Setting up a Pennant Competition

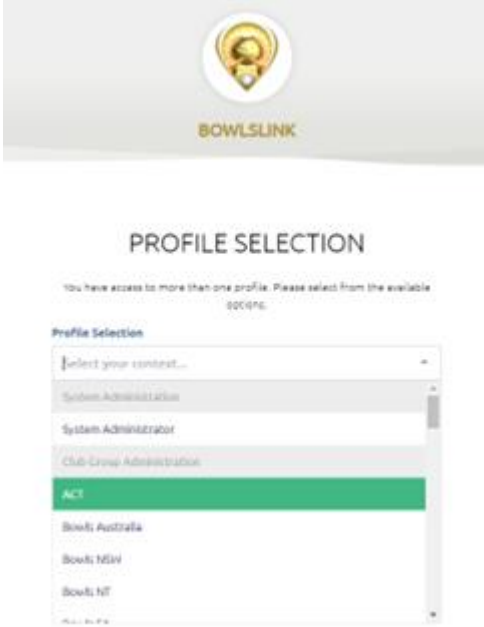
This is a how to guide on setting up a Pennant Competition is BowlsLink.

Table of Contents

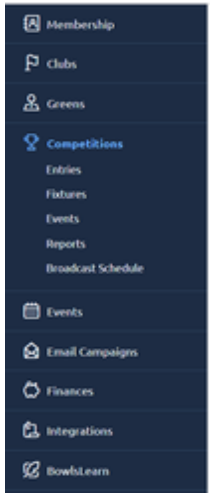
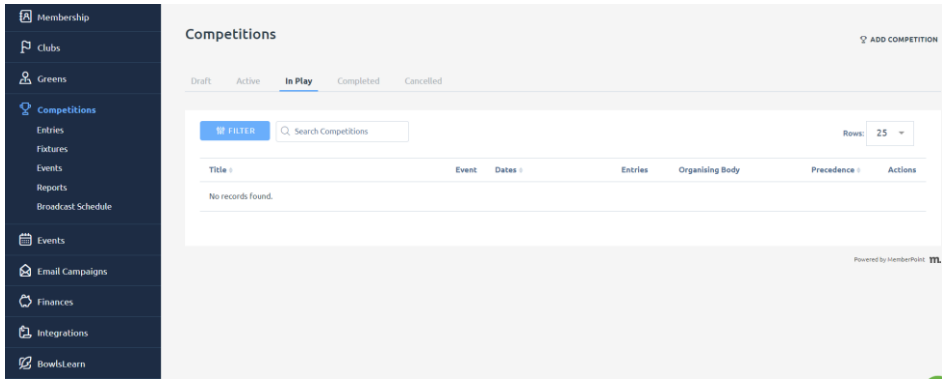
- Table of Contents
- Logging into BowlsLink
- BowlsLink Competition Overview
- Competition Setup
  - 1 – Details
  - 2 – Key Details
  - 3 – Entry Additional Details
  - 4 – Entrant Additional Details
  - 5 – Fees
  - 6 – Dates & Times
  - 7 – Results Settings
- Adding an entry into BowlsLink as the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

Logging into BowlsLink

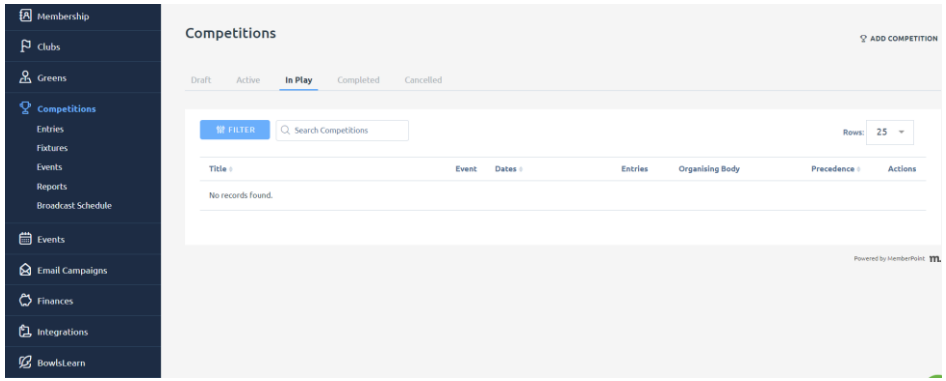
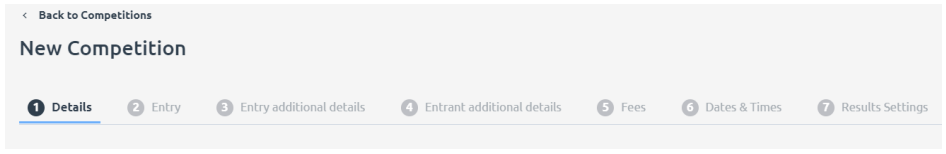
Login into BowlsLink. www.bowlslink.com.au

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

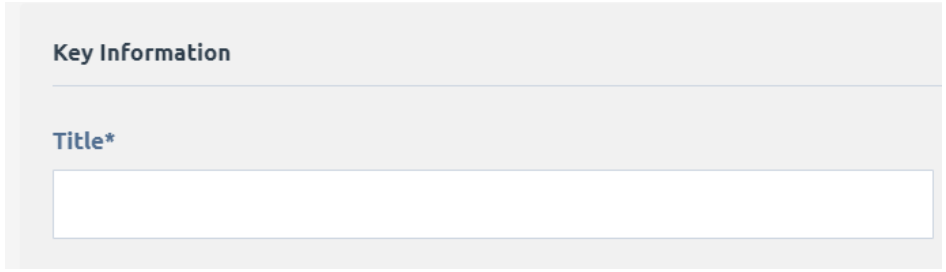
BowlsLink Competition Overview

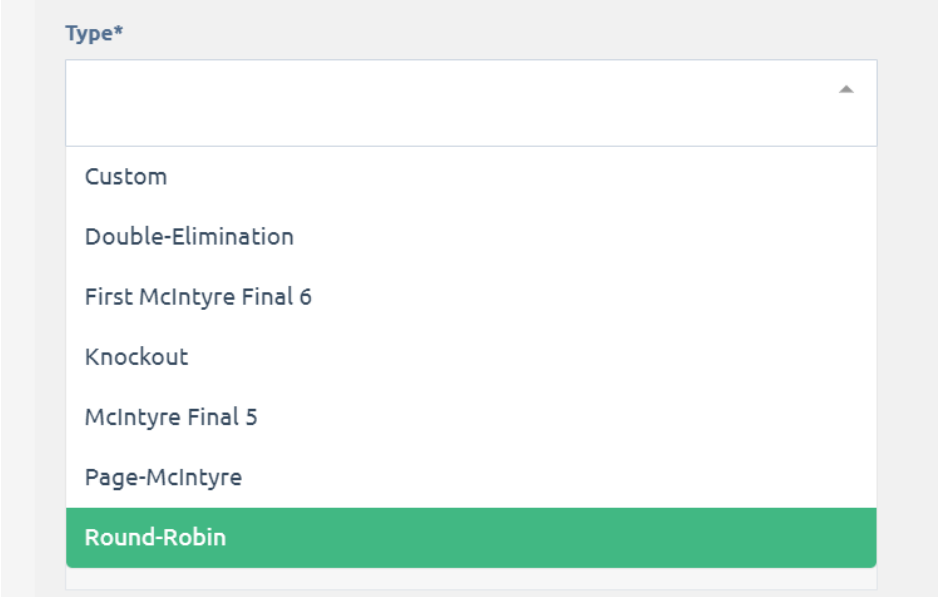
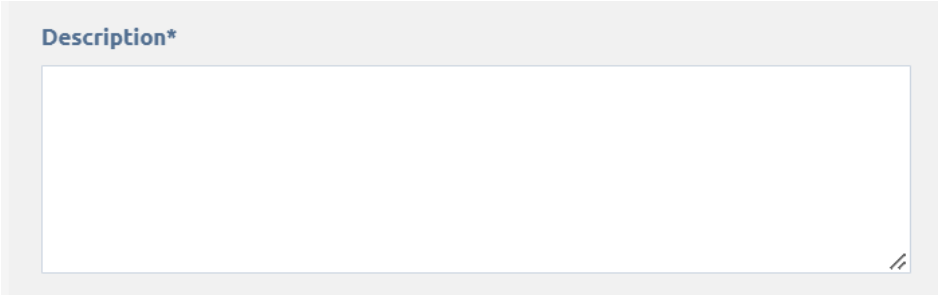
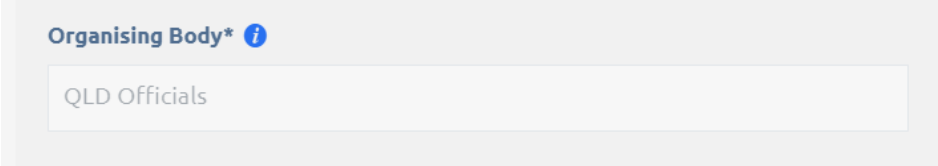
Click on Competitions on the left-hand side menu.	
The competitions screen will provide a list of all competitions that are available to administer. The competitions are divided into different tabs based on the status of the competition. **Draft** –when a competition is created/copied. **Active** – when 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.	

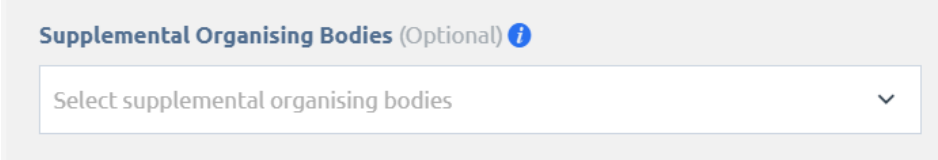
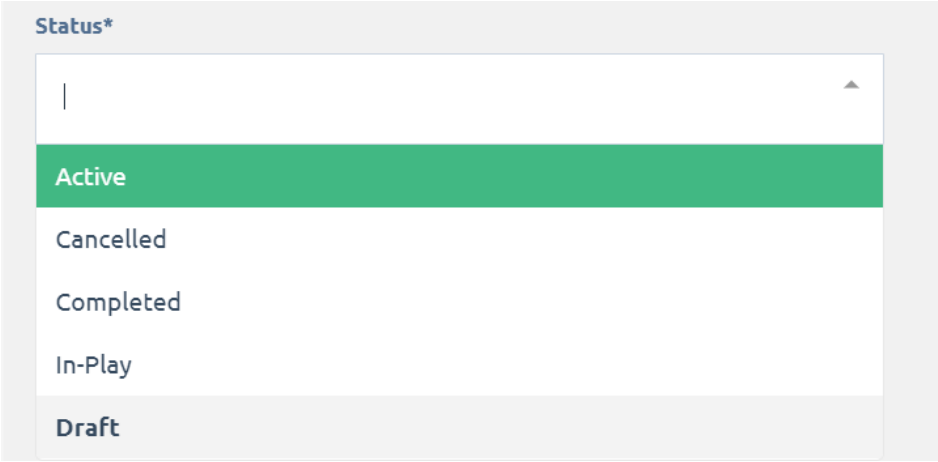
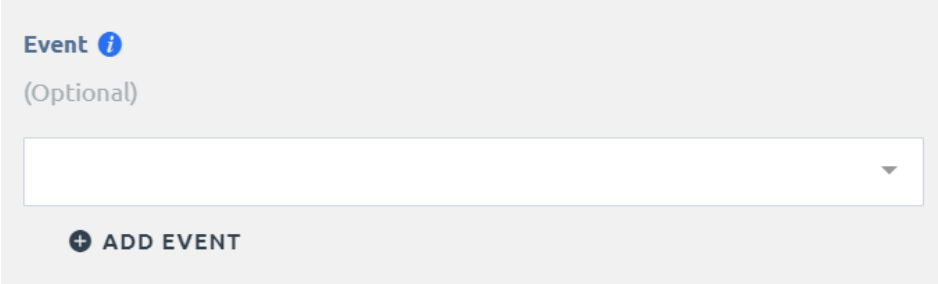
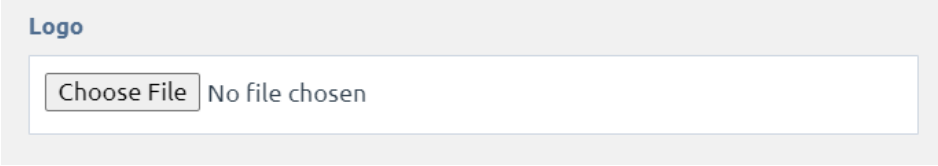
Competition Setup

