

Setting up a Pennant Competition

This is a how to guide on setting up a Pennant Competition in BowlsLink.

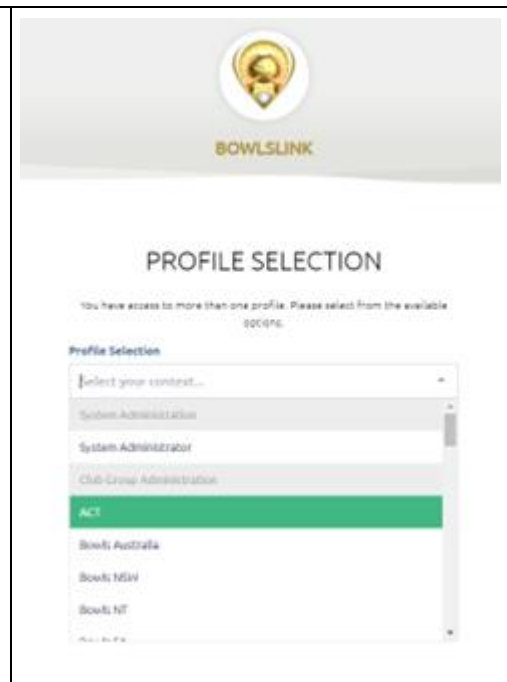
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Logging into BowlsLink

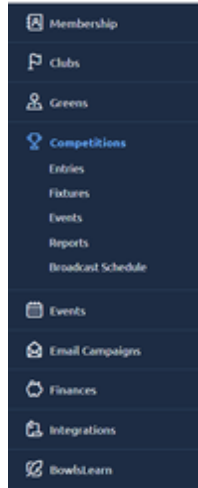
Login into BowlsLink. www.bowlslink.com.au

Click on the Zone/District/Association/Region/STA name underneath Club Group 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.

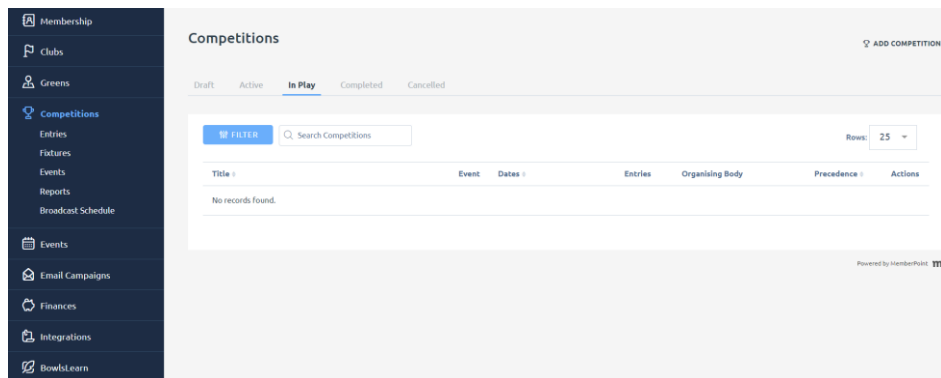
Draft –when a competition is created/copied.

Active – when the competition is ready for entries.

In Play – when the competition is ready for results.

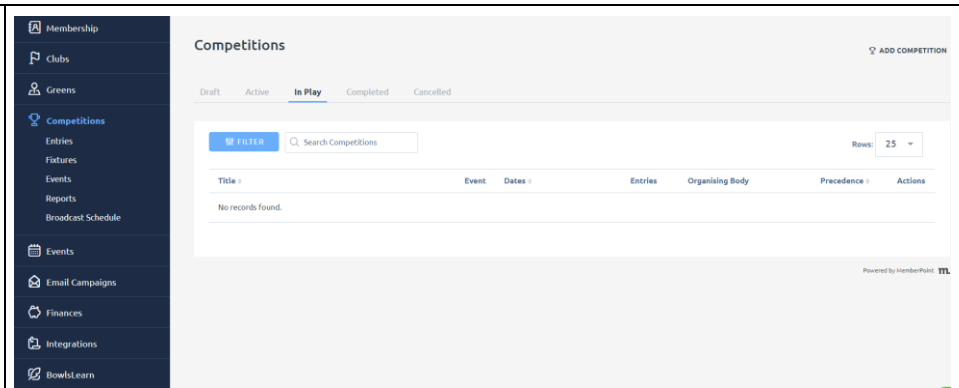
Completed – when the competition has finished.

Cancelled – when the competition has been cancelled.

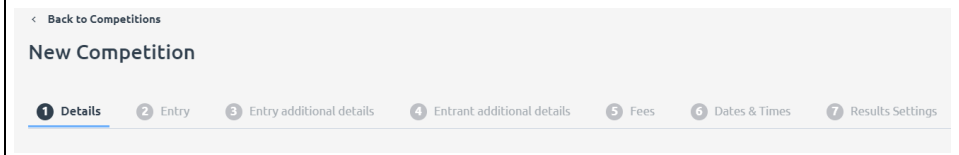


Competition Setup

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



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








1 – Details


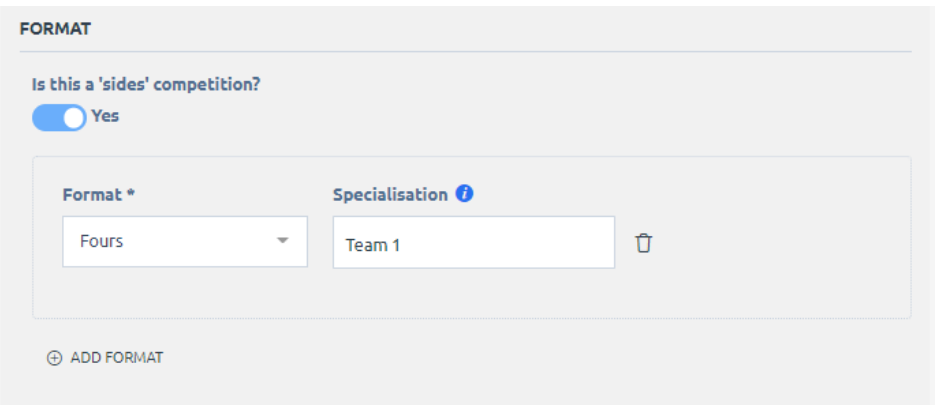
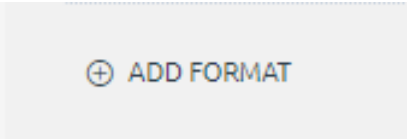
Title – is the main title for your comp, the title will be visible in the result portal and can be updated anytime.

Example: *2023 Pennant Competition Division 1*

A screenshot of the 'Key Information' section of the competition setup form. The section has a heading 'Key Information' followed by a horizontal line. Below this is the label 'Title*' in blue. Underneath the label is a large, empty white rectangular input field for entering the competition title.

<p>Type</p> <p>For Pennant competitions choose Round Robin</p>	<p>Type*</p> <div> <div></div> <div>Custom</div> <div>Double-Elimination</div> <div>First McIntyre Final 6</div> <div>Knockout</div> <div>McIntyre Final 5</div> <div>Page-McIntyre</div> <div>Round-Robin</div> </div>
<p>Description</p> <p>Sits underneath main title in the result portal, can contain competition rules.</p>	<p>Description*</p> <div></div>
<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> <div>QLD Officials</div>

<p>Supplemental Organising Body</p> <p>Optional, no need to worry for Pennants.</p>	<p>Supplemental Organising Bodies (Optional) </p> <div> Select supplemental organising bodies  </div>
<p>Status</p> <p>Change to Active, then entries can be accepted.</p>	<p>Status*</p> <div> <div></div> <div> Active Cancelled Completed In-Play Draft </div> </div>
<p>Event</p> <p>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: 2023 Open Pennants</p>	<p>Event </p> <p>(Optional)</p> <div> <div></div> <div>  ADD EVENT </div> </div>
<p>Logo</p> <p>Optional. Can add a Sponsor logo or a Zone/District/Association/Region logo of the Pennant Competition</p>	<p>Logo</p> <div> Choose File No file chosen </div>

<p>Precedence</p> <p>Sets where on the results portal the competition displays. For Pennants best to use this and put in Division order to tidy the results portal.</p>	
<p>Format</p> <p><i>Is this a 'sides' competition?</i> – Change to Yes.</p> <p>Format -</p> <p>Will need to change to the format of the Pennant competition. Most cases is Fours.</p> <p>Specialisation -</p> <p>Description of the team. Most case will be using Team 1, Team 2, etc.</p>	
<p>To add more teams/rinks, click + ADD FORMAT for the amount of teams/rinks required.</p>	

If need to delete any extra format's, can click the rubbish bin next to the row.

