Clubs Menu Administration
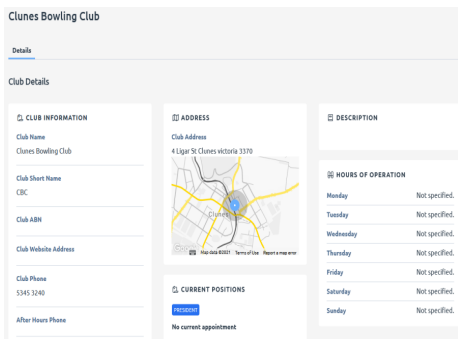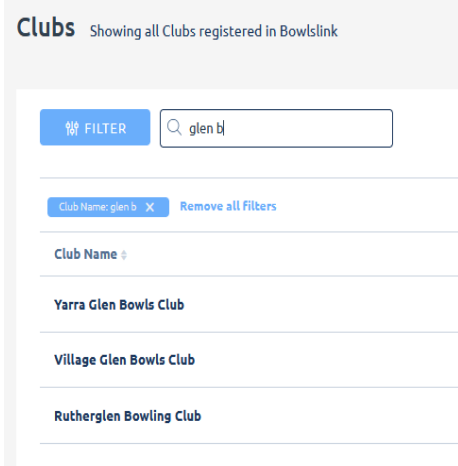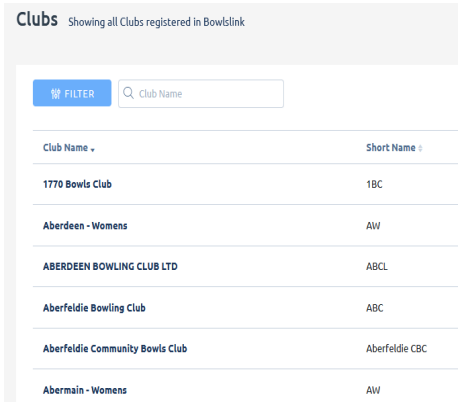
Clubs

In the clubs section of BowlsLink you will be able to find all information related to your club and any other clubs you have the permission to see.
The clubs section is further divided into clubs, club categories and manage my club.

Clubs

In the **clubs sub-section** you will be able to see all clubs that are currently active in BowlsLink. You will be given some club details without clicking into their club profile and you will be able to perform the following actions:

You will be able to click onto the clubs' name to retrieve additional information about the chosen club	
You will be able to search for a particular club by name	
You will be able to sort the list of clubs differently by clicking on the different column headers. E.g. by Club Name, or State	

You will be able to apply specific filters to only find clubs matching your search criteria.
Filters can be applied by:
Groups (Districts/Zones)
States
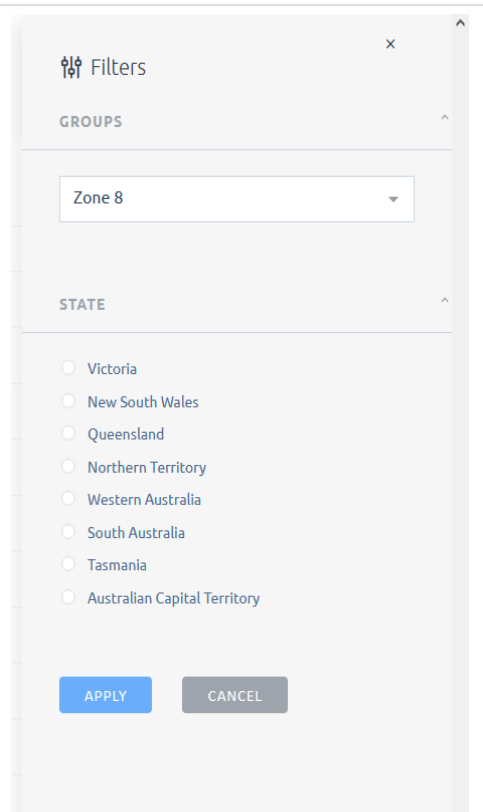
You will be able to change the amount of rows displayed in your club table.
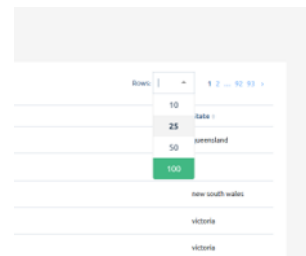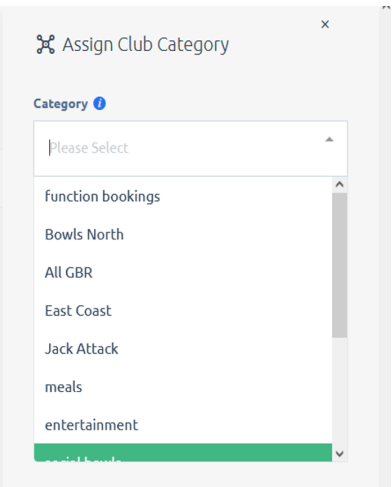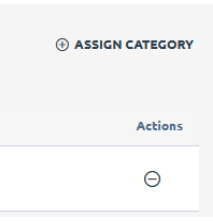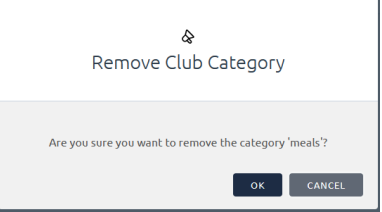
Club Categories

