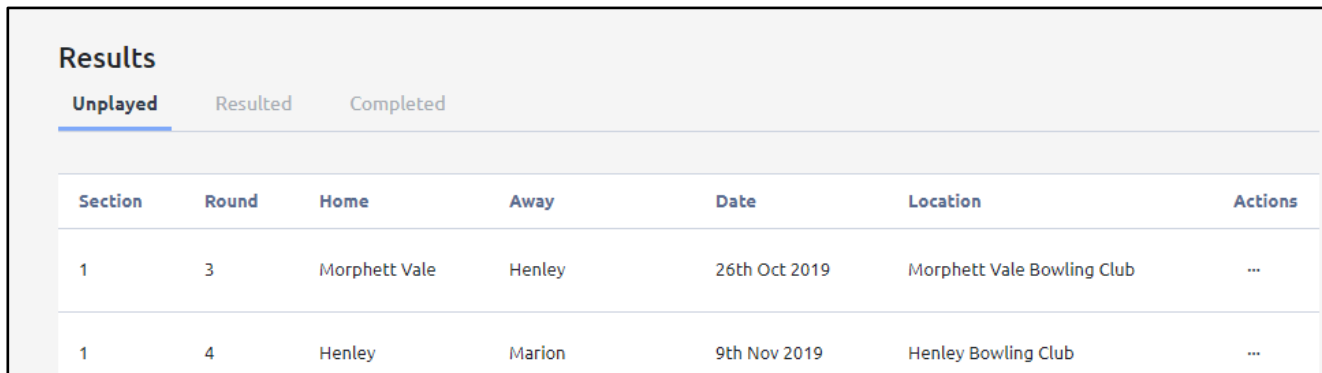
Competition	Entry	Entrants	Primary Contact	Secured	
01. Saturday Premier League	Henley	0	Steven Franks	●	...
02. Saturday Division One	Henley	0	Steven Franks	●	...

## PLAYER ENTRY/MANAGEMENT

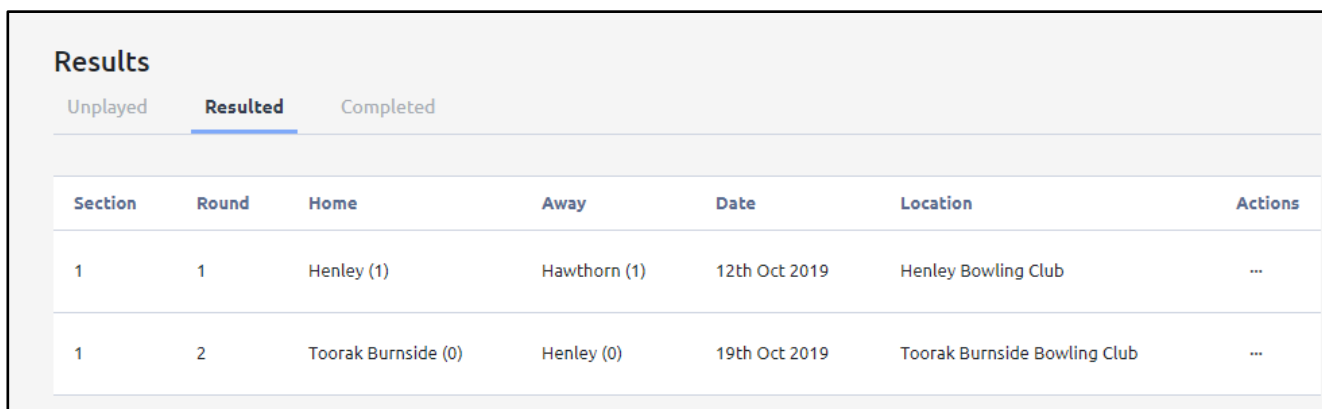
THIS SECTION SHOWS HOW TO PUT IN PLAYERS AS SELECTED PRIOR TO A ROUND OF PENNANT BOWLS

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 no player or result information; “Resulted” fixtures have at least some information**].



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	...



