



Goulburn Valley Bowls Division Inc

Incorporation No. A0056258A

ABN: 23 329 964 504

Guidelines for Team Managers to enter Pennant Teams and Results.

To make the GVBD website more valuable for players and visitors, it is proposed that we post the team draws and results on the website as early as possible. As a minimum we should aim to have all results posted on the website before the away team leaves their playing venue.

These notes will detail how the site is accessed and a step by step procedure for updating the results and any team amendment that has occurred since the posting of the team draw.

Further notes will explain how selectors or their agent can input the team draw as early in the week as possible so that players can be aware of their position for the future matches.

RESULTS ENTRY

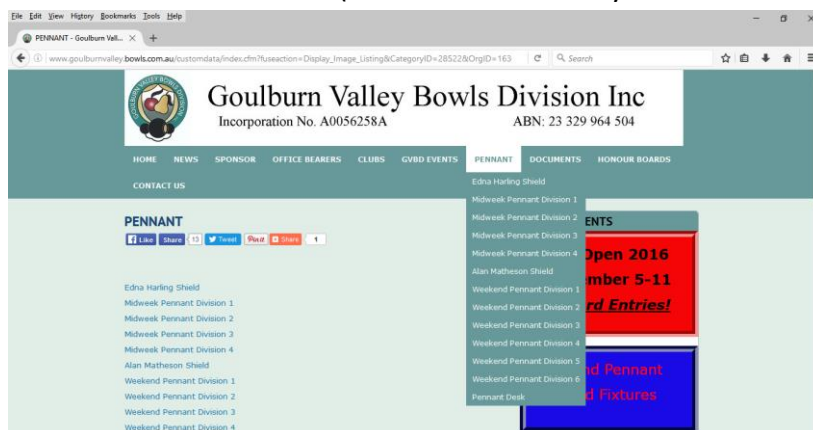
The home team **MUST** enter the results first, and then the away team needs to verify and confirm the result. Follow these steps:-

HOME TEAM

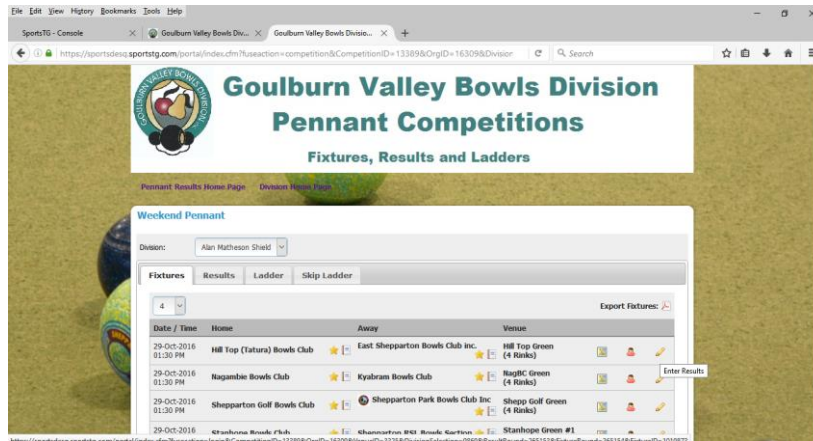
1. Log onto the GVBD website, www.goulburnvalley.bowls.com.au



