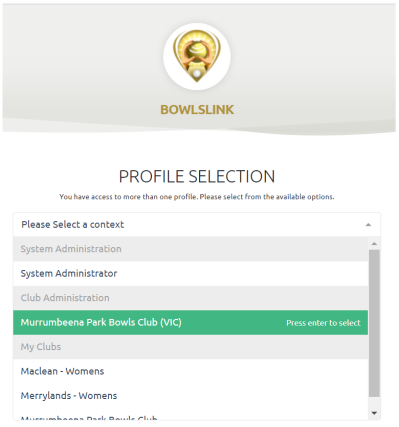
Jack Attack BowlsLink Manual

This manual will give you an overview of how-to setup a Jack Attack Competition. As there are variables with Jack Attack, this manual will look at the different options available to setting up the competition and accepting entries.

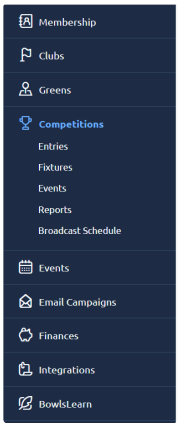
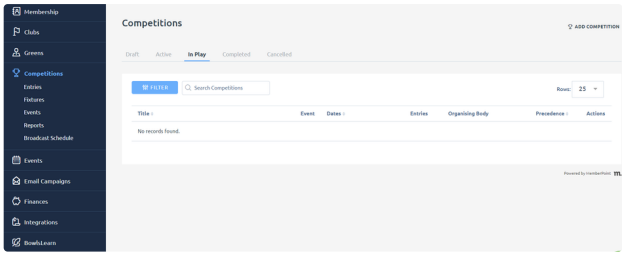
Table of Contents

- Table of Contents
- Logging into BowlsLink
- BowlsLink Competition Overview
- Competition Setup – Allowing for Self-Registration/Online Entries
  - 1 – Details
  - 2 – Key Details
  - 3 – Entry Additional Details
  - 4 – Entrant Additional Details
  - 5 – Fees
  - 6 – Dates & Times
  - 7 – Results Settings
- Entry Setup and editing entries
- Adding an entry into BowlsLink as the administrator
- Viewing Entries in the BowlsLink System
- Fixtures
- Entering Scores

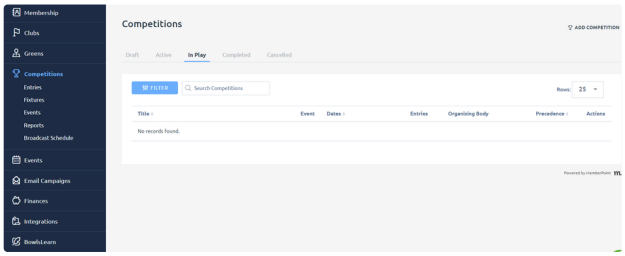
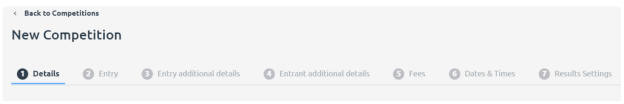
Logging into BowlsLink

Login into BowlsLink. www.bowlslink.com.au	
Click on the Club name underneath Club Administration.	

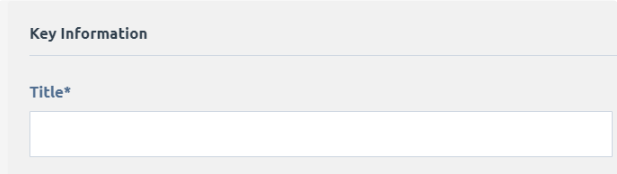
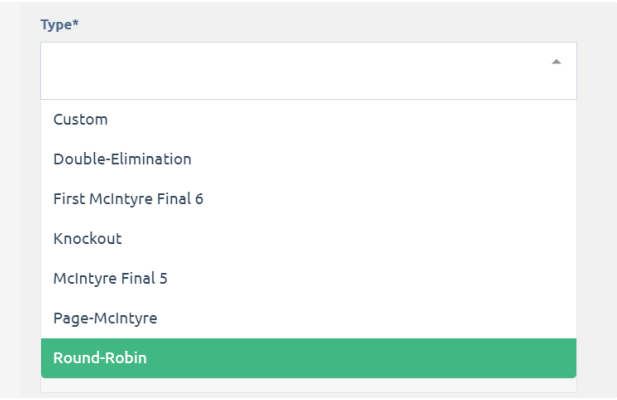
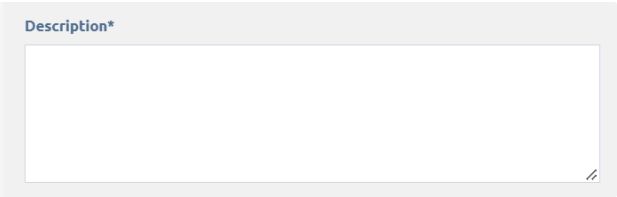
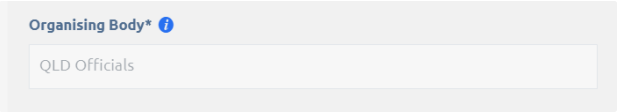
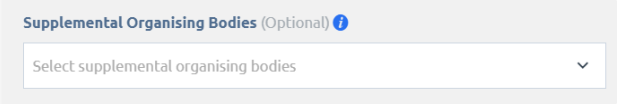
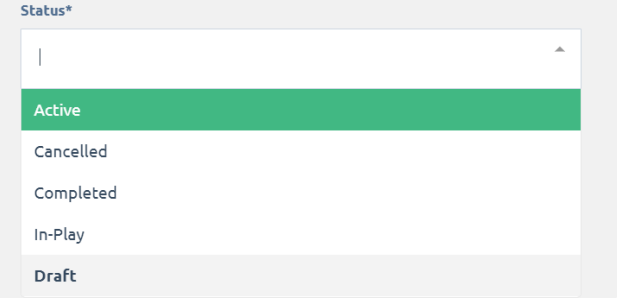
BowlsLink Competition Overview

Click on Competitions on the left-hand side menu.	
The competitions screen will provide a list of all competitions that are available to administer. The competitions are divided into different tabs based on the status of the competition. **Draft** –when a competition is created/copied. **Active** – when the competition is ready for entries. **In Play** – when the competition is ready for results. **Completed** – when the competition has finished. **Cancelled** – when the competition has been cancelled.	

Competition Setup – Allowing for Self-Registration/Online Entries

Click **ADD COMPETITION** on the top right-hand side.	
*You need to complete the seven tabs when setting up a new competition!!	

1 – Details

Title – is the main title for your comp, the title will be visible in the result portal and can be updated anytime. ***Example:*** *2022 October - Jack Attack Competition*	
Type For Jack Attack competitions choose Round Robin	
Description Sits underneath main title in the result portal, can contain competition rules.	
Organising Body The body creating the competition. This is prefilled to the profile that was selected	
Supplemental Organising Body Optional, handy if want to share the organising with another Club.	
Status Change to Active, then entries can be accepted.	

Event

Optional. This is something that can only be added to the competition after it has been created. Very useful if the organising body is going to create several competitions related to an event.
Example: 2022 Jack Attack Competitions

2 – Key Details

Enable self-registration?

Check the box to allow people to enter the competition themselves.

Enable per-entry club nomination

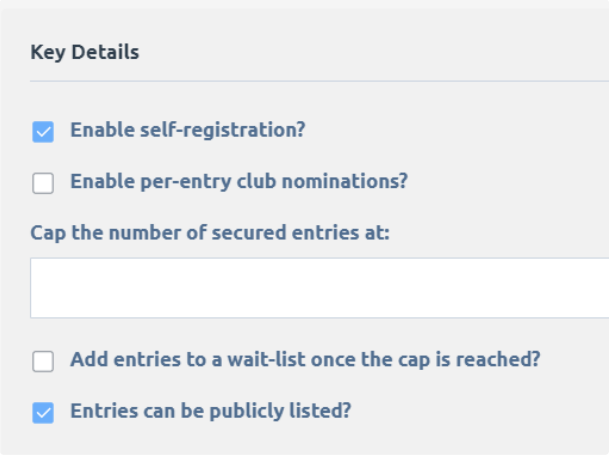
No need to check this box

*Entries can be capped

**Entries can be added to a waiting list when the cap is reached.

Entries can be publicly listed

Allows entries to be seen in the result portal.



Self-registration opens

Set the date when self-registration opens.

Self-registration closes

Set the date when self-registration closes.

Allow registrants to set their team name?

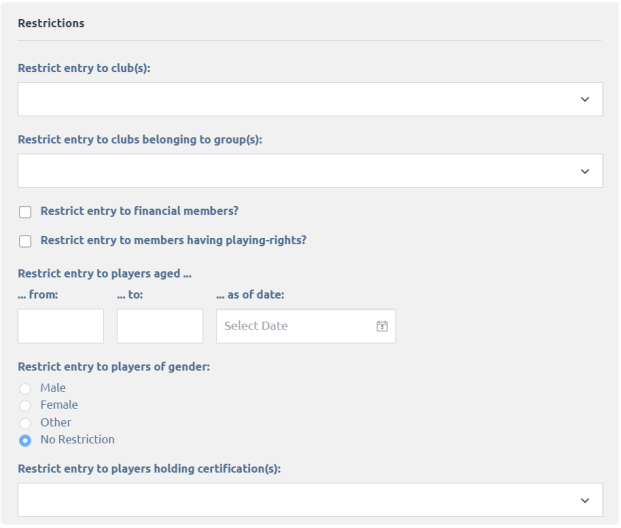
If entries can decide a team name, check the box, if not leave unchecked.

Allow guests to register?

Provides a public entry form for anyone to use to enter the competition. Can be used on websites, social media to encourage sign ups.

Restrictions

Restrictions can be placed on competitions. As Jack Attack is aimed at non-members, no restrictions should be placed on this competition.



Advanced

Require players to be members

As Jack Attack is for non-members, this isn't used, leave unchecked.

Allow members to enter more than once

As Jack Attack is for non-members, this isn't used, leave unchecked.

Entries must identify at least how many players?

Can leave this blank or ask for details of all three players. At least one person's details, are required. Place a 1 in the white box.

