BowlsLink Pennant Training Guide

1 - Logging In

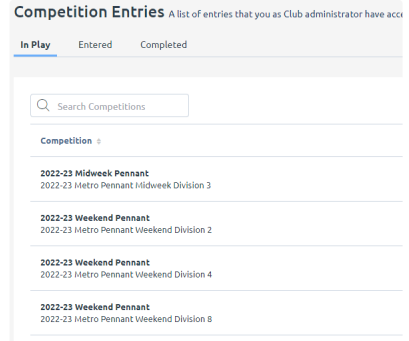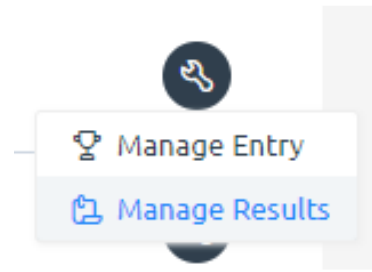|	
Login into https://www.bowlslink.com.au Select your club under the My Clubs heading. *If you don't have any administration levels it will log you straight into the correct profile.*	**PROFILE SELECTION** You have access to more than one profile. Please select from the available options. **Profile Selection** Select your context... QLD Officials Red Hill Bowls, Sports & Community Club Inc. (QLD) Savage Bull (Null) SavageBull East THE RULES CLUB WAGGA BOWLING CLUB (NSW) WAVERLEY MENS BOWLING CLUB (NSW) My Clubs Murrumbeena Park Bowls Club

2 - Finding the Competitions

Go to **Competitions**	🏆 **Competitions** My Competitions My Club Entries

Depending on the level of access you have, the competitions you can put teams and scores into will be in either of two places.
1. **Player/Team Manager given access to their own team only**.
   Click on **My Competitions**.
2. **A Person with access to the Club Administration in BowlsLink.**
   Click on **My Club Entries**.
	🏆 **Competitions**
	
	My Competitions
	
	My Club Entries

The Pennant Competitions will appear under **ACTIVE** or **IN PLAY** Tab.	
Select the **ACTIONS** … button and **MANAGE RESULTS.**	
Select the appropriate Fixture round with the **ACTIONS …** and **VIEW RESULTS**	
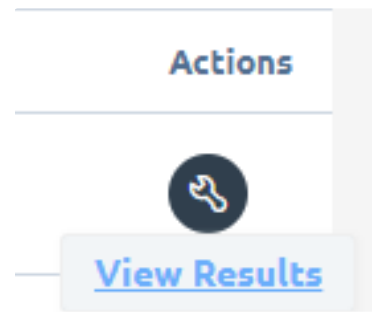
3 - How to Import Players

This step should be completed prior to the game.

Under each Team is a **SELECT TEAM** Box. Click one at a time to start importing players under each team.	
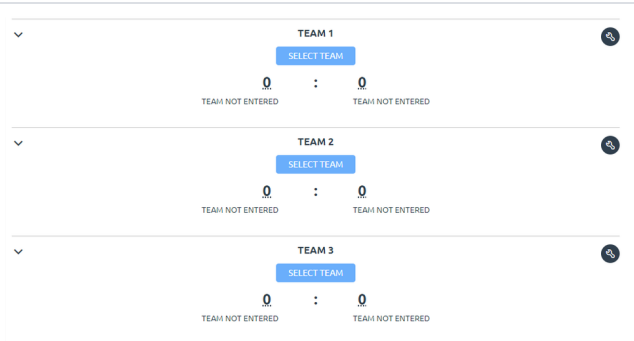
ENTER SIDE MATCH TEAMS

First week of competition, will need to import the players from the membership list to the competition.