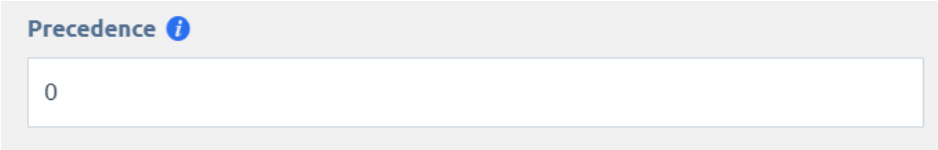
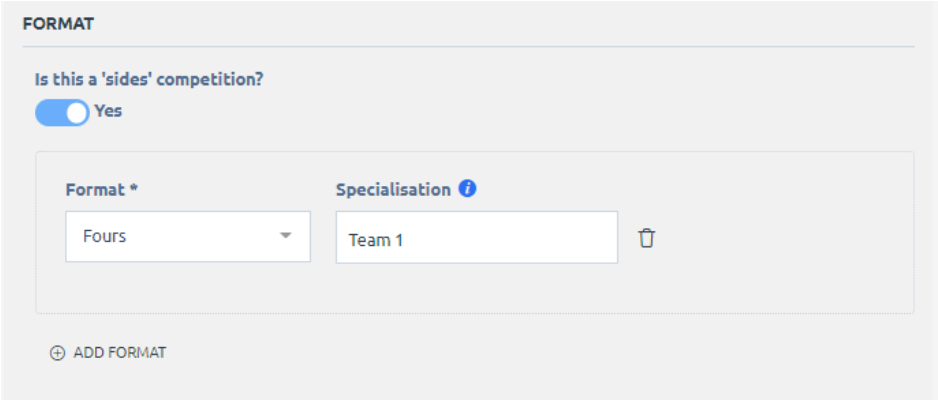
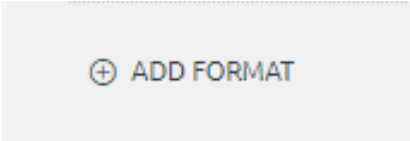
Click **ADD COMPETITION** on the top right-hand side.	
*You need to complete the seven tabs when setting up a new competition!!	

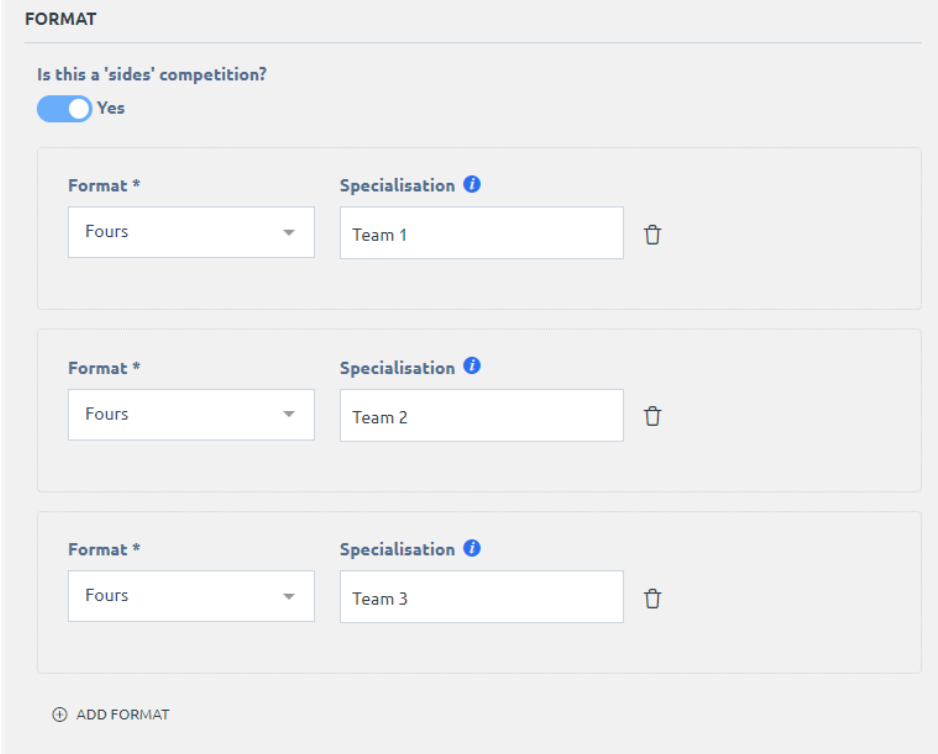
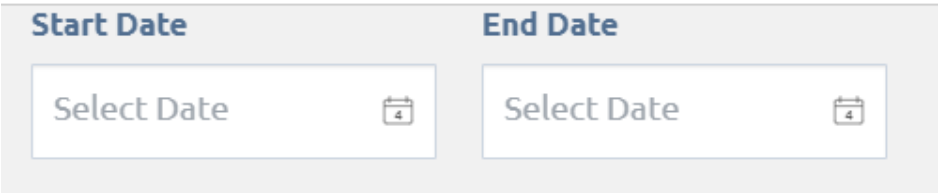
1 – Details

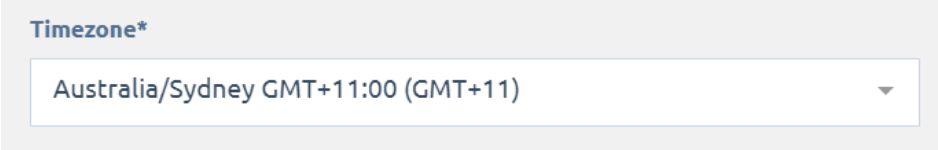
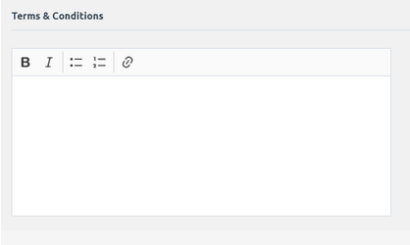
Title – is the main title for your comp, the title will be visible in the result portal and can be updated anytime. ***Example:*** *2023 Pennant Competition Division 1*	

Type For Pennant 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	

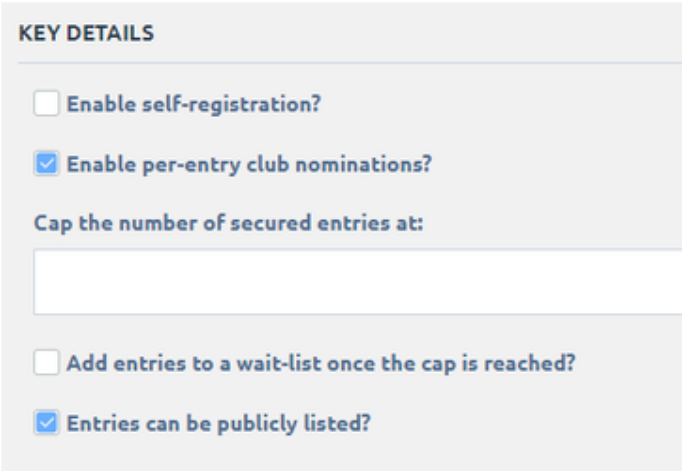
Supplemental Organising Body Optional, no need to worry for Pennants.	
Status Change to Active, then entries can be accepted.	
Event Optional. This is something that can only be added to the competition after it has been created. Very useful if the organising body is going to create several competitions related to an event. ***Example: 2023 Open Pennants***	
Logo Optional. Can add a Sponsor logo or a Zone/District/Association/Region logo of the Pennant Competition	

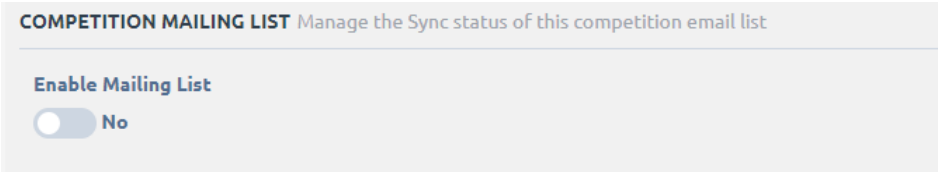
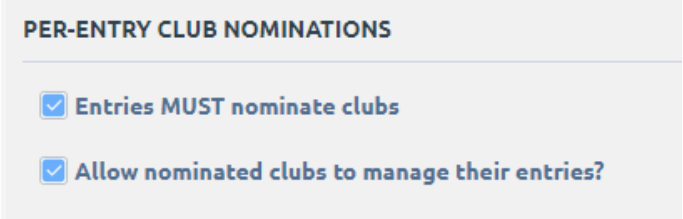
Precedence Sets where on the results portal the competition displays. For Pennants best to use this and put in Division order to tidy the results portal.	
Format *Is this a 'sides' competition?* – Change to Yes. Format - Will need to change to the format of the Pennant competition. Most cases is Fours.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

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

Timezone Choose the correct Timezone for the competition.	
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.	

2 – Key Details

Enable self-registration? No need to check this box **Enable per-entry club nomination** Check this box, as this allows clubs to be put in and look after results. **Entries can be capped & Entries can be added to a waiting list when the cap is reached.** No need to put a number in the box and to check the box **Entries can be publicly listed** Allows entries to be seen in the result portal.	

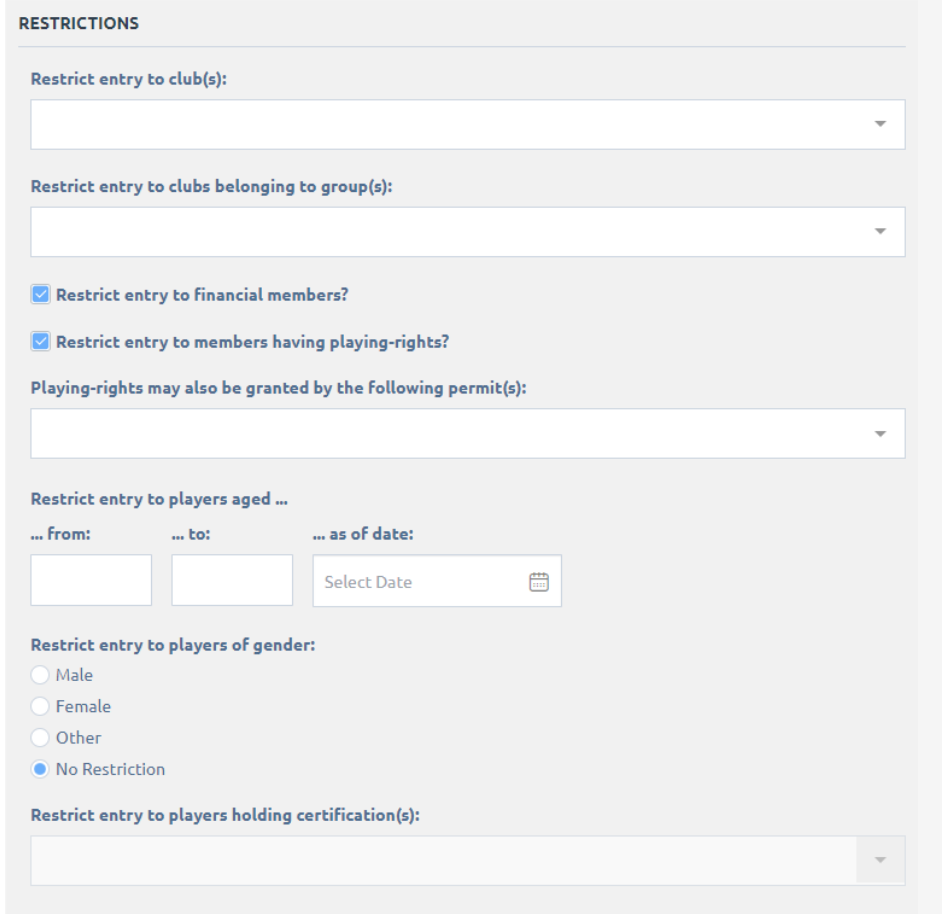
Competition Mailing List Feature if using Email Campaigns, to turn on and email the entrants. Will leave as no.	
Pre-Entry Club Nominations Check both boxes as will allow to link a club to an entry and allow them to manage the entry once competition is In Play.	