Entries should capture:

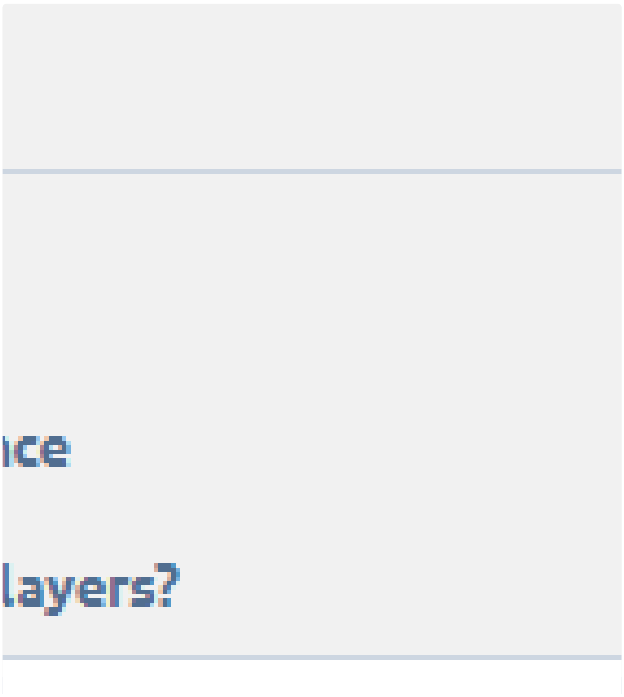
Check or uncheck the boxes to require or show the information. If not required, untick show. Recommend either email or phone be required.

Entries must capture player locales

Advanced option requiring address of the players – will require state and post code.

Disable manage entry option for entrant

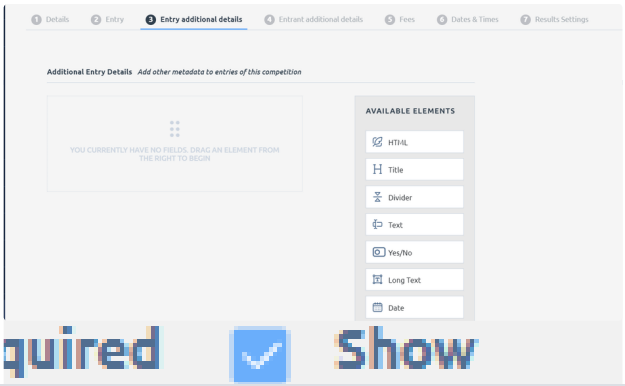
As Jack Attack is for non-members, this isn't used.



3 – Entry Additional Details

In this section, extra questions can be asked of the team

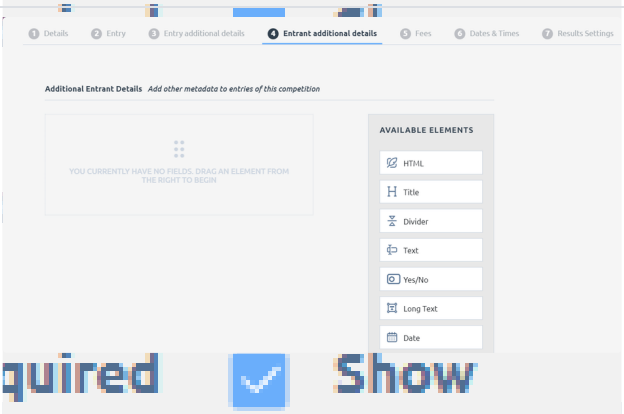
If no additional details required. Can go straight to section 5.



4 – Entrant Additional Details

In this section, extra questions can be asked of the players.

If no additional details required. Can go straight to section 5.



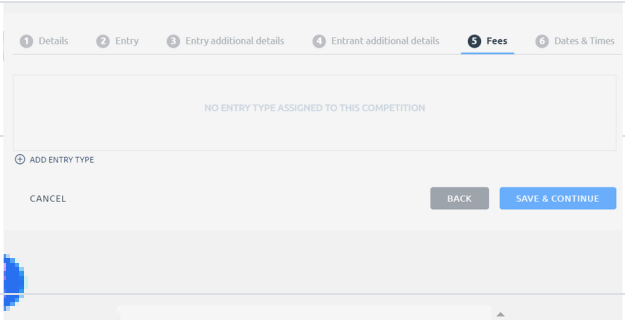
5 – Fees

Can take entry fees via the system. If not wanting to take fees online go to step 6.

If choose to take fees via the system, need to set up account with Bowls Australia.

Click **+ Add Entry Type**

To create a new type by clicking **ADD ENTRY TYPE**.

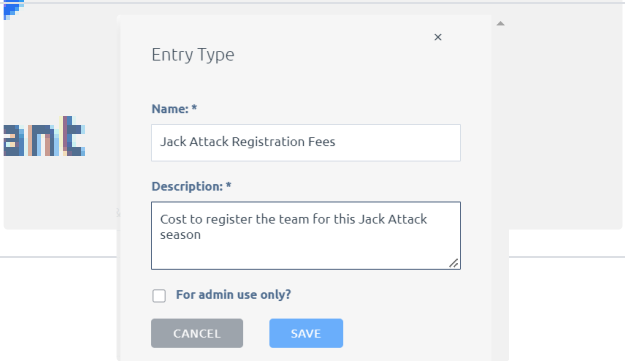


Entry Type

Fill out the name of the Entry Type – In this case it is the Registration Fee

Description

A short description so the players know what it is for

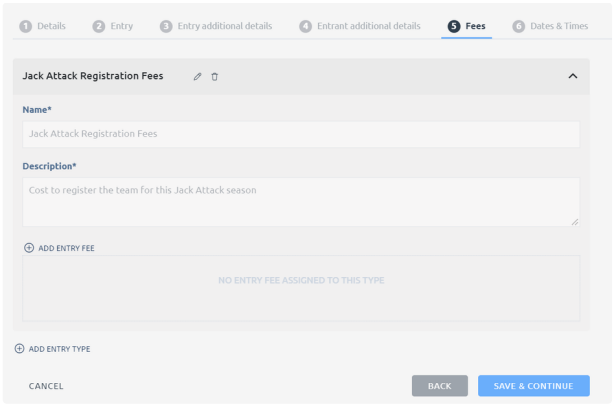


Then click **SAVE**

It will then create the Entry Type

Click **+ Add Entry Fee**

Click to put the amount for the entry type



New Entry Fee

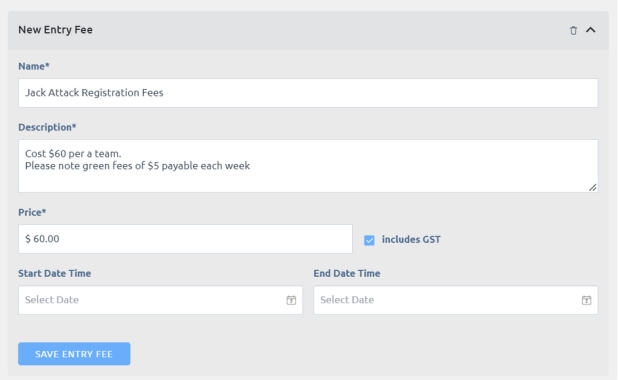
Fill out the details of Name of the Fee

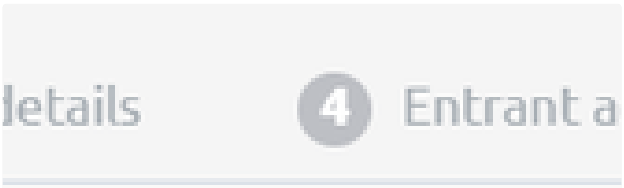
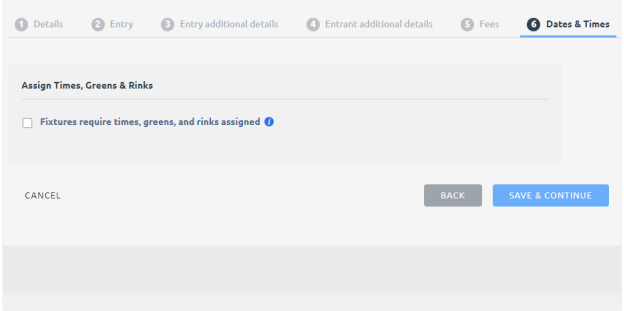
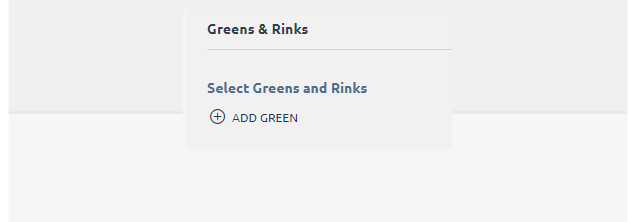
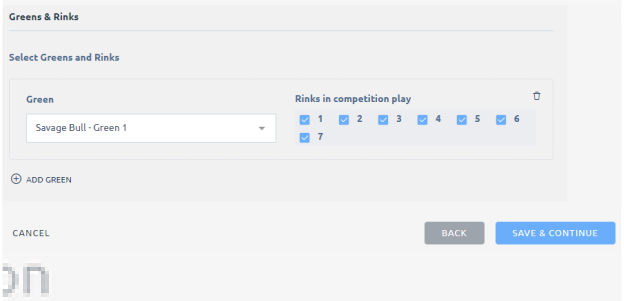
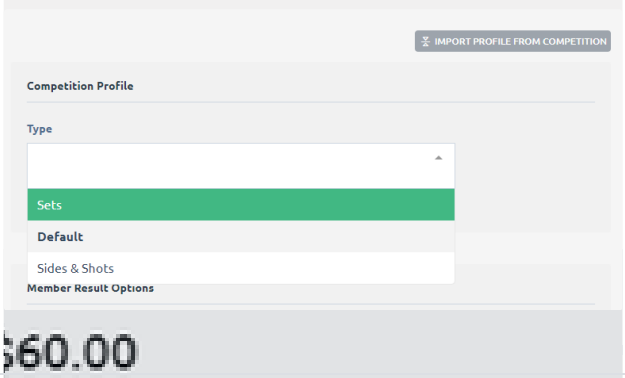
Short Description of the fee

Total Price

In addition, can put in date ranges of the cost.