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

MATCH

4 – Matching Skips

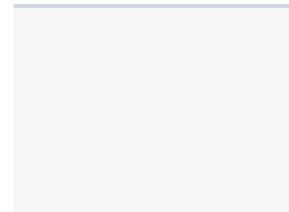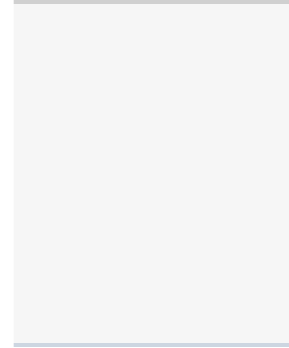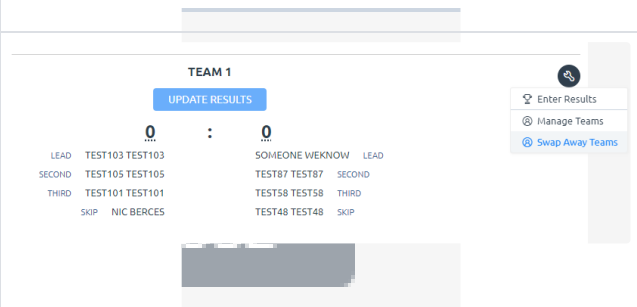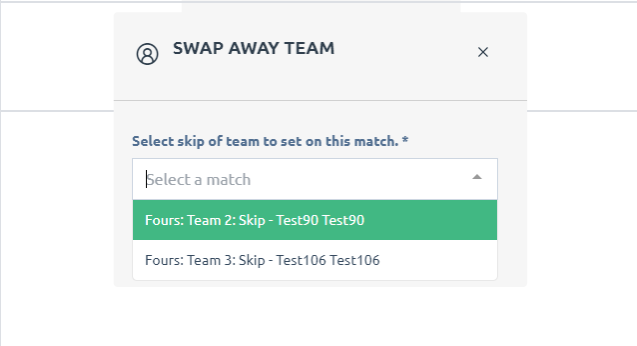|	
The HOME team is responsible for matching the TEAMS who play each other. If the teams in the system do not match then click the spanner against the team. Select **SWAP AWAY TEAMS**	**TEAM 1** UPDATE RESULTS 0 : 0 LEAD TEST103 TEST103 SOMEONE WEKNOW LEAD SECOND TEST105 TEST105 TEST87 TEST87 SECOND THIRD TEST101 TEST101 TEST58 TEST58 THIRD SKIP NIC BERCES TEST48 TEST48 SKIP Enter Results Manage Teams Swap Away Teams
Find the correct SKIP from the available list using the drop down arrow then select **SWAP**	**SWAP AWAY TEAM** ✕ Select skip of team to set on this match. * Select a match ▲ Fours: Team 2: Skip - Test90 Test90 Fours: Team 3: Skip - Test106 Test106
Once selected the **AWAY TEAM** will now swap positions. i.e. from Team 4 to Team 1. Repeat this process for as many teams as required.	**TEAM 1** UPDATE RESULTS 0 : 0 LEAD TEST103 TEST103 TEST99 TEST99 LEAD SECOND TEST105 TEST105 TEST13 TEST13 SECOND THIRD TEST101 TEST101 TEST35 TEST35 THIRD SKIP NIC BERCES TEST106 TEST106 SKIP **TEAM 2** UPDATE RESULTS 0 : 0 LEAD TEST46 TEST46 TEST7 TEST7 LEAD SECOND TEST54 TEST54 TEST15 TEST15 SECOND THIRD TEST87 TEST87 TEST84 TEST84 THIRD SKIP TEST11 TEST11 TEST90 TEST90 SKIP **TEAM 3** UPDATE RESULTS 0 : 0 LEAD TEST58 TEST58 SOMEONE WEKNOW LEAD SECOND TEST41 TEST41 TEST87 TEST87 SECOND THIRD TEST12 TEST12 TEST58 TEST58 THIRD SKIP TEST48 TEST48 TEST48 TEST48 SKIP