FORMAT

Is this a 'sides' competition?

☒ Yes

Format *

Fours

Specialisation 

Team 1



Format *

Fours

Specialisation 

Team 2



Format *

Fours

Specialisation 

Team 3



 ADD FORMAT

Dates

Enter the start date of the competition from the calendar option under Start Date.

Enter the End data of the competition from the calendar option under the End Date.

Include final in these date ranges.

Start Date

Select Date



End Date

Select Date



<p>Timezone</p> <p>Choose the correct Timezone for the competition.</p>	<p>Timezone*</p> <p>Australia/Sydney GMT+11:00 (GMT+11) ▼</p>
<p>Terms & Conditions</p> <p>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.</p>	<p>Terms & Conditions</p> <p>B I :: := @</p>

2 – Key Details

<p>Enable self-registration?</p> <p>No need to check this box</p> <p>Enable per-entry club nomination</p> <p>Check this box, as this allows clubs to be put in and look after results.</p> <p>Entries can be capped & Entries can be added to a waiting list when the cap is reached.</p> <p>No need to put a number in the box and to check the box</p> <p>Entries can be publicly listed</p> <p>Allows entries to be seen in the result portal.</p>	<p>KEY DETAILS</p> <p><input type="checkbox"/> Enable self-registration?</p> <p><input checked="" type="checkbox"/> Enable per-entry club nominations?</p> <p>Cap the number of secured entries at:</p> <p><input type="text"/></p> <p><input type="checkbox"/> Add entries to a wait-list once the cap is reached?</p> <p><input checked="" type="checkbox"/> Entries can be publicly listed?</p>
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<p>Competition Mailing List</p> <p>Feature if using Email Campaigns, to turn on and email the entrants.</p> <p>Will leave as no.</p>	<div> <div> COMPETITION MAILING LIST Manage the Sync status of this competition email list </div> <div> <div>Enable Mailing List</div> <div> <input type="checkbox"/> No </div> </div> </div>
<p>Pre-Entry Club Nominations</p> <p>Check both boxes as will allow to link a club to an entry and allow them to manage the entry once competition is In Play.</p>	<div> <div> PER-ENTRY CLUB NOMINATIONS </div> <div> <div><input checked="" type="checkbox"/> Entries MUST nominate clubs</div> <div><input checked="" type="checkbox"/> Allow nominated clubs to manage their entries?</div> </div> </div>

Restrictions

Restrictions can be placed on the Pennant Competition.

As per screen, main ones is to Restrict entry to financial members and restrict entry to members having playing rights.

Can put a gender restrict on a Pennant on competition of a single gender.

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?

Playing-rights may also be granted by the following permit(s):

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

Tick this box.

Allow members to enter more than once

Leave unchecked as don't want a member to be picked twice within the same side.

Entries must identify at least how many players?

Leave blank.

Entries should capture:

Check or uncheck the boxes to require or show the information. If not required, untick show. Recommend for Pennants having everything unticked, maybe just having Nominated club as show.

Entries must capture player locales

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

Disable manage entry option for entrant

Do not tick.

The screenshot shows the 'ADVANCED' settings panel. At the top, there's a header 'ADVANCED'. Below it, the first section contains two checkboxes: 'Require players to be members' (checked) and 'Allow members to enter more than once' (unchecked). Below these is a text input field for 'Entries must identify at least how many players?'. The next section, 'Entries should capture:', lists several fields with 'Required' and 'Show' checkboxes: 'E-mail addresses' (Required: unchecked, Show: unchecked), 'Phone numbers' (Required: unchecked, Show: unchecked), 'Player DOB's' (Required: unchecked, Show: unchecked), 'Player genders' (Required: unchecked, Show: unchecked), 'Player nominated clubs' (Required: unchecked, Show: checked), and 'Position' (Required: unchecked, Show: unchecked). The final section contains two checkboxes: 'Entries must capture player locales' (unchecked) and 'Disable manage entry option for entrant' (unchecked).

<p>Team Name Format:</p> <p>Leave this blank.</p>	<div> <div>Team name format: ⓘ</div> <div>SHOW PATTERNS</div> <div></div> <div>Help on how to properly specify a format is available at the Help Centre.</div> </div>
<p>Click SAVE & CONTINUE</p>	<div> <div>BACK</div> <div>SAVE & CONTINUE</div> </div>

3 – Entry Additional Details

<p>In this section, extra questions can be asked of the team</p> <p>No additional details are required for Pennants.</p> <p>Can go straight to section 5.</p>	
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4 – Entrant Additional Details

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

No additional details are required for Pennants.

Can go straight to section 5.

The screenshot shows a multi-step process for setting up a competition. The steps are: 1 Details, 2 Entry, 3 Entry additional details, 4 Entrant additional details (current step), 5 Fees, 6 Dates & Times, and 7 Results Settings. The current step, 'Entrant additional details', has a sub-header 'Additional Entrant Details' and a description 'Add other metadata to entries of this competition'. The main area is a drag-and-drop interface. On the left, a large box contains the text 'YOU CURRENTLY HAVE NO FIELDS. DRAG AN ELEMENT FROM THE RIGHT TO BEGIN'. On the right, under the heading 'AVAILABLE ELEMENTS', there is a list of elements: HTML, Title, Divider, Text, Yes/No, Long Text, and Date. Each element has a small icon and a text label.

5 – Fees

As fees for Pennants are normally done directly with the Zone/District/Region/Association/STA no need to worry about this section.

The screenshot shows the 'Fees' section of the competition management system. The steps are: 1 Details, 2 Entry, 3 Entry additional details, 4 Entrant additional details, 5 Fees (current step), and 6 Dates & Times. The main area is a large box with the text 'NO ENTRY TYPE ASSIGNED TO THIS COMPETITION'. Below this box is a button labeled 'ADD ENTRY TYPE'. At the bottom of the screen, there are three buttons: 'CANCEL', 'BACK', and 'SAVE & CONTINUE'.

6 – Dates & Times

No need to worry about section 6, as will do dates and times in fixturing and greens will be allocated to home team automatically.

If playing any games at a natural ground e.g. Finals, can be added in now or at any time by following the below steps.