Then click **SAVE ENTRY FEE**



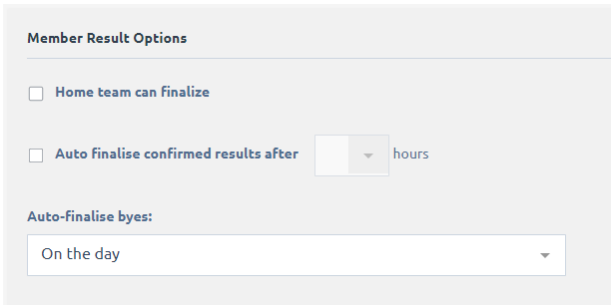
Preamble For Jack SAVE & CONTINUE Leave this blank Sets where the results portal the competition displays.	
If not adding, go to section 7 **Assign Times, Greens & Rinks** This section allows the club to assign locations and rinks at the club. **If club greens are not in the system, need to contact the STA to get them added* Click the check box to open the options	
Select Greens and Rinks Click **+ ADD GREEN** to open	
Green From the drop down list choose the club. Then check the required rinks, tick at least one rink for it to be an option when doing fixturing later on. Click the **+ ADD Green** to add a section and third green if required. Once done, click **SAVE & CONTINUE**	
This section is where the result for scoring is allocated. **Competition Profile** From the drop-down menu choose the type of game for the competition. As Jack Attack is sets play, choose **Sets**.	

6 – Dates & Times

7 – Results Settings

Member Results Options

Not required for Jack Attack competitions.



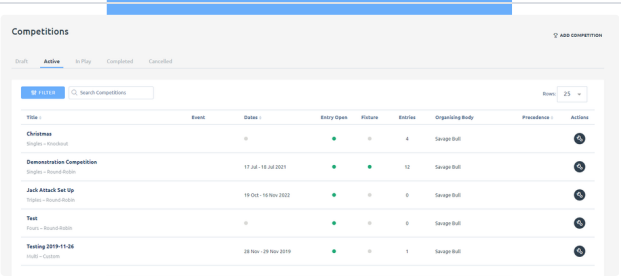
Click **SAVE & CONTINUE**

Is this a 'sides' competition? – Leave this as No.

Format – Click on Triples from the drop down list.

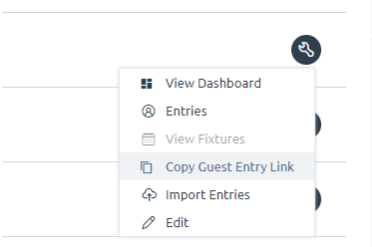
Entry Setup and editing entries

Now the competition is setup, it will be in the **Active Tab** under Competitions.



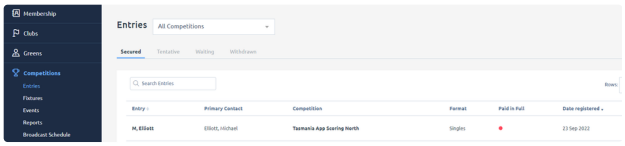
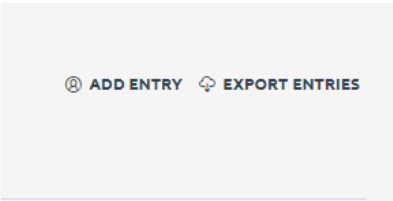
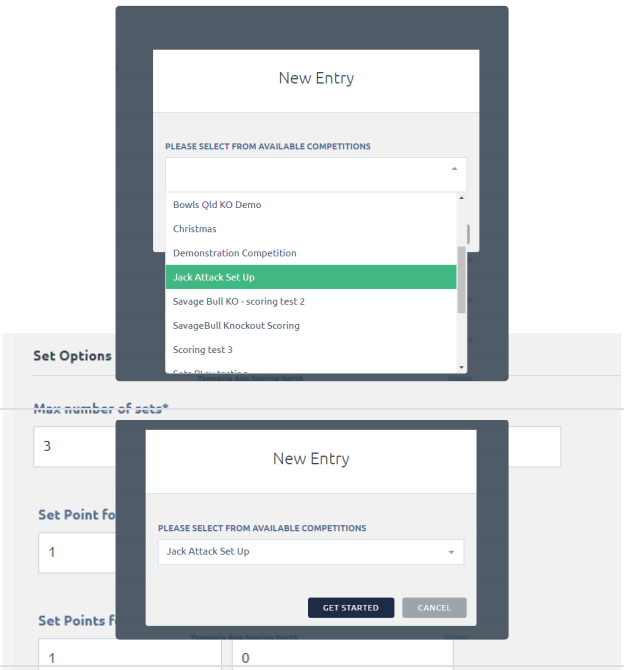
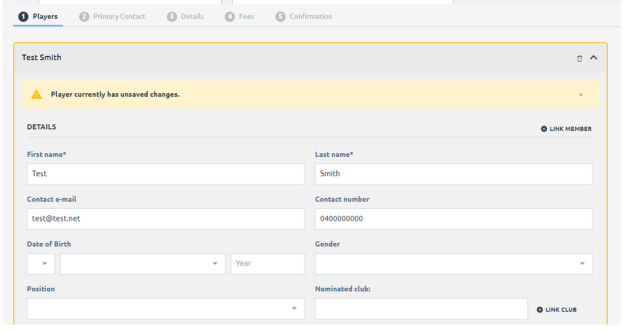
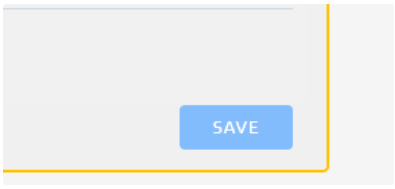
From here we can get the Guest Entries Link that was in the competition setup to post to the social media platforms and websites to accept entries.

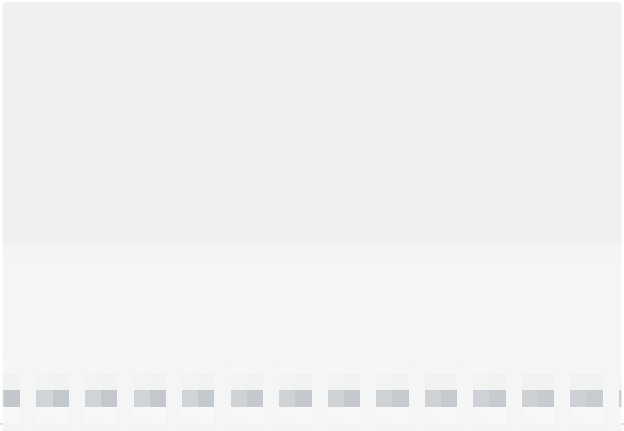
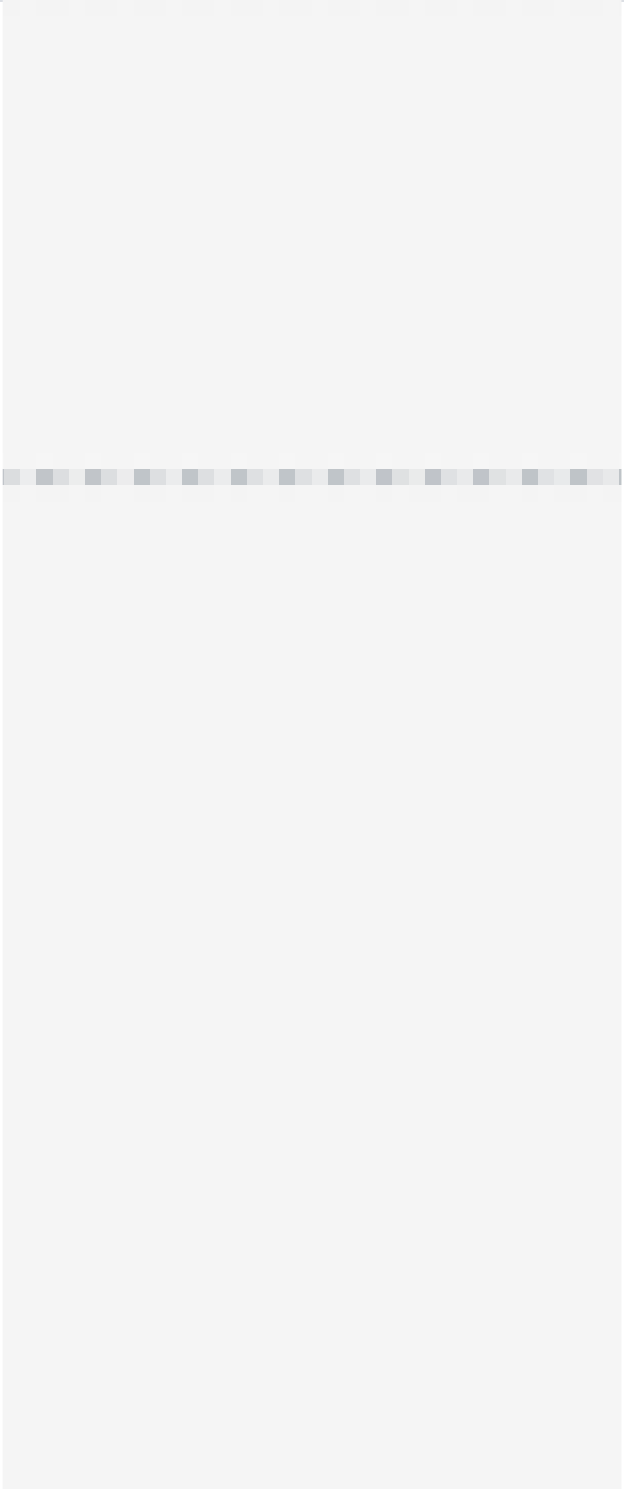
Click on the **spanner** in the Actions column against the right competition. From the drop-down list choose **Copy Guest Entry Link**.



Adding an entry into BowlsLink as the administra

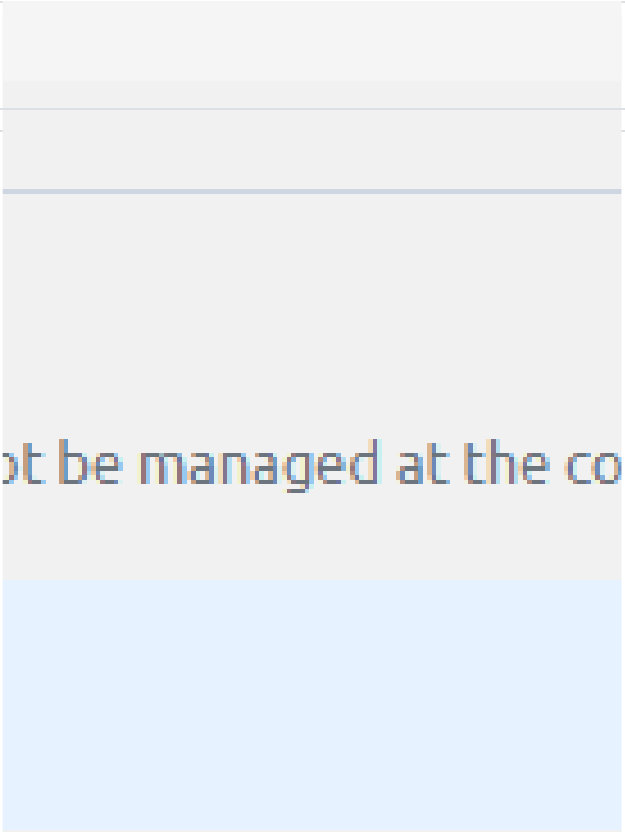
A club is competition administrator can add in entries for a Jack Attack competition ntry Link.