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.



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:

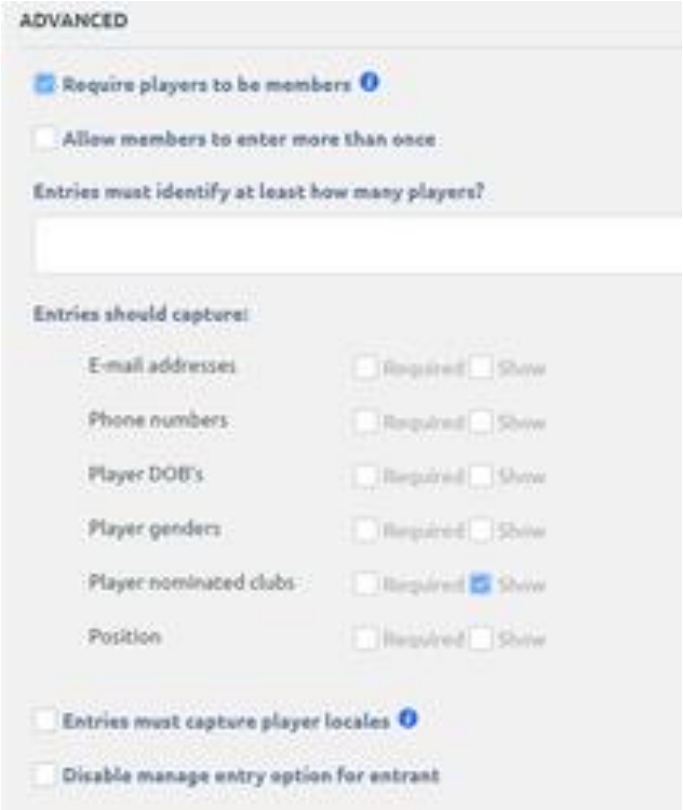
Check or uncheck the boxes to require or show the information. If not required, untick show. Recommend for Pennants having everything unticked, maybe just having Nominated club as show.

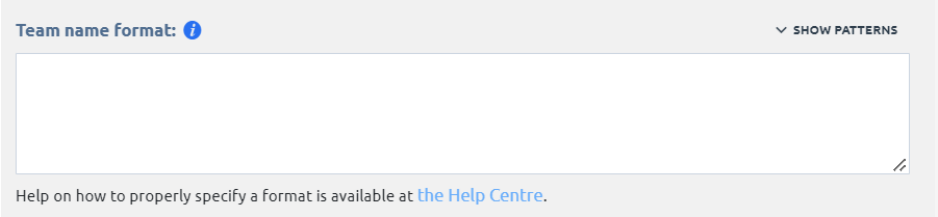
Entries must capture player locales

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

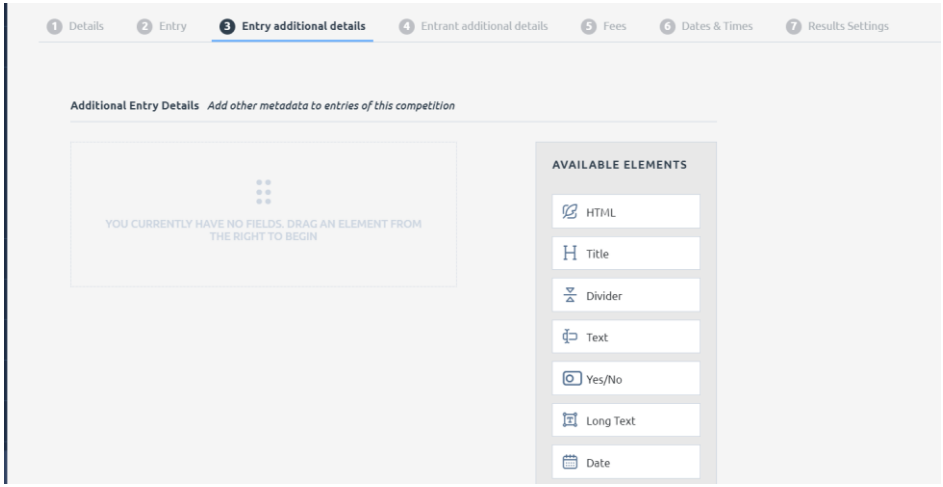
Disable manage entry option for entrant

Do not tick.

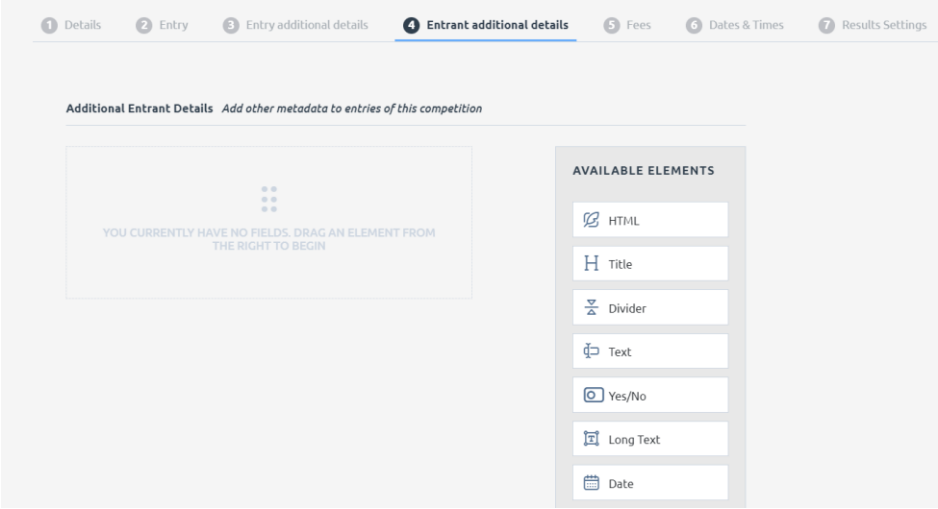


Team Name Format: Leave this blank.	
Click SAVE & CONTINUE	

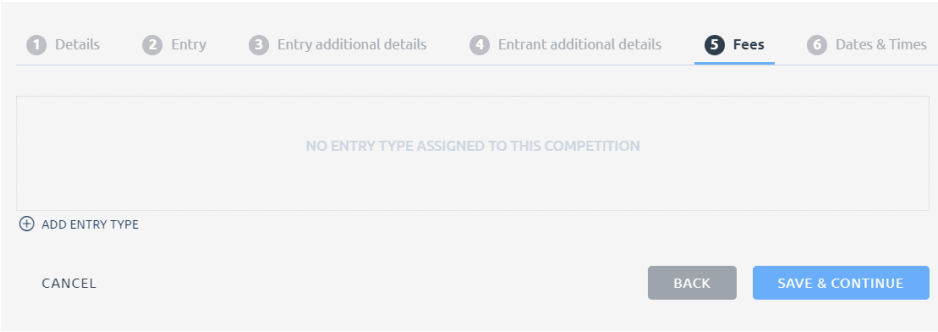
3 – Entry Additional Details

In this section, extra questions can be asked of the team No additional details are required for Pennants. Can go straight to section 5.	

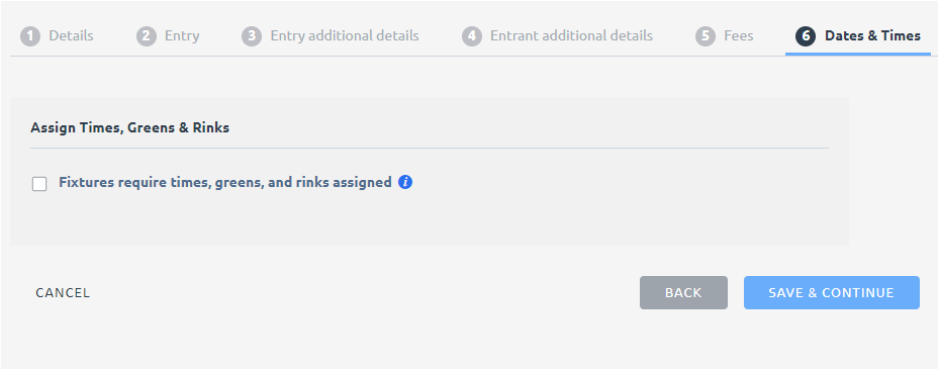
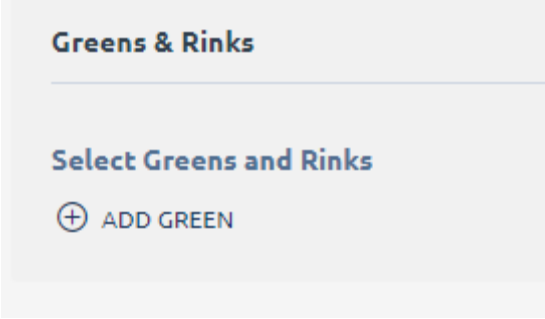
4 – Entrant Additional Details

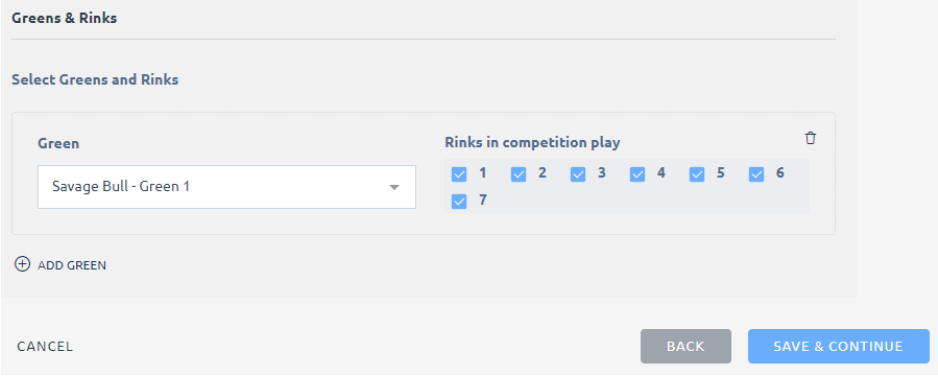
In this section, extra questions can be asked of the players. No additional details are required for Pennants. Can go straight to section 5.	

5 – Fees

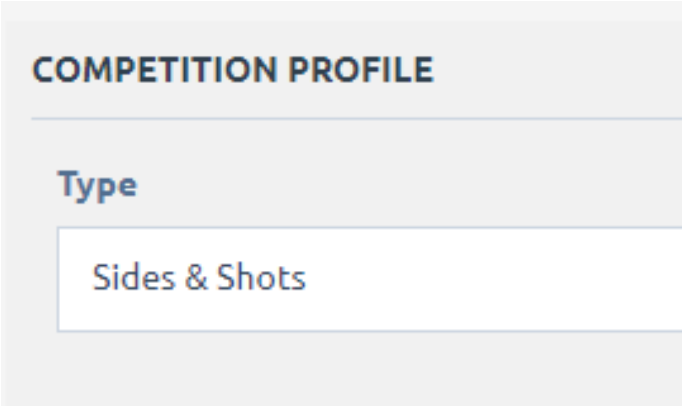
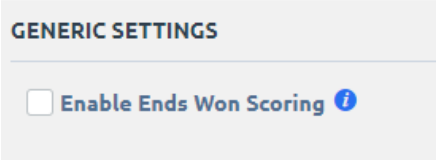
As fees for Pennants are normally done directly with the Zone/District/Region/Association/STA no need to worry about this section.	

