



Bowls Link

Pennant Training Guide

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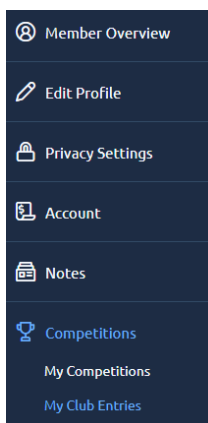
1 – Logging In

(Club Admins nominate members access to process the results, by ticking the “Allow player to manage this entry” Selected members **must** have a valid email address on the BowlsLink membership database. The first time a member logs on, a password must be requested by selecting the RESET button below the Password box. A validation code will be sent to the members email address.)

Login into <https://www.bowslink.com.au>

Select **your** Club Membership profile

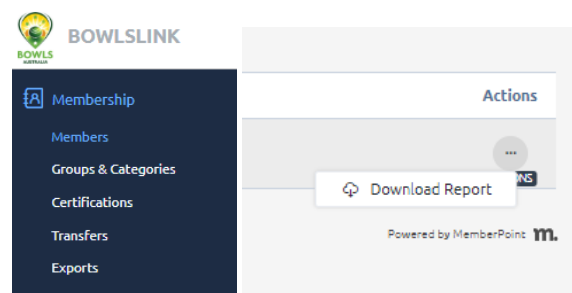
Go to Competitions



Select desired Competition.

HINT: for Club Admins

From your Club Administration profile, download a copy of your members with their NID numbers to assist in setting up your teams initially. Select **EXPORTS – Actions – Download Report**. (From this list you can select the desired columns and print a list of the clubs NID's for easy reference).



2 - Initial Teams Selections


Your Pennant Competitions will appear under **ACTIVE** or **IN PLAY**

Select the **ACTIONS ...** button and **MANAGE ENTRY**

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


Active **In Play** Completed

FILTER Rows: 25

Competition	Entry	Entrants	Primary Contact	
WA Pennant Training	WA Club 1	0	Tommy Tester	

Manage Entry
Manage Results

Powered by MemberPoint

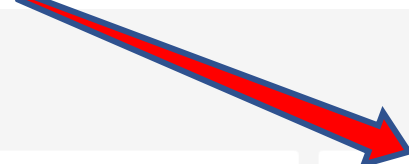


Select **EDIT PLAYERS...** by clicking the pencil at the bottom right of the Players window.

COMPETITION
Title: Midweek Div 1 - 2019
Format:

ENTRY
Team name: Shepp Park
Nominated club: Shepparton Park Bowls Club


PLAYERS
Armstrong, Marika
Brodie, Brenda
Bush, Kate



Select **ADD PLAYER** at bottom of screen

ADD PLAYER

BACK



Select **LINK MEMBER...**

Player 14

DETAILS


First name*

Last name*

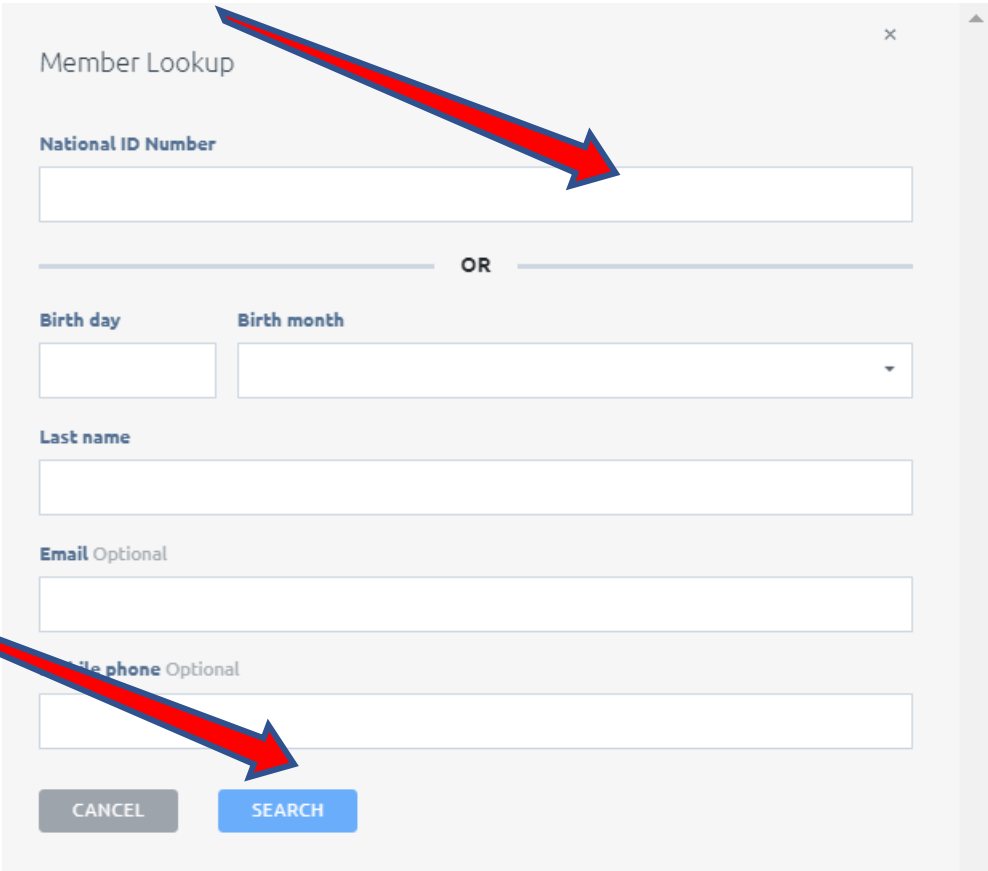
Contact e-mail

Contact number

LINK MEMBER



Enter Member NID...then Search



Member Lookup

National ID Number

OR

Birth day Birth month

Last name

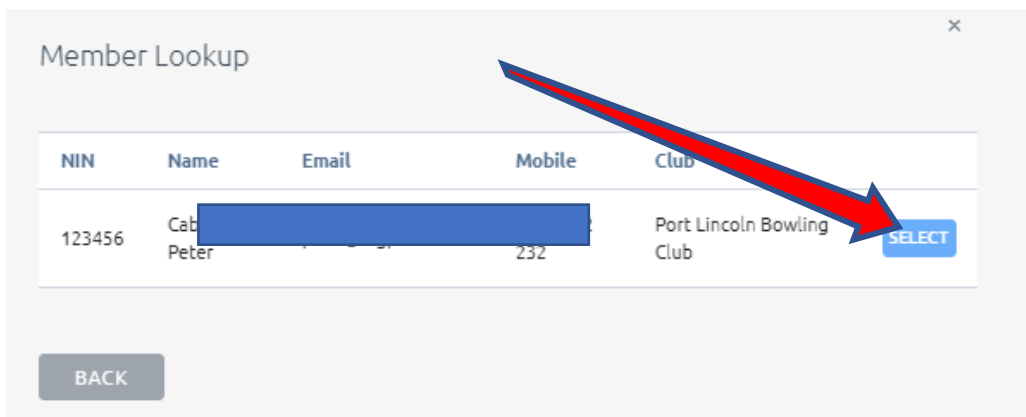
Email Optional

Mobile phone Optional

CANCEL SEARCH

A red arrow points from the top text to the National ID Number input field. Another red arrow points from the left side to the SEARCH button.

If member is correct.... **SELECT** else **BACK**



Member Lookup

NIN	Name	Email	Mobile	Club
123456	Cap Peter	[REDACTED]	232	Port Lincoln Bowling Club

BACK SELECT

A red arrow points from the top text to the SELECT button in the table row.

SAVE player listing

Player 14

Player currently has unsaved changes.

UNLINK MEMBER

DETAILS

Suburb: Port Lincoln State: South Australia

Postcode: 5606 Country: Australia

SAVE



Repeat as often as required to build your full team requirements. You can add potential players into this group at this time. Repeat the process for each division you have for the season. Players can be listed in more than one division.