A club can have various categories assigned. Categories are used to show the various services and amenities that the club has, and this information is published in websites and other information systems about the club. The categories are selected from a pre-defined list, and the club administrators can select any and all that may apply to their club. Examples are: Social Bowls, Meals, Entertainment, Function Room Bookings etc.

1. To add a category, click on the assign category button in the top right of screen.
2. Select from the drop down list the appropriate category for your club, and click the assign button.
3. Once a category has been added, it can be removed by clicking the icon at the right end of the category listing.
4. This process can be repeated as many times as you like, to add all the required categories to the club.

To add a category, click on the assign category button in the top right of screen.

Select from the drop down list the appropriate category for your club, and click the assign button.	**Assign Club Category** ✕ Category ⓘ Please Select ▲ function bookings Bowls North All GBR East Coast Jack Attack meals entertainment
Once a category has been added, it can be removed by clicking the icon at the right end of the category listing.	⊕ **ASSIGN CATEGORY** **Actions** ⊖
You will be asked to confirm your decision This process can be repeated as many times as you like, to add all the required categories to the club.	**Remove Club Category** Are you sure you want to remove the category 'meals'? OK CANCEL

Manage My Club

In the **manage my club sub-section** you will be able to see all the details relevant to your club. You will be able to edit all the club information for your club. The manage your club sub-section is divided into three tabs - Details, Additional Details and Club Member Additional Details.

Manage Your Club

Details   Additional Details   Club Member Additional Details

Club Details *Update the general information about your club.*
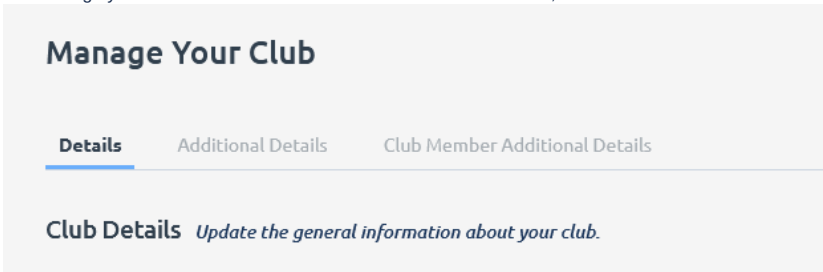
Details

5. In the details tab of your club you will be able to edit the following field groups:
   a. Club Overview
   b. Contact Details
   c. Club Address
   d. Financial

In the details tab of your club you will be able to edit the following field groups
Club Overview
Contact Details
Club Address
Postal Address
Financial

Club Details *Update the general information about your club.*

ⓘ Club Overview

Club Name*

Savage Bull

Club Short Name*

SB

Description

Savage Bull

Club Overview:
This contains the club name, club short name (used for competitions) a Description (used on the Club Finder, a State Affiliation Date and a place to upload a logo (currently under development)

ⓘ Club Overview

Club Name*

Savage Bull

Club Short Name*

SB

Description

Savage Bull

State Affiliation Date

Select Date

Logo

Browse... No file selected.

