



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

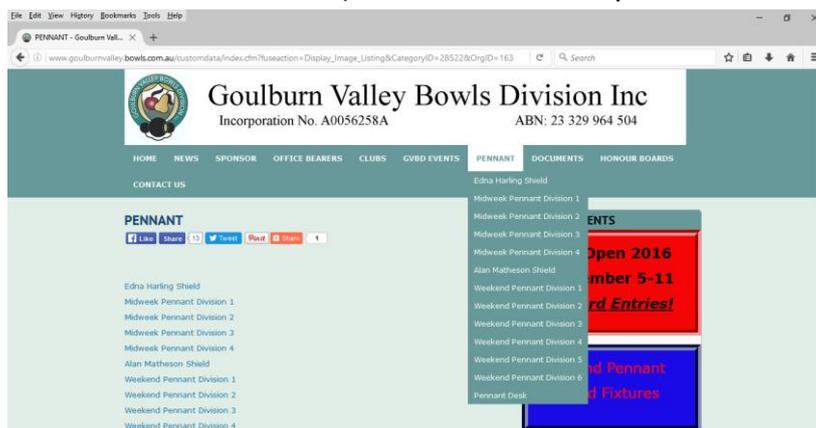
The home team **MUST** enter the results first, and then the away team needs to verify and confirm the result. Follow these steps:-

HOME TEAM

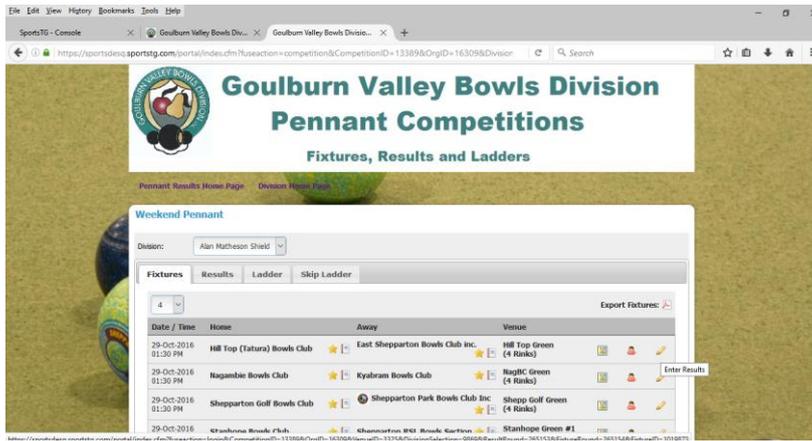
1. Log onto the GVBD website, www.goulburnvalley.bowls.com.au



