

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.

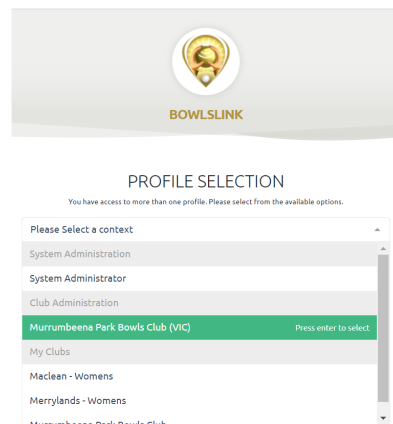
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Logging into BowlsLink

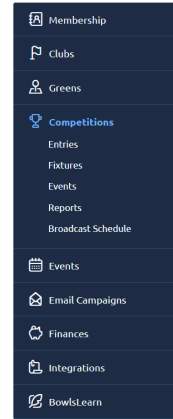
Login into BowlsLink. www.bowlslink.com.au

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.

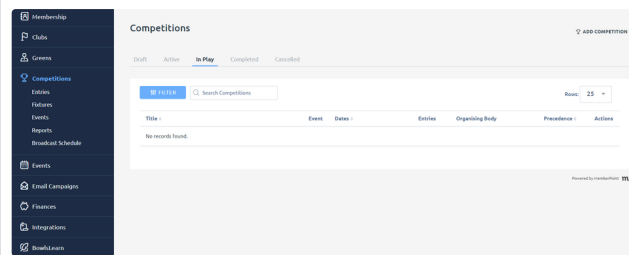
Draft –when a competition is created/copied.

Active – when the competition is ready for entries.

In Play – when the competition is ready for results.

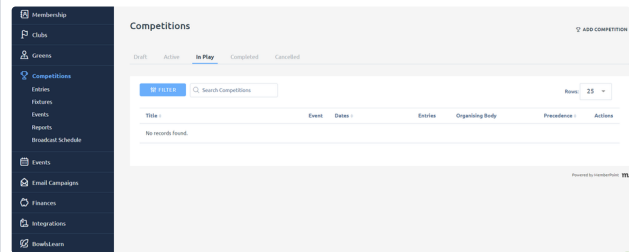
Completed – when the competition has finished.

Cancelled – when the competition has been cancelled.

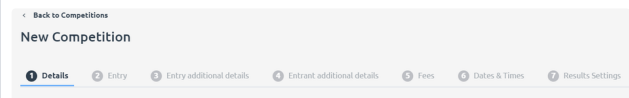


Competition Setup – Allowing for Self-Registration/Online Entries

Click **ADD COMPETITION** on the top right-hand side.



*You need to complete the seven tabs when setting up a new competition!!



1 – Details

<p>Title – is the main title for your comp, the title will be visible in the result portal and can be updated anytime.</p> <p><i>Example: 2022 October - Jack Attack Competition</i></p>	<p>Key Information</p> <p>Title*</p> <input type="text"/>
<p>Type</p> <p>For Jack Attack competitions choose Round Robin</p>	<p>Type*</p> <ul style="list-style-type: none">CustomDouble-EliminationFirst McIntyre Final 6KnockoutMcIntyre Final 5Page-McIntyreRound-Robin
<p>Description</p> <p>Sits underneath main title in the result portal, can contain competition rules.</p>	<p>Description*</p> <input type="text"/>
<p>Organising Body</p> <p>The body creating the competition.</p> <p>This is prefilled to the profile that was selected</p>	<p>Organising Body* </p> <input type="text" value="QLD Officials"/>
<p>Supplemental Organising Body</p> <p>Optional, handy if want to share the organising with another Club.</p>	<p>Supplemental Organising Bodies (Optional) </p> <input type="text" value="Select supplemental organising bodies"/>
<p>Status</p> <p>Change to Active, then entries can be accepted.</p>	<p>Status*</p> <ul style="list-style-type: none">ActiveCancelledCompletedIn-PlayDraft

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

Event ⓘ

(Optional)

➕ ADD EVENT

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.

Key Details

Enable self-registration?

Enable per-entry club nominations?

Cap the number of secured entries at:

Add entries to a wait-list once the cap is reached?

Entries can be publicly listed?

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.

Self-Registration

Self-registration opens:

Select Date

Self-registration closes:

Select Date

Allow registrants to set their team name?

Allow guests to register? ⓘ

Guest entry link:

<https://bowlslink.com.au/guest-entries/new/24329d41-3c2d-4fa2-adab-cde53e8a791a>

Restrictions

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

Restrictions

Restrict entry to club(s):

Restrict entry to clubs belonging to group(s):

Restrict entry to financial members?

Restrict entry to members having playing-rights?

Restrict entry to players aged ...

... from:

... to:

... as of date:

Select Date

Restrict entry to players of gender:

Male

Female

Other

No Restriction

Restrict entry to players holding certification(s):

Advanced

Require players to be members
Require players to be members. Club logo supplied (300 x 300), club logo or sponsor logo. 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:

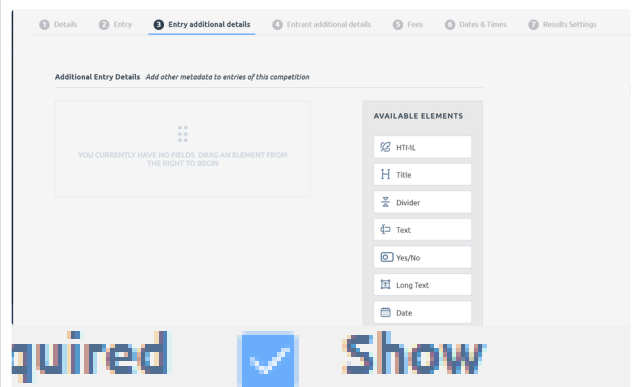
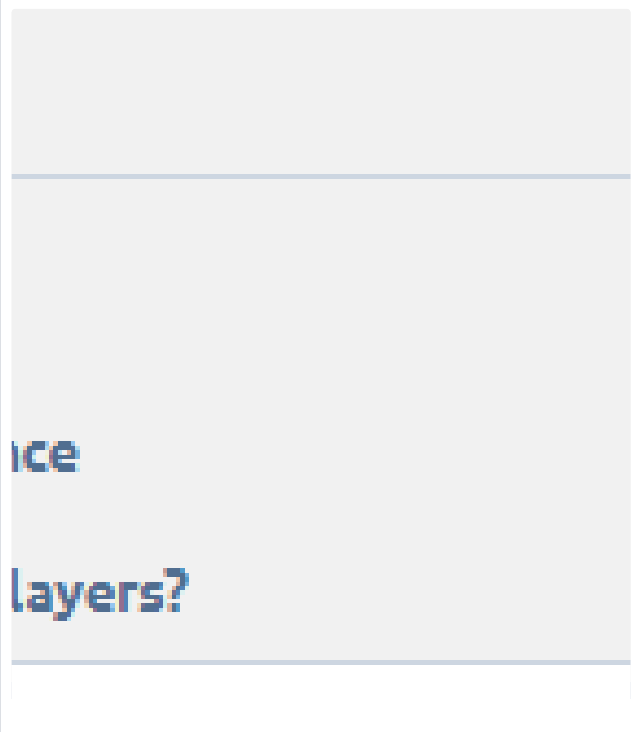
Check or uncheck the boxes to require or show the information. If not required, untick show. Recommend either email or phone be required.