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

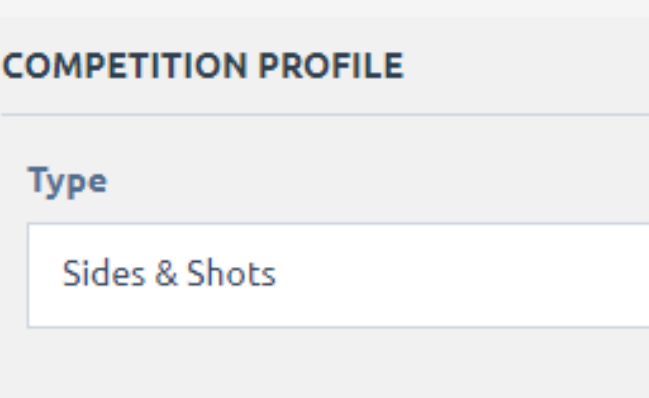
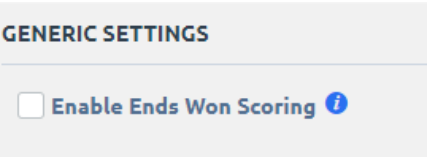
Click + **ADD GREEN** to open

The screenshot shows a software interface with a top navigation bar containing six items: 1 Details, 2 Entry, 3 Entry additional details, 4 Entrant additional details, 5 Fees, and 6 Dates & Times (which is highlighted). Below the navigation bar is a section titled 'Assign Times, Greens & Rinks'. Inside this section, there is a checkbox labeled 'Fixtures require times, greens, and rinks assigned' with a blue information icon to its right. At the bottom of the section, there are three buttons: 'CANCEL', 'BACK', and 'SAVE & CONTINUE'.

The screenshot shows a software interface with a section titled 'Greens & Rinks'. Below this title is a sub-section titled 'Select Greens and Rinks'. Inside this sub-section, there is a button labeled '+ ADD GREEN'.

<p>Green</p> <p>From the drop down list choose the club.</p> <p>Then check the required rinks, tick at least one rink for it to be an option when doing fixturing later on.</p> <p>Click the + ADD Green to add a section and third green if required.</p> <p>Once done, click SAVE & CONTINUE</p>	
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7 – Results Settings

<p>This section is where the result for scoring is allocated.</p> <p>Competition Profile</p> <p>From the drop-down menu choose the type of game for the competition. As Pennants is a sides game, choose Sides & Shots.</p>	
<p>Generic Settings</p> <p>Only need to check this box if allowing sides to use the live scoring app.</p>	

<p>Member Results Options</p> <p><i>Optional settings</i></p> <p>The default setting is Home team puts scores in after the game and Away team confirms the results.</p> <p>Can change this to have Home team can finalize option. For first season using BowlsLink for Pennants, best not to turn on as gets clubs use to using the system.</p> <p>Can turn on option to auto finalise results after so many hours. This can be a feature used as Ladders and results are not updated until results are confirmed.</p>	<div> <div>Member Result Options</div> <div> <input type="checkbox"/> Home team can finalize </div> <div> <input type="checkbox"/> Auto finalise confirmed results after <div> <div></div> <div>▼</div> </div> hours </div> <div>Auto-finalise byes:</div> <div> <div>On the day</div> <div>▼</div> </div> </div>
<p>Scoring Method</p> <p>Choose the correct scoring method. Most cases with be SHOTS that is chosen.</p>	<div> <div>SCORING METHOD</div> <div>Scoring Method *</div> <div>Shots</div> <div>Which scoring method does this competition implement?</div> </div>

Side Rink Options

This section is asking for the points scoring for each rink in the side.

Point for Rink Win - Place how many points a rink wins for the rink win.

Points for a Rink Draw - Place how many points a rink wins for the rink draw.


Points for Rink Loss/Points for Rink Bye/Points for Rink Win by Forfeit - Make sure these are as 0 as will point overall points for these later on.

Shots for Rink win by Forfeit & Shots for Rink Bye - Make sure as 0 as will put total shots later on.

Entrant can play only one Rink Match per Match? - make sure is changed to YES, otherwise players can be selected in multiple rinks.

Winning Criteria - This is how the Pennant Competition determines the overall Side winner. Most cases it is **SHOTS**.

SIDE RINK OPTIONS

Points for Rink Win *	Points for Rink Draw *	Points for Rink Loss * 	Points for Rink Bye *	Points for Rink Win by Forfeit *
<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Shots for Rink Win by Forfeit *		Shots for Rink Bye *		Entrant can play only one Rink Match per Match?
<input type="text" value="0"/>		<input type="text" value="0"/>		<input checked="" type="checkbox"/> Yes
Winning Criteria				
<input type="text" value="Shots"/>				

Competition Marker

Leave this section as relates to the scoring app.

Competition Markers

Event markers

These markers are assigned to the event and cannot be managed at the competition level.



There are currently no markers.



Assign new markers



ADD MARKER

Competition markers

These markers are assigned directly to the competition and can be removed.



There are currently no markers.



Points per Match

This is where the points for a overall side win are placed.

Forfeits/Byes - makes sure this is the all the points for a forfeit/Bye.

Unplayed - This is normally the split overall points or when the game can not be played.

Points per Match

Win

Loss

Draw

Bye

Win by Forfeit

Unplayed

Scores per Match

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

Scores per Match

Win

Loss

Draw

Bye

Win by Forfeit

Unplayed

Ladder Criteria

Can choose an option on how the ladder can be sorted.
There are many options depending on the scoring system chosen.

We recommend:

POINTS – SCORE DIFFERENCE – SCORE
PERCENTAGE

Ladder Criteria

Sorting Criteria

points

wins

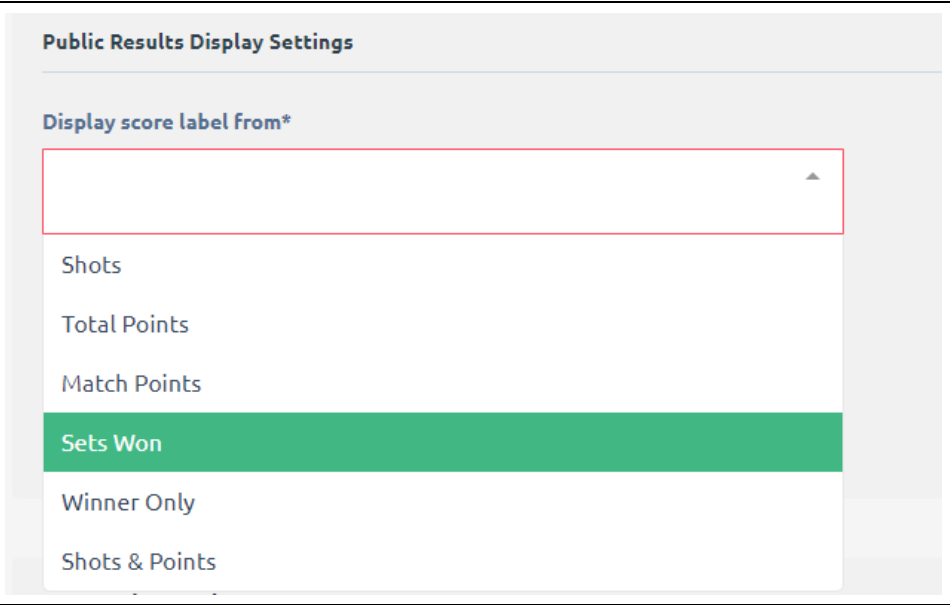
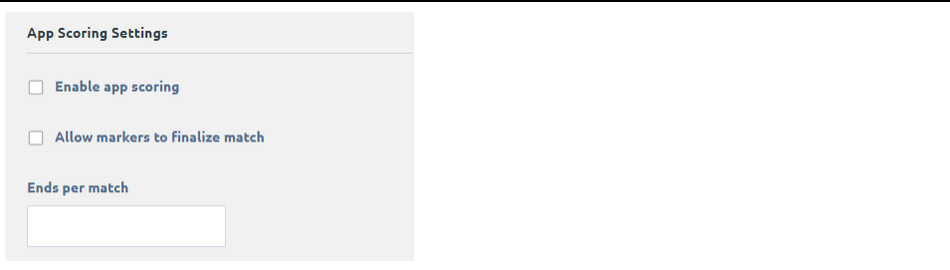
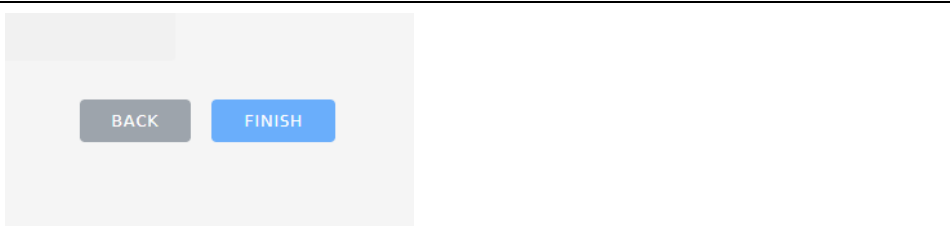
score