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



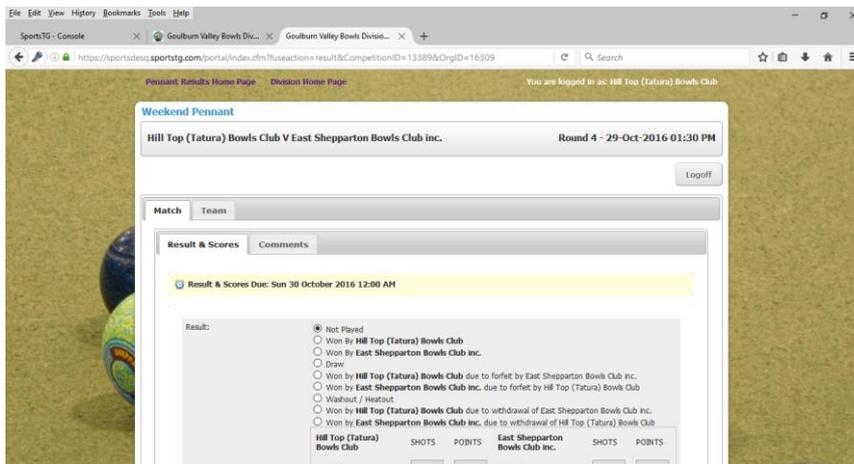
3. Select COMPETITION



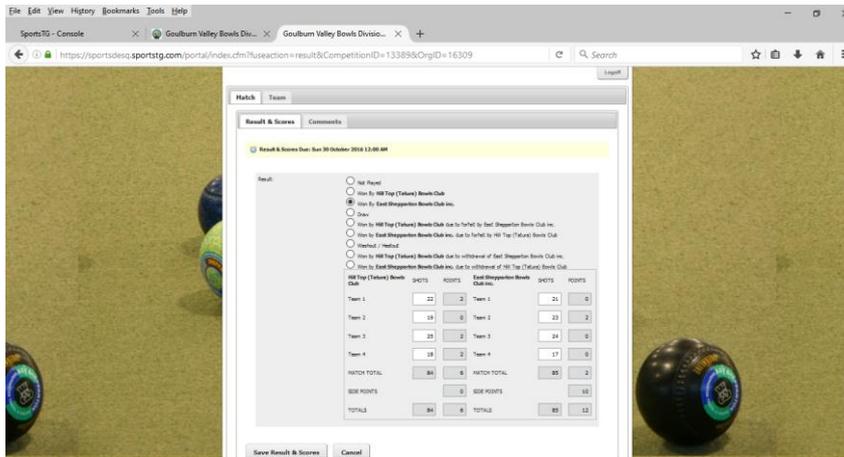
4. Select DIVISION
5. Select FIXTURES
6. Select ROUND
7. Select EDIT (that is the pencil symbol at the right)