Select the **ACTIONS ...** button and **MANAGE RESULTS**

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

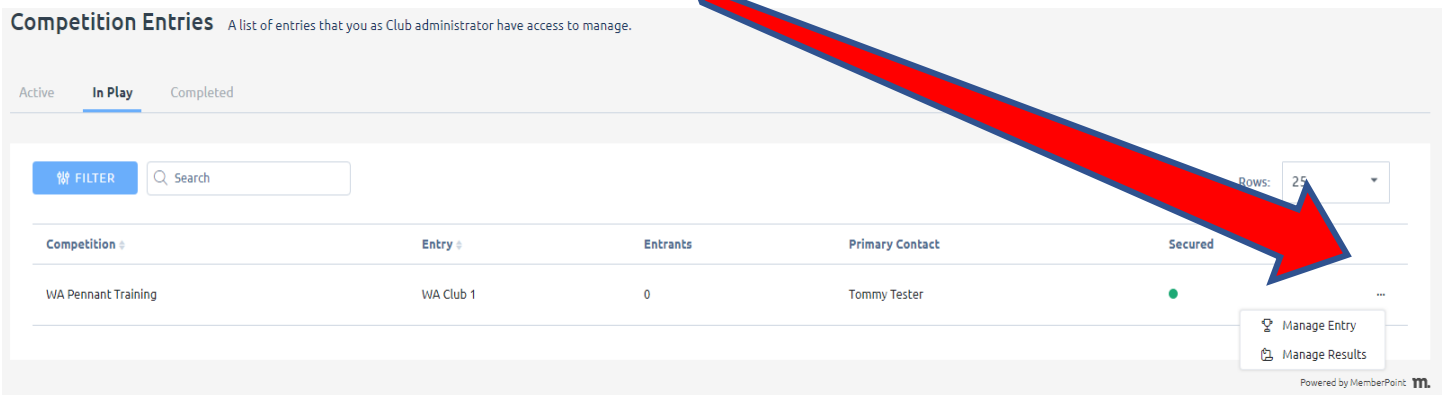
Active In Play Completed

FILTER Search Rows: 25

Competition	Entry	Entrants	Primary Contact	Secured	
WA Pennant Training	WA Club 1	0	Tommy Tester	●	...