3 – Entry Additional Details

Advanced option requiring address of the players – will require state and zip code. In this section, extra questions can be asked of the team

Disable manage entry option for entrant

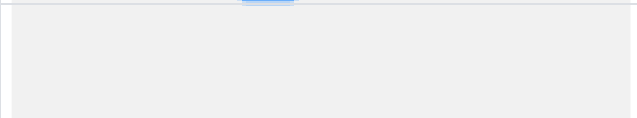
If no additional details required. Can go straight to section 5.



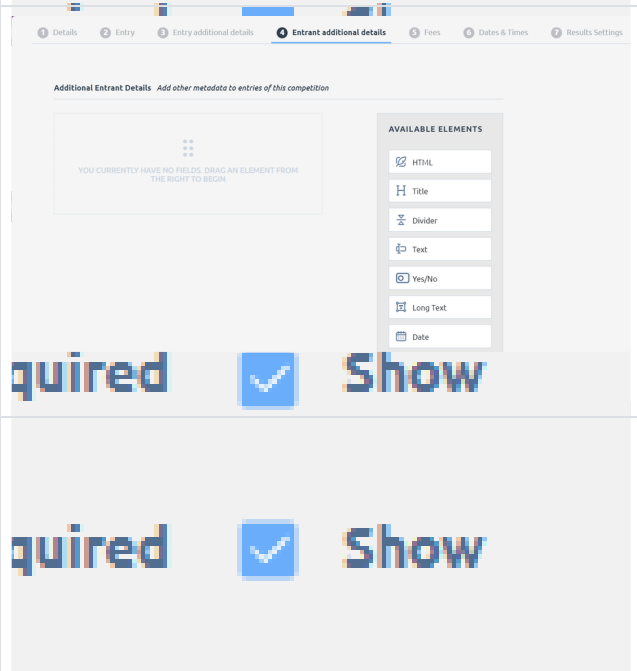
4 – Entrant Additional Details

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**

1 Details 2 Entry 3 Entry additional details 4 Entrant additional details 5 Fees 6 Dates & Times

NO ENTRY TYPE ASSIGNED TO THIS COMPETITION

ADD ENTRY TYPE

CANCEL BACK SAVE & CONTINUE

Entry Type

Name: *

Jack Attack Registration Fees

Description: *

Cost to register the team for this Jack Attack season

For admin use only?

CANCEL SAVE

It will then create the Entry Type

Click + **Add Entry Fee**

Click to put the amount for the entry type

1 Details 2 Entry 3 Entry additional details 4 Entrant additional details 5 Fees 6 Dates & Times

Jack Attack Registration Fees

Name*

Jack Attack Registration Fees

Description*

Cost to register the team for this Jack Attack season

ADD ENTRY FEE

NO ENTRY FEE ASSIGNED TO THIS TYPE

ADD ENTRY TYPE

CANCEL BACK SAVE & CONTINUE

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**

New Entry Fee

Name*

Jack Attack Registration Fees

Description*

Cost \$60 per a team.
Please note green fees of \$5 payable each week

Price*

\$ 60.00 includes GST

Start Date Time End Date Time

Select Date Select Date

SAVE ENTRY FEE

Press **SAVE & CONTINUE**

Save this bank the results portal the competition displays.

6 – Dates & Times

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.

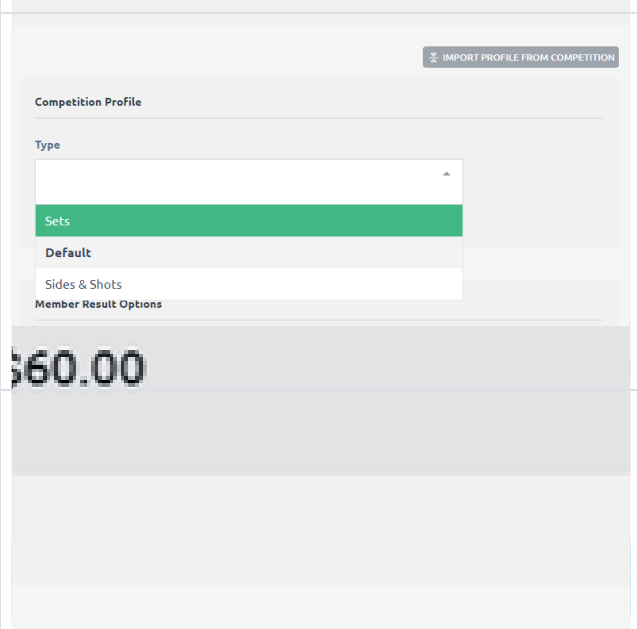
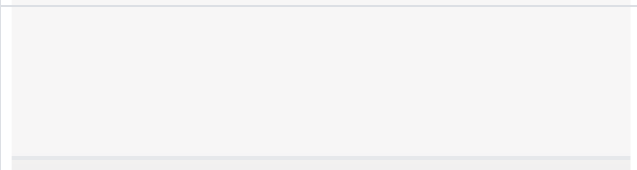
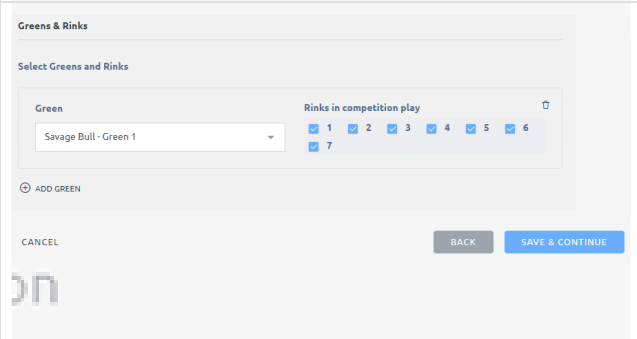
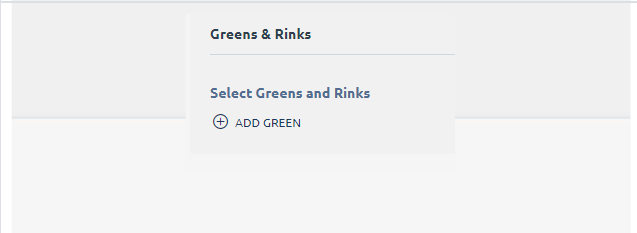
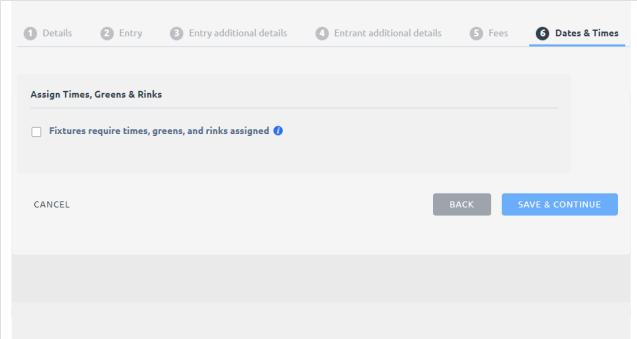
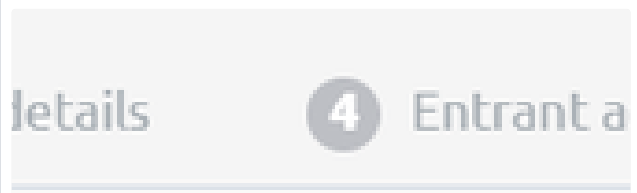
Once done, click **SAVE & CONTINUE**