Points - score difference - score percentage

Points - Set Points - Sets Won - Score Difference - Shots Percentage

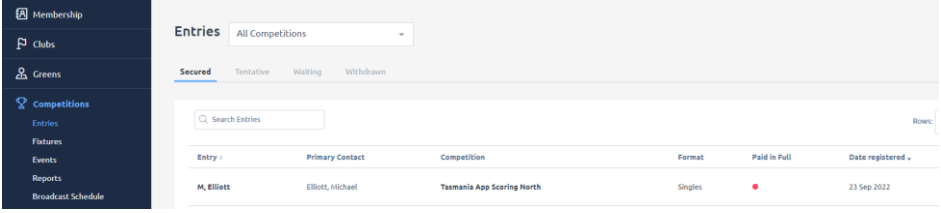
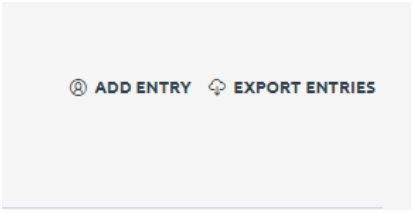
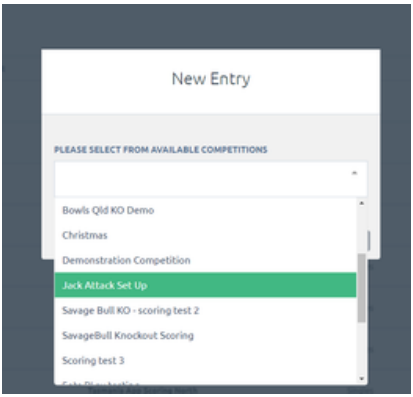
Match Points - Set Points - Score For - Score Against

Match Points - Net Set Points - Set Points - Score Difference

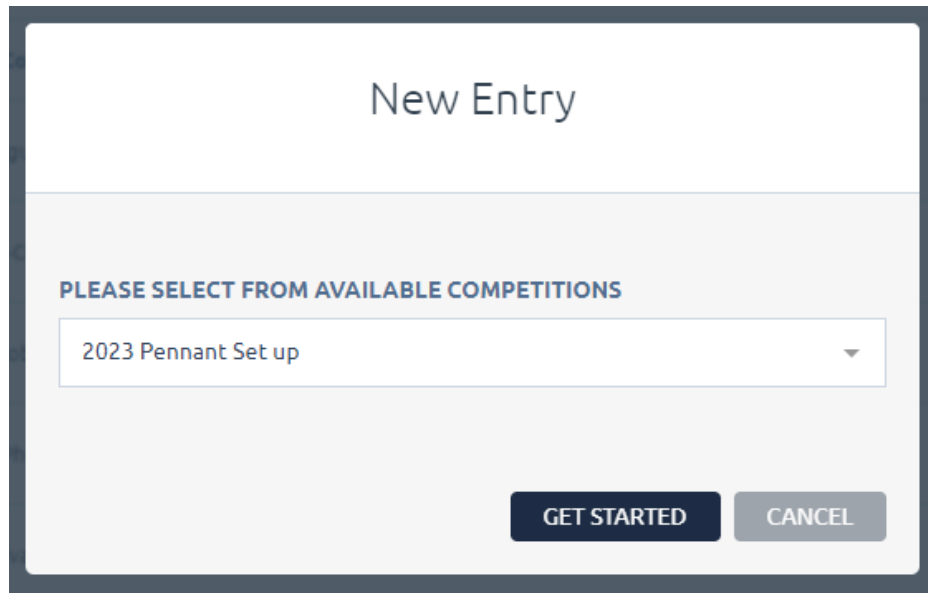
<p>Public Results Display Settings</p> <p>This is what it will be displayed on https://results.bowlslink.com.au/</p> <p>Recommend choosing Shots & Points.</p>	 <p>The screenshot shows the 'Public Results Display Settings' interface. It features a dropdown menu titled 'Display score label from*' with a red border. The menu is open, showing options: 'Shots', 'Total Points', 'Match Points', 'Sets Won' (highlighted in green), 'Winner Only', and 'Shots & Points'.</p>
<p>App Scoring Settings</p> <p>Leave these as they are for the scoring app.</p>	 <p>The screenshot shows the 'App Scoring Settings' interface. It includes two unchecked checkboxes: 'Enable app scoring' and 'Allow markers to finalize match'. Below these is a label 'Ends per match' followed by an empty text input field.</p>
<p>Click FINISH</p>	 <p>The screenshot shows two buttons at the bottom of the settings page: a grey 'BACK' button and a blue 'FINISH' button.</p>

Adding an entry into BowlsLink as the administrator

For a Pennant Competition, as the administrator for the competition, you will be putting in the Clubs Side entries and linking them to the club so they can edit once season starts.

<p>This is done in the Entries screen under Competitions.</p>	
<p>Then on the right side of the screen choose ADD ENTRY</p>	
<p>A pop-up box will appear and from the drop-down box select the correct competition.</p>	

Select **GET STARTED**

A screenshot of a 'New Entry' form. At the top, the title 'New Entry' is centered. Below it, a light gray box contains the instruction 'PLEASE SELECT FROM AVAILABLE COMPETITIONS'. Under this instruction is a dropdown menu with '2023 Pennant Set up' selected. At the bottom of the form are two buttons: 'GET STARTED' in dark blue and 'CANCEL' in light gray.

New Entry

PLEASE SELECT FROM AVAILABLE COMPETITIONS

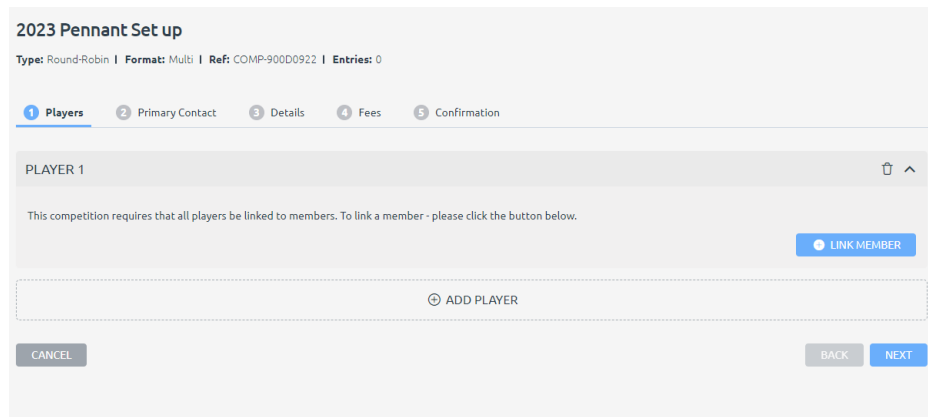
2023 Pennant Set up

GET STARTED CANCEL

Players

No need to do anything on this page as you don't know the players for each side.

Click **NEXT**.