Manage Entry
Manage Results

Powered by MemberPoint

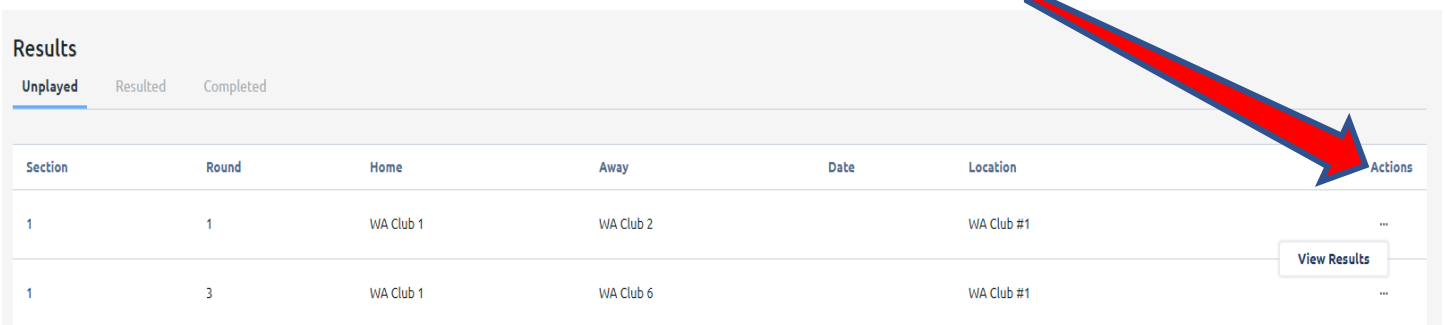


Select the appropriate Fixture with the **ACTIONS ...** and **VIEW RESULTS**

Results

Unplayed Resulted Completed

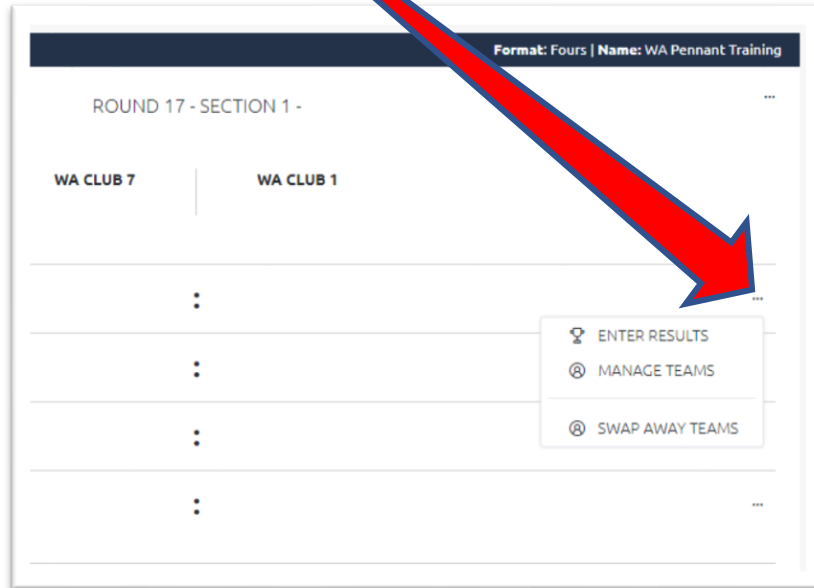
Section	Round	Home	Away	Date	Location	Actions
1	1	WA Club 1	WA Club 2		WA Club #1	...
1	3	WA Club 1	WA Club 6		WA Club #1	View Results



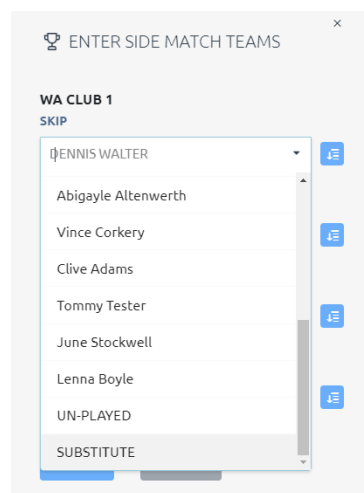
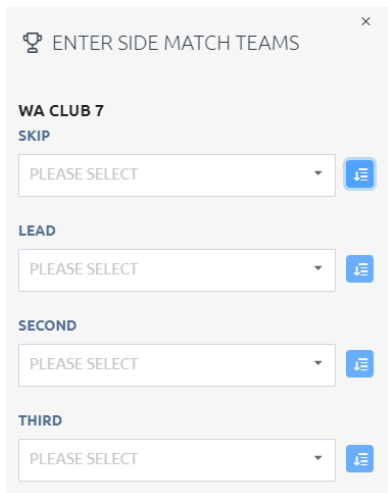
3 - How to Import Players

This step should be completed prior to the game.

Using the **ACTIONS ...** select **MANAGE TEAMS**



Use the **Blue** Buttons to **IMPORT** players from the membership list into the required positions.



You can click the Blue button on the right and bring up the Select window.

Click the "Select Club Member" scroll down the list till you find the correct player and click on the name, or start typing the members name, usually 3-4 characters will show 1-3 players to pick from, and select.

Repeat this process for all Positions and all Rinks

Once players have been imported, they will appear in the player list (shown above right).

HINT: If the team is playing short UN-PLAYED can be selected from the Member List for that position

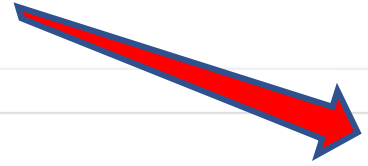
NOTE: Importing/Selecting Players will not need to be done in subsequent weeks. See Item 5

4 – Matching Skips

The HOME team is responsible for matching the TEAMS who play each other.