Set Options This is the area in which the system knows how many sets and the points for the sets win.	
Jack Attack should be setup as **3 sets** as a 3rd set may be required for the tie breaker. Put the points as per the competition that is running.	
Then on the right side of the screen choose **ADD ENTRY**	
A pop-up box will appear and from the drop-down box select the correct competition.	
Select **GET STARTED**	
Start filling out the information for the **first player** that is required.	
Once filled out for player 1, click **SAVE**	

Dates A Green message will appear on the bottom right. If the message is Red, it means a required field has been missed. Enter the start date of the competition from the calendar option under Start Date. Click on **ADD PLAYER** to add the next player if required. If adding 1 person, go to next step. Enter the End data of the competition from the calendar option under the End Date.	
	

Competition Marker

Leave this section as relates to the scoring app.



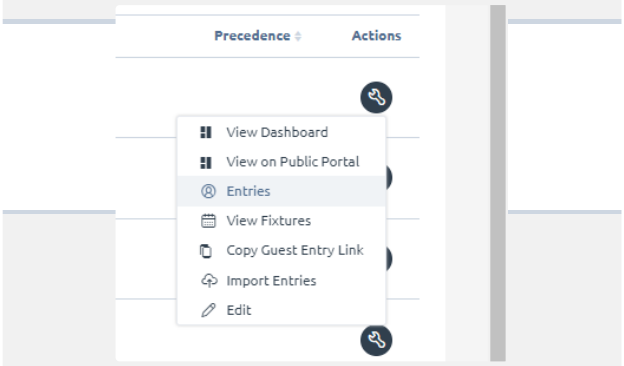
Viewing Entries in the BowlsLink System

Entries can be viewed in the system when they come in.

To view entries, under Competitions and then the active tab, find the competition.

Click on the **spanner** under the actions column and choose **Entries**.

This will place a filter and only show the entries for this competition

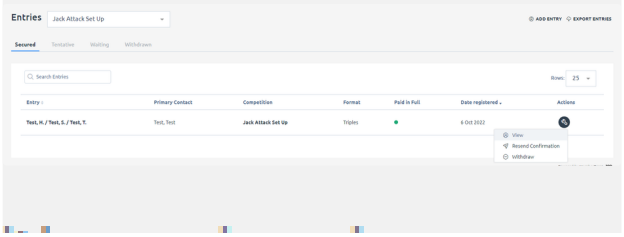


In the Actions column, click on the **spanner** against the entry.

Three options are available:

VIEW

View the entry and potentially edit from that view.

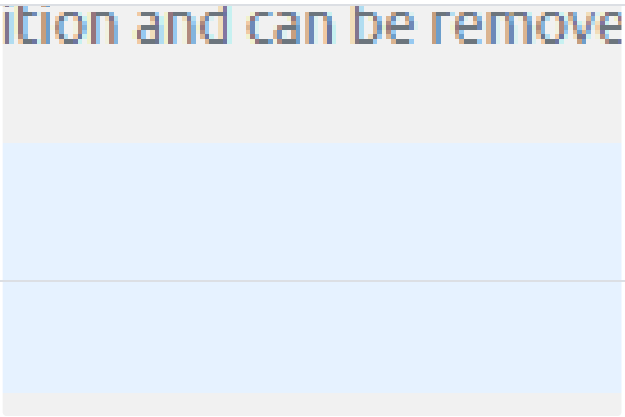


RESEND CONFIRMATION

If the primary contact didn't receive the original confirmation, it can be resent.

WITHDRAW

Withdraw the entry from the competition. *(Remember if fees have been taken a refund may be required).*

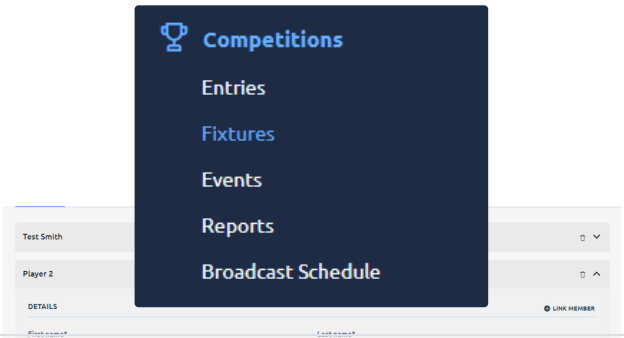


Fixtures

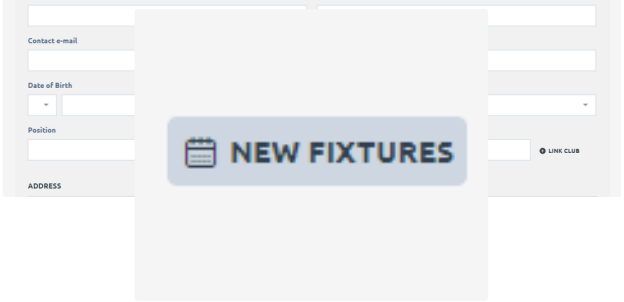
Once entries have been received, fixtures can be completed*

**Can be completed before but may have to redo the fixtures depending on entries received.*

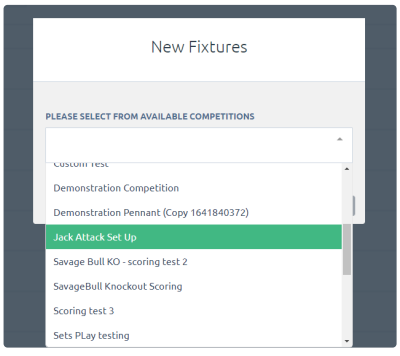
Select **FIXTURES** under competitions.



On the top right-hand side, select **NEW FIXTURES**.

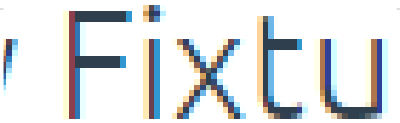


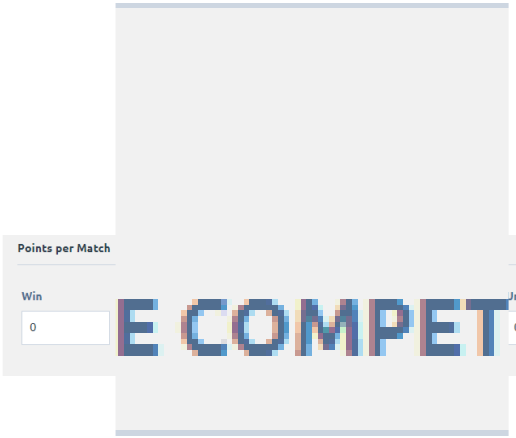
A pop-up box will appear. From the drop down list select the correct competition.



Points per Match

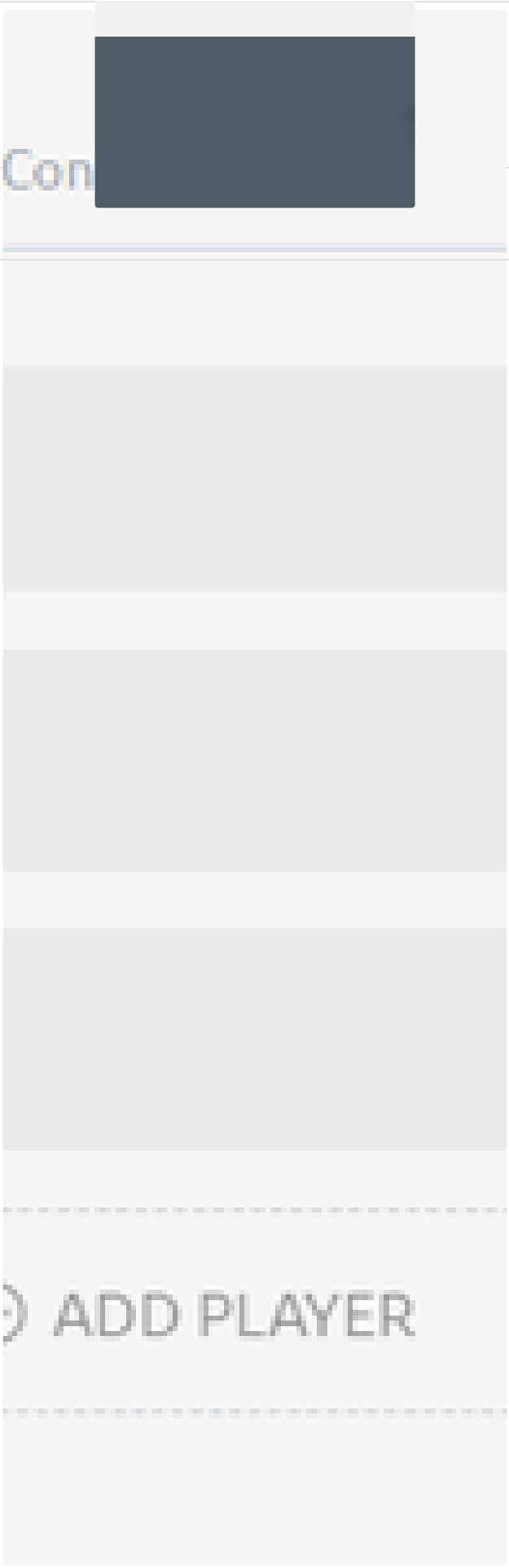
This is where the points for a match win, etc. Scores can stay 0 if wish.





Terms & Conditions

Add the T&Cs that relate to the competition, these are only seen if self-registration is being used, and must be agreed to by competitors to enter.



Generate fixtures by:

Leave this as Setting parameters

This will be used if Byes/Forfeits give shots to scores. Scores can stay 0.

Templates can be imported but must adhere to the format required.

Parameters

Expected number of competitors:

This is how many teams that have registered. If a bye is required, don't add the bye as a team as the system will automatically add a bye if required.