7 – Results Settings

This section is where the result for scoring is allocated.

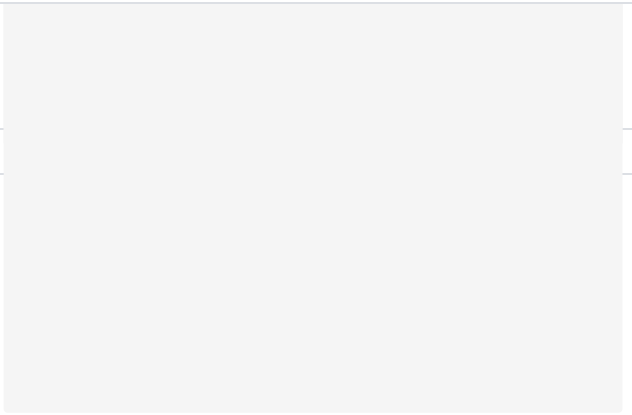
Competition Profile

From the drop-down menu choose the type of game for the competition. As Jack Attack is sets play, choose **Sets**.



Member Results Options

Not required for Jack Attack competitions.



Member Result Options

Home team can finalize

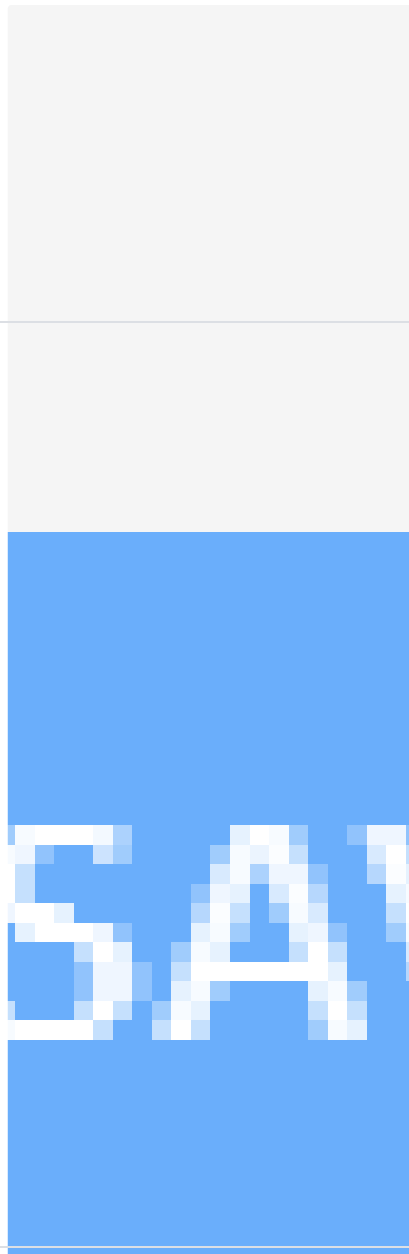
Auto finalise confirmed results after hours

Auto-finalise byes:

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.

Competitions add competition

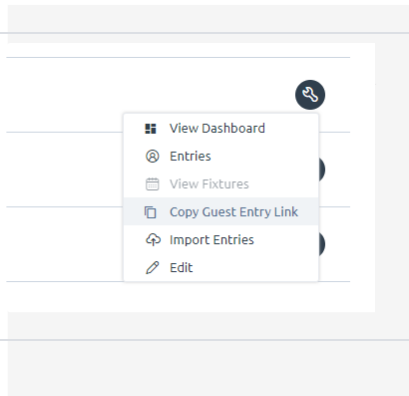
Tab: **Active** In-Play Completed Cancelled

10 Results Items: 25

Title	Event	Date	Entry Open	Fixtures	Entries	Organising Body	Precedence	Actions
Christmas Singles - Mixed			●	●	4	Savage Bull		
Demonstration Competition Singles - Mixed		17 Jul - 18 Jul 2021	●	●	12	Savage Bull		
Jack Attack Set Up Toppers - Mixed		19 Oct - 16 Nov 2022	●	●	6	Savage Bull		
Test Four - Mixed			●	●	0	Savage Bull		
Testing 2019-11-26 Half - Custom		26 Nov - 29 Nov 2019	●	●	1	Savage Bull		

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**.

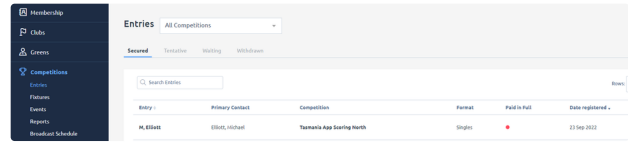


Adding an entry into BowlsLink as the administrator

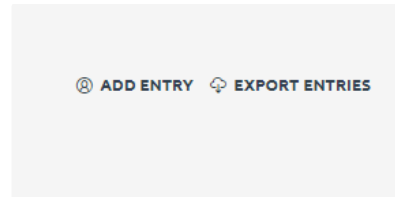
This is the page in which the system administrator will be adding a Jack Attack competition

entry Link.

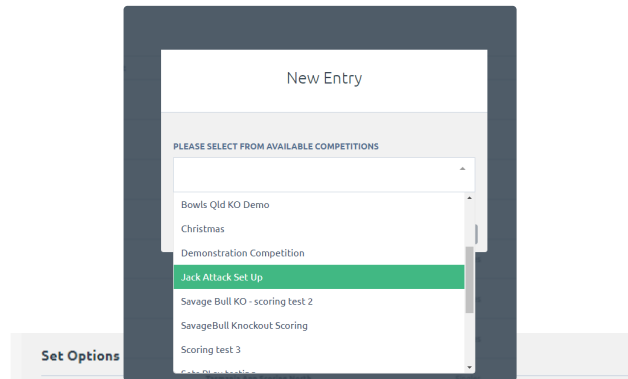
Jack Attack should be setup as **3 sets** as a 3rd set may be required for the Breaker. Put the points as per the competition that is running.