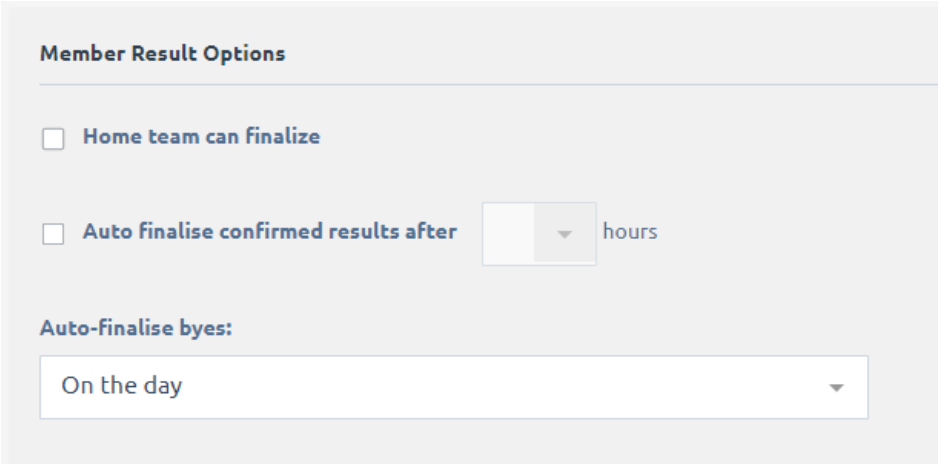
6 – Dates & Times

No need to worry about section 6, as will do dates and times in fixturing and greens will be allocated to home team automictically. If playing any games at a netural 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	

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 Pennants is a sides game, choose **Sides & Shots**.	
Generic Settings Only need to check this box if allowing sides to use the live scoring app.	

Member Results Options *Optitional settings* The default setting is Home team puts scores in after the game and Away team confirms the results. 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. 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.	
Scoring Method Choose the correct scoring method. Most cases with be **SHOTS** that is chosen.	

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.

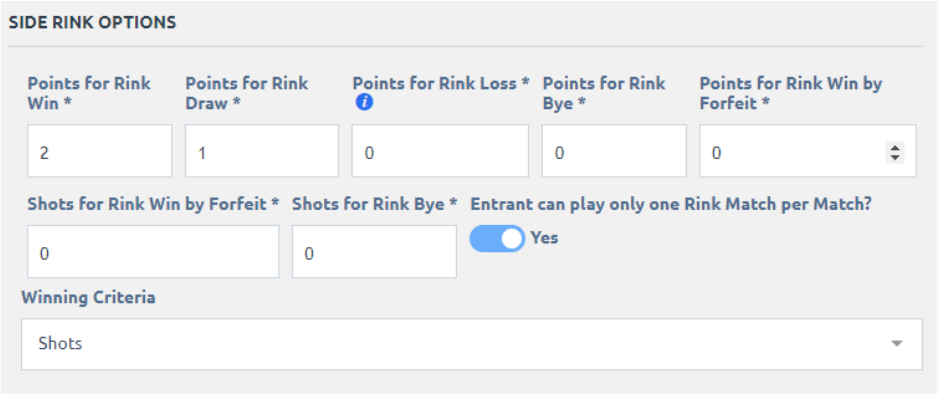
Points for a Rink Draw - Place how many points a rink wins for the rink draw.

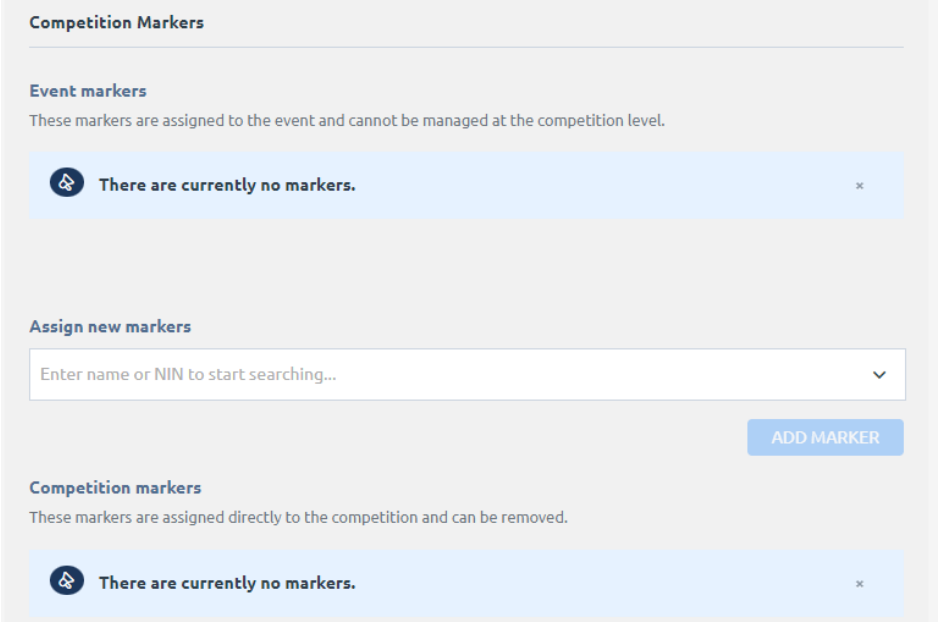
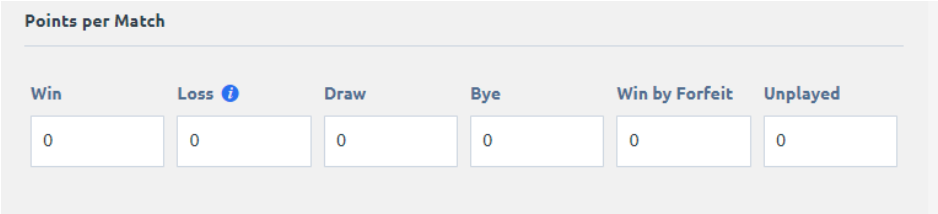
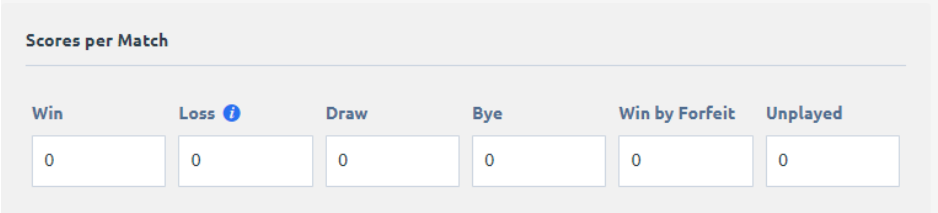
Points for Rink Loss/Points for Rink Bye/Points for Rink Win by Forfeit - Make sure these are as 0 as will point overall points for these later on.

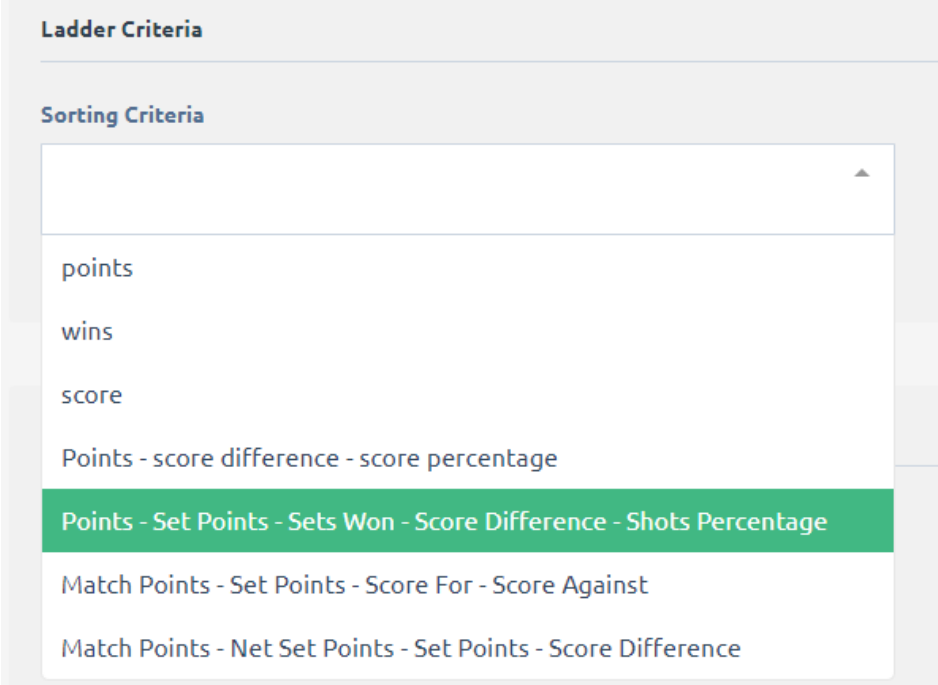
Shots for Rink win by Forfeit & Shots for Rink Bye - Make sure as 0 as will put total shots later on.

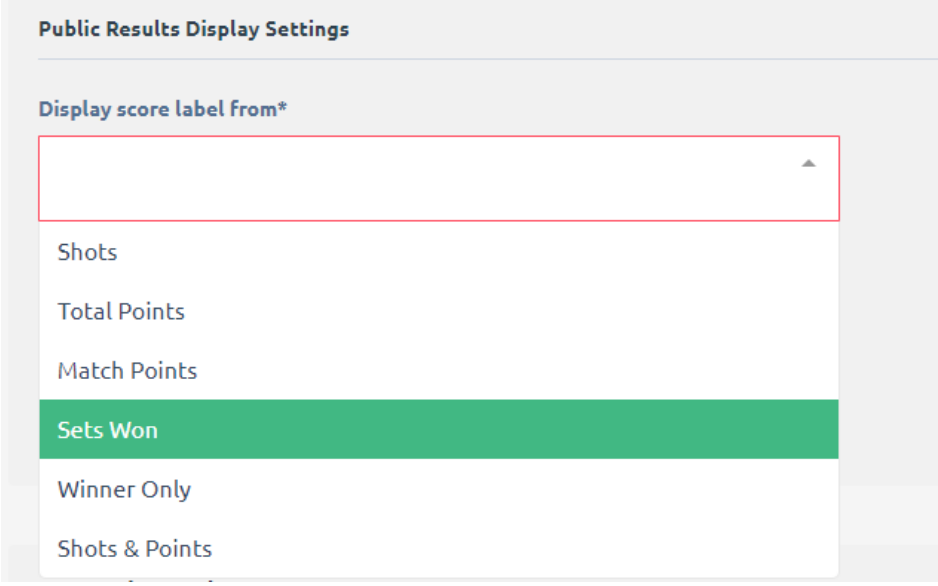
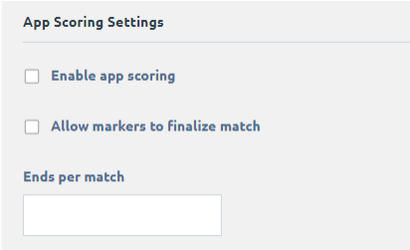
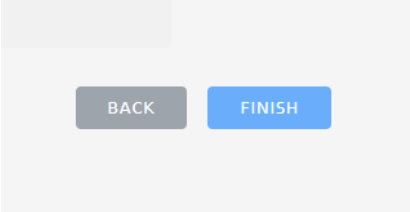
Entrant can play only one Rink Match per Match? - make sure is changed to YES, otherwise players can be selected in multiple rinks.