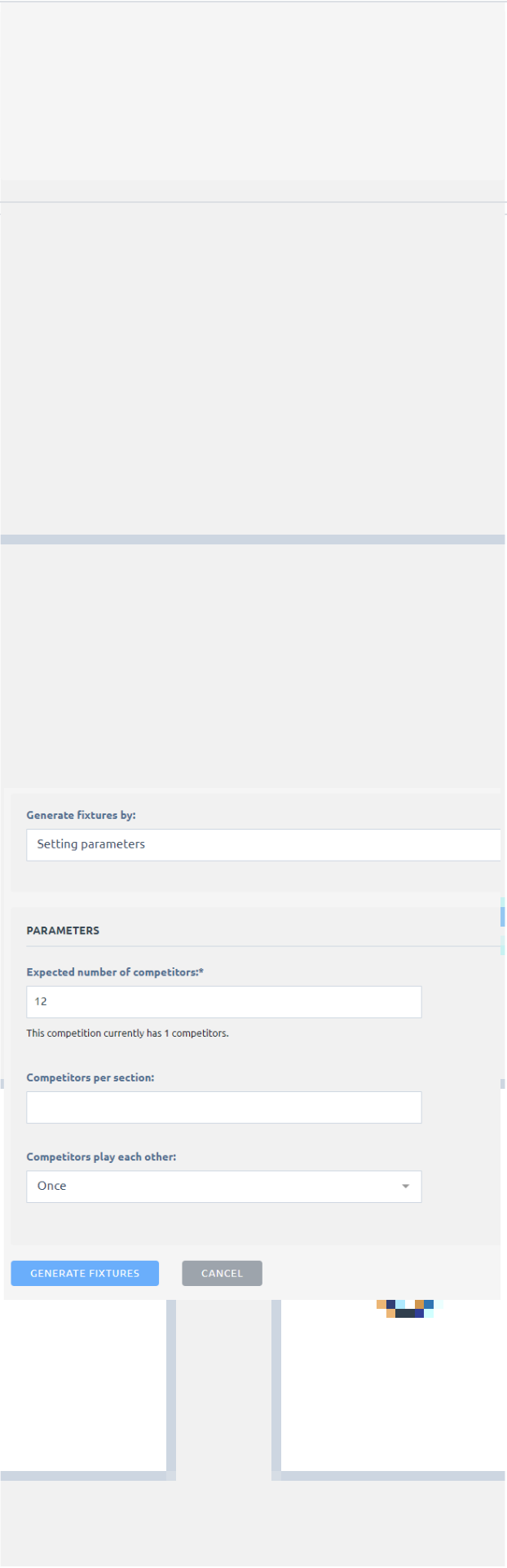
Competitors per section:

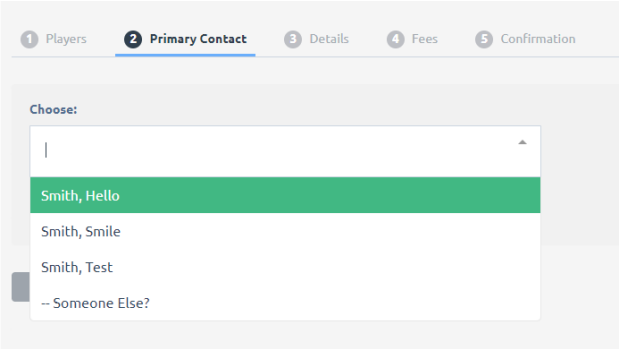
If having multiple sections for the competition, put how many teams per a section. Include the bye in this e.g., 8 teams and putting into 2 sections, put 4 in the box.

Competitions play each other:

Choose the number of times the teams will play each other, in this case once.

Click **GENERATE FIXTURES**



Primary Contact From the drop-down box, select a player to be the Primary Contact.	
	

Ladder Criteria

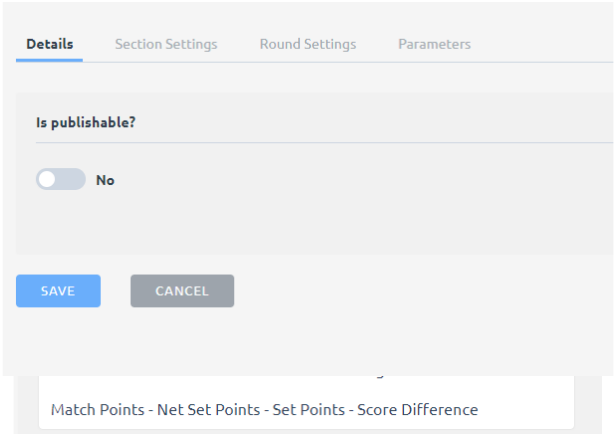
Ladder Criteria, this page will be displayed.

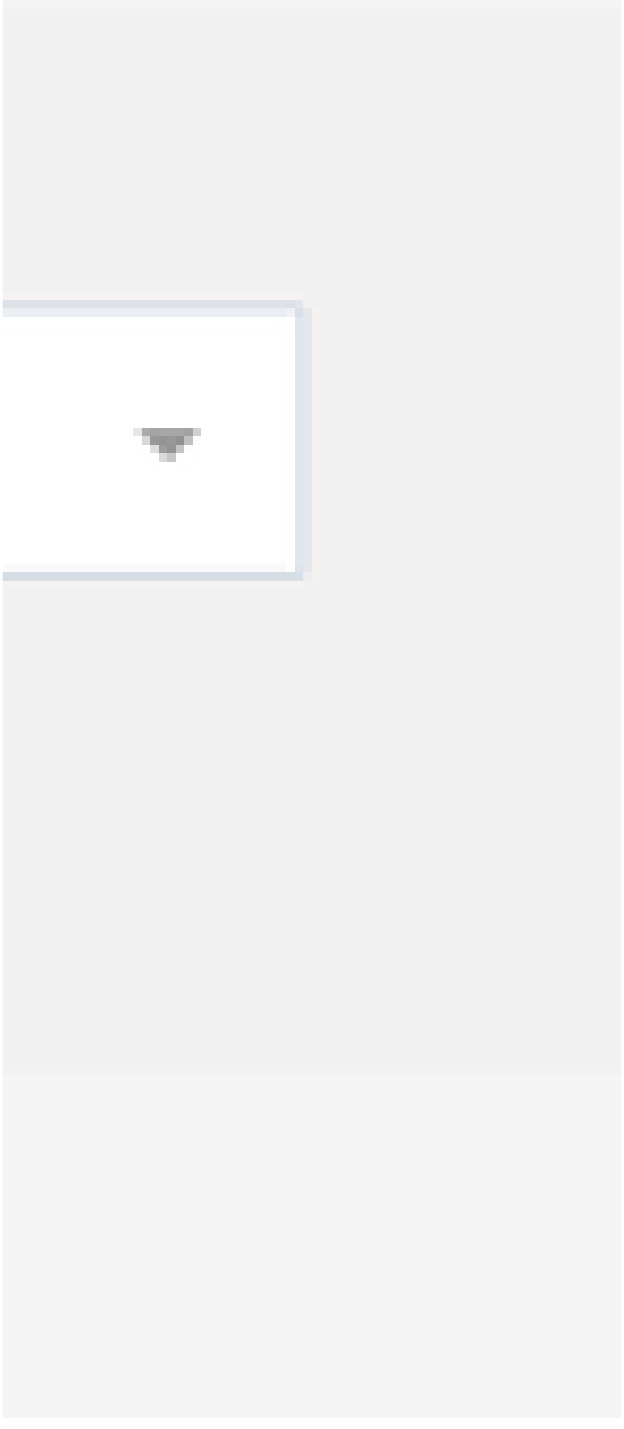
Click on Round Settings.

Click on Round Settings. How the ladder can be sorted. There are many options depending on the scoring system chosen.

We recommend:

POINTS – SET POINTS – SETS WON – SCORE DIFFERENCE – SHOTS PERCENTAGE



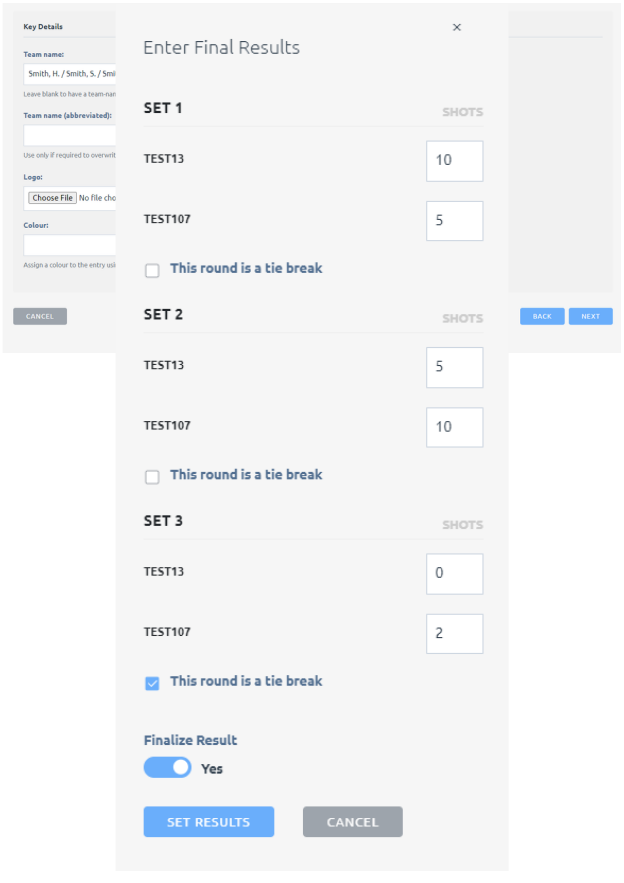
Click the name and then click **NEXT**.	
	