5 – How to Enter Results

Only the Home team can put results in. Select **UPDATE RESULTS**	**TEAM 1** UPDATE RESULTS
Enter the scores and remember to select **SAVE**	**ENTER MATCH SCORES** ✕ SAVAGE BULL -1 15 2 CLUBS COMBINED 10 SAVE CLOSE
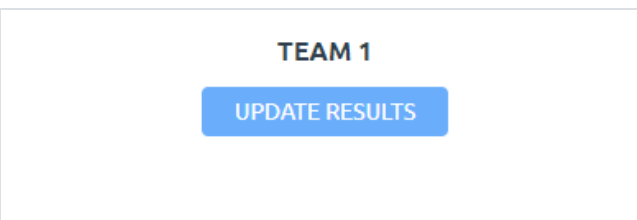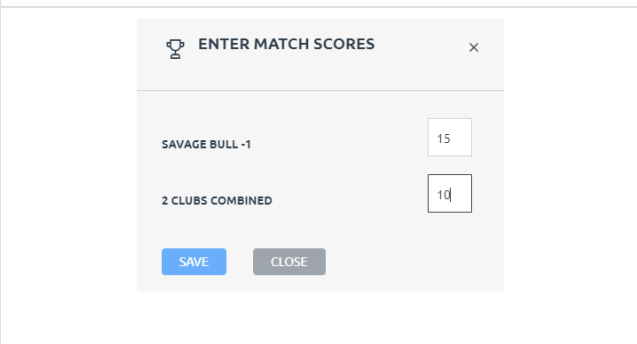
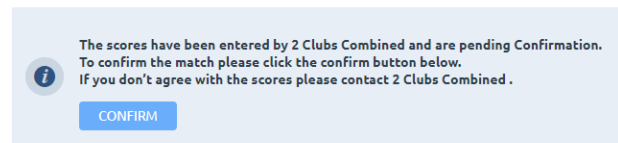|	
A pop up box will appear.	
The drop down list will have all the members from the membership list. *TIP: Start typing the players name and it will reduce the list.*	Meml the list be

6 – How to Confirm Results

For the ladders to be updated away teams will be required to confirm the results.

The away team needs to log in and follow the steps above to get into the right round game. At the bottom of the screen is a confirm button, this option is only available to the away sides.	The scores have been entered by 2 Clubs Combined and are pending Confirmation. To confirm the match please click the confirm button below. If you don't agree with the scores please contact 2 Clubs Combined . CONFIRM
Once Confirm has been pressed neither the home nor away sides can make any additional changes. Please ensure that all details are correct prior to confirmation. The only person who can make changes after confirmation are Competition Administrators.	

7 – Import a Previous Team

After Week 1 of a Pennant Competition Teams can be Imported from Previous Rounds. Login to the upcoming match as per previous steps.	Format: Fours | Name: Bowls Qld Demo Pennant ROUND 3 - SECTION 1 - SATURDAY, OCTOBER 8TH, 2022 ⊕ Import Teams 0 (0) : (0) 0
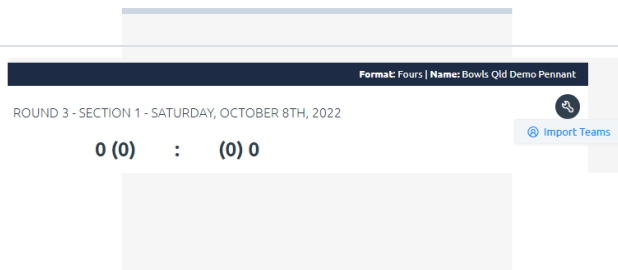
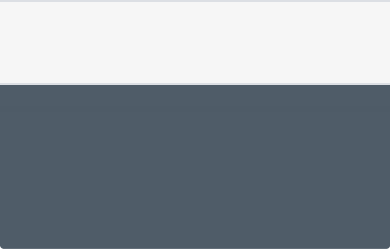Click the **SPANNER** at the top of the page next to the Round and Date details select **Import Teams**

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

48 (7)   :   (1) 43

SAVAGE BULL -1   2 CLUBS COMBINED

TEAM 1 (FINALIZED)