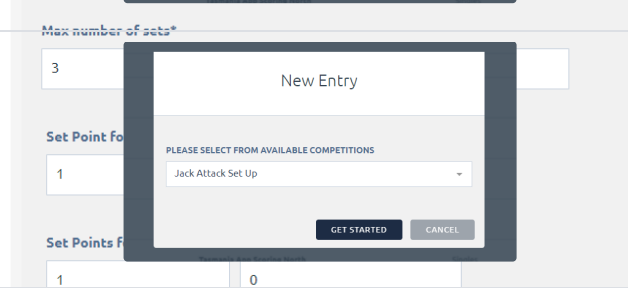
Then on the right side of the screen choose **ADD ENTRY**



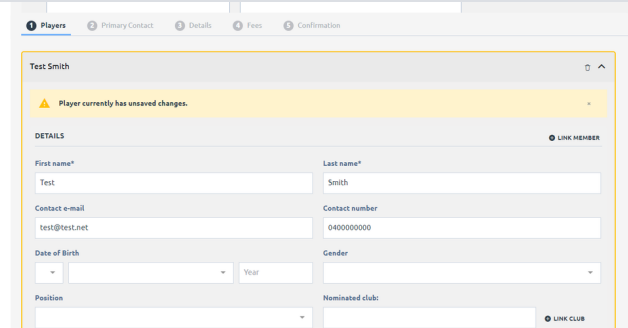
A pop-up box will appear and from the drop-down box select the correct competition.



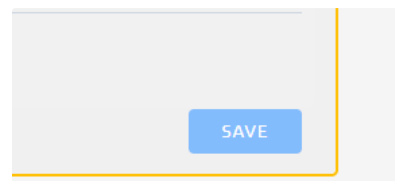
Select **GET STARTED**



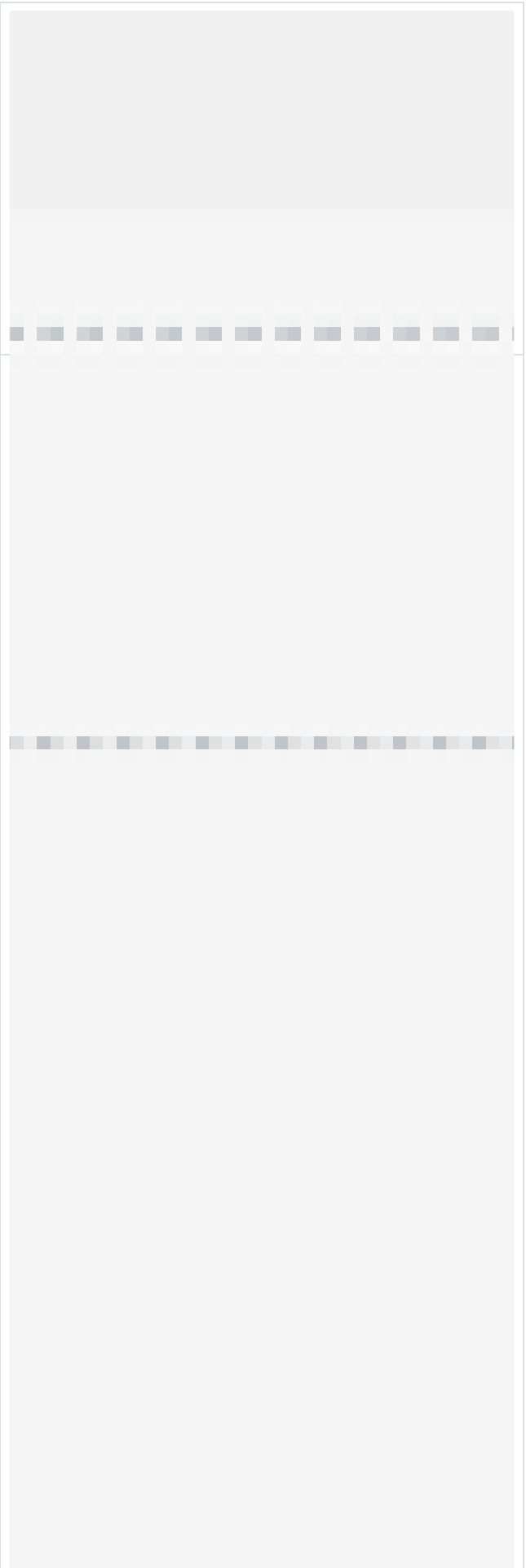
Start filling out the information for the **first player** that is required.



Once filled out for player 1, click **SAVE**



Dates 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 the **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.

ot be managed at the co

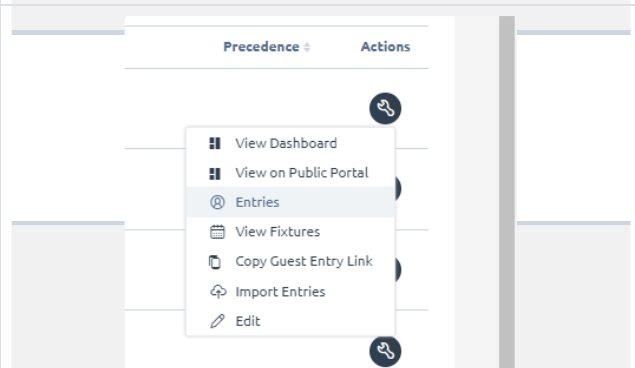
Viewing Entries in the BowlsLink System

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

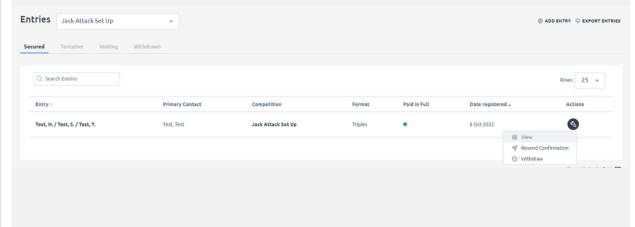


In the Actions column, click on the **spanner** against the entry.

Three options are available:

VIEW

View the entry and potentially edit from that view.



RESEND CONFIRMATION

Fill in the player's two 3 details, then click save.

If the primary contact didn't receive the original confirmation, it can be resent. Choose the correct Timezone for the competition.