Public Results Display Settings

Public Results Display Settings

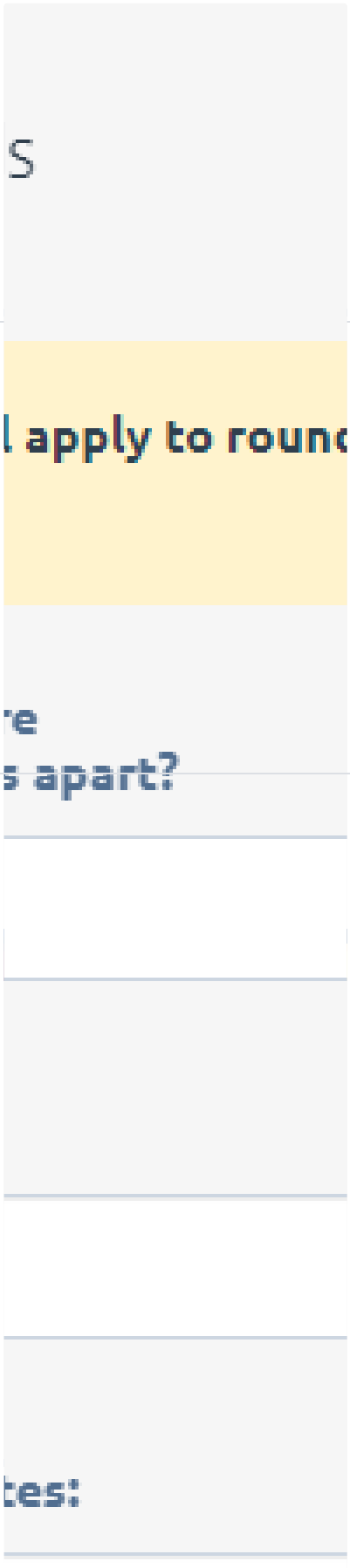
Public Results Display Settings

Public Results Display Settings

Key Details Complete the results for the two sets in each of the sets boxes. **Team Name** Team name Will default to the players names in alpha or players' order. Can be overridden if required. Tie Break required If a Tie Break was required, place the score in Set 3 and check the box – **THIS ROUND IS A TIE BREAK.** Ignore all other options. Click the slider to say **YES** to **FINALIZE RESULT**. Click **NEXT**. Then click **SET RESULTS**. Continue these steps for all completed games.	
	

Apply Scoring Settings button can do an autofill. E.g. choose how many days apart each round is, if all at the same time and also which days will be missed (example christmas day).

Click **APPLY** once completed.

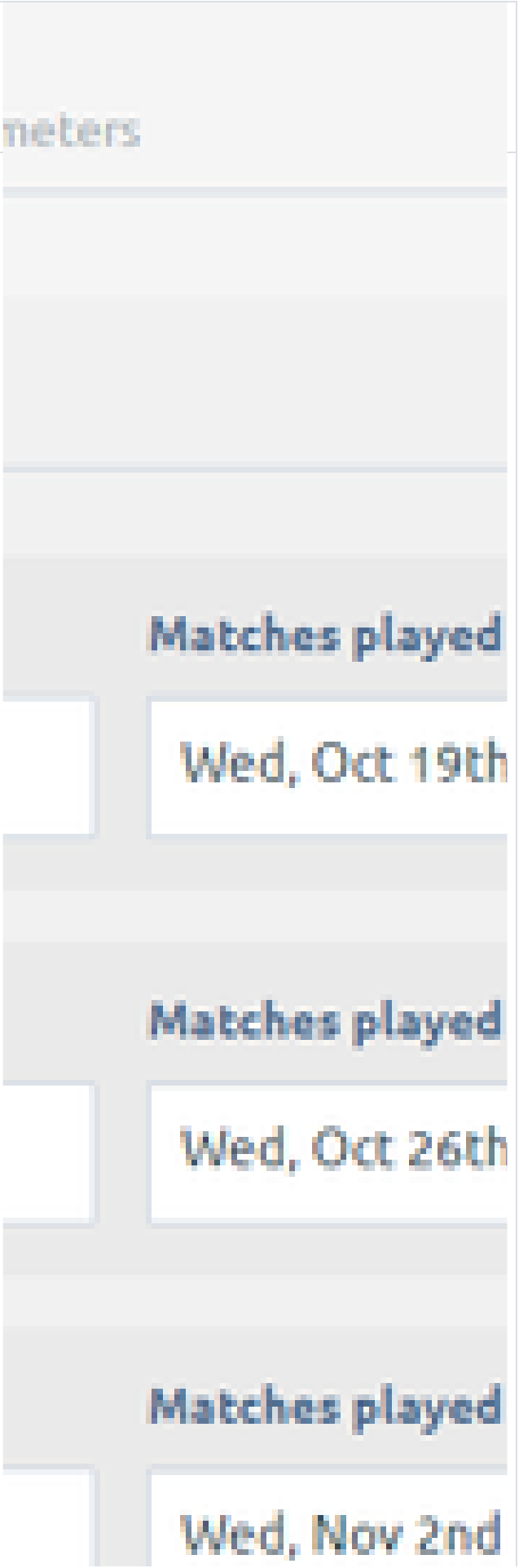


FEES

If fees are being taken online, select the require fee.

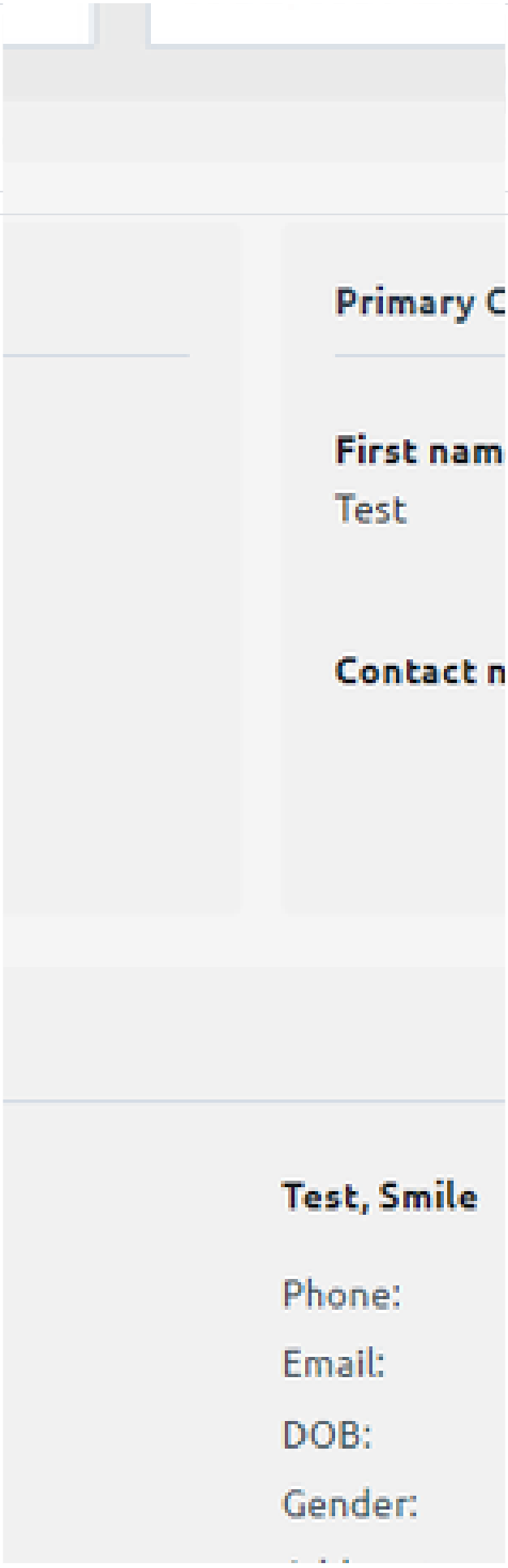
Click **NEXT**.

Click on **Fixtures** on the left-hand side menu bar.

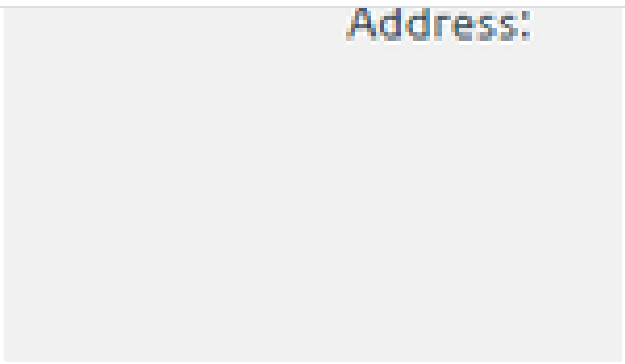


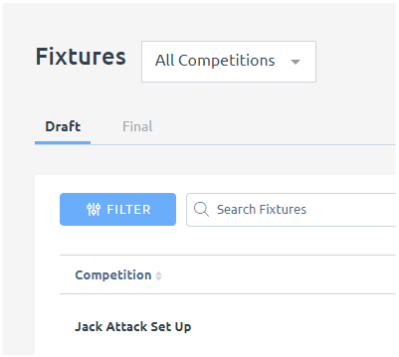
Confirmation

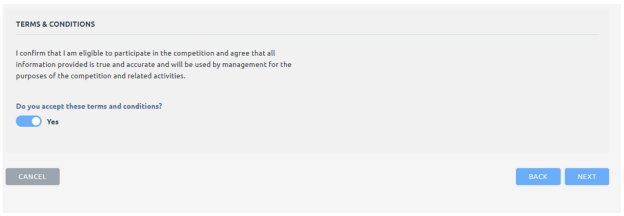
This is a summary of all the players information entered.

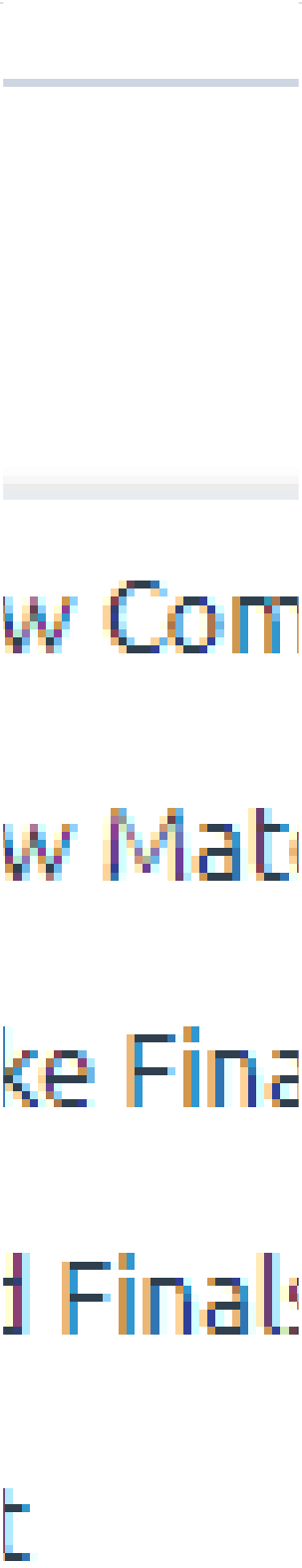


It will default to final tab. Select the **Draft** Tab.