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

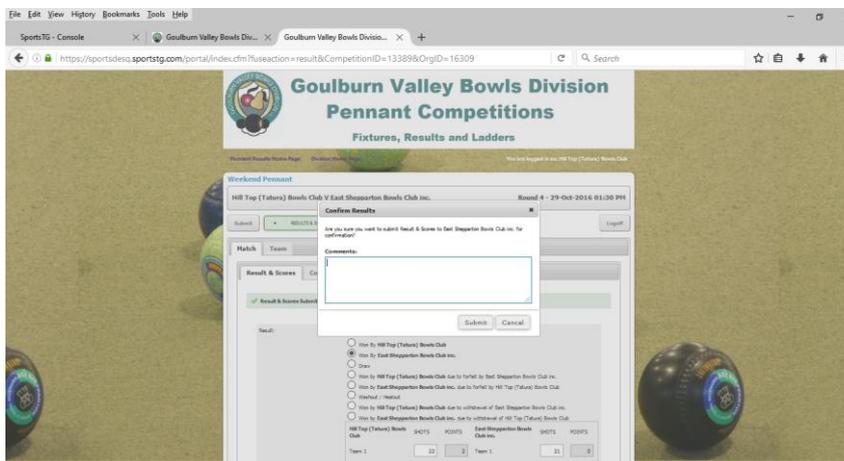


9. Fill in the screen with the results for each home and away team



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

11. Select SAVE RESULTS AND SCORES



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

13. Select LOG OFF

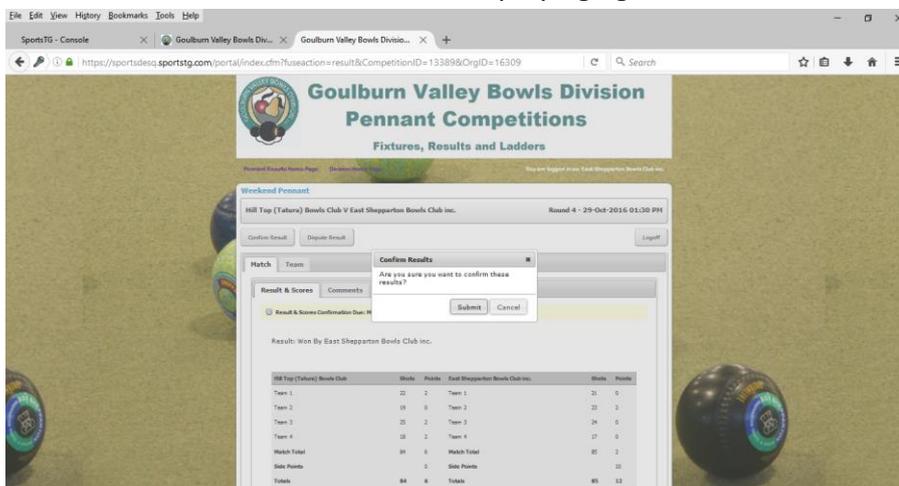
14. Select RETURN TO COMPETITION

AWAY TEAM

1. Follow steps 1 to 8 above

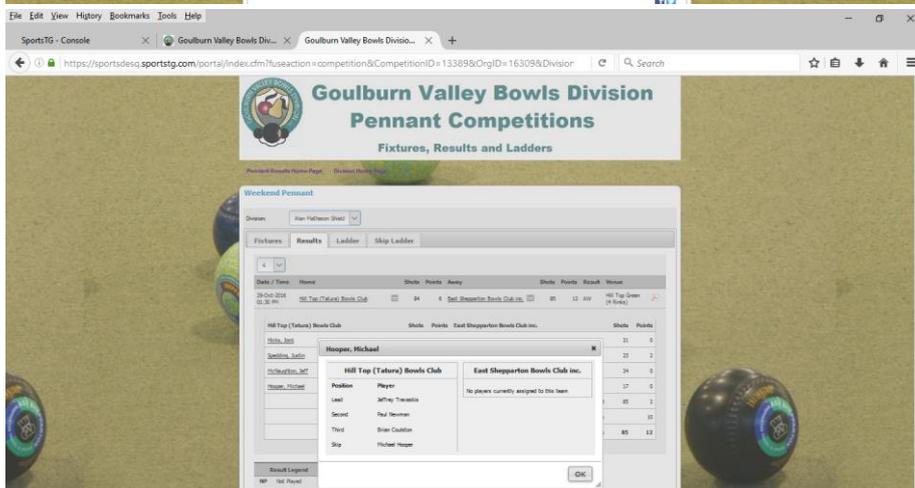
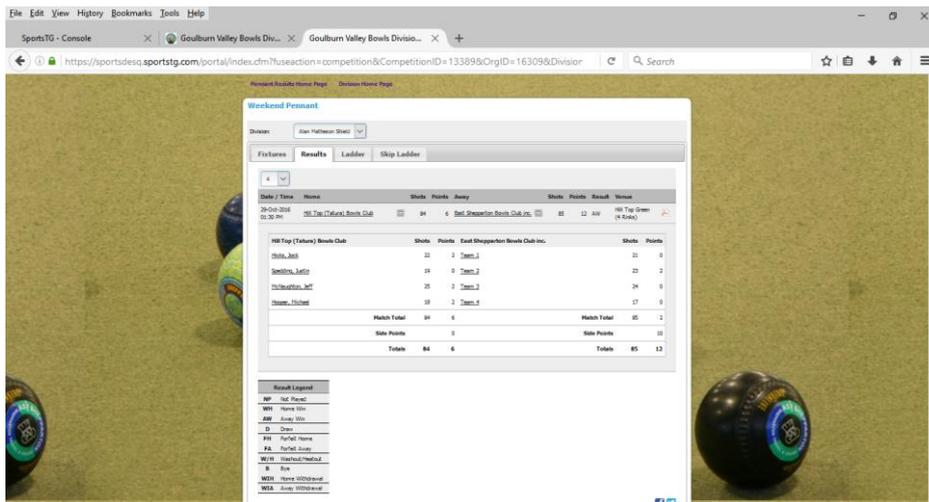
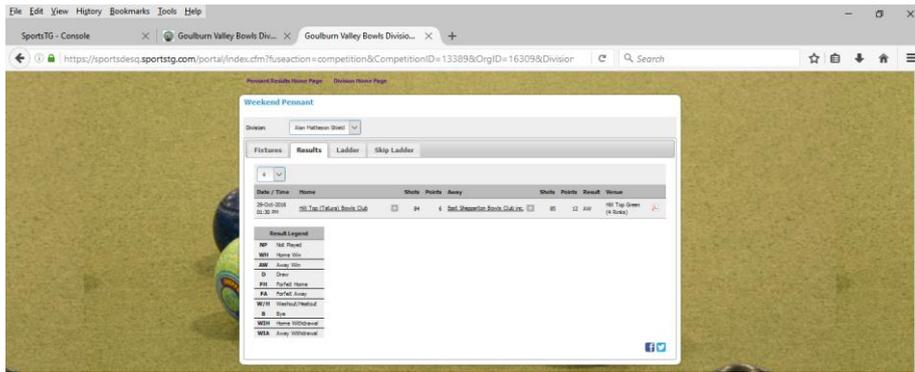
2. Change team members if required (see Team Amendment on next page)