WITHDRAW

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

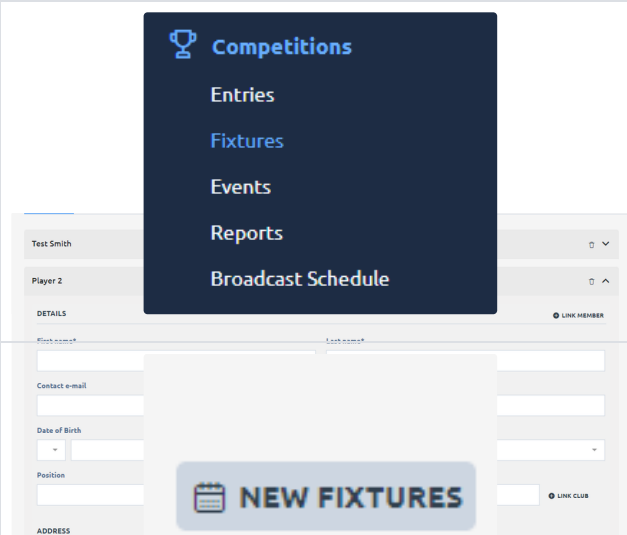
ition and can be remove

Fixtures

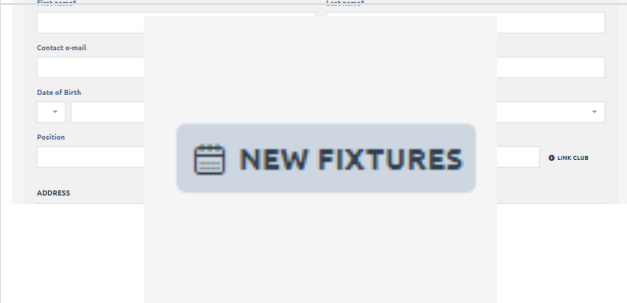
Once entries have been received, fixtures can be completed*

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

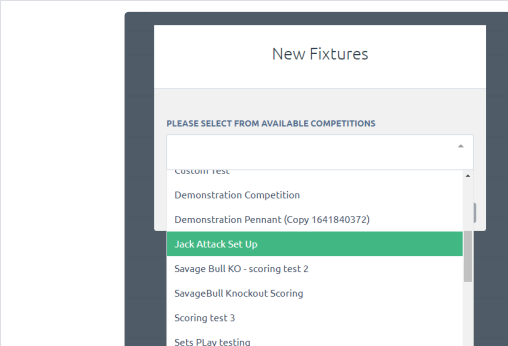
Select **FIXTURES** under competitions.



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.



Fixtu

Points per Match	
Win	Played
<input type="text" value="0"/>	<input type="text" value="0"/>



When **General Conditions** have been added, click **SAVE**.

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.

Con

ADD PLAYER

Generate Fixtures by:

This will only 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**

Generate fixtures by:
Setting parameters

PARAMETERS

Expected number of competitors:*
12
This competition currently has 1 competitors.

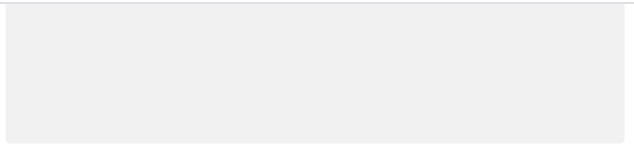
Competitors per section:

Competitors play each other:
Once

GENERATE FIXTURES **CANCEL**

Primary Contact

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



1 Players **2 Primary Contact** 3 Details 4 Fees 5 Confirmation

Choose:

|

Smith, Hello

Smith, Smile

Smith, Test

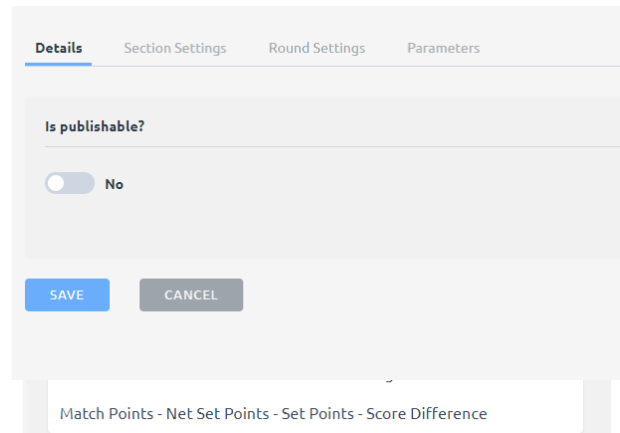
-- Someone Else?

Ladder Criteria, this page will be displayed.

Click on **Round Settings** to see 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**.

Confirmation



Public Results Display Settings which start times (noting in 24 hour time). This is what it will be displayed on <https://results.bowlslink.com.au/> On the right click **SAVE & APPLY** and then **SAVE** on the left. Recommend choosing wither Total Points or Sets Won.

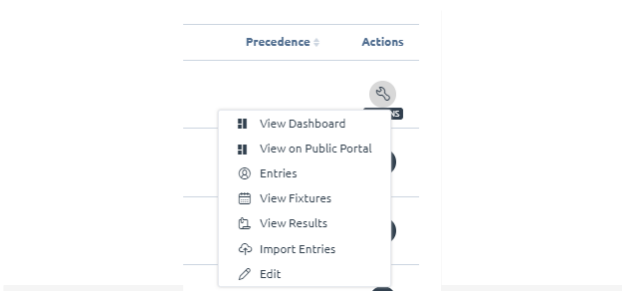


Entering Scores

Now that the competition has been created, entries and fixtures is complete, scores can be entered into the system once the games have been played.

Under **COMPETITIONS** and under the **IN PLAY** tab, find the competition and click on the spanner in the **ACTIONS** column.

Click on **VIEW RESULTS**.

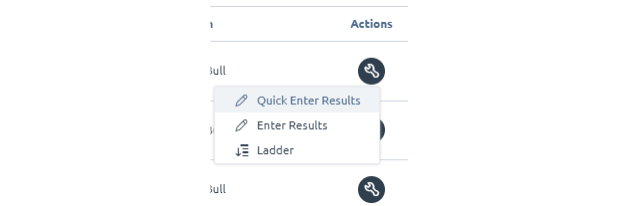


This will show all the matches coming up under the **PENDING** tab.

Match ID	Session - Round	Home	Home Score	Away	Away Score	Date	Location	Actions
#152147	1-1	Team12		Team13		19th October 2022 @ 4:00pm	Storage Ball	🔗
#152148	1-1	Team16		Team17 / Team18 / Team19		19th October 2022 @ 4:00pm	Storage Ball	🔗
#152149	1-2	Team13		Team14		20th October 2022 @ 4:00pm	Storage Ball	🔗
#152150	1-2	Team16 / Team17 / Team18		Team19		20th October 2022 @ 4:00pm	Storage Ball	🔗
#152151	1-3	Team13		Team14 / Team15 / Team16		21st November 2022 @ 4:00pm	Storage Ball	🔗
#152152	1-3	Team17		Team18		21st November 2022 @ 4:00pm	Storage Ball	🔗
#152153	2-1	Team13		Team14		19th October 2022 @ 4:00pm	Storage Ball	🔗
#152154	2-1	Team1		Team2		19th October 2022 @ 4:00pm	Storage Ball	🔗

Select the spanner under the **ACTIONS** tab for there required match.

Click on **QUICK ENTER RESULTS**.



Key Details be results for the two sets in each of the sets boxes.