If the teams in the system do not match then:-

Use the **ACTIONS ...** select **SWAP AWAY TEAMS**



The screenshot shows the RINK 1 interface. At the top, there is a blue button labeled 'UPDATE RESULTS'. Below it, a vertical ellipsis indicates a menu. The interface is divided into two columns of team positions. On the left, the HOME team consists of: LEAD GREG REAGAN, SECOND JOY CURTIS, THIRD HUNTER LONGLEY, and SKIP ROB HANCOCK. On the right, the AWAY team consists of: LEAD JOHN SENGER, SECOND LILLIANA WITTING, THIRD PAMELA QUITZON, and SKIP ENID GAYLORD. On the far right, there is a menu with three options: 'ENTER RESULTS', 'MANAGE TEAMS', and 'SWAP AWAY TEAMS'.

Find the correct SKIP from the available list using the drop-down arrow then select **SWAP**

The dialog box is titled 'SWAP AWAY TEAM'. It contains a section 'SELECT SKIP OF TEAM TO SET ON THIS MATCH.*' with a dropdown menu. The dropdown menu is open, showing three options: 'Fours: RINK 2: Skip - John Hawking', 'Fours: RINK 3: Skip - Abigayle Altenwerth', and 'Fours: RINK 4: Skip - June Stockwell'. The third option is highlighted.

The dialog box is titled 'SWAP AWAY TEAM'. It contains a section 'SELECT SKIP OF TEAM TO SET ON THIS MATCH.*' with a dropdown menu. The dropdown menu is open, showing the selected option: 'FOURS: RINK 4: SKIP - JUNE STOCKWELL'. Below the dropdown are two buttons: 'SWAP' (highlighted in blue) and 'CLOSE' (grey).

Once selected the AWAY TEAM will now swap positions. i.e. from Rink 4 to Rink 1

The screenshot shows the RINK 1 interface after the swap. The 'UPDATE RESULTS' button is still present. The HOME team positions remain the same: LEAD GREG REAGAN, SECOND JOY CURTIS, THIRD HUNTER LONGLEY, and SKIP ROB HANCOCK. The AWAY team positions have changed: LEAD LENNA BOYLE, SECOND UN-PLAYED, THIRD HELGA WEISSNAT, and SKIP JUNE STOCKWELL.

Repeat this process for as many rinks as required.

5 – How to Enter Results

Using the **ACTIONS ...** select **UPDATE RESULTS** or **ENTER RESULTS**



Enter the scores and remember to select **SAVE**

ENTER MATCH SCORES

WA CLUB 7 21

WA CLUB 2 19

SAVE CLOSE

Repeat this process for all Rinks the system will automatically calculate the totals.

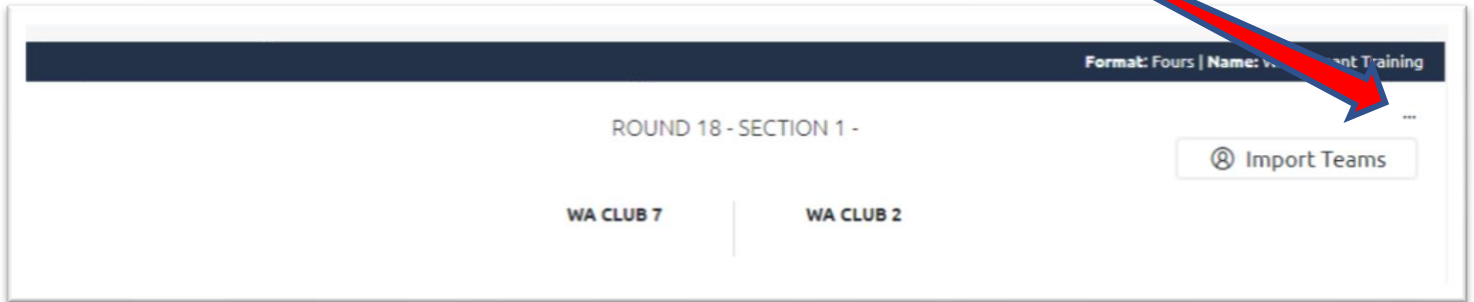
**NOTE: The AWAY team is required to CONFIRM the result.
Failure to do this will prevent the result being processed in the ladder.**