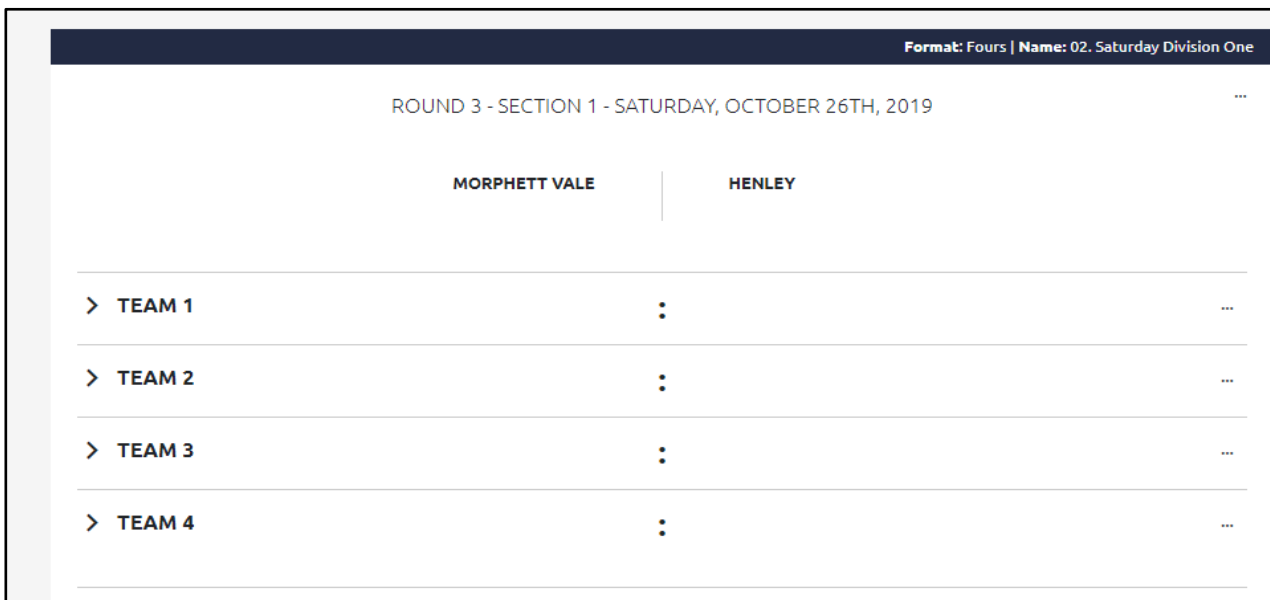
Results						
Unplayed	Resulted	Completed				
Section	Round	Home	Away	Date	Location	Actions
	1	Henley (1)	Hawthorn (1)	12th Oct 2019	Henley Bowling Club	...
	2	Toorak Burnside (0)	Henley (0)	19th Oct 2019	Toorak Burnside Bowling Club	...

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.**

The screen shot is the “compact” view – clicking the chevron icons creates the “expanded” view that will display individual player names for each team. [Takes up more space but useful in confirming that selections are accurate].



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

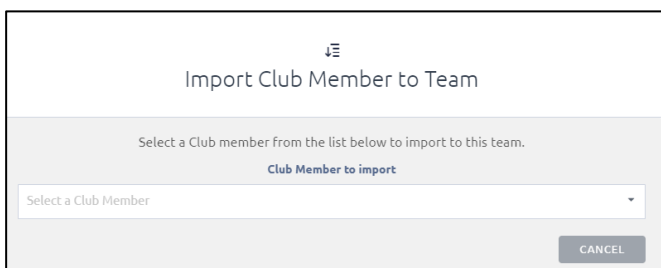
**Note: The top right-hand corner Actions area of the screen holds the facility to “copy” Sides from one Round to another. This follows the same process as the previous SportsTG system. Use this feature to speed up the addition of selections for each Round.**