Team Name core for each team for each set in the corresponding boxes. Will default to the players names in alpha or players' order. Can be overridden. If a **Tie Break** is 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.

The screenshot shows a mobile application interface titled "Enter Final Results". On the left is a "Key Details" sidebar with fields for Team name, Logo, and Colour. The main area is divided into three sections for SET 1, SET 2, and SET 3. Each set has input fields for TEST13 and TEST107, and a checkbox for "This round is a tie break". At the bottom, there is a "Finalize Result" section with a toggle switch set to "Yes" and buttons for "SET RESULTS" and "CANCEL".

Set	TEST13	TEST107	Tie Break
SET 1	10	5	<input type="checkbox"/>
SET 2	5	10	<input type="checkbox"/>
SET 3	0	2	<input checked="" type="checkbox"/>

Finalize Result: Yes

Buttons: SET RESULTS, CANCEL

Apply button can do an autofill. E.g. choose how many days apart each round is, if all at the same time and Leave these as they are for the scoring app. also which days will be missed (example christmas day).

Click **APPLY** once completed.

S

l apply to round

re
s apart?

tes:

FEES

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

Click **NEXT**.

g dates and tin

Cor

i

APPLY

0.00

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

meters

Matches played

Wed, Oct 19th

Matches played

Wed, Oct 26th

Matches played

Wed, Nov 2nd

Confirmation

This is a summary of all the players information entered.

Primary C

First nam
Test

Contact n

Test, Smile

Phone:

Email:

DOB:

Gender:

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

Address:

The screenshot displays a web interface for managing fixtures. At the top left, the word "Fixtures" is shown in bold. To its right is a dropdown menu currently set to "All Competitions". Below this, there are two tabs: "Draft" (which is underlined and has a blue bar underneath) and "Final". A horizontal line separates the tabs from the content area below. In the content area, there is a blue button with a funnel icon and the text "FILTER". To the right of the button is a search input field with a magnifying glass icon and the placeholder text "Search Fixtures". Below the search bar, there is a section header "Competition" followed by a small downward arrow. Underneath, a single fixture is listed as "Jack Attack Set Up".

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

TERMS & CONDITIONS

I confirm that I am eligible to participate in the competition and agree that all information provided is true and accurate and will be used by management for the purposes of the competition and related activities.

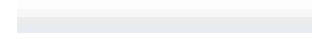
Do you accept these terms and conditions?

Yes

[CANCEL](#) [BACK](#) [NEXT](#)

Find the fixture and go to the **Actions** column and click on the **spanner**.

From here, select **VIEW COMPETITORS**.



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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**.



Payment Method

Please Select a payment method

Cash

Cheque

Credit Card (Visa, Mastercard & Amex)

Direct Deposit

Offline Credit Card


Sub-Total	\$80.00
Surcharges	\$0.00
Total Payment	\$80.00

CANCEL PAY

Select the **UNMAPPED** tab.

Competitors

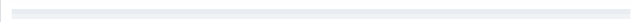
Mapped (0) Unmapped (8)

 FILTER

Section	Map
No records found.	

This will then show all the entries under this competition.

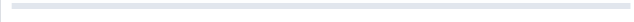
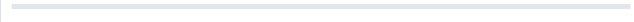
“Map” them to a position number on the fixture.



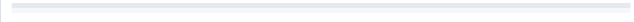
etitor ↕



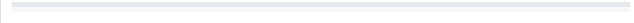
i. / Test, S. / Test, T.



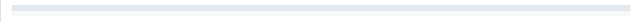
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In the top right-hand side, click on **AUTO MAP COMPETITORS**.

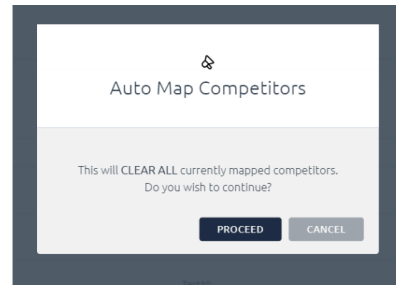
This will automatically map entries into a blind draw.



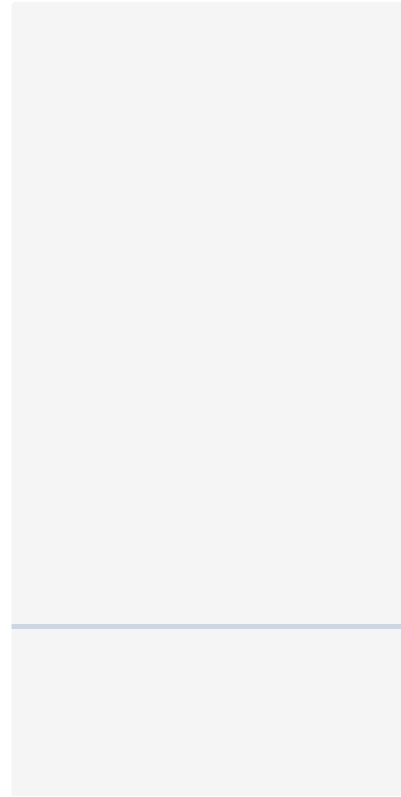
M A F

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.



Competitors



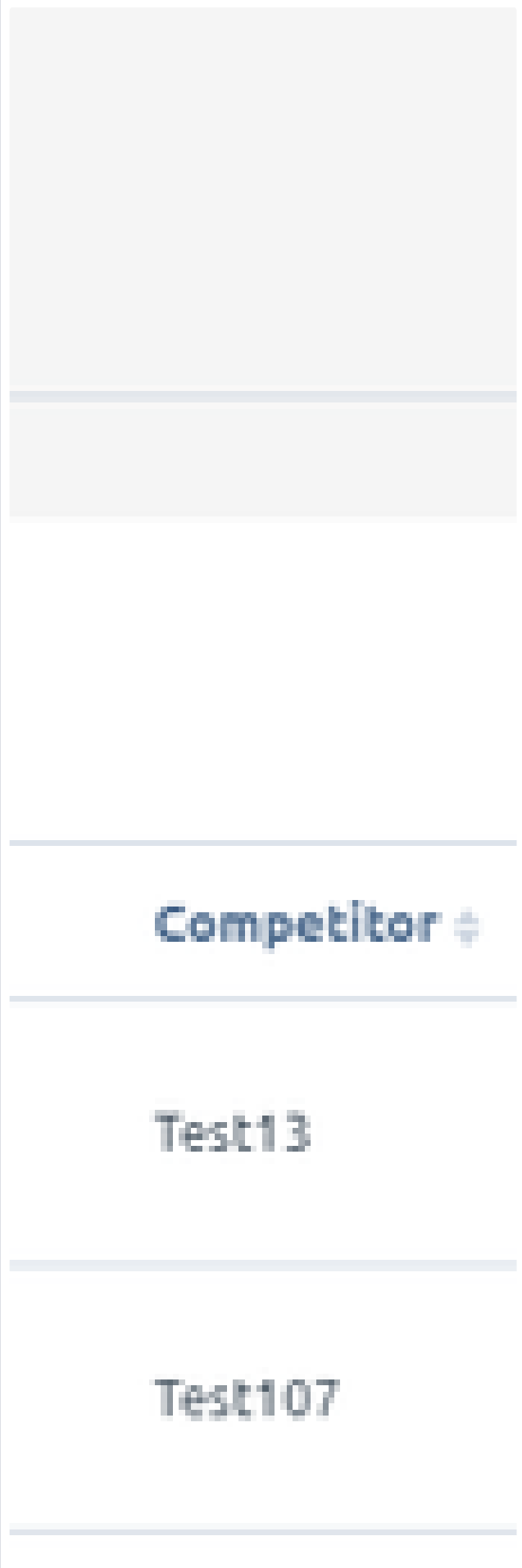
Individual teams mapping numbers can be changed.