2. Select the PENNANT tab (mobile Ph. users may have to select NAVIGATE)



3. Select COMPETITION

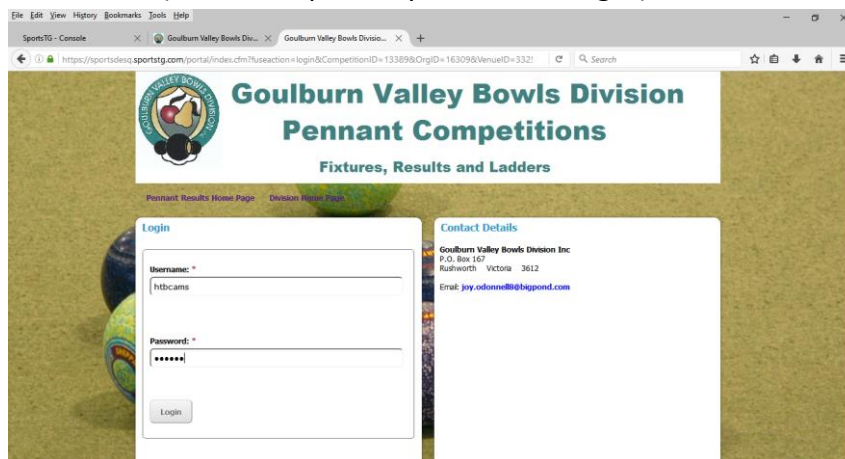


4. Select DIVISION

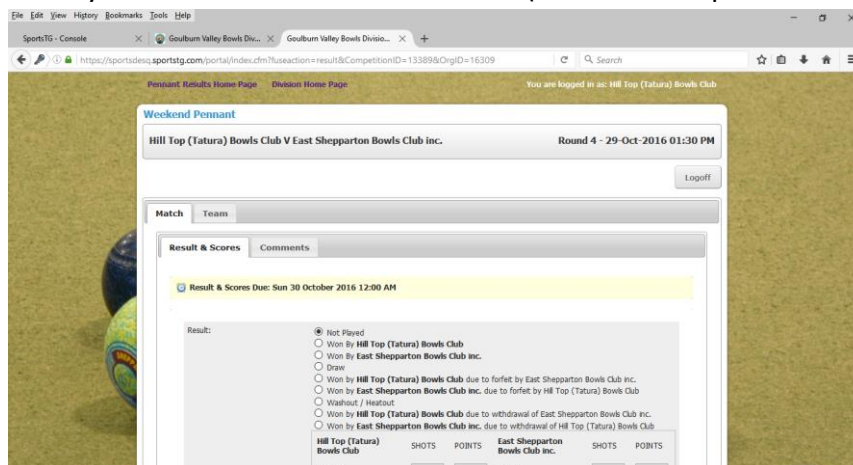
5. Select FIXTURES

6. Select ROUND

7. Select EDIT (that is the pencil symbol at the right)



8. Enter your USERNAME and PASSWORD (These will be provided to each club)



9. Fill in the screen with the results for each home and away team

Result & Scores Due: Sun 30 October 2016 12:00 AM

Result:

☐ Not Played

☐ Win by Hill Top (Falcons) Bowls Club

☐ Draw

☐ Win by East Shepparton Bowls Club Inc.

SHOTS

Team 1	Team 2
22	21
19	23
25	24
18	17
MATCH TOTAL	84
SIDE POINTS	0
TOTALS	84

Save Results & Scores Cancel

10. Change team members if required (see Team Amendment on next page)

11. Select SAVE RESULTS AND SCORES

Confirm Results

Are you sure you want to confirm Result & Scores to East Shepparton Bowls Club Inc. for confirmation?

Submit Cancel

12. Select SUBMIT (or add comments and submit if needed)

13. Select LOG OFF

14. Select RETURN TO COMPETITION

AWAY TEAM

1. Follow steps 1 to 8 above
2. Change team members if required (see Team Amendment on next page)
3. Ensure that team members are listed playing against the other team correctly.

Confirm Results

Are you sure you want to confirm these results?