A screenshot of the '2023 Pennant Set up' screen, specifically the 'Players' tab. The title '2023 Pennant Set up' is at the top, followed by metadata: 'Type: Round-Robin | Format: Multi | Ref: COMP-900D0922 | Entries: 0'. Below this is a progress bar with five steps: '1 Players' (active), '2 Primary Contact', '3 Details', '4 Fees', and '5 Confirmation'. The main content area shows 'PLAYER 1' with a trash icon and an upward arrow. Below this is a message: 'This competition requires that all players be linked to members. To link a member - please click the button below.' followed by a blue 'LINK MEMBER' button. At the bottom is a dashed box with a plus icon and the text 'ADD PLAYER'. Navigation buttons 'CANCEL', 'BACK', and 'NEXT' are at the very bottom.

2023 Pennant Set up

Type: Round-Robin | Format: Multi | Ref: COMP-900D0922 | Entries: 0

1 Players 2 Primary Contact 3 Details 4 Fees 5 Confirmation

PLAYER 1

This competition requires that all players be linked to members. To link a member - please click the button below.

LINK MEMBER

ADD PLAYER

CANCEL BACK NEXT

Primary Contact

From the drop-down box, need to select the - - **SOMEONE ELSE?** Option.

1 Players

2 Primary Contact

3 Details

4 Fees

5 Confirmation

CHOOSE

– Someone Else?

CANCEL

There is two Options from here on what you can do.

If you are unsure who is the Primary Contact or don't have their National Member Number, you can just put the club name in the First and Last name Boxes. Both Boxes need to be filled in. If club has only one name, just put a full stop in the Last Name box.

Then click **NEXT**.

The screenshot shows a web form with a light gray background. At the top, the word "CHOOSE" is in bold blue text. Below it is a white dropdown menu with the text "-- Someone Else?" and a small downward arrow. Under the dropdown is a checked checkbox followed by the text "Allow contact to manage this entry?". Below this is a horizontal line. Under the line are two input fields. The first is labeled "First name *" in blue and contains the text "CLUB". The second is labeled "Last name *" in blue and contains a single period ".". To the right of the "Last name *" label is a link that says "LINK MEMBER" with a small blue icon. At the bottom left is a gray button labeled "CANCEL". At the bottom right are two buttons: a gray "BACK" button and a blue "NEXT" button.

CHOOSE

-- Someone Else?

☒ Allow contact to manage this entry?

First name * Last name *

CLUB .

LINK MEMBER

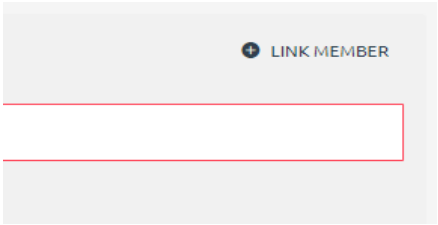
CANCEL BACK NEXT

**Link a
Member to the
Entry**

If you know who the primary contact is for the entries and have that personal National Membership Number, you can link them to the entry.

If not doing this, go below to **KEY DETAILS.*

Click + **LINK MEMBER** located on the right side above the Last Name box.



MEMBER LOOKUP

A member
lookup box will
appear on the
right side.

Will need to
place the
members
National ID
number in the
top box and then
click the
SEARCH box
below.

MEMBER LOOKUP

National ID Number

Birth day

Birth month

Last name

Email Optional

Mobile phone Optional

CANCEL

SEARCH

MEMBER LOOKUP

It will then show options matching the National Member Number, if the right person appears, click the **SELECT** button against the right club for that entry.

MEMBER LOOKUP



National ID	Name	Club	State	
522474	Weknow, Someone	CAMPBELLTOWN CITY BOWLING CLUB	new south wales	<button>SELECT</button>
522474	Weknow, Someone	Savage Bull	null	<button>SELECT</button>
522474	Weknow, Someone	SavageBull East		<button>SELECT</button>

BACK

This will then show the members name that has been linked in the First and Last Name boxes.

Click **NEXT**.

CHOOSE

-- Someone Else?

☒ Allow contact to manage this entry?

UNLINK MEMBER

First name *

Someone

This field can not be blank.

Last name *

Weknow

This field can not be blank.

CANCEL

BACK

NEXT

Key Details

Team Name

Will default to the name that was placed in the Primary Contact.

You will need to override to say the clubs name.

Team Name (abbreviated)

Can leave this blank unless the club has a very long name.

Nominated Club

As this is for Pennants, need to link to a club so they can manage the entry. Click **+LINK CLUB.**

KEY DETAILS

Team name:

SAVAGE BULL

Leave blank to have a team-name automatically generated.

Team name (abbreviated):

Use only if required to overwrite auto-generated abbreviation; otherwise leave blank.

Nominated club: *

+ LINK CLUB

Logo:

Choose File

No file chosen

Colour:

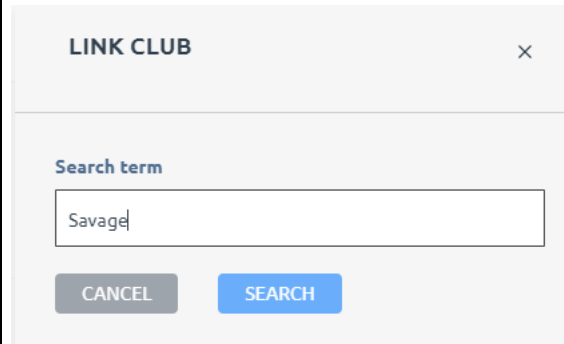
Assign a colour to the entry using a hexadecimal colour-code. Example: "#CD5C5C".

LINK CLUB

In the search bar, put the club name. Need to put at least 3 characters in order to search.

Best to just put the club name and don't add Bowls Club or Bowling Club to the end as might not find them in the search.

Click **SEARCH**.



The screenshot shows a search modal titled "LINK CLUB" with a close button (X) in the top right corner. Below the title, there is a label "Search term" above a text input field. The input field contains the text "Savage". At the bottom of the modal, there are two buttons: a grey "CANCEL" button and a blue "SEARCH" button.

It will then show the search results.

Click **SELECT** against the correct club.

If right club did not appear, click the **BACK** box and retry the search.

LINK CLUB

Name	State	Actions
SavageBull East		<div>SELECT</div>
Savage Bull	null	<div>SELECT</div>

BACK

LOGO

If you have the club logo, can attach it here, but not required, the club can add it later if they choose to.

COLOUR

Leave this

Click **NEXT**.

1 Players2 Primary Contact3 Details4 Fees5 Confirmation

KEY DETAILS

Team name:

SAVAGE BULL

Leave blank to have a team-name automatically generated.

Team name (abbreviated):

Use only if required to overwrite auto-generated abbreviation; otherwise leave blank.

Nominated club: *

Savage Bull

ⓧ UNLINK CLUB

Logo:

Choose File

No file chosen

Colour:

Assign a colour to the entry using a hexadecimal colour-code. Example: "#CD5C5C".

CANCEL

BACKNEXT

FEES

As no fees being
taken, Click
NEXT.

2023 Pennant Set up

Type: Round-Robin | **Format:** Multi | **Ref:** COMP-900D0922 | **Entries:** 0

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

ENTRY TYPE



There are no fees for entering this competition.



CANCEL

BACK

NEXT

Confirmation

This is a summary of all the players information entered.

Confirm details are correct.

Under **TERMS & CONDITIONS**, click the box to agree and then click **CONFIRM AND SUBMIT**.

2023 Pennant Set up

Type: Round-Robin | Format: Multi | Ref: COMP-900D0922 | Entries: 0

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

DETAILS

Team name:
SAVAGE BULL

Nominated club:
Savage Bull

PRIMARY CONTACT

First name:
Someone

Last name:
Weknow

Contact number:
+61422630166

Contact e-mail:
kmrodgers@gmail.com

National ID:
522474

Club:
Savage Bull (Null)

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?

CANCEL

BACK

CONFIRM AND SUBMIT

Continue the above steps to put in all the Sides for this competition.