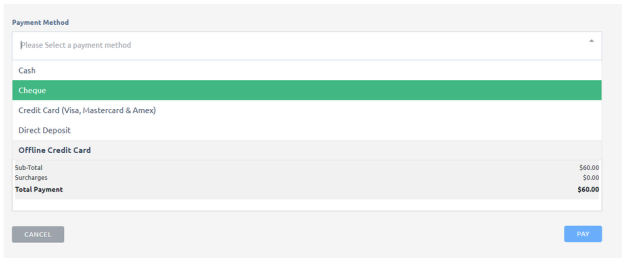
Confirm details are correct. Click the slider to **YES** and then click **NEXT**.	
	

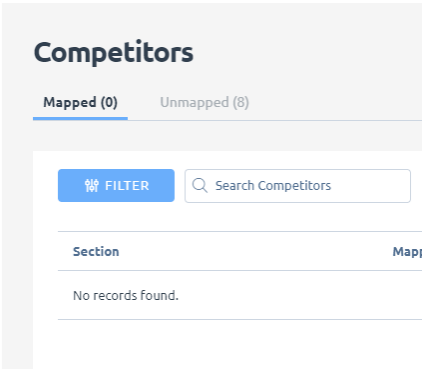
Find the fixture and go to the **Actions** column and click on the **spanner**. From here, select **VIEW COMPETITORS**.	
	

PAYMENT

If fees were added to the entry, credit card details can be entered here. If payment was taken another form, select that from the drop-down list.

Then select **PAY**.



Select the **UNMAPPED** tab.	
	

This will then show all the entries under this competition.

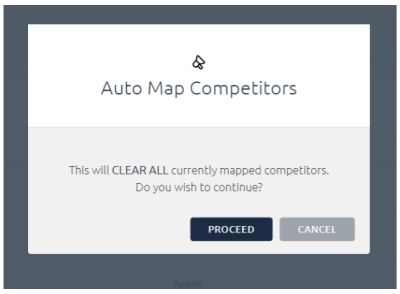
“Map” them to a position number on the fixture.

In the top right-hand side, click on **AUTO MAP COMPETITORS**.

This will automatically map entries into a blind draw.

A confirmation box will be displayed.

Click on **PROCEED**.



The entries will then move from the **UNMAPPED** tab to the **MAPPED** tab. Select the **MAPPED** tab to view their number.

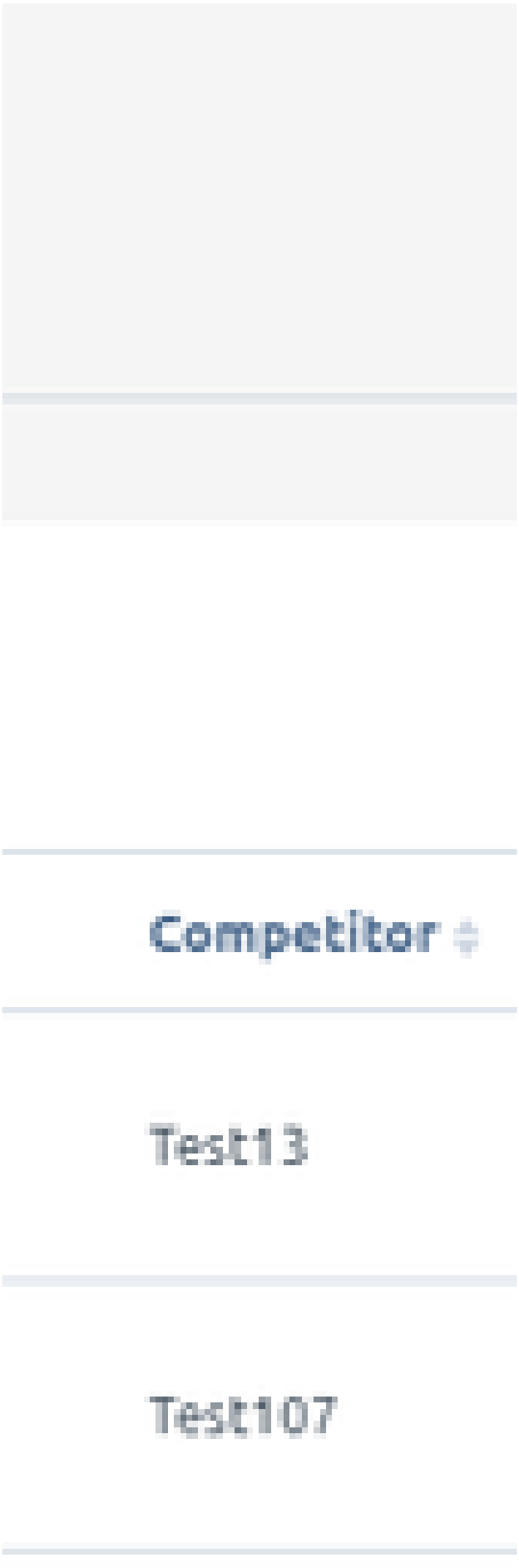
Individual teams mapping numbers can be changed.

Click on the **spanner** in the action column.

Choose **Edit Mapping** or **Unmap Competitor**.

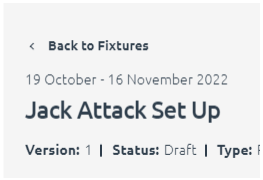
If swapping teams around, unmap one team first before editing the next.

Once unmapped, the entry will go back into the unmapped tab.



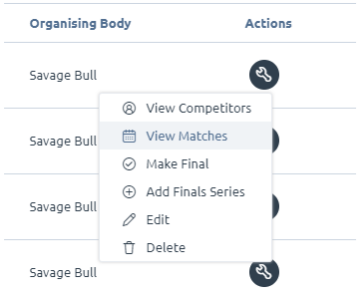
	Test19

To view the matches, click on **Back to Fixtures** up the top.



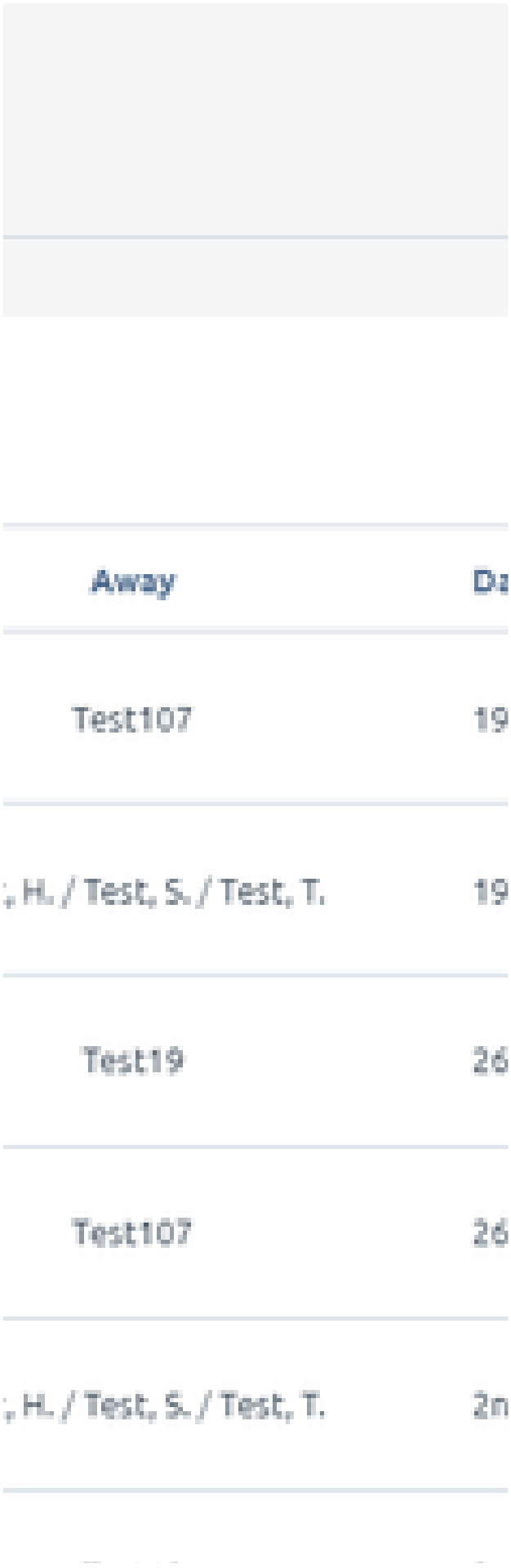
In the draft fixture page, find the competition again, click on the spanner in the Actions column.

Click on **View Matches**.



A list of all the matches will be displayed.

Locations can be added from here as well.



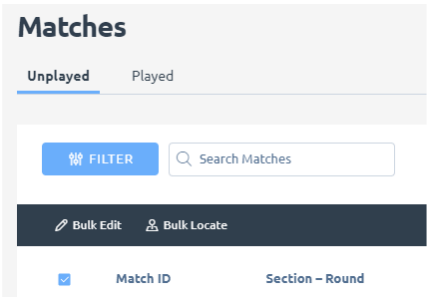
	Test19	2n
	Test31	19

Click on the top check box next to Match ID.

This will check all the matches boxes.

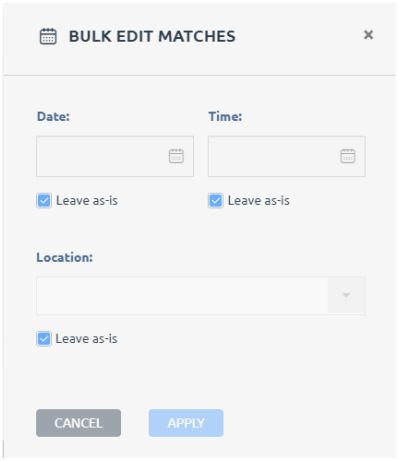
A dark blue box will be displayed.

Bulk Edit and Bulk Locate options.



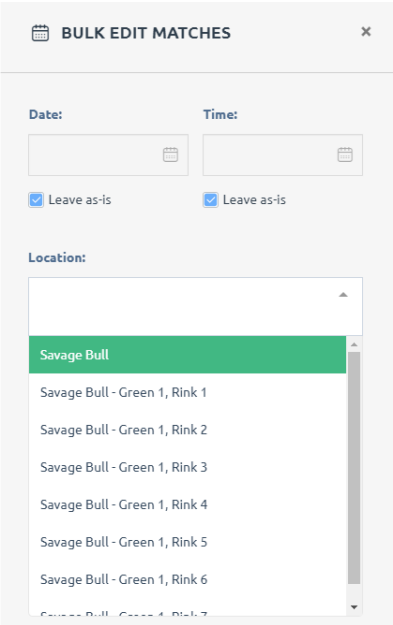
BULK EDIT, provides the option to change the location all to one location.