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



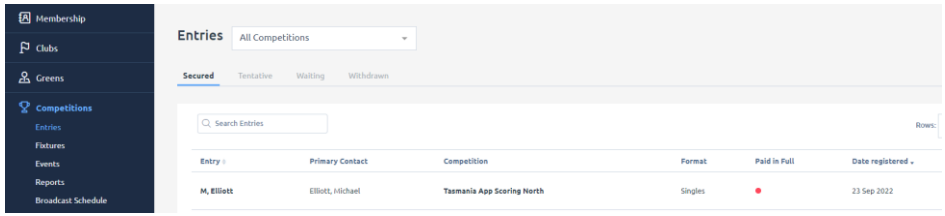
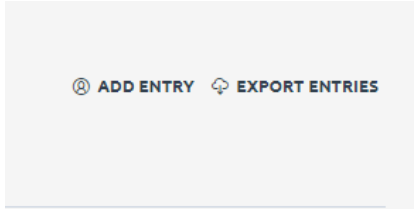
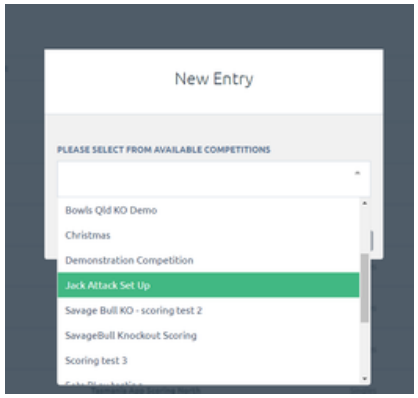
Competition Marker Leave this section as relates to the scoring app.	
Points per Match This is where the points for a overall side win are placed. **Forfeits/Byes** - makes sure this is the all the points for a forfeit/Bye. **Unplayed** - This is normally the split overall points or when the game can not be played.	
Scores per Match This will only be used if Byes/Forfeits give shots to scores. Scores can stay 0.	

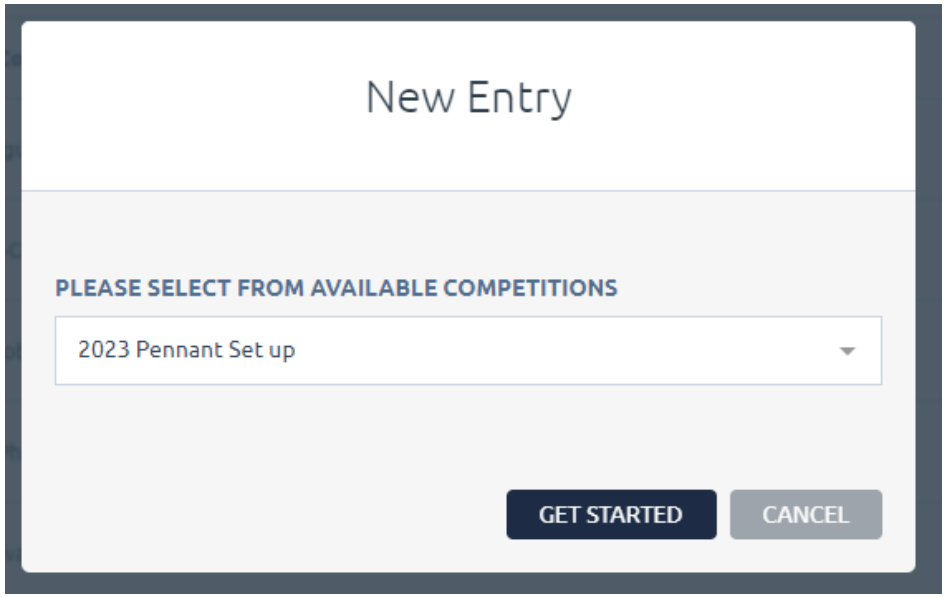
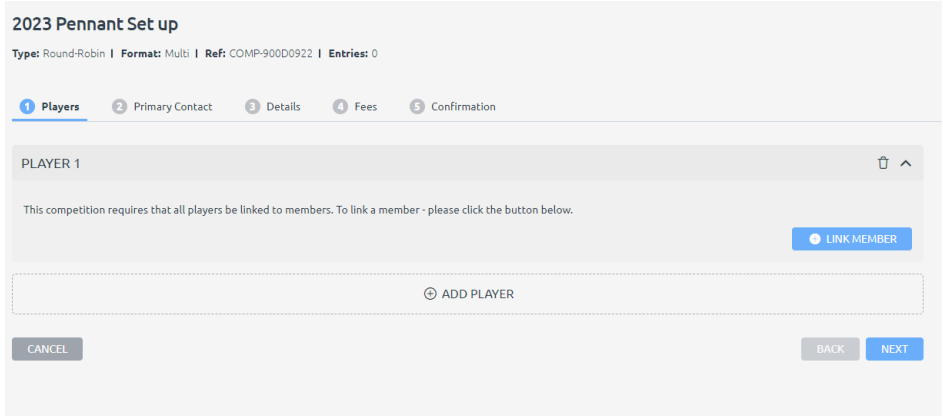
Ladder Criteria Can choose an option on how the ladder can be sorted. There are many options depending on the scoring system chosen. ***We recommend:*** POINTS – SCORE DIFFERENCE – SCORE PERCENTAGE	

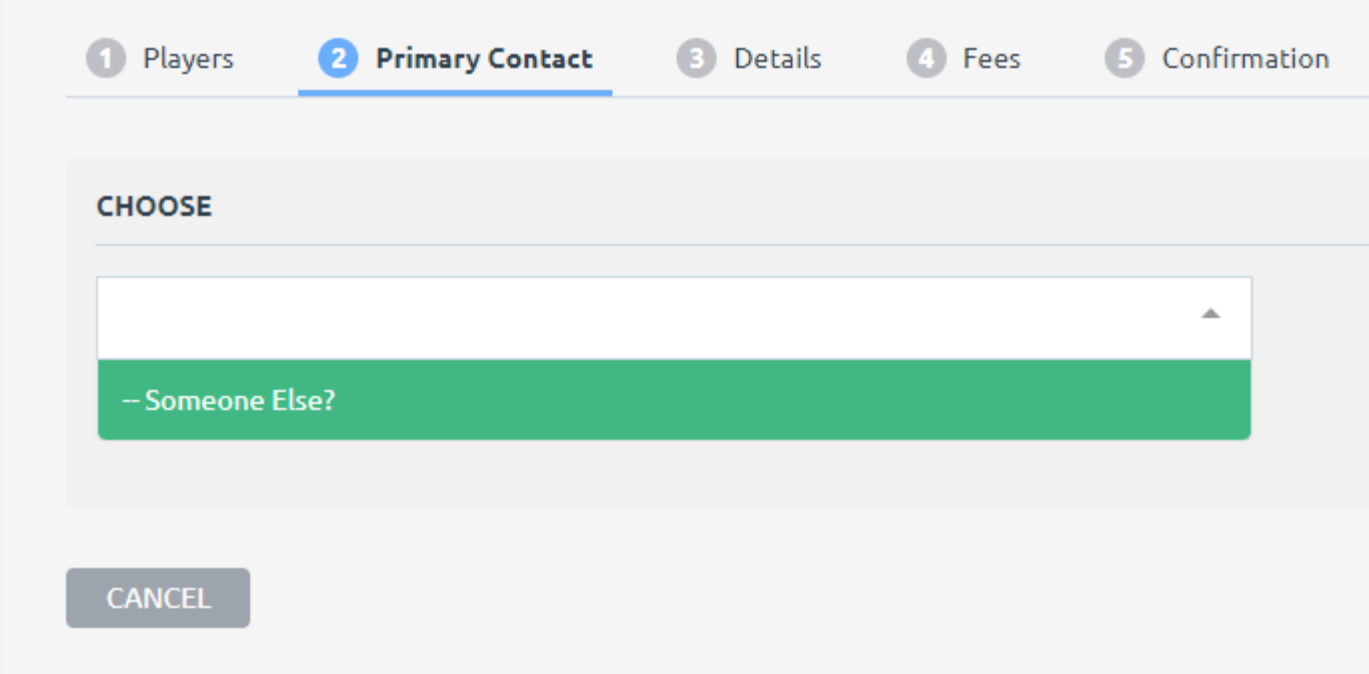
Public Results Display Settings This is what it will be displayed on https://results.bowlslink.com.au/ Recommend choosing Shots & Points.	
App Scoring Settings Leave these as they are for the scoring app.	
Click **FINISH**	

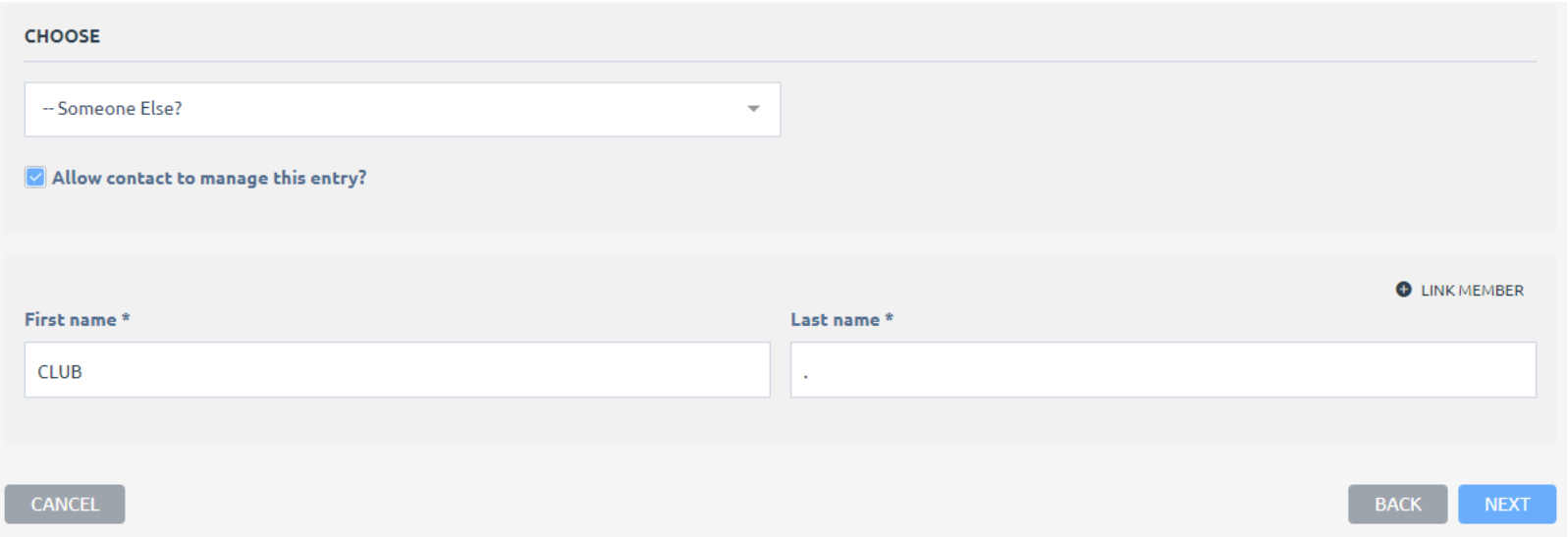
Adding an entry into BowlsLink as the administrator

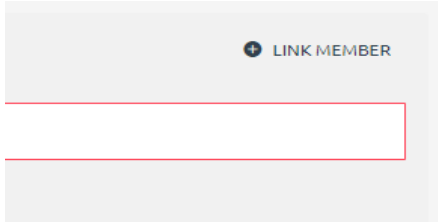
For a Pennant Competition, as the administrator for the competition, you will be putting in the Clubs Side entries and linking them to the club so they can edit once season starts.