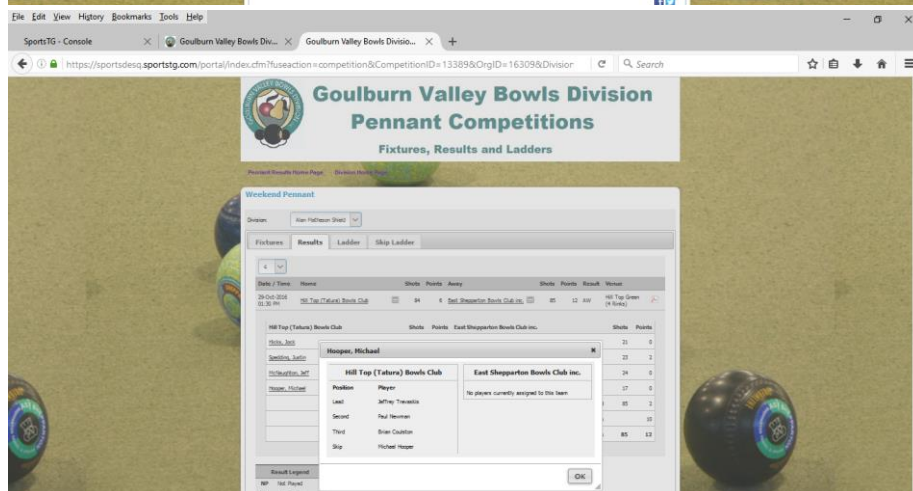
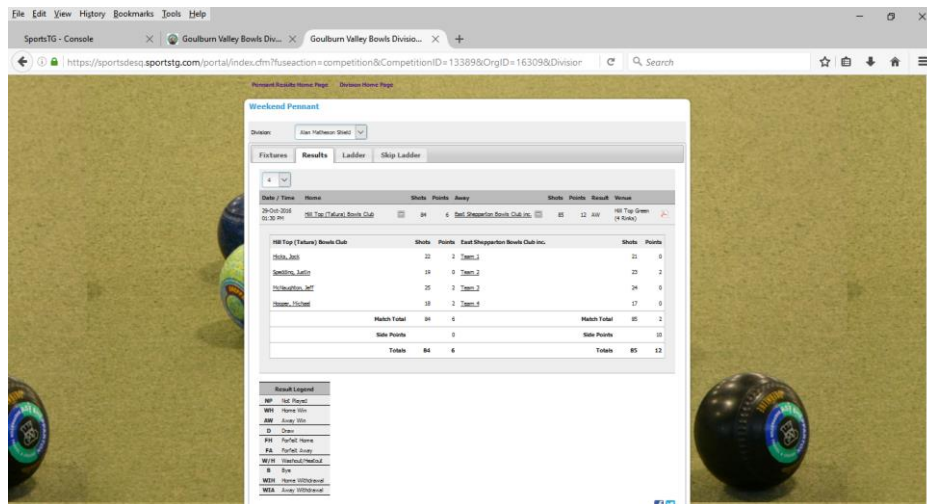
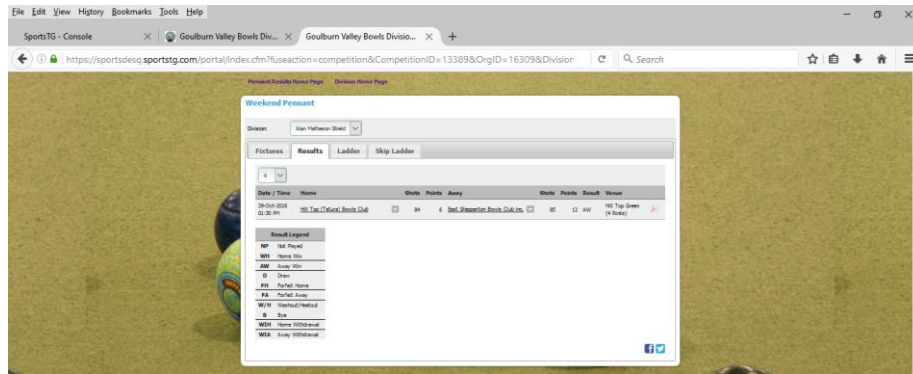
Submit Cancel

Result: Won by East Shepparton Bowls Club Inc.

Team 1	Team 2
22	21
19	23
25	24
18	17
MATCH TOTAL	84
SIDE POINTS	0
TOTALS	84

4. IF Result is agreed Select CONFIRM RESULT (else DISPUTE RESULT)

5. Follow steps 13 to 14 above

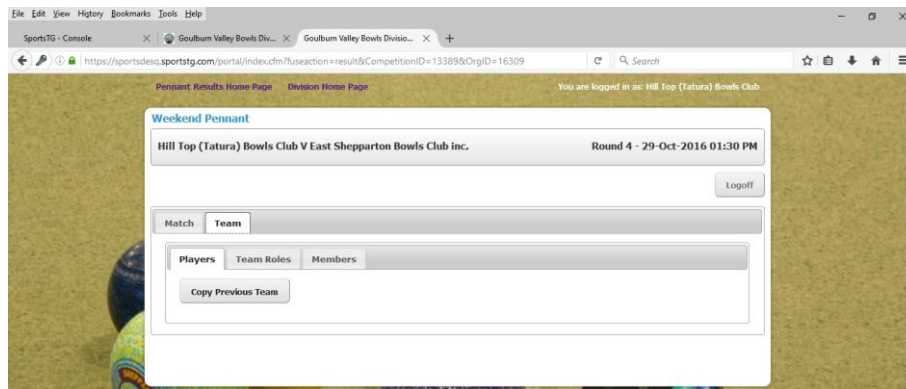


Check results page to ensure results for your Division display correctly.