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

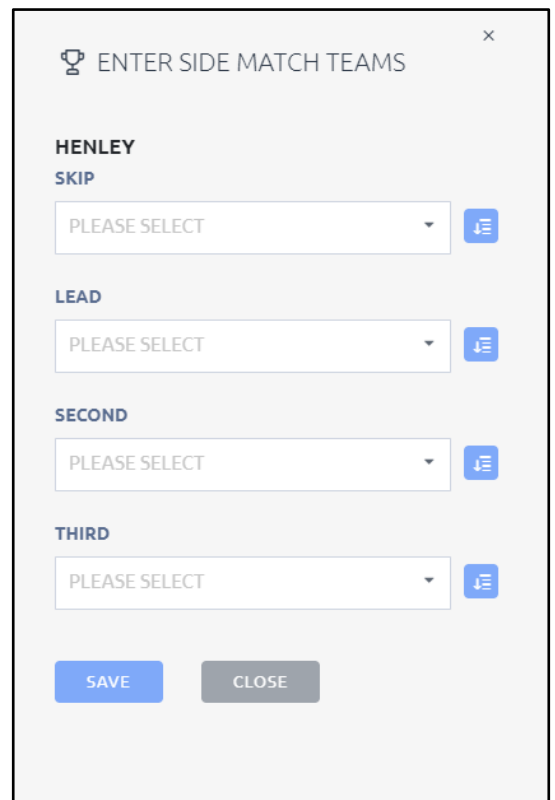
There are two selection tools available for each player position:

Clicking in the “PLEASE SELECT” area reveals some names for selection and the important “UN-PLAYED” (for a missing player) and “SUBSTITUTE” options. Click on your choice.

Clicking the appropriate square blue button gives a name search dialog box – type a few characters of a player name you want to select and click on the player name.



Press “SAVE” at the appropriate time.

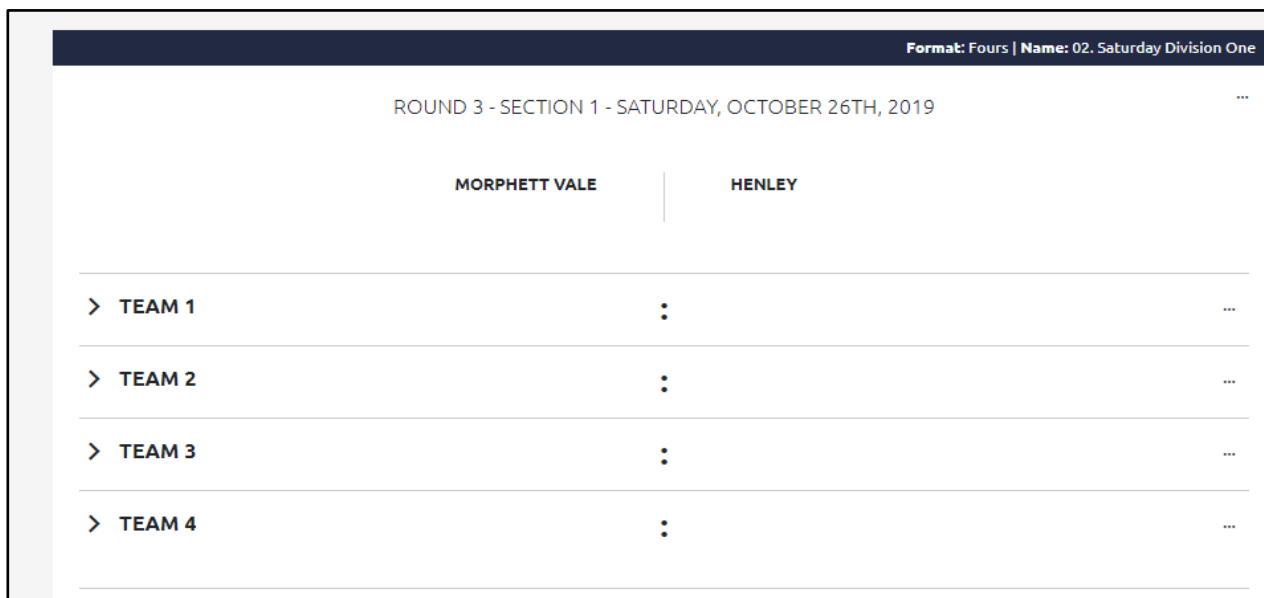


Continue until the Side selection is complete. **All selections are saved to the system as you do them.**

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.



Format: Fours | Name: 02. Saturday Division One

ROUND 3 - SECTION 1 - SATURDAY, OCTOBER 26TH, 2019

MORPHETT VALE | HENLEY

> TEAM 1 : ...

> TEAM 2 : ...

> TEAM 3 : ...

> TEAM 4 : ...