6 – Import a Previous Team

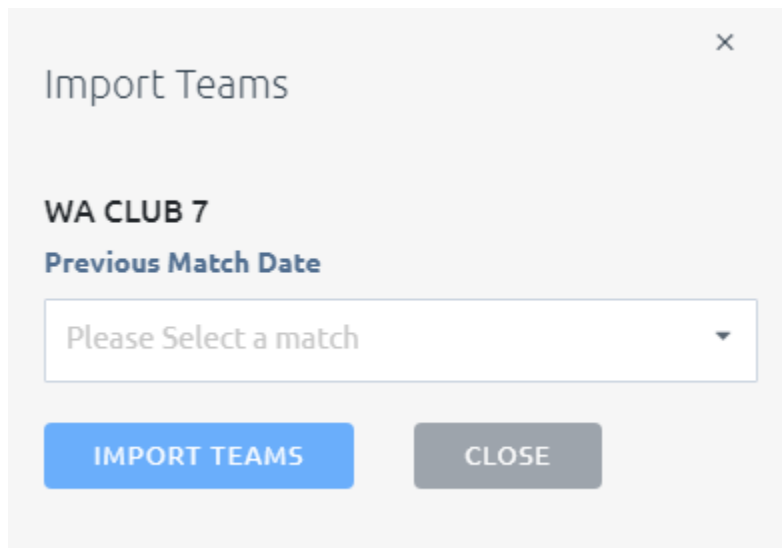
After Week 1 of a Pennant Competition Teams can be Imported from Previous Rounds

Login to the upcoming fixture as per previous steps

Use the **ACTIONS ...** (at the top of the page) select **Import Teams**



Use the drop down arrow to pick a previous match date then select **IMPORT TEAMS**



The players from this round will now appear, these can still be changed by selecting **MANAGE TEAMS** or **SELECT TEAMS**