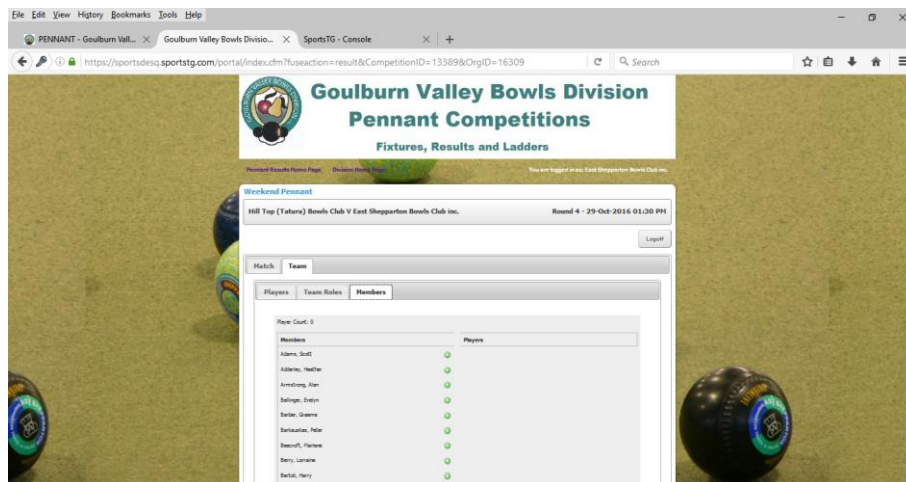
TEAM ENTRY FOR ROUND 1

1. Log onto the GVBD website, www.goulburnvalley.bowls.com.au
2. Select the PENNANT tab (mobile Ph. users may have to select NAVIGATE)
3. Select COMPETITION
4. Select DIVISION
5. Select FIXTURES
6. Select ROUND
7. Select EDIT (that is the pencil symbol at the right)

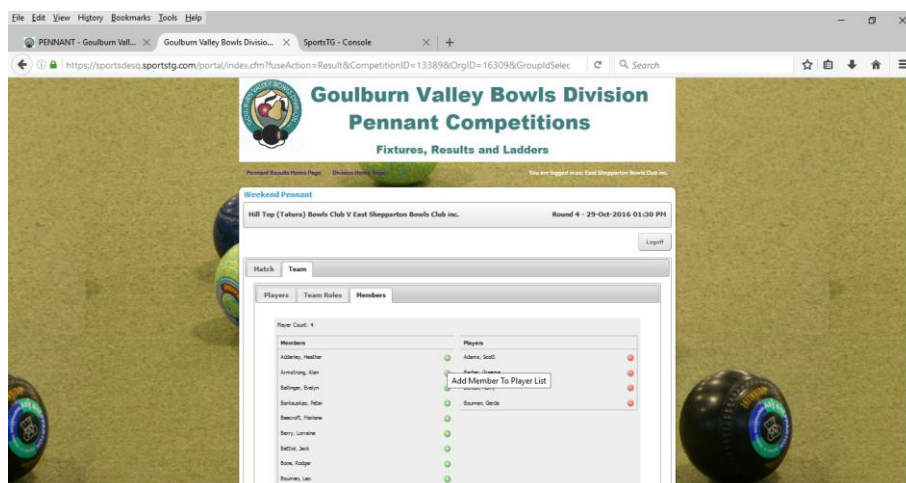
8. Enter your USERNAME and PASSWORD (These will be provided to each club)