15 (1)   :   10

LEAD	TEST103 TEST103	TEST99 TEST99	LEAD
SECOND	TEST105 TEST105	TEST13 TEST13	SECOND
THIRD	TEST101 TEST101	TEST35 TEST35	THIRD
SKIP	NIC BERCES	TEST106 TEST106	SKIP

TEAM 2 (FINALIZED)

13   :   14 (1)

LEAD	TEST46 TEST46	TEST7 TEST7	LEAD
SECOND	TEST54 TEST54	TEST15 TEST15	SECOND
THIRD	TEST87 TEST87	TEST84 TEST84	THIRD
SKIP	TEST11 TEST11	TEST90 TEST90	SKIP

TEAM 3 (FINALIZED)

20 (1)   :   19

LEAD	TEST58 TEST58	SOMEONE WEKNOW	LEAD
SECOND	TEST41 TEST41	TEST87 TEST87	SECOND
THIRD	TEST12 TEST12	TEST58 TEST58	THIRD
SKIP	TEST48 TEST48	TEST48 TEST48	SKIP

Use the dropdown highlighted in green select the
Use the player will now highlight to pick a previous match date then
select **IMPORT TEAMS**

IMPORT TEAMS   ✕

SAVAGE BULL -1

Previous Match Date

Please Select a match   ▲

02-Nov-2022 vs Savage Bull BC

19-Oct-2022 vs Savage Bull East BC

12-Oct-2022 vs 2 Clubs Combined

01-Oct-2022 vs 2 Clubs Combined

28-Sep-2022 vs Savage Bull BC

24-Sep-2022 vs null

21-Sep-2022 vs Another Clubs Team

14-Sep-2022 vs Savage Bull East BC

Use the player will now highlight to pick a previous match date then
select **IMPORT TEAMS**

Down the bottom of the page, you will see a grey box, saying the results are pending until the **AWAY** team **CONFIRMS**.
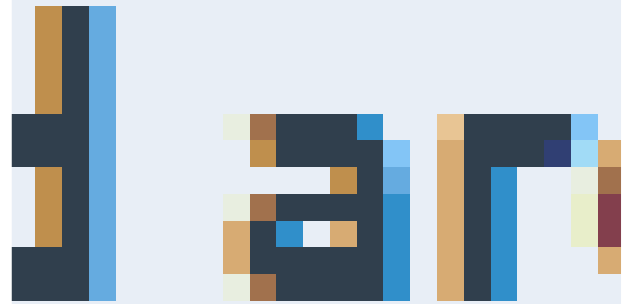
The players from this round will now appear, these can still be changed by selecting **SELECT TEAMS** or clicking the Spanner against the team and choosing **MANAGE TEAMS**.

Click **IMPORT**

Repeat this process for all Rinks.

03   LEAD

05   SECON|

01   THIRD

5KIP

If any changes are required, the home team can still do this by going to the team that needs changing.

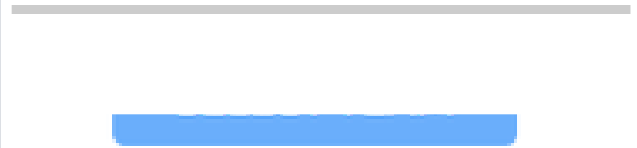Click the **SPANNER** and choose **UN-FINALISE SIDE MATCH**.

This will un-finalise the team, which you can choose **UPDATE RESULTS** and change the results.

Once your side has been put in, you are good to go. Can still make changes if required.

If the **SELECT TEAM** is not visible, click the spanner on the appropriate team and can chose **MANAGE TEAMS**.

0 : 0

TERED

TEST1(

TEST1(

TEST1(

NIC BE

TEAM 2

SELECT TEAM

0 : 0

TERED

TEST4(

TEST5

TEST8

TEST1

TEAM 3

SELECT TEAM

ⴗ   ⴗ
....

ᴛERED   TEST5ᴇ

                              TEST4ᴛ

                              TEST1ᴇ

                              TEST4ᴇ

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

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