3. Ensure that team members are listed playing against the other team correctly.



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

5. Follow steps 13 to 14 above

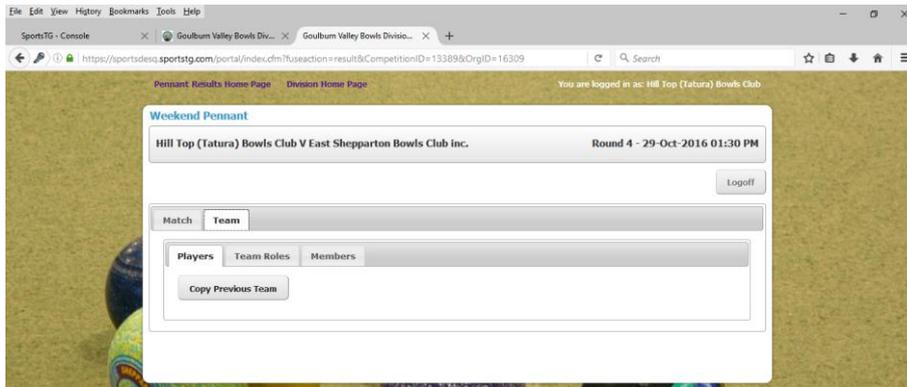


Check results page to ensure results for your Division display correctly.

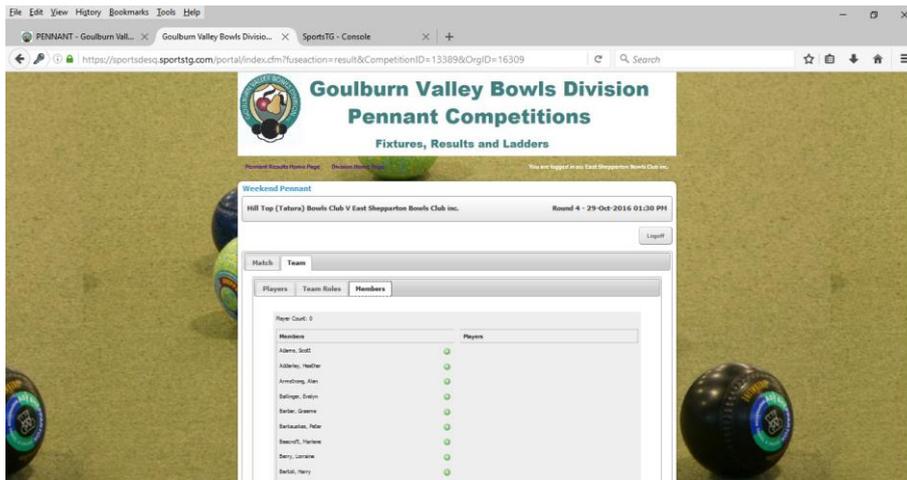
TEAM ENTRY FOR ROUND 1

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)

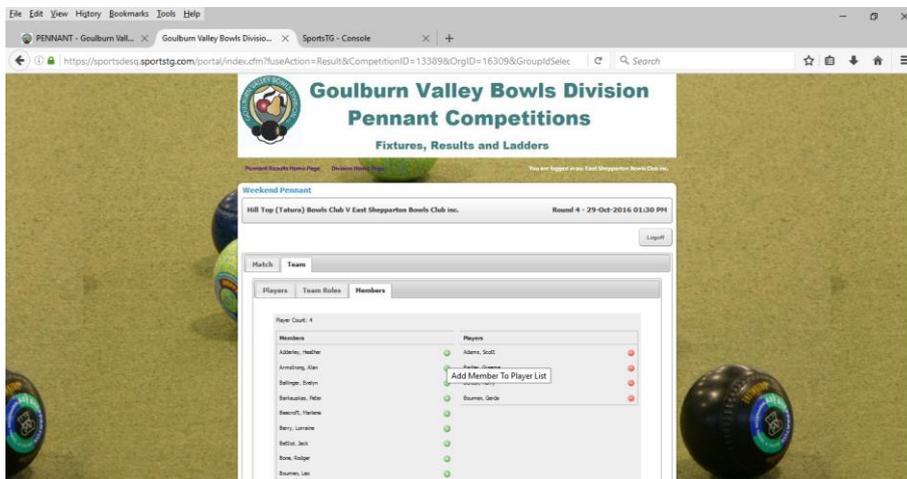
8. Enter your USERNAME and PASSWORD (These will be provided to each club)