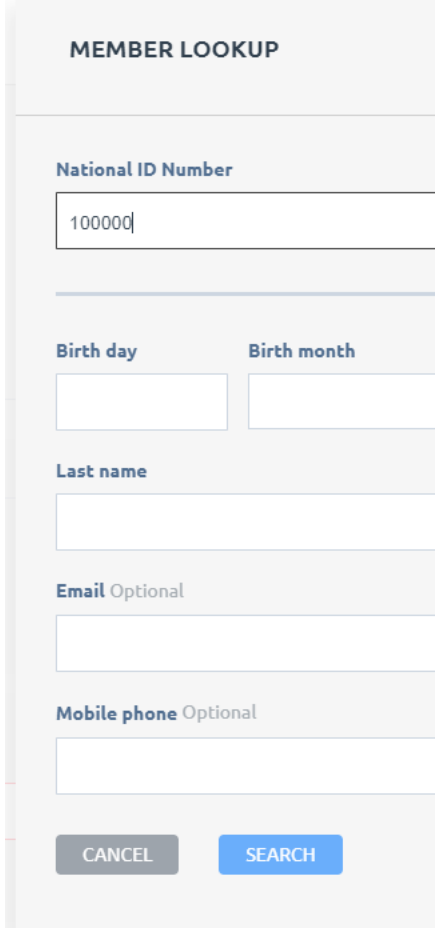
This is done in the Entries screen under Competitions.	
Then on the right side of the screen choose **ADD ENTRY**	
A pop-up box will appear and from the drop-down box select the correct competition.	

Select **GET STARTED**	
Players No need to do anything on this page as you don't know the players for each side. Click **NEXT**.	

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

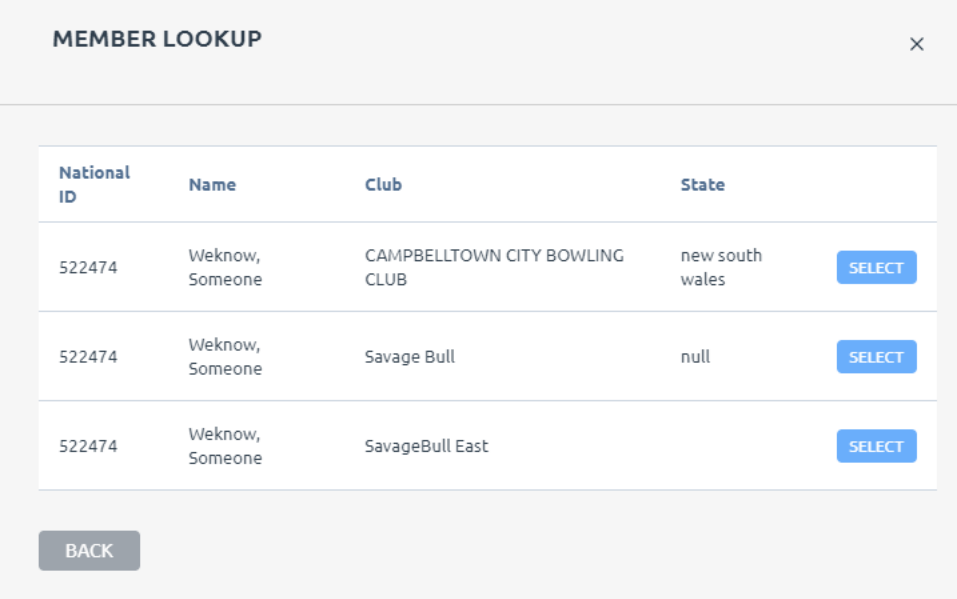
There is two Options from here on what you can do. If you are unsure who is the Primary Contact or don't have their National Member Number, you can just put the club name in the First and Last name Boxes. Both Boxes need to be filled in. If club has only one name, just put a full stop in the Last Name box. Then click **NEXT**.	

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.	

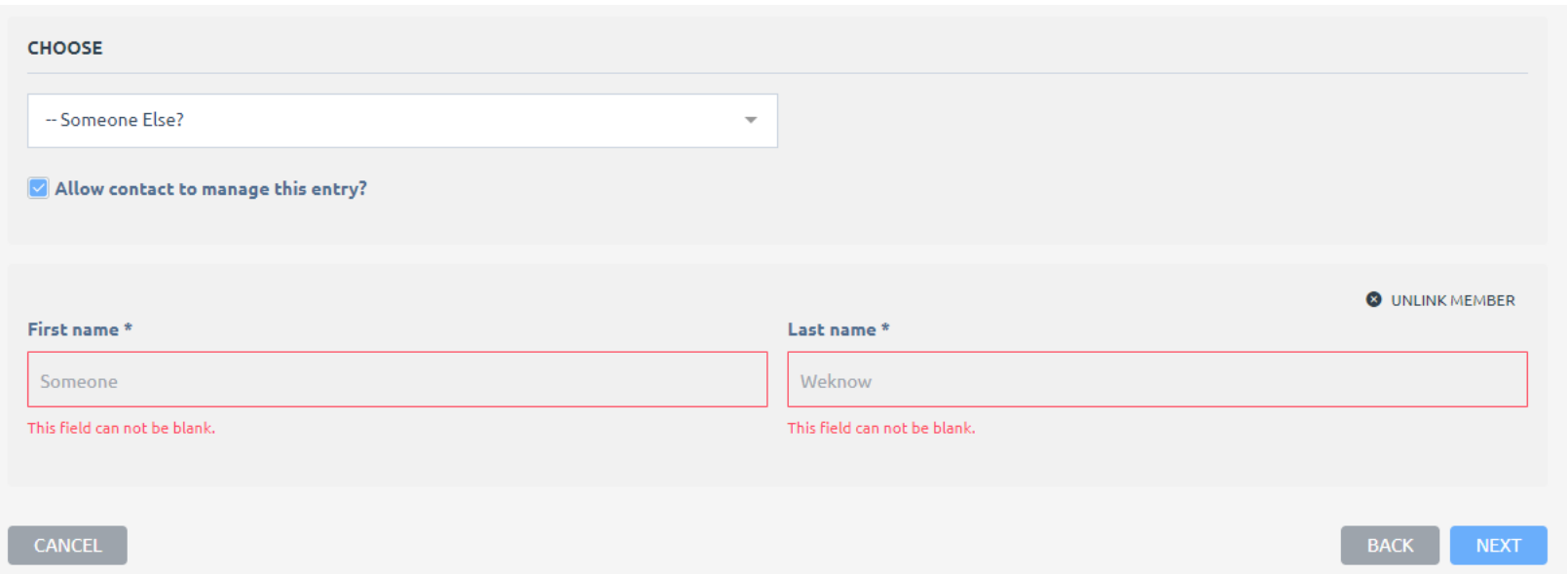
MEMBER LOOKUP

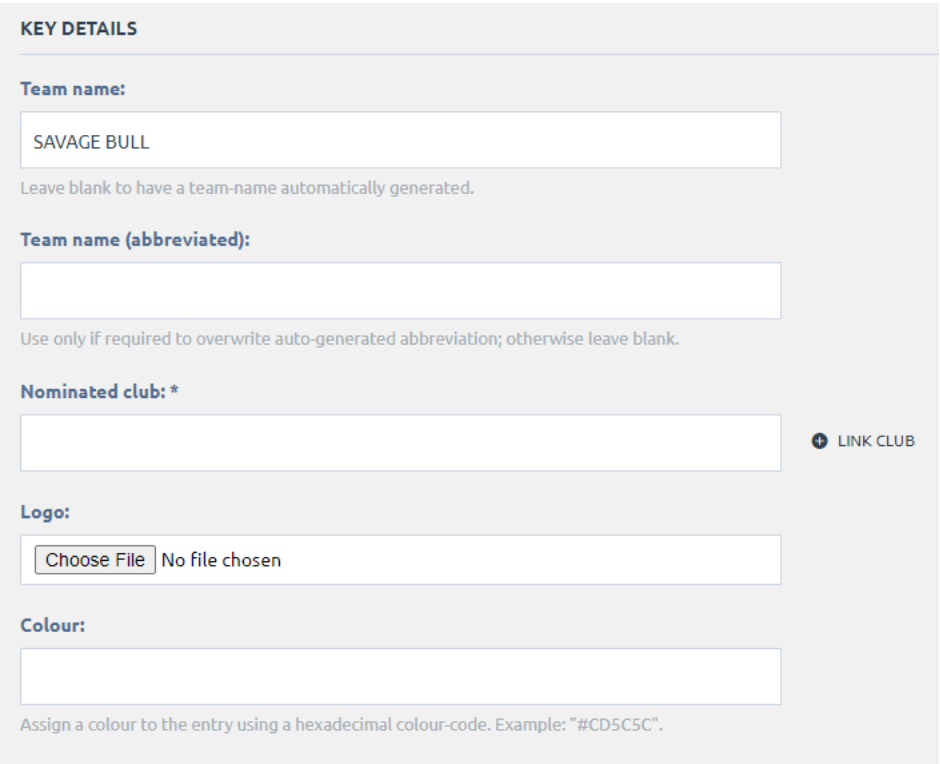
It will then show options matching the National Member Number, if the right person appears, click the **SELECT** button against the right club for that entry.

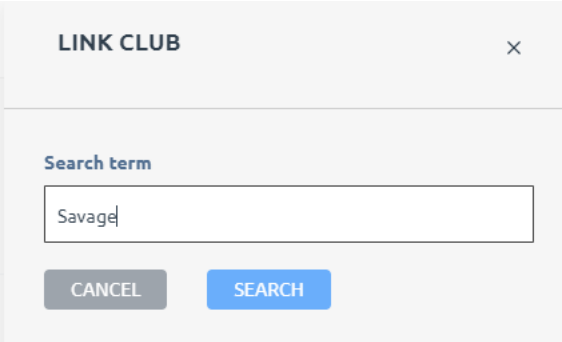


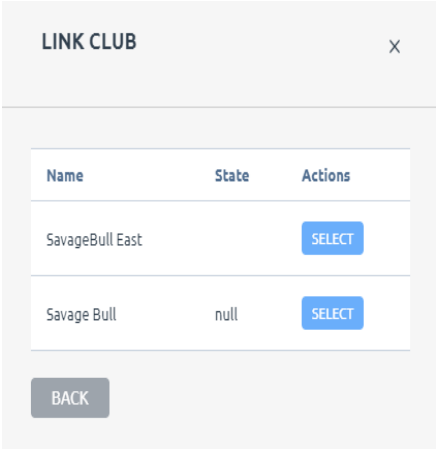
This will then show the members name that has been linked in the First and Last Name boxes.

Click **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.**	

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**.	

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.	