9. Select TEAM

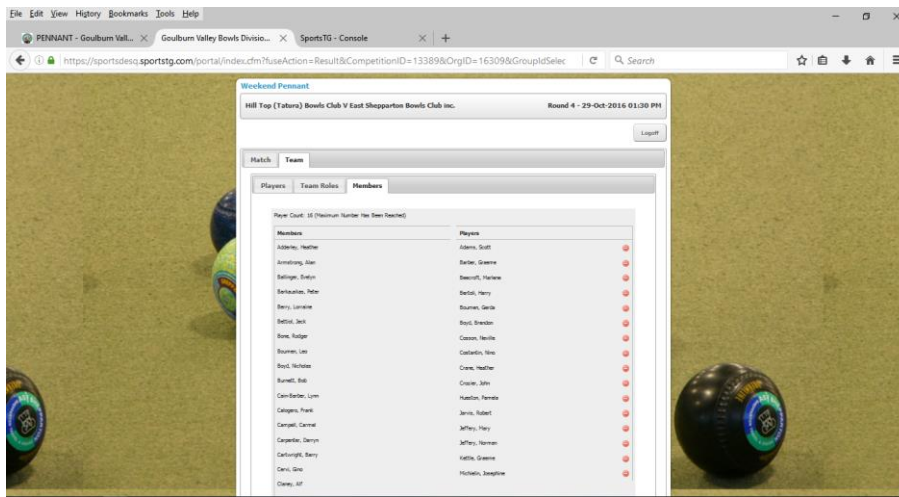


10. Select MEMBERS



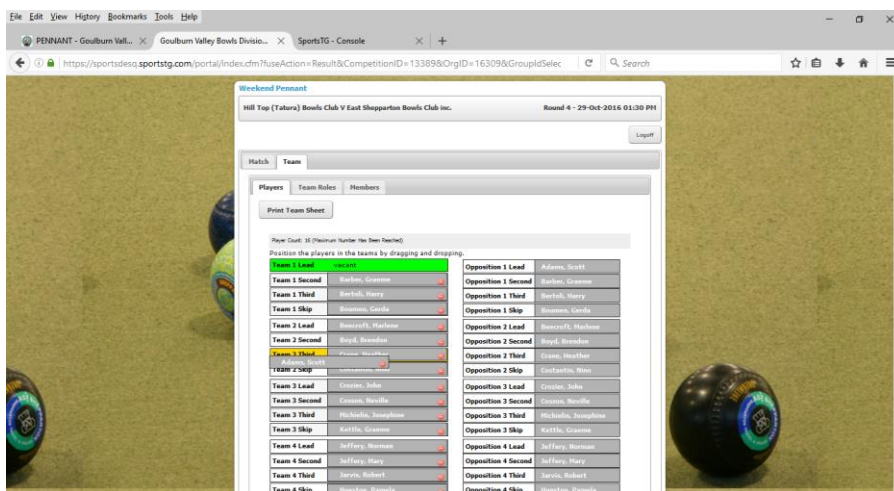
11. Click on GREEN + sign next to desired player in MEMBERS list. These will be added to the PLAYERS list.

NOTE: don't worry about the order yet. Best to input the names alphabetically and sort the list out later in step 13.

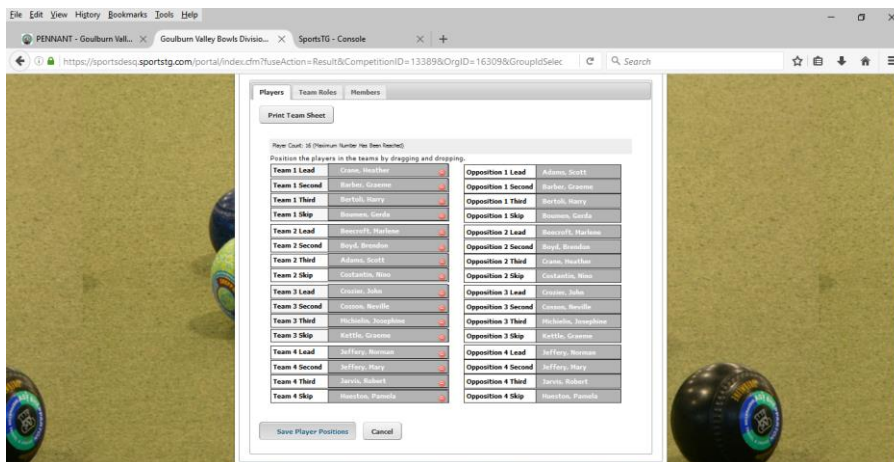


Once sufficient PLAYERS are added there will be no more GREEN + symbols.