Contact Details:
This area includes club Phone and After Hours Phone, Fax number, email address and club website.

ⓘ Contact Details

Club Phone

After Hours Phone

Fax Number

E-mail Address

Club Website

Club Address:
This contains information about the physical location of the club and is used by Google Maps to position the club on a map.
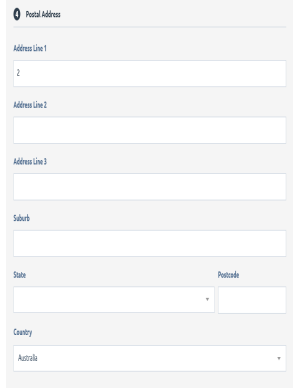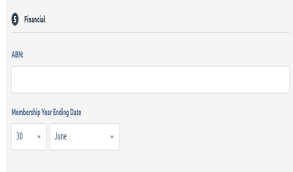
ⓘ Club Address

Address Line 1
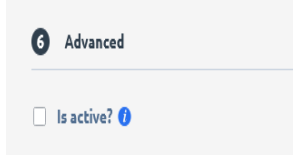
Address Line 2

Address Line 3

Suburb

State   Postcode

Please Select

Country

Australia

Postal Address:
This is if your club has a different postal address to the club address.

Financial Information:
This is used in conjunction with the invoicing section to establish invoicing periods and the clubs ABN.

Advanced:
This section is used by STA admins to remove clubs from being visible on the club finder.

Additional Details

6. In the additional details tab you will be able to update you clubs opening hours.

Manage Your Club

Details   **Additional Details**   Club Member Additional Details
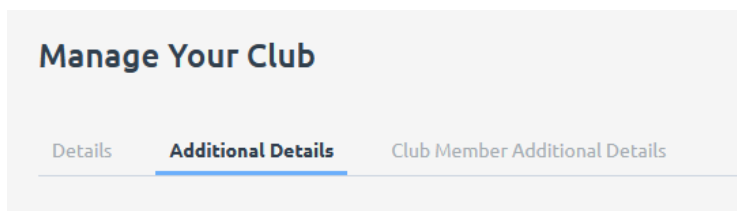
Club Member Additional Details

In the club member additional details tab you will be able to create new additional fields to gather more data for your club members. You will be able to add the following fields:

- HTML
- Title
- Divider
- Text
- Yes/No
- Long Text
- Date
- Dropdown

Manage Your Club

Details   Additional Details   **Club Member Additional Details**

Additional Member Details *Additional information you want to capture about your members.*
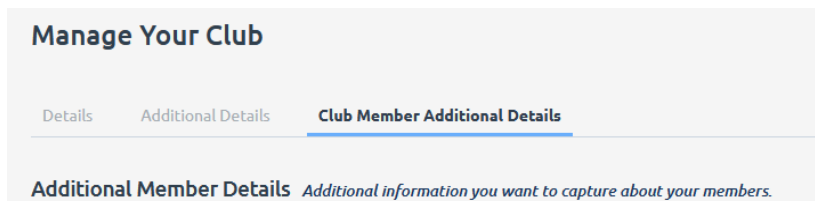
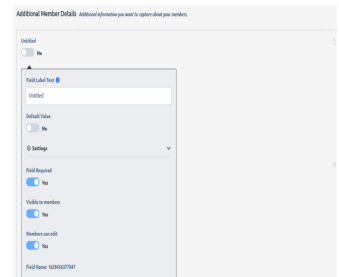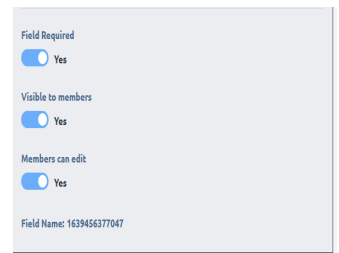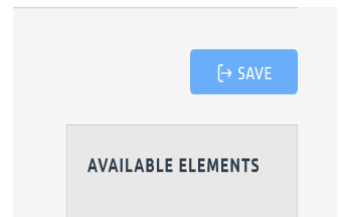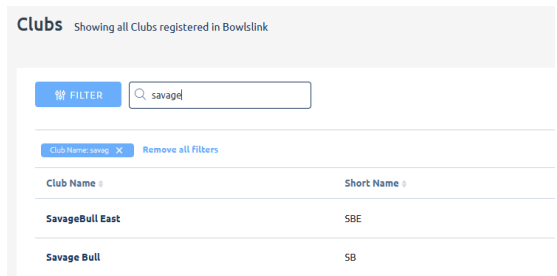|	
In this example, we want to know if members are willing to volunteer with junior group coaching at the club. This would be a yes or no question, so that is the option we will use	**AVAILABLE ELEMENTS** HTML Title Divider Text Yes/No Long Text Date File Dropdown
This will provide the field box where you can setup the field correctly.	Additional Member Details *Additional information you want to capture about your members* Untitled No Field Label Text Untitled Default Value No Settings Field Required Yes Visible to members Yes Members can edit Yes Field Name: 1639456377047
We can then set the options for the field. Is it mandatory (Required) Can members see it? Can members edit it? E.g. change it from no to yes.	**Field Required** Yes **Visible to members** Yes **Members can edit** Yes Field Name: 1639456377047
Once we are happy with the settings we click the save button in the top right corner.	↪ SAVE AVAILABLE ELEMENTS
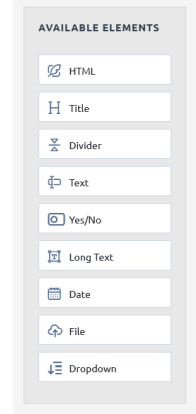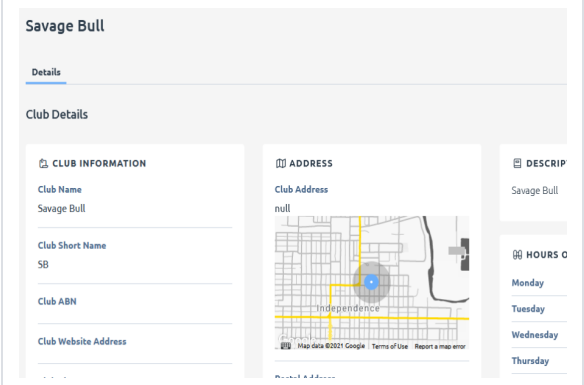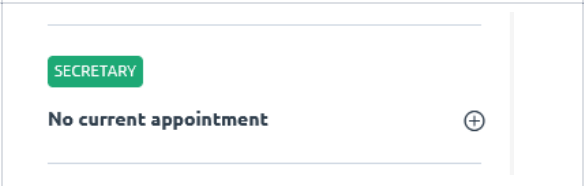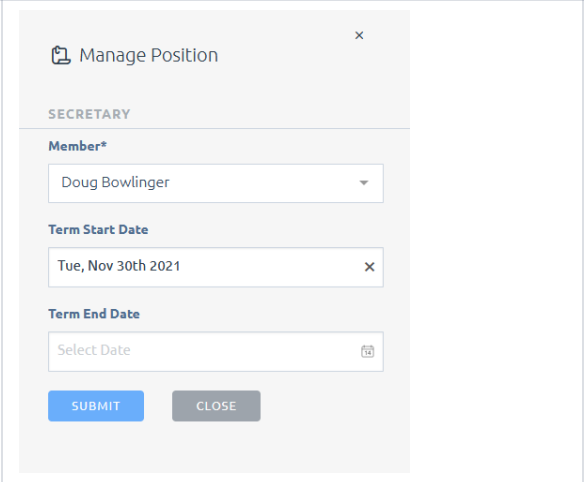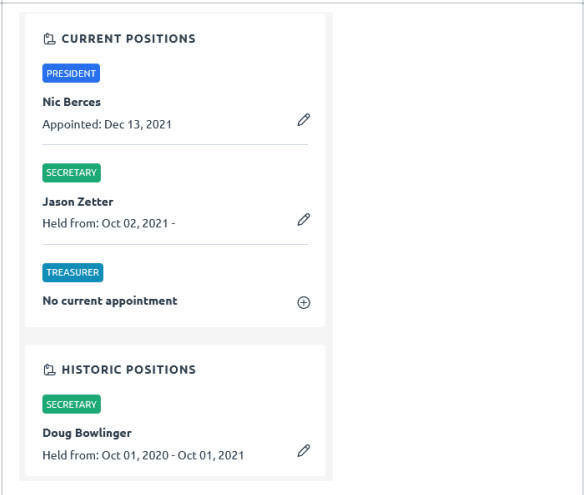
Reports