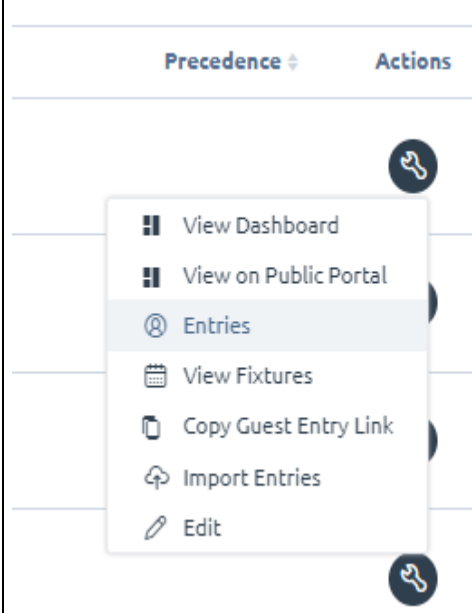
Viewing Entries in the BowlsLink System

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).

Entries

Jack Attack Set Up

ADD ENTRYEXPORT ENTRIES

SecuredTentativeWaitingWithdrawn

Search Entries

Rows: 25

Entry	Primary Contact	Competition	Format	Paid in Full	Date registered	Actions
Test, H. / Test, S. / Test, T.	Test, Test	Jack Attack Set Up	Triples		6 Oct 2022	<div>ViewResend ConfirmationWithdraw</div>

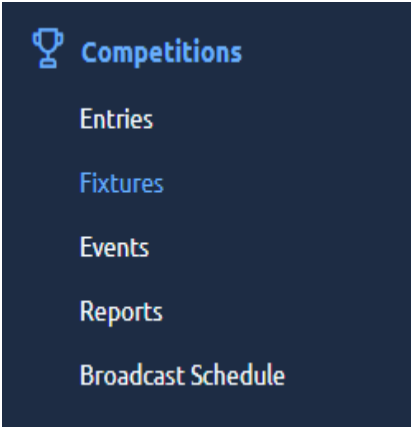
Powered by MemberBook

Fixtures

Once entries are in the system under the competition, fixtures can be completed.

The below steps will guide you through importing your fixture into the system.

First step is to put your fixture into the correct template. You can view have to do this via [Import fixtures using a template](#) . If you have any questions, please feel free to reach out to Bowls Australia BowlsLink team.

Select FIXTURES under competitions.	 A dark blue sidebar menu with a trophy icon at the top. The menu items are: Competitions (highlighted in blue), Entries, Fixtures (highlighted in blue), Events, Reports, and Broadcast Schedule.
On the top right-hand side, select NEW FIXTURES .	 A light gray rectangular button with rounded corners. It contains a calendar icon and the text "NEW FIXTURES" in bold, dark blue capital letters.

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

New Fixtures

PLEASE SELECT FROM AVAILABLE COMPETITIONS

Custom Test

Demonstration Competition

Demonstration Pennant (Copy 1641840372)

Jack Attack Set Up

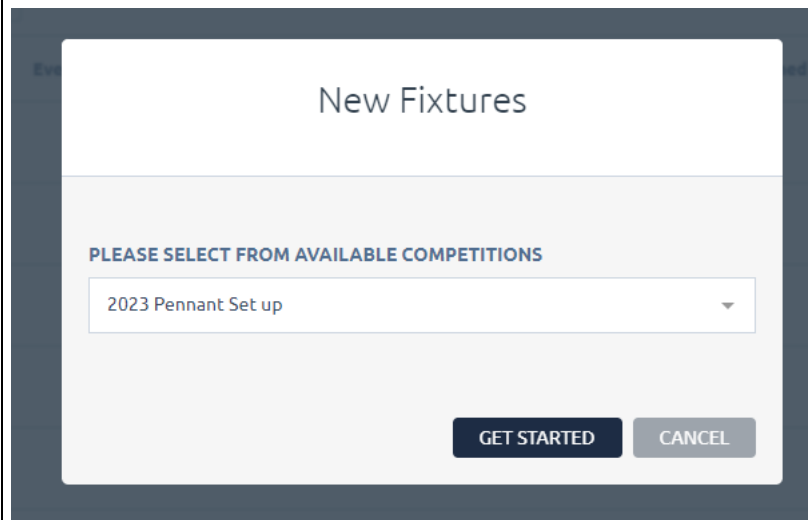
Savage Bull KO - scoring test 2

SavageBull Knockout Scoring

Scoring test 3

Sets P Lay testing

Click **GET
STARTED.**

A screenshot of a 'New Fixtures' dialog box. The dialog has a white background and is set against a dark grey backdrop. At the top, the title 'New Fixtures' is centered in a dark grey font. Below the title is a light grey section containing the instruction 'PLEASE SELECT FROM AVAILABLE COMPETITIONS' in blue. Underneath this is a white dropdown menu with the text '2023 Pennant Set up' and a small downward arrow. At the bottom right of the dialog are two buttons: a dark blue 'GET STARTED' button and a light grey 'CANCEL' button.

New Fixtures

PLEASE SELECT FROM AVAILABLE COMPETITIONS

2023 Pennant Set up ▼

GET STARTED CANCEL

Generate fixtures by:

Change this to **IMPORTING A TEMPLATE** parameters.

TEMPLATE

Apply the template to how many sections?

Leave this as if you have sections, can set this up in your fixture template

Import From a local file:

Click the CHOOSE FILE box. This will let you search from your files for the fixture you have created as a .csv file.

GENERATE FIXTURES BY:

Importing a template

TEMPLATE

Apply the template to how many sections?

1

Import from a local file:

Choose File No file chosen

Please select a [CSV](#) file to upload. Help on how to properly format the file is available at [the Help Centre](#).

CONTINUE

CANCEL

Import successful?

Once you choose the file, it will do a check to make sure it is compatible.

You will either see a green bar to say Import Successful

or

A Red bar saying unsuccessful. Below in the Output will explain the error.

If all ok and template successfully imported, click **CONTINUE**.



The template has been successfully imported. Please review the output below and click 'Continue' when ready.



One or more errors were encountered while attempting to import the template. Please review the output below for indications of why the import may have failed.

TEMPLATE

Apply the template to how many sections?

1

Import from a local file:



Choose File template - error.csv

Remove

Please select a [CSV](#) file to upload. Help on how to properly format the file is available at [the Help Centre](#).

Output:

Importing template:

```
-----  
FROM: /tmp/Base64EncodedFile2tQgM9  
FOR COMPETITION: 2023 Pennant Set up  
FOR LIST VERSION: 3  
SKIP FIRST ROW: Yes  
SKIP ROWS WITH ERRORS: No  
REPLICATE FOR HOW MANY POOLS? 1  
GENERATE FIXTURES AFTER IMPORT: Yes  
-----
```

Reading CSV file...

```
|-- [ERROR] Invalid fixture on row 2.  
| ---- The option "opponent1MappingValue" with value null is expected to be of type "int" or "string", but is of type "NULL".
```

Once generated,
this page will be
displayed.

Click on **Round
Settings**.

Details

Section Settings

Round Settings

Parameters

Is publishable?

☐

No

SAVE

CANCEL

Fill out the playing dates and match start times (noting in 24 hour time)

On the right click **SAVE & APPLY** and then **SAVE** on the left.

Details Section Settings **Round Settings** Parameters

Rounds

1 **Name:** Round 1 **Matches played on:** Select Date **Matches start at:** Select Time

2 **Name:** Round 2 **Matches played on:** Select Date **Matches start at:** Select Time

3 **Name:** Round 3 **Matches played on:** Select Date **Matches start at:** Select Time

SAVE & APPLY

SAVE

CANCEL

The **Blue Lighting Bolt 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.

Quick-Fill Rounds



Quick-fill will apply to rounds following Round 1.

Subsequent rounds are played how many days apart?

Matches start at:



Skip the following dates:



Overwrite existing dates and times?