Use

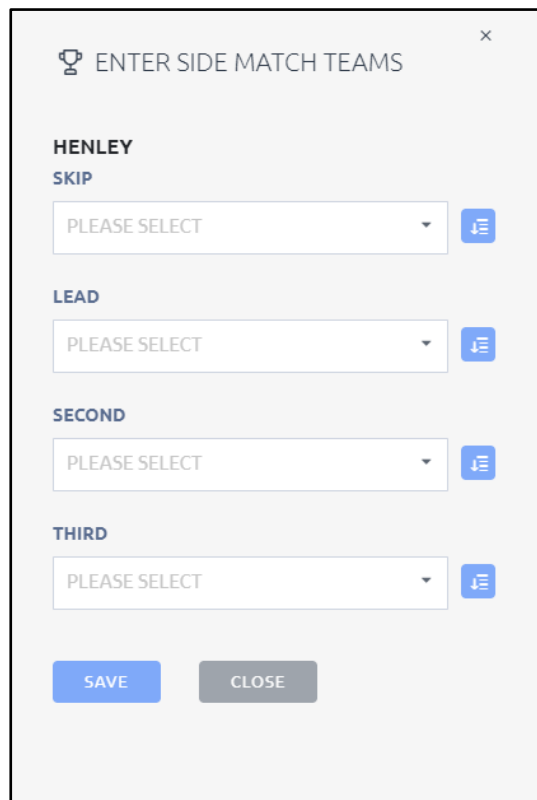
For the team you want to amend information, click the Actions button and select “MANAGE TEAMS”. [If you have expanded the view, you can also click the “Select Team” blue button for that team]. You should see this dialog box.

Moving players within a Side is easiest using the “PLEASE SELECT” option which seems to display other team members as choices. Select player names to insert. Press “SAVE” at appropriate times. This also removes the player from their previous “slot”.

Moving players between Sides is 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 (14 October).***

Players *may* have to be removed from their position in one Side before they can be placed in a position in another Side.



ENTER SIDE MATCH TEAMS

HENLEY

SKIP

PLEASE SELECT

LEAD

PLEASE SELECT

SECOND

PLEASE SELECT

THIRD

PLEASE SELECT

SAVE CLOSE

One strategy is to first remove **all** players who must be moved (up or down) from all the relevant Sides, then adding them back into the correct teams using the “blue square” option above. Again, press “SAVE” at appropriate times.