The reports section is currently able to produce a report of current and previously held positions at the club. For this to work the positions will need to be setup by a club admin. To do this you can follow the process below

From the Clubs Menu select the Club sub Menu and search for your clubs' name.	**Clubs** Showing all Clubs registered in Bowlslink FILTER 🔍 savage Club Name: savag ✕ Remove all Filters **Club Name** ⬍ **Short Name** ⬍ **SavageBull East** SBE **Savage Bull** SB

Select your club by clicking the name this will give you information about your club.	**Savage Bull** Details **Club Details** **CLUB INFORMATION** **Club Name** Savage Bull **Club Short Name** SB **Club ABN** **Club Website Address** **ADDRESS** **Club Address** null **DESCRIP** Savage Bull **HOURS O** Monday Tuesday Wednesday Thursday
Using the current positions area, you can add a position holder using the + on the right.	**SECRETARY** **No current appointment** ⊕
You can then select the member who holds this position and the date from which they have held it	✕ **Manage Position** SECRETARY **Member*** Doug Bowlinger ▾ **Term Start Date** Tue, Nov 30th 2021 ✕ **Term End Date** Select Date 📅 SUBMIT CLOSE
When positions terms end they will be moved to the historical positions area.	**CURRENT POSITIONS** PRESIDENT **Nic Berces** Appointed: Dec 13, 2021 ✎ SECRETARY **Jason Zetter** Held from: Oct 02, 2021 - ✎ TREASURER **No current appointment** ⊕ **HISTORIC POSITIONS** SECRETARY **Doug Bowlinger** Held from: Oct 01, 2020 - Oct 01, 2021 ✎

Greens

The Greens section is used to manage the greens and rinks available at your club. If there are missing greens for your club, these need to be added by a system administrator. Please contact a BowlsLink system admin to assist with fixing this.
The greens management section is linked to other components in the system. Greens available for member use and the greens used in competitions are taken from the information provided in this module.

The main screen shows the current greens assigned to your club. With multiple greens, you can use the standard search and filter functions to look for a particular green within your club.


To edit the options for a green in your club, click on the action button and select edit green from the menu.


The details for your green will be bought up. The managing club will default to your club, this cannot be changed in this screen, and requires a system administrator to change the management. The green short name is used to identify your green when you have more than one. The short name can be a number (for example: Green 1, Green 2, Green 3) or a letter (Green A, Green B, Green C). Optionally you can add a full name to better identify your greens. The timezone will default to your current club zone, but this can be adjusted if required.

The Green features allow you to setup the features of the green, surface type, if it has lights etc.
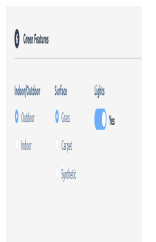
The general availability times for the green can be configured in the next section. Complete days can be removed by unchecking the tick next to the day. For days of availability, the hours can be adjusted by changing the time in the boxes
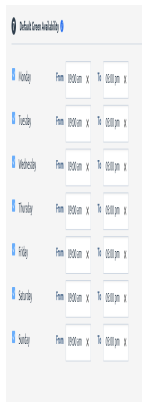
Final screen is used to setup the individual rinks for the green. A green must have at least one rink included. The ditch rinks can be setup by ticking the boxes next to the rink. Click save and close to close the screen and save the information.