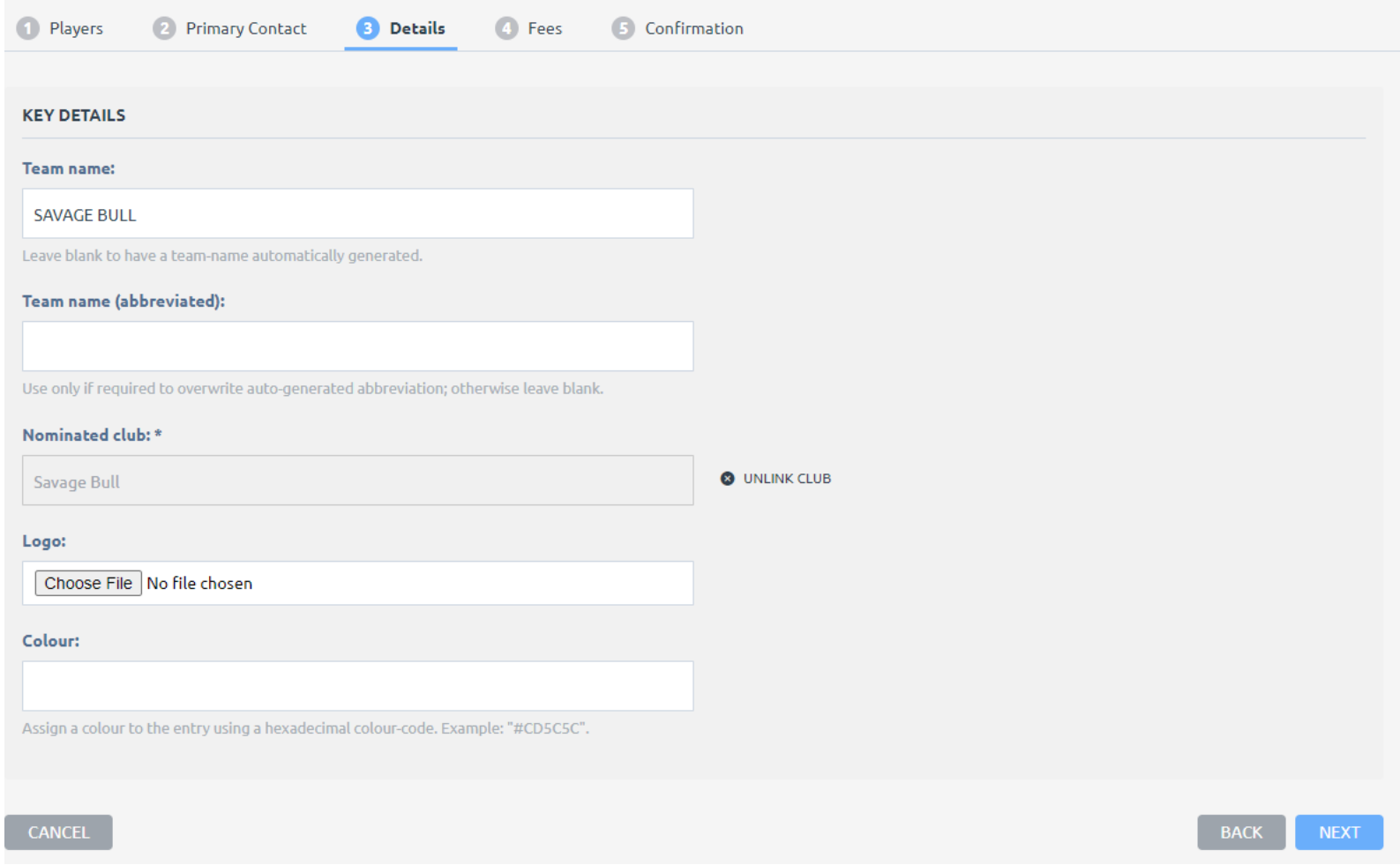
LOGO

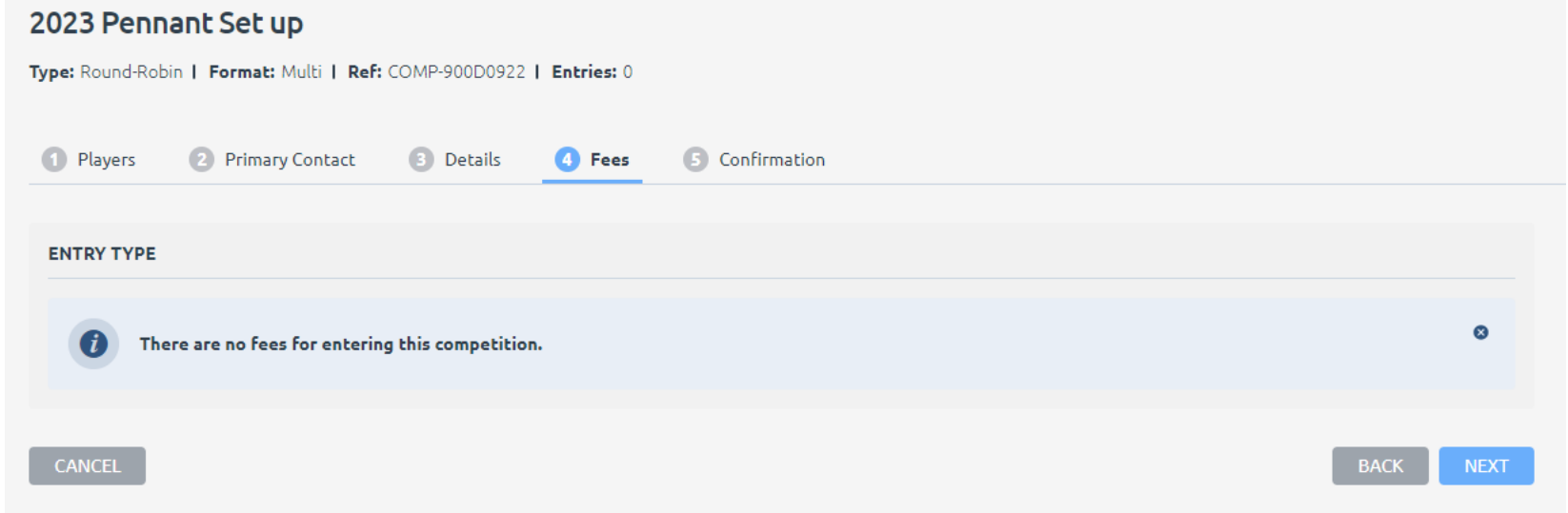
If you have the club logo, can attach it here, but not required, the club can add it later if they choose to.

COLOUR

Leave this

Click **NEXT**.



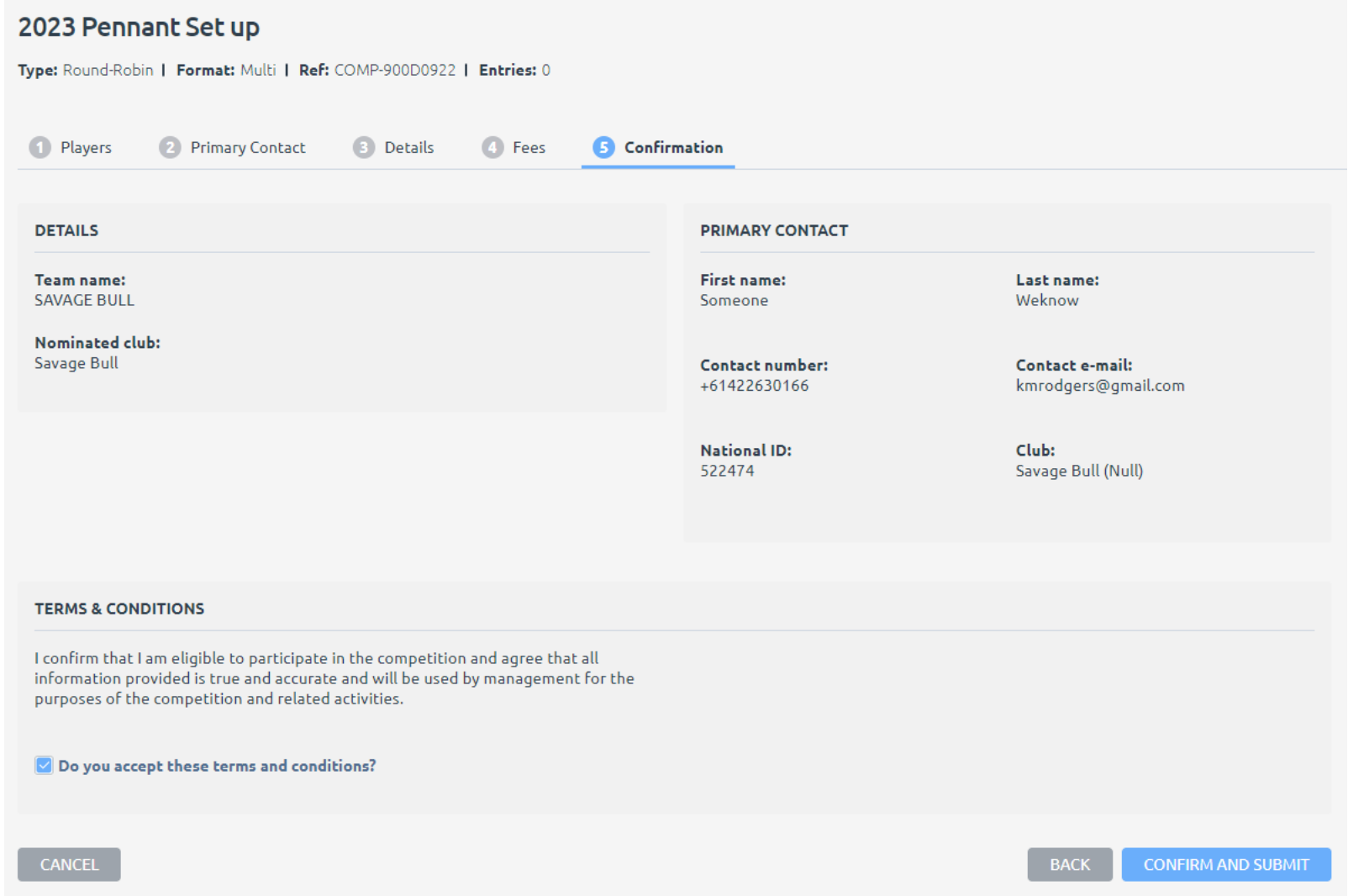
FEES As no fees being taken, Click **NEXT**.	

Confirmation

This is a summary of all the players information entered.

Confirm details are correct.

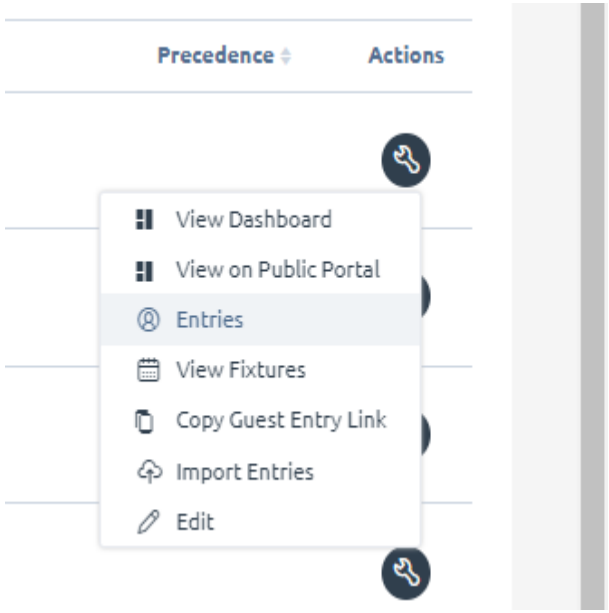
Under **TERMS & CONDITIONS**, click the box to agree and then click **CONFIRM AND SUBMIT**.



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

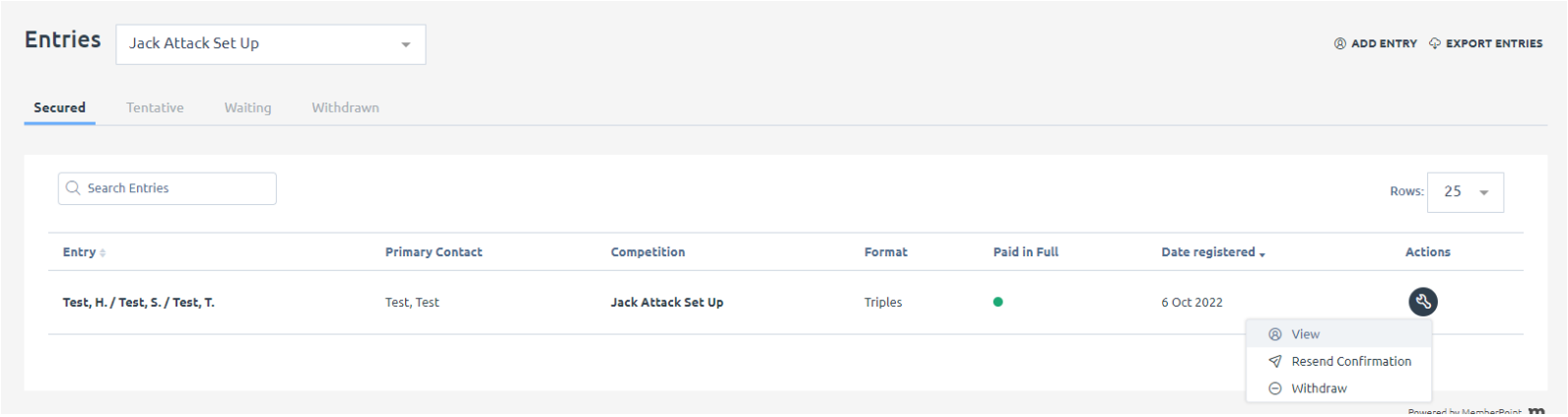
View the entry and potentially edit from that view.