9. Select TEAM

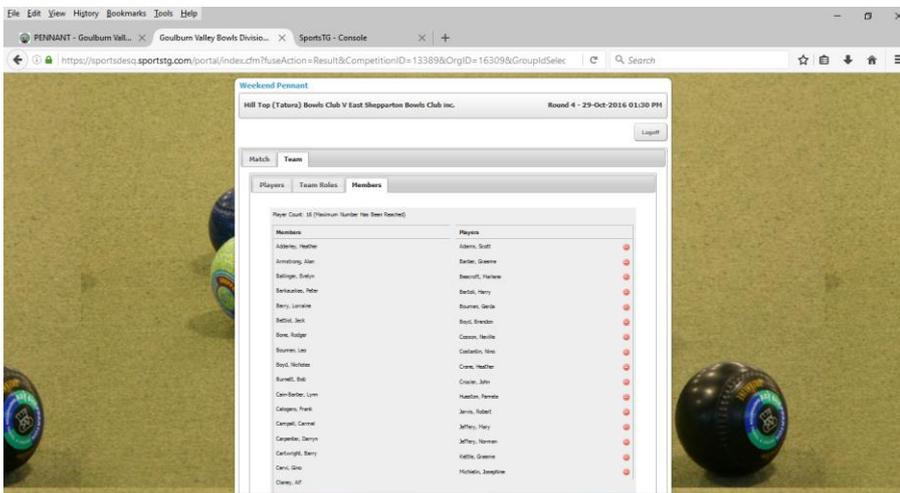


10. Select MEMBERS



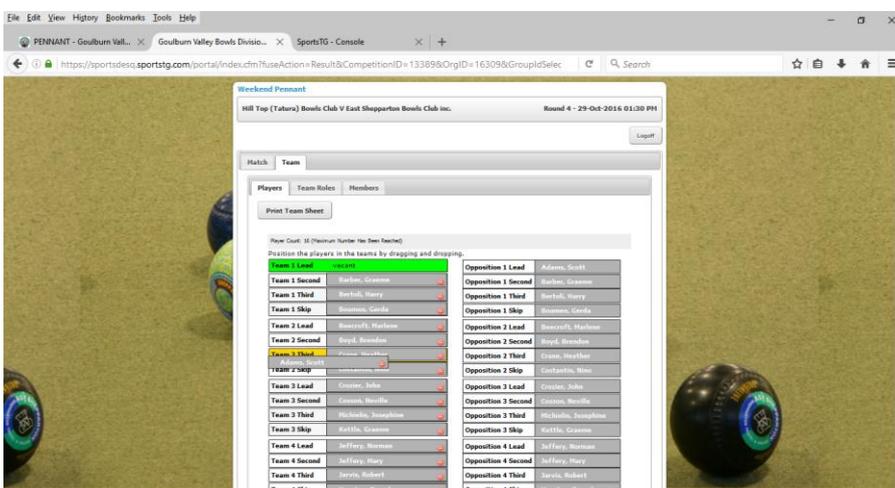
11. Click on GREEN + sign next to desired player in MEMBERS list. These will be added to the PLAYERS list.