# 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

## 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].

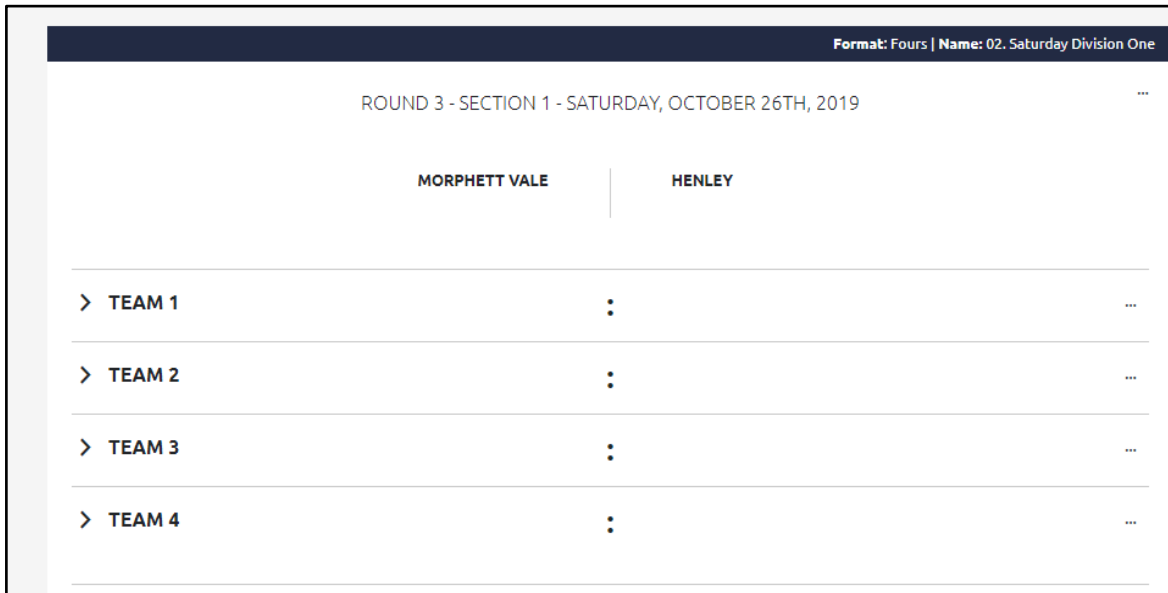
## HOME SIDE DUTIES

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

### 1. MATCH RINKS

**Bowlslink expects you to identify an AWAY SIDE team which has incorrect player names and to bring in the correct player names (in one movement) by selecting the correct skip name as described below.**

To move rink members to match the opposing rinks as recorded on the scorecards, follow the same guidelines as the initial player entry to get to the teams/results screen.



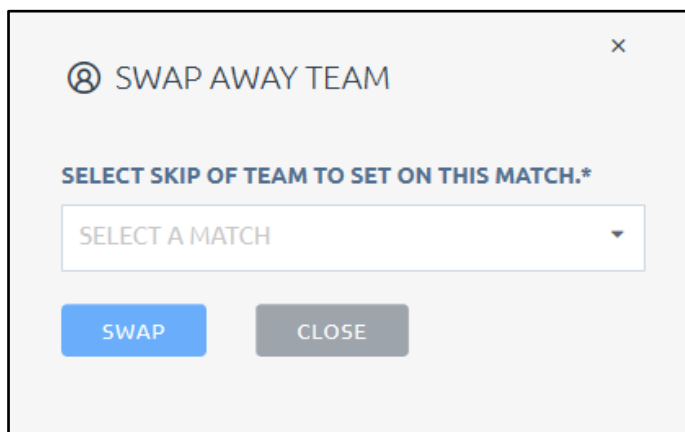
Format: Fours | Name: 02. Saturday Division One

ROUND 3 - SECTION 1 - SATURDAY, OCTOBER 26TH, 2019

MORPHETT VALE		HENLEY
> TEAM 1	:	...
> TEAM 2	:	...
> TEAM 3	:	...
> TEAM 4	:	...

For the team names that need to replace, 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”.



Ⓜ SWAP AWAY TEAM

SELECT SKIP OF TEAM TO SET ON THIS MATCH.\*

SELECT A MATCH

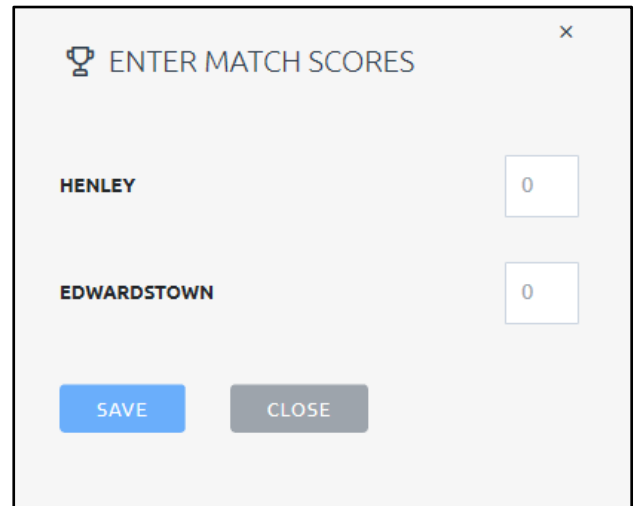
SWAP CLOSE

## 2. ENTER RESULTS

**Bowlslink only requires rink results from you. Totals & points are calculated. [I'm unsure of the status of Byes & forfeits – to be added later]**

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".



The screenshot shows a dialog box titled "ENTER MATCH SCORES" with a close button (X) in the top right corner. Inside the dialog, there are two rows of input fields. The first row is for "HENLEY" and the second row is for "EDWARDSTOWN". Each row has a text input field containing the number "0". At the bottom of the dialog, there are two buttons: a blue "SAVE" button and a grey "CLOSE" button.

## 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.**

Away Side people should make any adjustments to their players & their positions. They must confirm the correct entry of results by pressing the blue "CONFIRM" button. At this stage of development, results will not be passed to the League tables until the result is confirmed.