To do this, uncheck the Leave as-is box under **Location**.



Select the **location**.

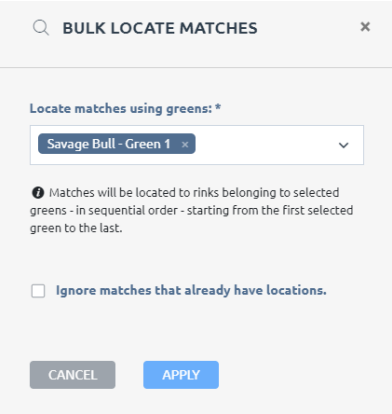
Then click **APPLY**.



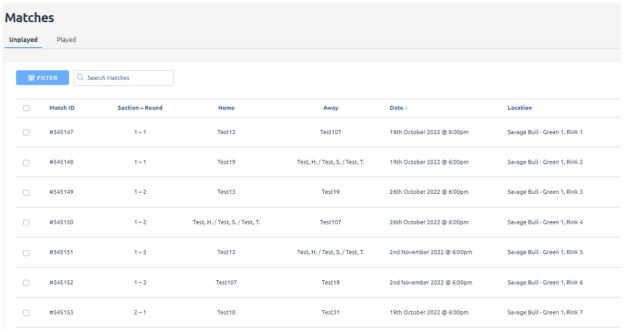
Otherwise, choose **BULK LOCATE**, which will rotate the rinks that set up in the competition.

Select the option.

Then click **APPLY**.

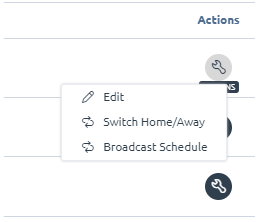


Once the location has been set, it is easy to change rinks as required.



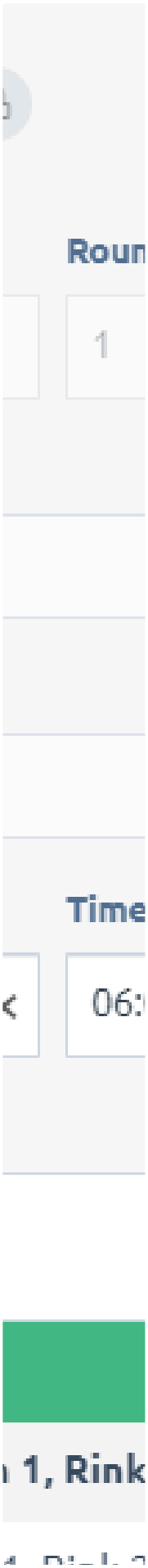
Select the spanner in the **ACTIONS** column.

Select **EDIT**.



Under **LOCATION**, select the drop-down list and choose the correct rink.

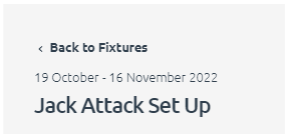
Then click **SAVE**.



	1, Rink 2 1, Rink 3 1, Rink 4

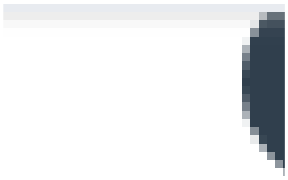
Once completed, finalise the fixtures.

Select **BACK TO FIXTURES**.



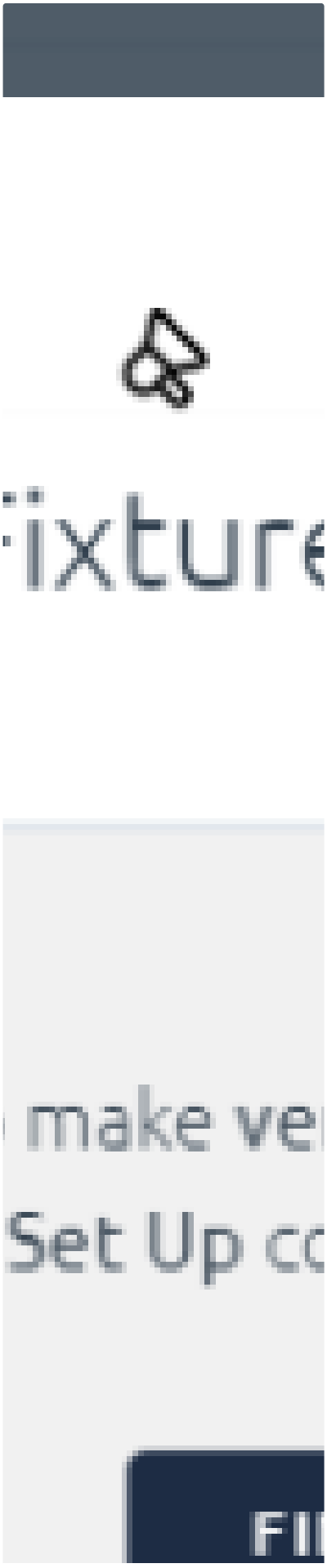
Find the **competition**.

Click the spanner in the **ACTIONS** column and click **MAKE FINAL**.

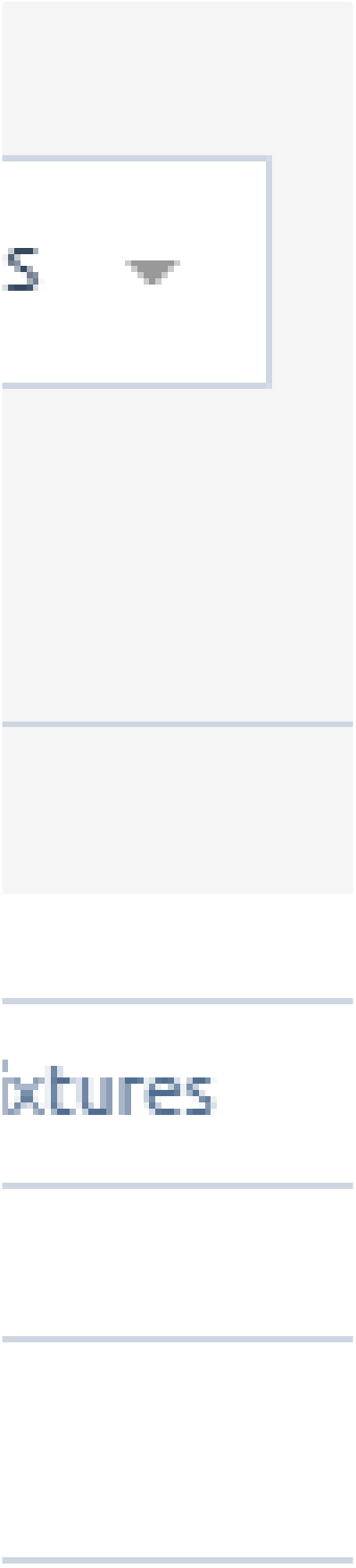


A confirmation box will be displayed.

Select **FINALISE**.



This has now moved the fixture to the **final tab**.



Publish the fixture so it can be viewed on the public portal.

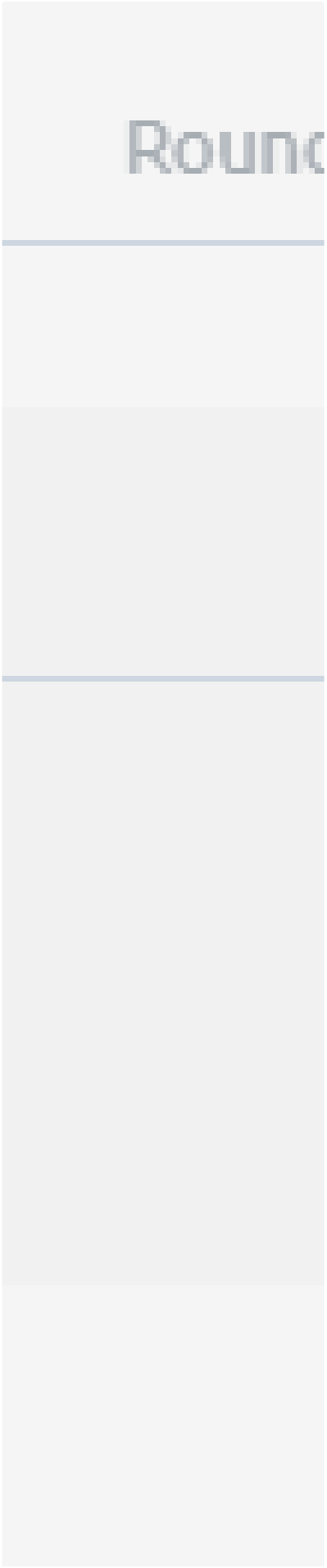
Locate the competition, under the **ACTIONS** column, select the spanner.

Select **Edit**.

The screen will appear and ask **IS PUBLISHABLE?**

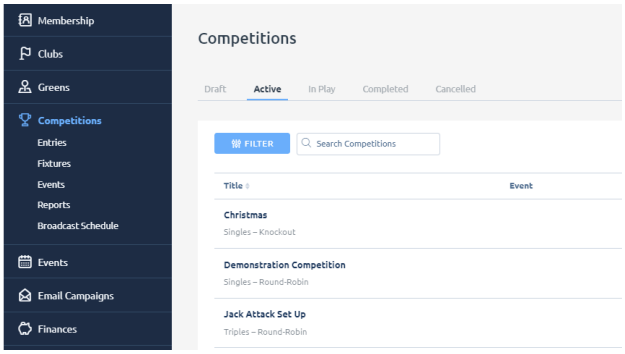
Click the slider to change to **YES** and then click **SAVE**.

Then bottom right hand side of screen, green message will appear saying fixtures saved.



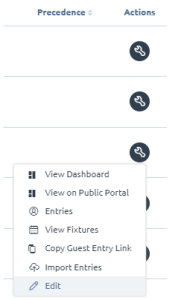
Click back on **Competitions** and then the **ACTIVE** tab.

Move the competition to **IN PLAY**. Allowing scores to be entered and viewed on the public portal.



Find the competition. Click on the spanner under the **ACTIONS** column.

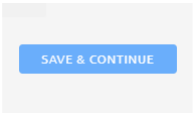
Click on **EDIT**.



Under the details tab, scroll halfway down until find **STATUS**.

Change it from **ACTIVE** to **IN-PLAY**.

Scroll down to the bottom of page and click **SAVE & CONTINUE.**



Select **COMPETITIONS** in the left-hand side menu bar.