CANCEL

APPLY

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

Competitions

Entries

Fixtures

Events

Reports

Broadcast Schedule

Events

Email Campaigns

Finances

Integrations

BowlsLearn

DetailsSection SettingsRound SettingsParameters

Rounds

1

Name:

Round 1

Matches played on:

Wed, Oct 19th 2022

×

Matches start at:

06:00 pm

×

⚙

2

Name:

Round 2

Matches played on:

Wed, Oct 26th 2022

×

Matches start at:

06:00 pm

×

⚙

3

Name:

Round 3

Matches played on:

Wed, Nov 2nd 2022

×

Matches start at:

06:00 pm

×

⚙

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

Fixtures

All Competitions ▾

Draft

Final

FILTER






Search Fixtures







Competition ▾

Jack Attack Set Up

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

From here, select
VIEW
COMPETITORS.

Organising Body	Actions
average Bull	
average Bull	
average Bull	
average Bull	
average Bull	

 View Competitors
 View Matches
 Make Final
 Add Finals Series
 Edit
 Delete

Select the
UNMAPPED tab.

Competitors

Mapped (0)

Unmapped (8)

 FILTER

 Search Competitors

Section	Map
No records found.	

This will then show all the entries under this competition.

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








Competitors

Mapped (0) Unmapped (8)

⚙ FILTER

🔍 Search Competitors

Rows: 25 ▾


Section	Mapping	Competitor ⓘ	Actions
-	-	Test, H. / Test, S. / Test, T.	
-	-	Test1	
-	-	Test10	
-	-	Test107	
-	-	Test13	
-	-	Test19	
-	-	Test2	

Next to each team, there is a Spanner.

Click the **SPANNER**.

Choose **MAP COMPETITOR**.

Actions



Map Competitor

1

**A MAP
COMPETITOR**

box will pop up.

From here select
the correct
mapping value
from the numbers
available as per the
fixture.

Then click **MAP**.

Do this for each
team.

**If needing to Map
a BYE. Can do this
from here. Top
right hand side, is
MAP BYE option.
Click this and
allocated to the
correct Mapping
Number.*

The screenshot shows a web interface titled "Map Competitor". Below the title, there is a grey header area with the text "Competitor: SAVAGE BULL". Below this, a blue prompt "PLEASE SELECT A MAPPING VALUE" is displayed above a dropdown menu. The dropdown menu is open, showing a list of mapping values: 1, 2, 3, 4, 5, 6, 9001, and 9002. The value "1" is currently selected and highlighted with a green background. The interface is enclosed in a dark blue border.

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

Competitors

Mapped (8)

Unmapped (0)

 FILTER

 Search Competitors

Section	Mapping
No records found.	

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.

Competitors

Mapped (8) Unmapped (0)

FILTER			
Search Competitors			
Section	Mapping	Competitor	Actions
1	1	Test13	
1	2	Test107	<div>Edit Mapping Unmap Competitor</div>
1	3	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	
Savage Bull	
Savage Bull	

-  View Competitors
-  View Matches
-  Make Final
-  Add Finals Series
-  Edit
-  Delete

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

Then click **SAVE**.

✕

📅 Edit Match

🔒

Section:

Round:

1

1

Home:

1 - 1 / Test13

▼

Away:

1 - 2 / Test107

▼

Date:

Time:

Wed, Oct 19th 2022 ✕

06:00 pm ✕

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

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.

ody Actions

View Competitors

View Matches

Make Final

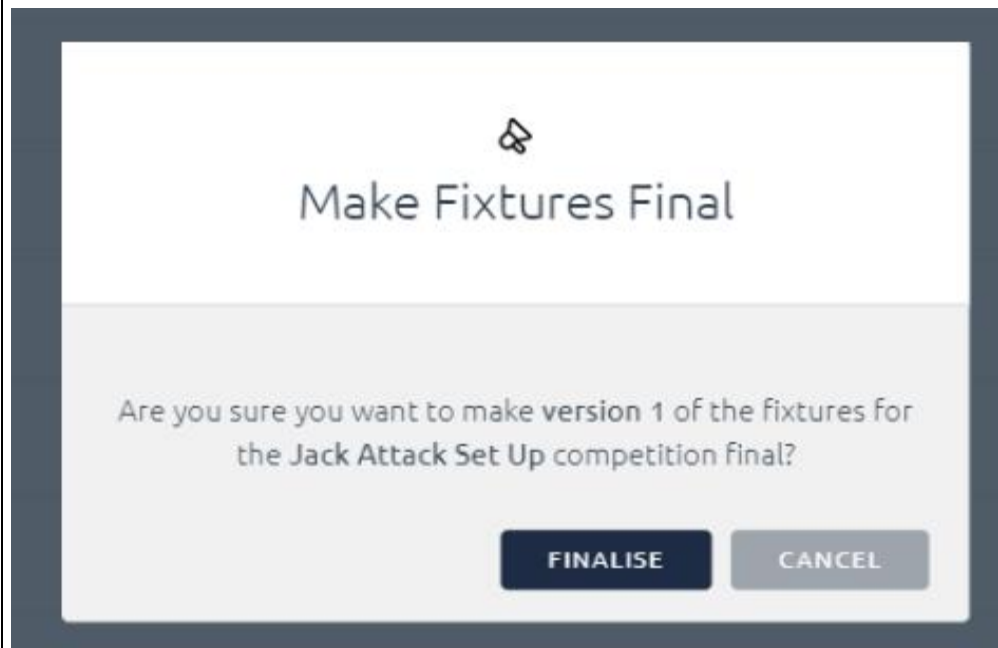
Add Finals Series

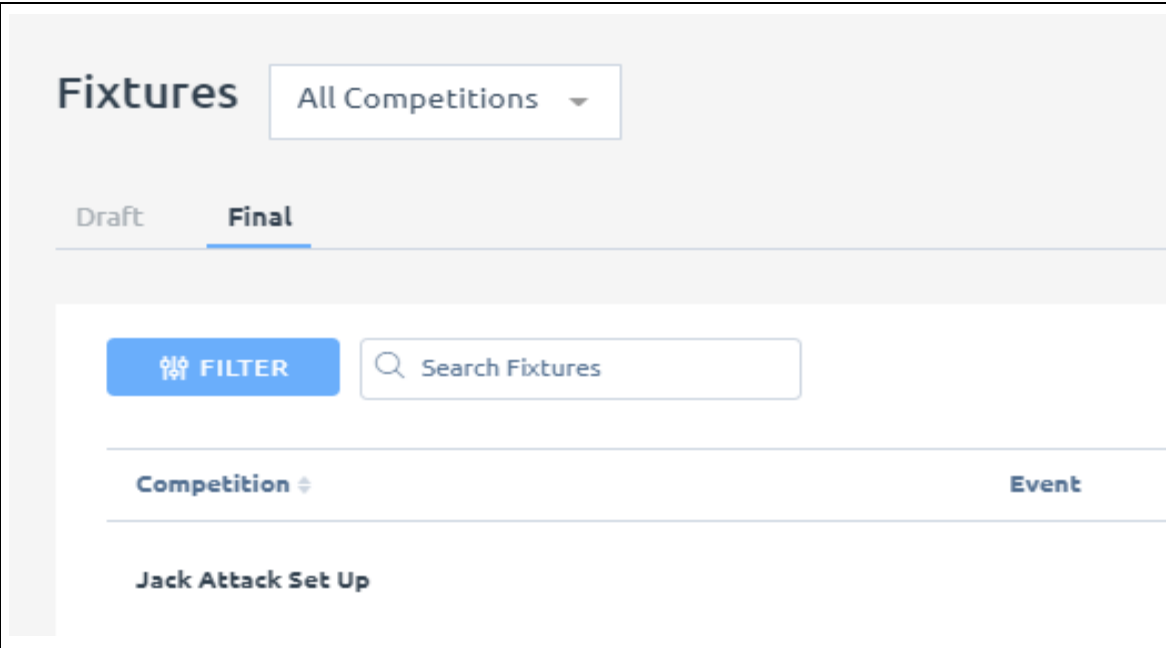
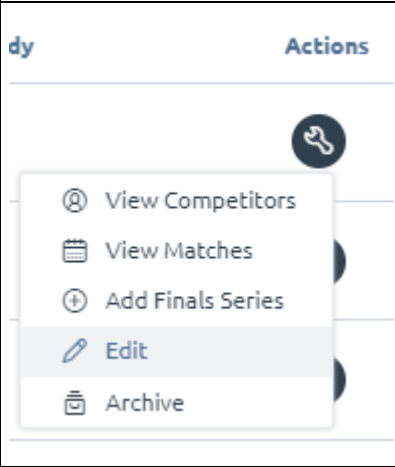
Edit

Delete

A confirmation box
will be displayed.