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

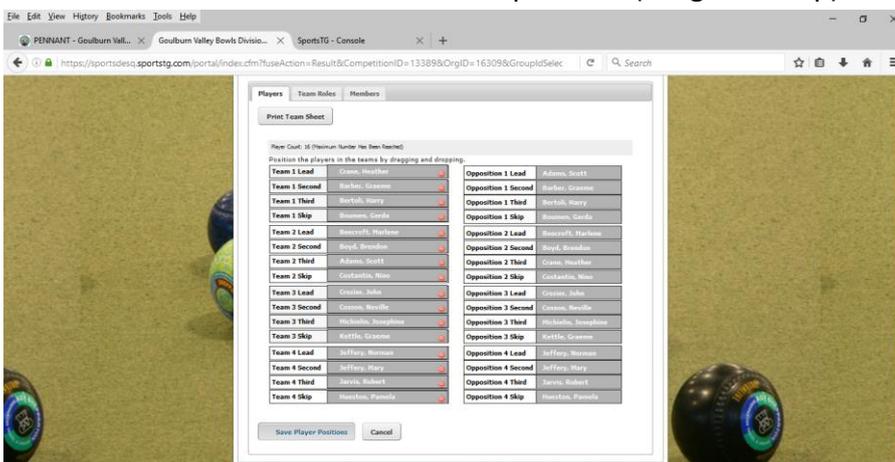


Once sufficient PLAYERS are added there will be no more GREEN + symbols.