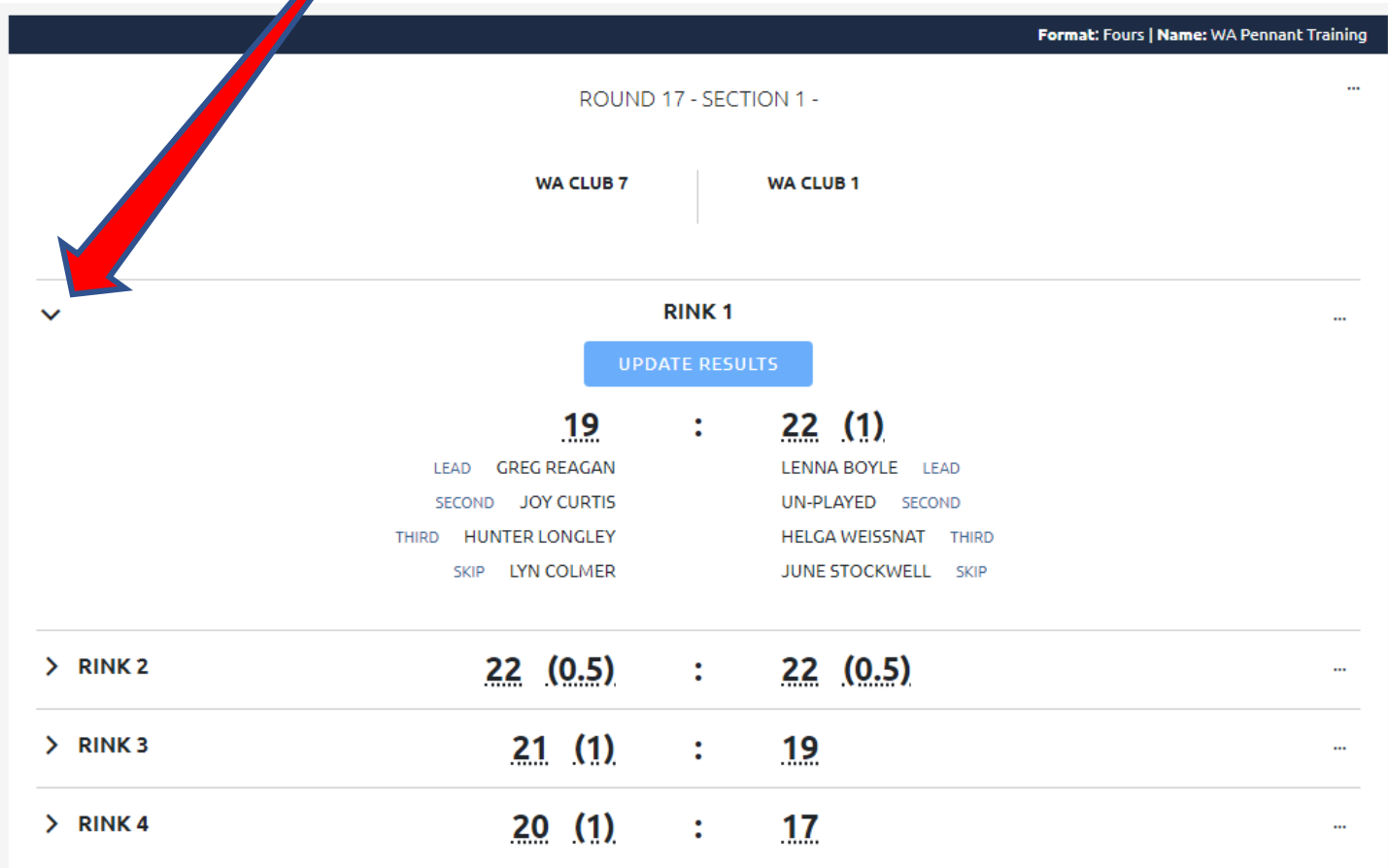
7 – Errors/Disputes

AWAY teams should check the display Portal to ensure the HOME team has entered teams and scores correctly.

If these are not correct the PENNANT RESULT sheet (or a copy) should be forwarded to the appropriate Controlling Body, Goulburn Valley Bowls Division.

8 – Further Info

Use the side arrows to expand the results area to show teams.



Format: Fours | Name: WA Pennant Training

ROUND 17 - SECTION 1 -

WA CLUB 7 | WA CLUB 1

✓ RINK 1

UPDATE RESULTS

19	:	22 (1)	...
LEAD GREG REAGAN		LENNA BOYLE LEAD	
SECOND JOY CURTIS		UN-PLAYED SECOND	
THIRD HUNTER LONGLEY		HELGA WEISSNAT THIRD	
SKIP LYN COLMER		JUNE STOCKWELL SKIP	

> RINK 2	22 (0.5)	:	22 (0.5)	...
> RINK 3	21 (1)	:	19	...
> RINK 4	20 (1)	:	17	...

The following upgrades are still to occur

1. Ability to enter Abandoned Game / Forfeit
2. Ability to Export Results/Ladder
3. Skip Ladders
4. Allocations of Greens/Rinks

9 – Cheat Sheet

Login

Bowlslink.com.au

Enter Username and Password

Select – Profile

Goto - Competitions

Select – In Play – and choose desired competition

Manage Entrants

Action – Manage Entry

Players – Edit (pencil at bottom)

Add Player – Link Member – Enter Member NID

Search – Select – Save

Repeat till done.

Manage Results

Locate desired round in Unplayed or Resulted

Action – View Results

Either Action – Import Teams (from a previous round)

Or Action – Manage Teams (select players singly)

Adjust teams as required

After Match

Home Side

Manage Results – locate desired round

Action – View Results

View Teams – Action – Swap Away Teams (if needed)

Enter Results

Check and Exit

Away Side

Manage Results

View Teams – Action - Swap Away Team (if required)

Confirm Result, or contact club to repair their input.