Select **FINALISE**.



<p>This has now moved the fixture to the final tab.</p>	
<p>Publish the fixture so it can be viewed on the public portal.</p> <p>Locate the competition, under the ACTIONS column, select the spanner.</p> <p>Select Edit.</p>	

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.


The screenshot shows a mobile application interface with a top navigation bar containing four tabs: 'Details', 'Section Settings', 'Round Settings', and 'Parameters'. The 'Details' tab is currently selected and highlighted with a blue underline. Below the navigation bar, the main content area has a light gray background. At the top of this area, the text 'Is publishable?' is displayed in a bold, dark font. Below this text is a horizontal line, followed by a toggle switch. The toggle switch is currently in the 'off' position, with a white circle on the left and the word 'No' to its right. At the bottom of the screen, there are two buttons: a blue button with the text 'SAVE' and a gray button with the text 'CANCEL'.


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.

 Membership

 Clubs

 Greens

 **Competitions**


Entries


Fixtures


Events

Reports

Broadcast Schedule


 Events


 Email Campaigns

 Finances

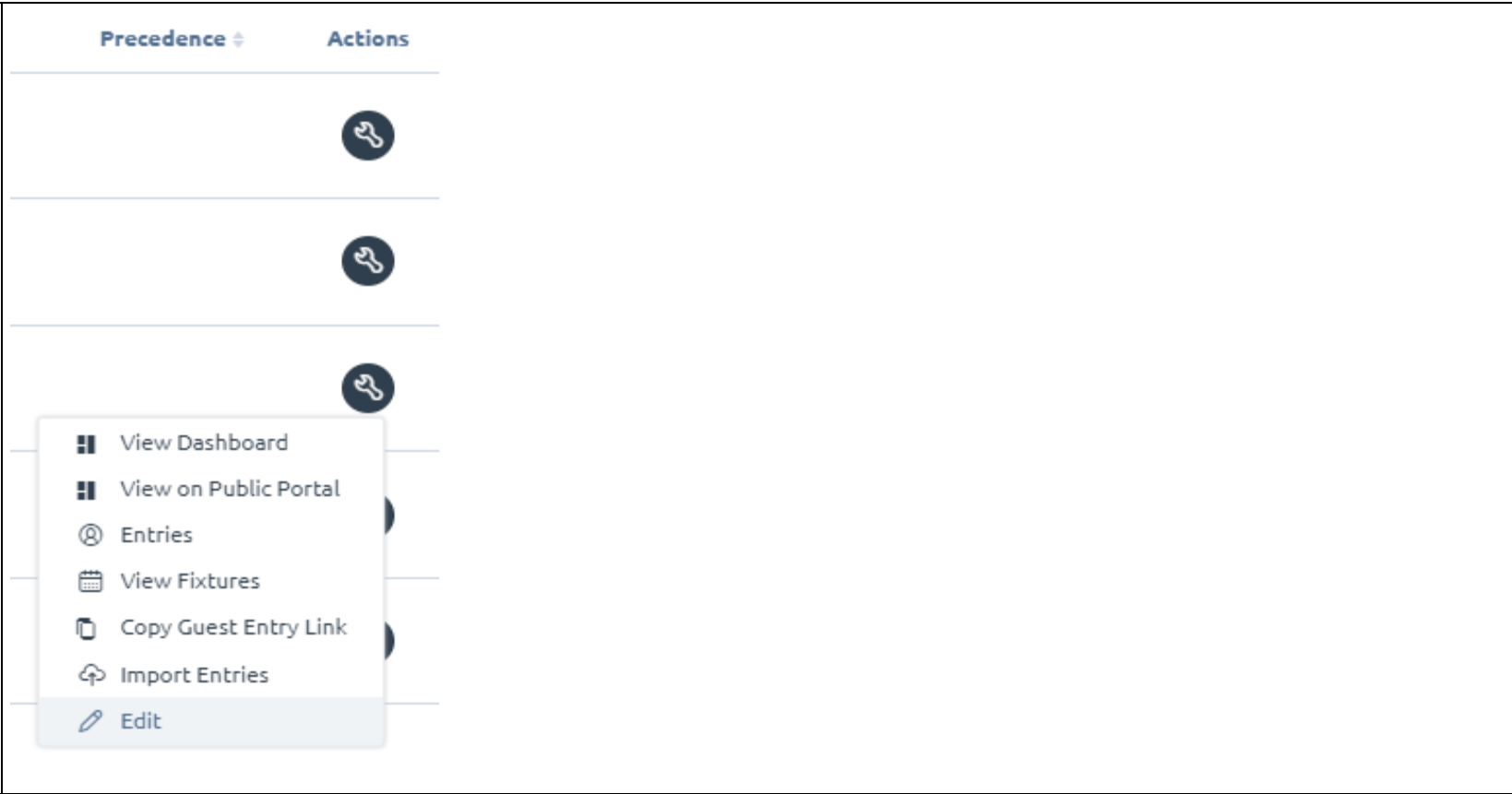

Competitions


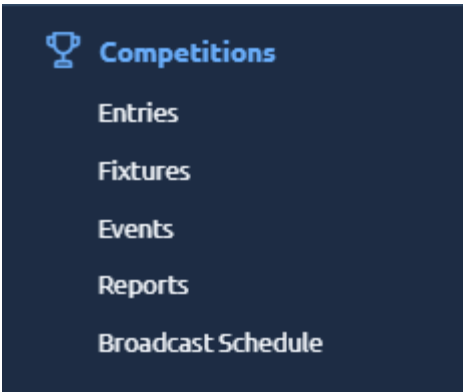
DraftActiveIn PlayCompletedCancelled

 FILTER

 Search Competitions

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

<p>Find the competition. Click on the spanner under the ACTIONS column.</p> <p>Click on EDIT.</p>	 <p>The screenshot shows a table with two columns: 'Precedence' and 'Actions'. There are three rows visible. The 'Actions' column contains a spanner icon in each row. A dropdown menu is open from the spanner icon in the third row, displaying the following options: 'View Dashboard', 'View on Public Portal', 'Entries', 'View Fixtures', 'Copy Guest Entry Link', 'Import Entries', and 'Edit'. The 'Edit' option is highlighted at the bottom of the menu.</p>
<p>Under the details tab, scroll halfway down until find STATUS.</p> <p>Change it from ACTIVE to IN-PLAY.</p>	 <p>The screenshot shows a 'Status*' dropdown menu. The current selected value is 'Active'. The dropdown is open, showing a list of options with 'Active' at the top.</p>

<p>Scroll down to the bottom of page and click SAVE & CONTINUE.</p>	
<p>Select COMPETITIONS in the left-hand side menu bar.</p>	

Entering Teams and Scores

Clubs are now able to enter there players into the sides and scores in.

For a how to guide on that see [BowlsLink Pennant Training Guide](#).