12. Select PLAYERS tab



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



14. Select SAVE PLAYER POSITIONS

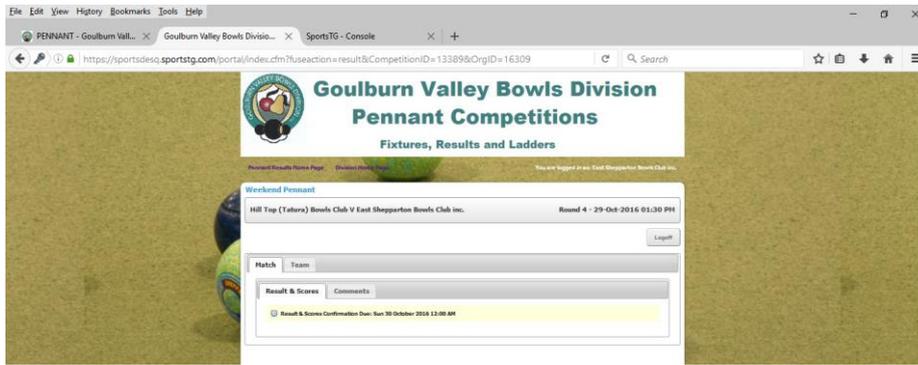
15. LOG OFF

16. RETURN TO COMPETITION

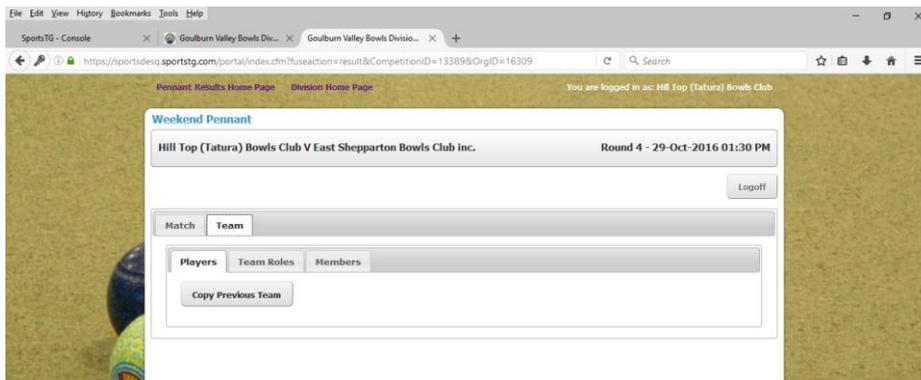
TEAM AMENDMENT AFTER ROUND 1

1. Follow steps 1 – 8 above

2. Select TEAM



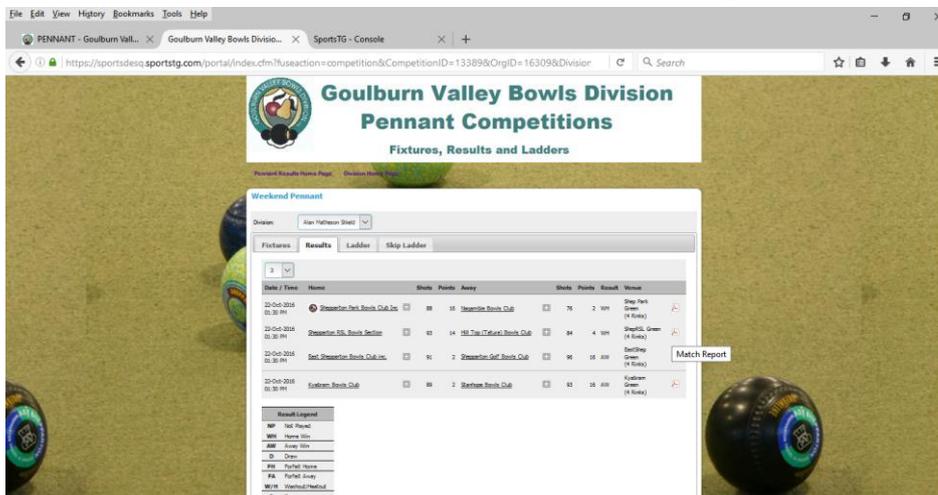
3. Select PLAYERS



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.

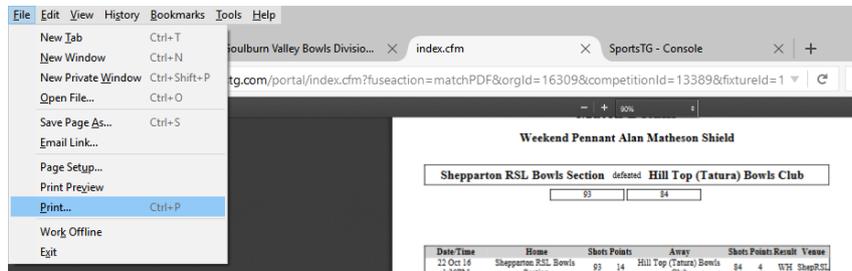


2. A PDF file will be created with the match results

Weekend Pennant Alan Matheson Shield						
Shepparton RSL Bowls Section			defeated	Hill Top (Tatura) Bowls Club		
93				84		
Date/Time	Home	Shots/Points	Away	Shots/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						
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 Ball			Lead: Andrew Cross			
Second: Terrance Rowe			Second: Tim Nichill			
Third: Peter Emsanelli			Third: Ross Coulston			
Skip:			Skip: Justin Spedding			
25 2			McNaughton, Jeff 17 0			
Lead: Tyson Mahoney			Lead: Larry Thomson			
Second: Graeme McKinnis			Second: Garry Russell			
Third: Tony Randina			Third: Ray Selwood			
Skip: Steve Jones			Skip: Jeff McNaughton			
31 2			Hooper, Michael 18 0			
Lead: Graeme Arnold			Lead: Jeffrey Teraszka			
Second: Dennis Newby			Second: Paul Newman			
Third: Greg Rowan			Third: Brian Coulston			
Skip: Phil McCann			Skip: Michael Hooper			
Match Total 93 4			Match Total 84 4			
Side Points 10			Side Points 0			
Totals 93 14			Totals 84 4			

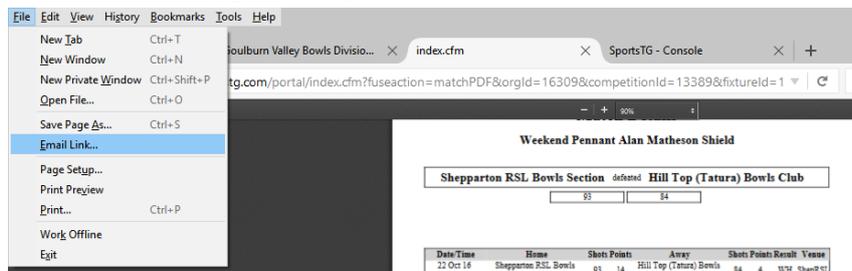
3. You can print this file out for your own records, fax a copy to the pennant recorder or email it to the pennant recorder.

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.