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.



Competitor 
Test13
Test107

Test19

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

< **Back to Fixtures**









19 October - 16 November 2022

Jack Attack Set Up

Version: 1 | **Status:** Draft | **Type:** f

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

Click on **View Matches**.

Organising Body	Actions
Savage Bull	
Savage Bull	<ul style="list-style-type: none"> View Competitors View Matches Make Final Add Finals Series Edit Delete
Savage Bull	

A list of all the matches will be displayed.

Locations can be added from here as well.



Away	Da
Test107	19
; H. / Test, S. / Test, T.	19
Test19	26
Test107	26
; H. / Test, S. / Test, T.	2n

Test19

2n

Test31

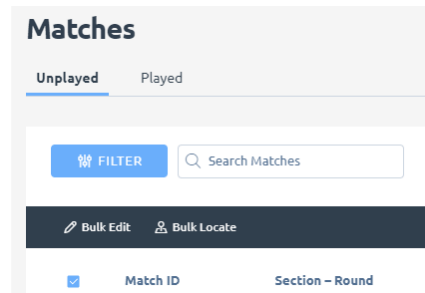
19

Click on the top check box next to Match ID.

This will check all the matches boxes.

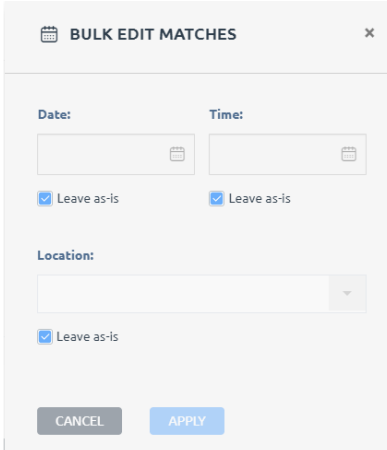
A dark blue box will be displayed.

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**.



The image shows a dialog box titled "BULK EDIT MATCHES" with a close button (x) in the top right corner. The dialog is divided into three sections: "Date:", "Time:", and "Location:". Each section has a text input field with a calendar icon on the right. Below each input field is a checked checkbox labeled "Leave as-is". At the bottom of the dialog, there are two buttons: "CANCEL" and "APPLY".

Field	Input	Leave as-is
Date:	[Empty]	<input checked="" type="checkbox"/>
Time:	[Empty]	<input checked="" type="checkbox"/>
Location:	[Empty]	<input checked="" type="checkbox"/>

Select the **location**.

Then click **APPLY**.

BULK EDIT MATCHES

Date:

Time:

Leave as-is Leave as-is

Location:

- Savage Bull
- Savage Bull - Green 1, Rink 1
- Savage Bull - Green 1, Rink 2
- Savage Bull - Green 1, Rink 3
- Savage Bull - Green 1, Rink 4
- Savage Bull - Green 1, Rink 5
- Savage Bull - Green 1, Rink 6
- Savage Bull - Green 1, Rink 7

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

Select the option.

Then click **APPLY**.

🔍 BULK LOCATE MATCHES ✕

Locate matches using greens: *

Savage Bull - Green 1 ✕ ▾

i Matches will be located to rinks belonging to selected greens - in sequential order - starting from the first selected green to the last.

Ignore matches that already have locations.

CANCEL APPLY

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

Matches

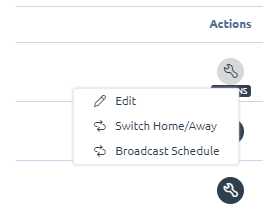
Unplayed Played

17/11/22 Search matches

<input type="checkbox"/>	Match ID	Section - Round	Home	Away	Date	Location
<input type="checkbox"/>	#545147	1 - 1	Test13	Test107	19th October 2022 @ 6:00pm	Savage Bull - Green 1, Rink 1
<input type="checkbox"/>	#545148	1 - 1	Test19	Test, H./Test, S./Test, T.	19th October 2022 @ 6:00pm	Savage Bull - Green 1, Rink 2
<input type="checkbox"/>	#545149	1 - 2	Test13	Test19	20th October 2022 @ 6:00pm	Savage Bull - Green 1, Rink 3
<input type="checkbox"/>	#545150	1 - 3	Test, H./Test, S./Test, T.	Test107	20th October 2022 @ 6:00pm	Savage Bull - Green 1, Rink 4
<input type="checkbox"/>	#545151	1 - 3	Test13	Test, H./Test, S./Test, T.	2nd November 2022 @ 6:00pm	Savage Bull - Green 1, Rink 5
<input type="checkbox"/>	#545152	1 - 3	Test107	Test19	2nd November 2022 @ 6:00pm	Savage Bull - Green 1, Rink 6
<input type="checkbox"/>	#545153	2 - 1	Test10	Test31	19th October 2022 @ 6:00pm	Savage Bull - Green 1, Rink 7

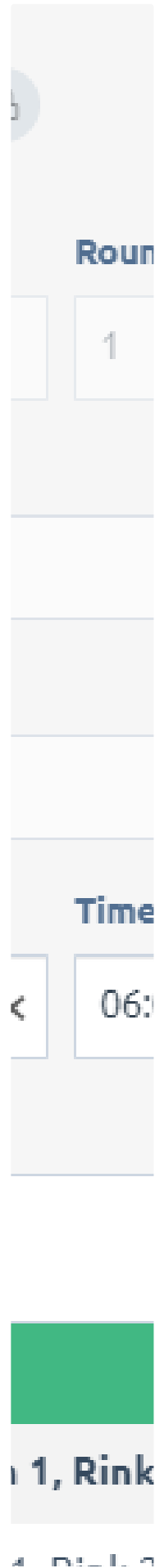
Select the spanner in the **ACTIONS** column.

Select **EDIT**.



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

Then click **SAVE**.



A vertical snippet of a mobile form interface. At the top, a grey bar contains a circular icon with a lowercase 'b'. Below this, the word "Round" is displayed in bold blue text. Underneath "Round" is a white input field containing the number "1". Further down, the word "Time" is displayed in bold blue text. Below "Time" is a white input field containing "06:30". To the left of this field is a grey button with a left-pointing chevron. At the bottom of the snippet, there is a green square button, and below it, the text "1, Rink" is partially visible.