12. Select PLAYERS tab



13. Move PLAYERS around to their correct position. (Drag and drop).



14. Select SAVE PLAYER POSITIONS

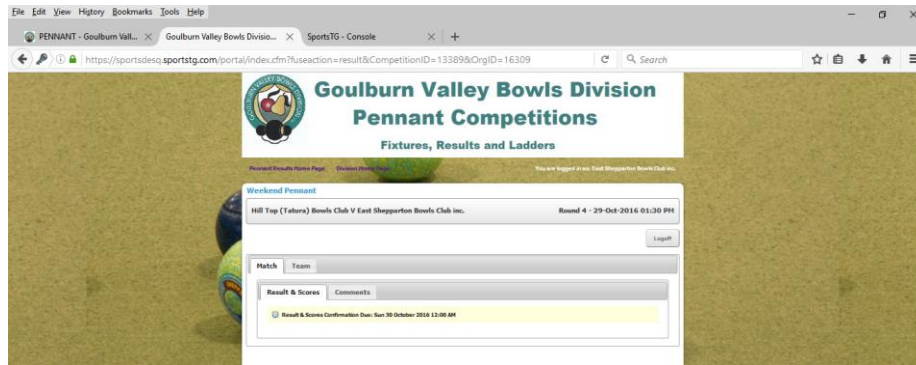
15. LOG OFF

16. RETURN TO COMPETITION

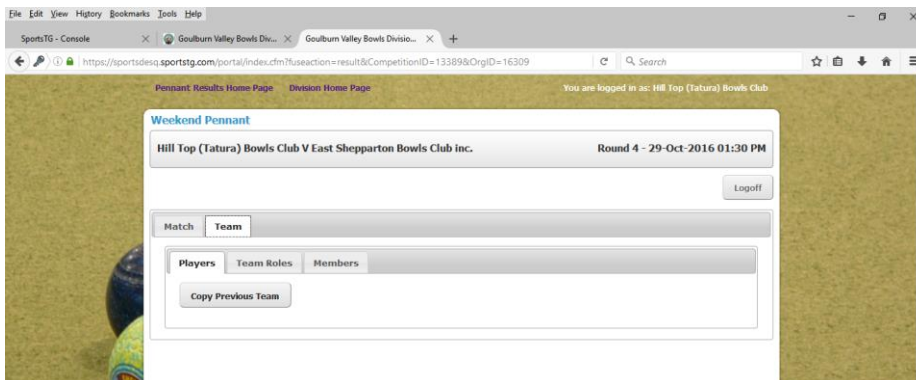
TEAM AMENDMENT AFTER ROUND 1

1. Follow steps 1 – 8 above

2. Select TEAM



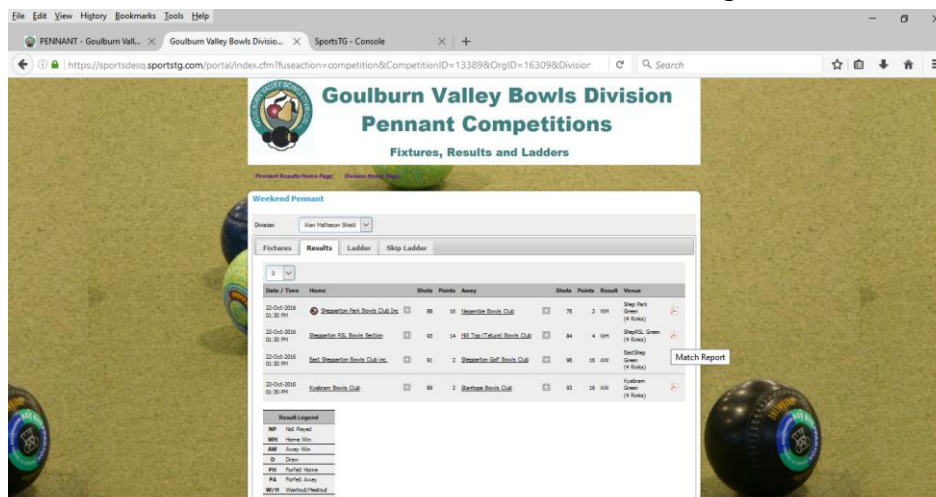
3. Select PLAYERS



4. Select COPY PREVIOUS TEAM (unless most positions will change, if so treat as Rnd 1)
5. IF needed move player position
 - a. Delete those not required and
 - b. Go to MEMBERS tab
 - c. ADD new players
 - d. Return to PLAYERS tab and adjust to their correct position. (Drag and drop)
6. Select SAVE PLAYER POSITIONS
7. LOG OFF (or Return to MATCH to enter results if required.)
8. RETURN TO COMPETITION