1, Rink 2

1, Rink 3

1, Rink 4

Once completed, finalise the fixtures.

Select **BACK TO FIXTURES**.

[< Back to Fixtures](#)

19 October - 16 November 2022

Jack Attack Set Up

Find the **competition**.

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

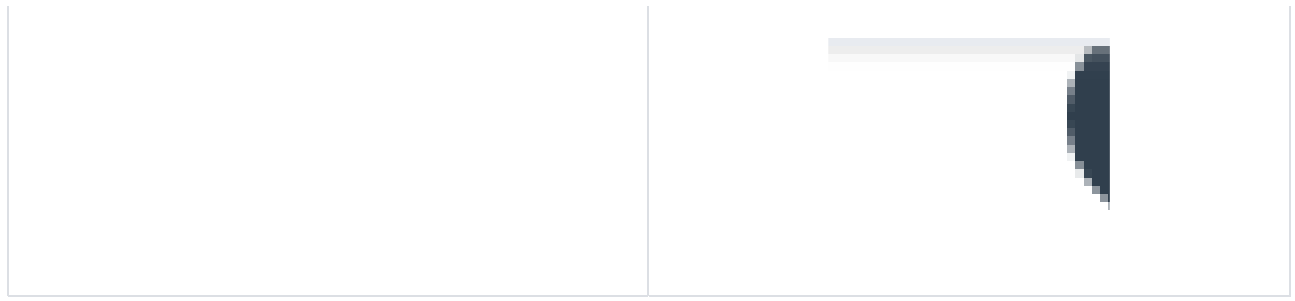
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A confirmation box will be displayed.

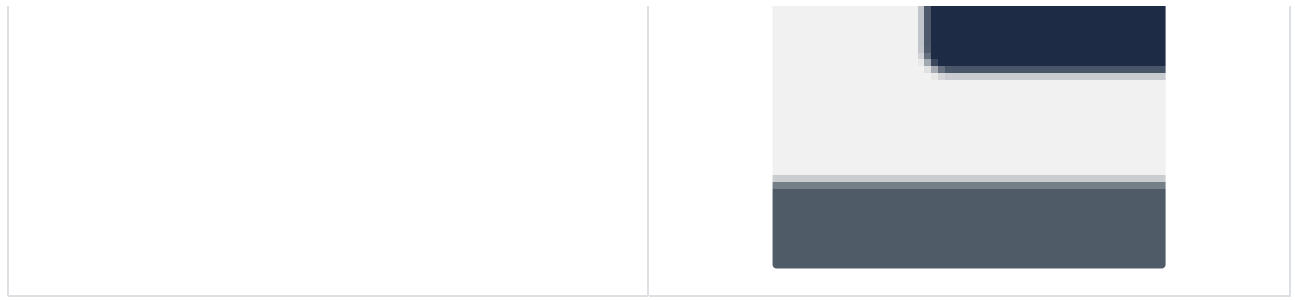
Select **FINALISE**.



ixture



FI



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

S

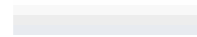


ixtures

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

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

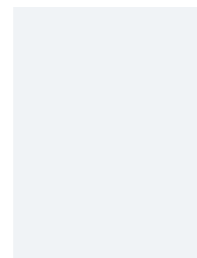
Select **Edit**.



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	<ul style="list-style-type: none">•• 
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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.



Round

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

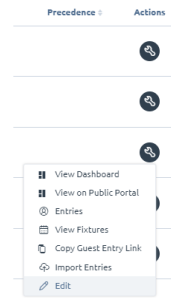
Move the competition to **IN PLAY**. Allowing scores to be entered and viewed on the public portal.

The screenshot shows a web application interface. On the left is a dark sidebar menu with the following items: Membership, Clubs, Greens, Competitions (highlighted), Entries, Fixtures, Events, Reports, Broadcast Schedule, Events, Email Campaigns, and Finances. The main content area is titled 'Competitions' and has tabs for Draft, Active (selected), In Play, Completed, and Cancelled. Below the tabs is a search bar with a 'FILTER' button and a search input field containing 'Search Competitions'. A table lists three active competitions:

Title	Event
Christmas	Singles - Knockout
Demonstration Competition	Singles - Round-Robin
Jack Attack Set Up	Triples - Round-Robin

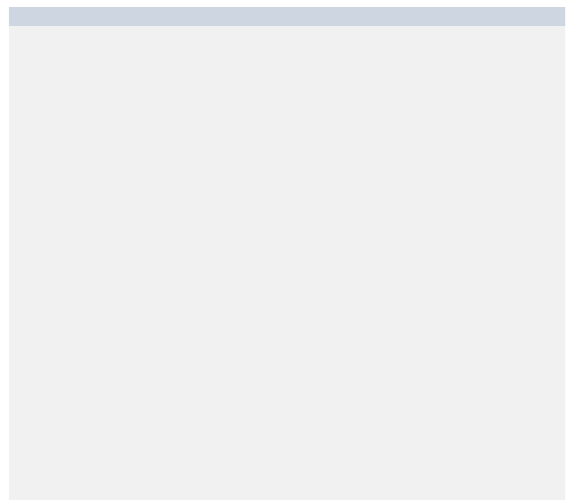
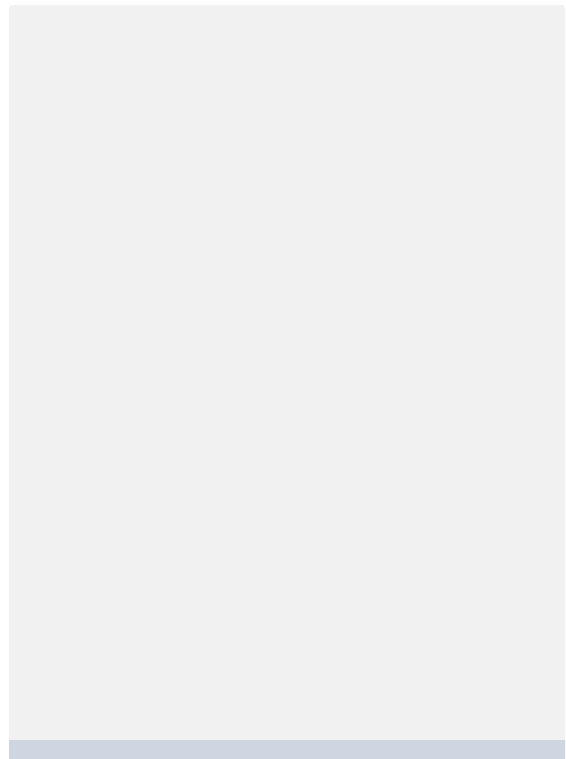
Find the competition. Click on the spanner under the **ACTIONS** column.

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.**

SAVE & CONTINUE

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