PRINT MATCH REPORT

1. From the RESULTS tab, select the MATCH REPORT at right of screen.



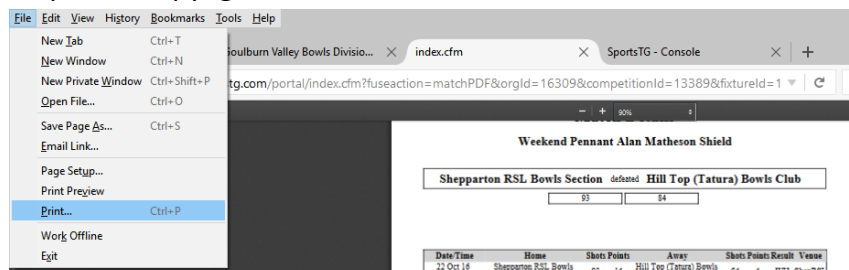
2. A PDF file will be created with the match results

Weekend Pennant Alan Matheson Shield

Shepparton RSL Bowls Section			Hill Top (Tatura) Bowls Club		
93			84		
Date/Time	Home	Shot Points	Away	Shot Points	Result / Venue
22 Oct 16 1:30PM	Shepparton RSL Bowls Section	93 14	Hill Top (Tatura) Bowls Club	84 4	WH ShepRSL
		Shot Points			Shot Points
		Salvemini, Ernie 17 0			Hicks, Jack 25 2
Lead : Peter Dunning			Lead : John McCormick		
Second : Doug Messer			Second : Rodney Madill		
Third : Gary Mansfield			Third : Murray Stank		
Skip : Ernie Salvemini			Skip : Jack Hicks		
		20 0			Spedding, Justin 24 2
Lead : Paul Bell			Lead : Andrew Cross		
Second : Terrance Rowe			Second : Tim Nichill		
Third : Peter Emanuelelli			Third : Ross Coulston		
Skip :			Skip : Justin Spedding		
		25 2			McNaughton, Jeff 17 0
Lead : Tyson McKean			Lead : Larry Thomson		
Second : Graeme McKinnis			Second : Garry Russell		
Third : Tony Rendina			Third : Ray Salwood		
Skip : Boyd Jones			Skip : Jeff McNaughton		
		31 2			Hooper, Michael 18 0
Lead : Graeme Arnold			Lead : Jeffrey Tierskis		
Second : Dennis Newby			Second : Paul Newman		
Third : Greg Rowan			Third : Brian Coulston		
Skip : Phil McKean			Skip : Michael Hooper		
		Match Total 93 4			Match Total 84 4
		Side Points 10			Side Points 0
		Totals 93 14			Totals 84 4

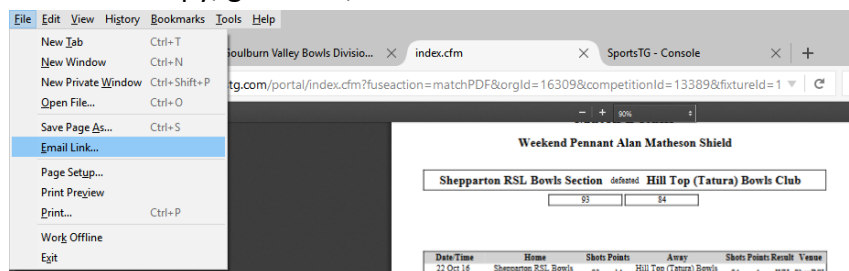
3. You can print this file out for your own records, fax a copy to the pennant recorder or email it to the pennant recorder.

a. To print a copy, go to File, then Print



b. To fax a copy, do as you have done in the past.

c. To email a copy, go to File, then Email Link



Your email program should open (if you have one set up) enter the Pennant Recorder's email address in the To box

(Currently freda.clement1@optusnet.com.au). The message will contain a link for the recorder to download, and will look similar to

<https://sportsdesq.sportstg.com/portal/index.cfm?fuseaction=matchPDF&orgId=16309&competitionId=13389&fixtureId=1019870&divisionId=9869>

d. You may now close your system down and enjoy the company of your fellow bowlers, if any are left.

IMPORTANT NOTE

1. The Drag and Drop method of moving Player positions within teams **MAY** not work on many mobile phones, tablets and early versions of Internet Explorer.
2. I have tried the system with Microsoft Edge, Internet Explorer 8, Firefox and Google Chrome and found these to all work well.