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).*

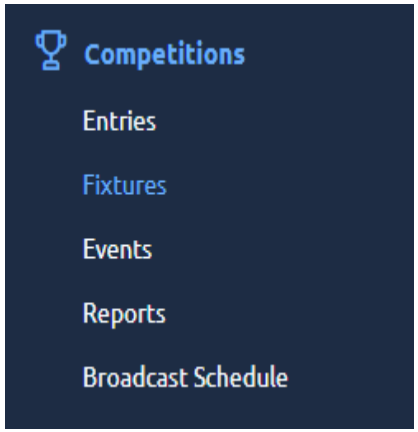
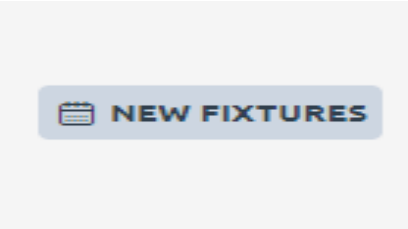


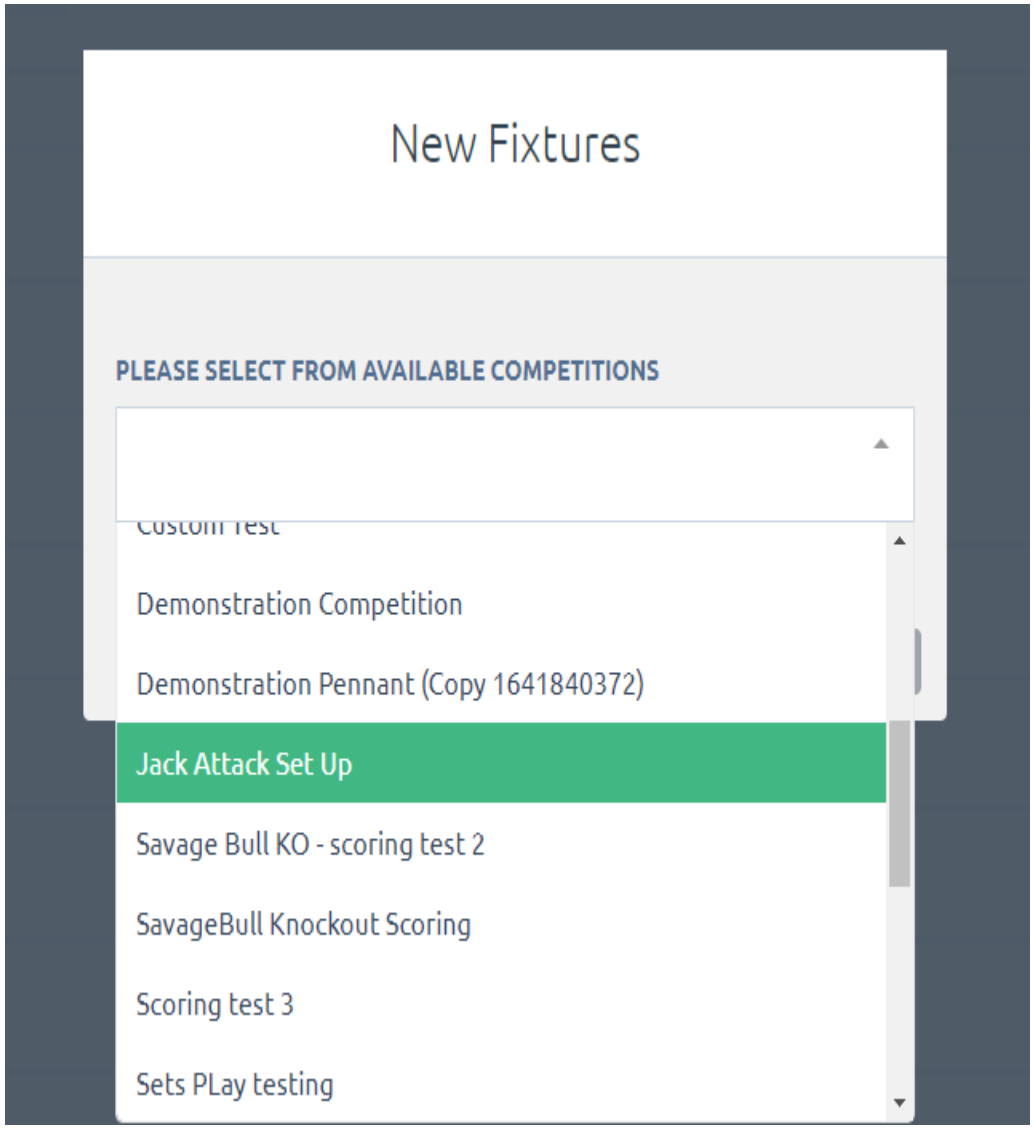
Fixtures

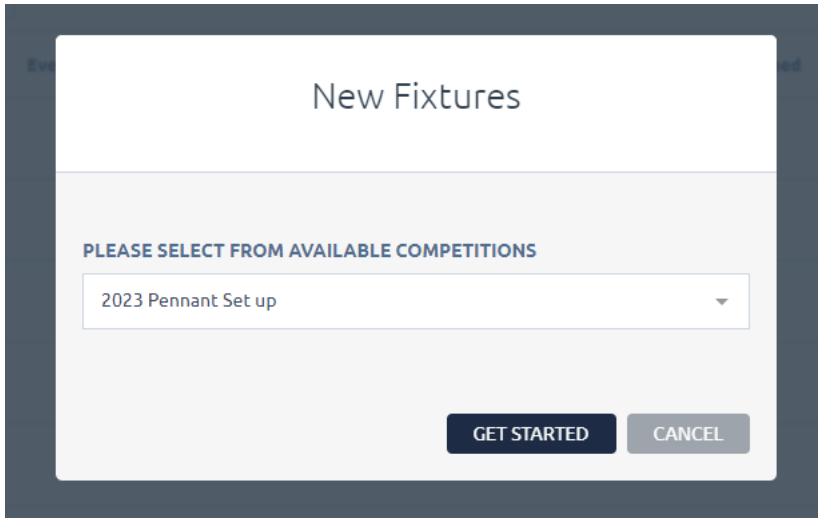
Once entries are in the system under the competition, fixtures can be completed.

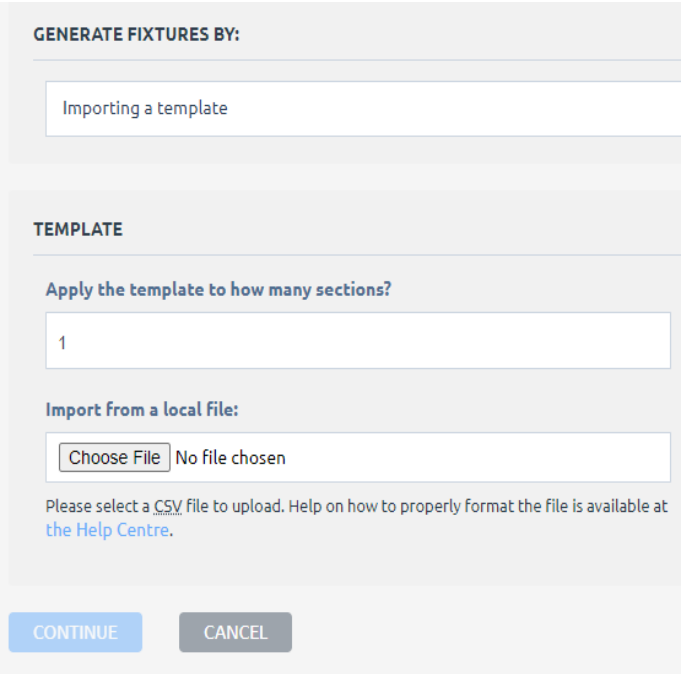
The below steps will guide you through importing your fixture into the system.

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

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

Click **GET STARTED**.	

Generate fixtures by: Change this to **IMPORTING A TEMPLATE** parameters. **<u>TEMPLATE</u>** **Apply the template to how many section?** 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.	

Import successful?

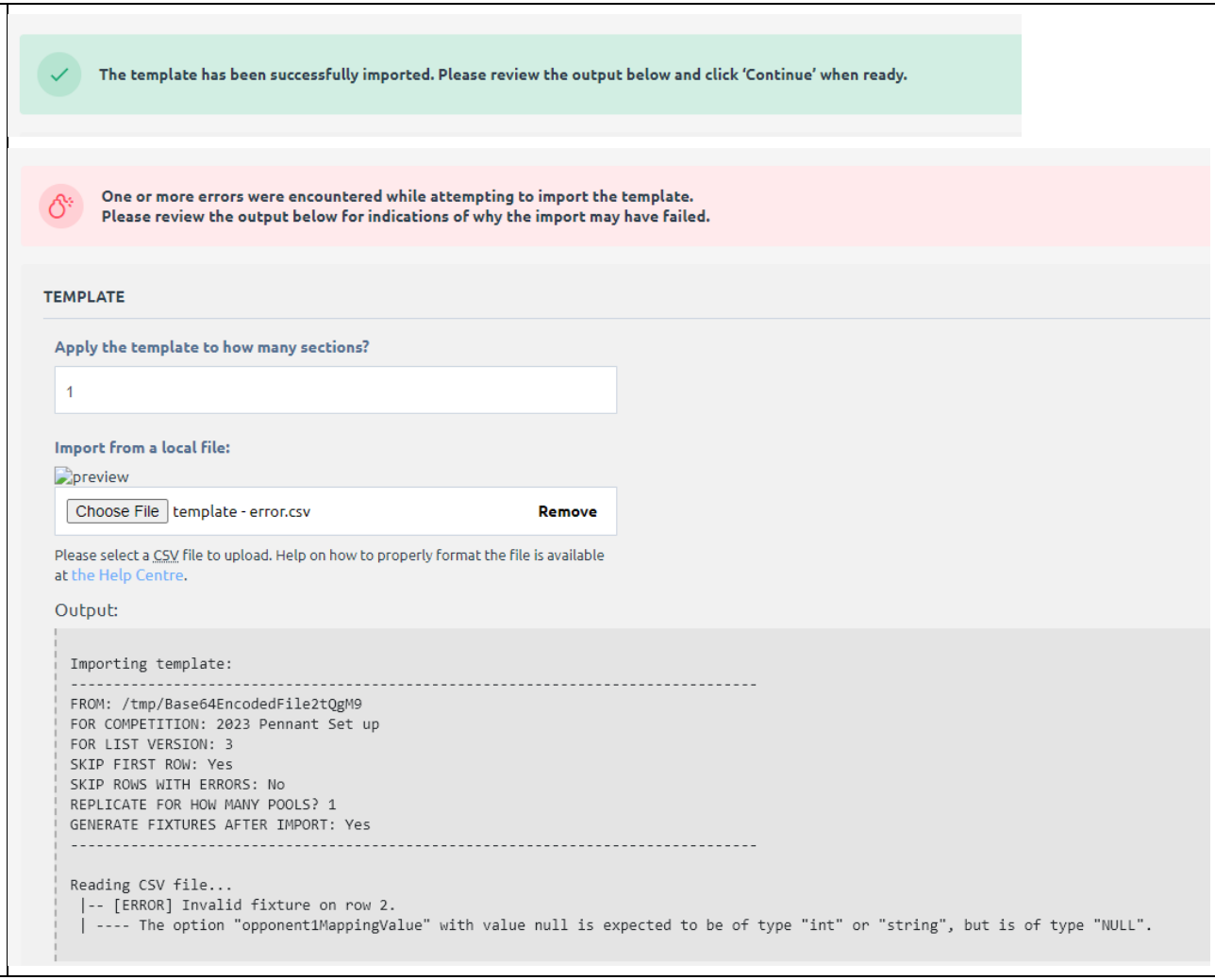
Once you choose the file, it will do a check to make sure it is compatible.

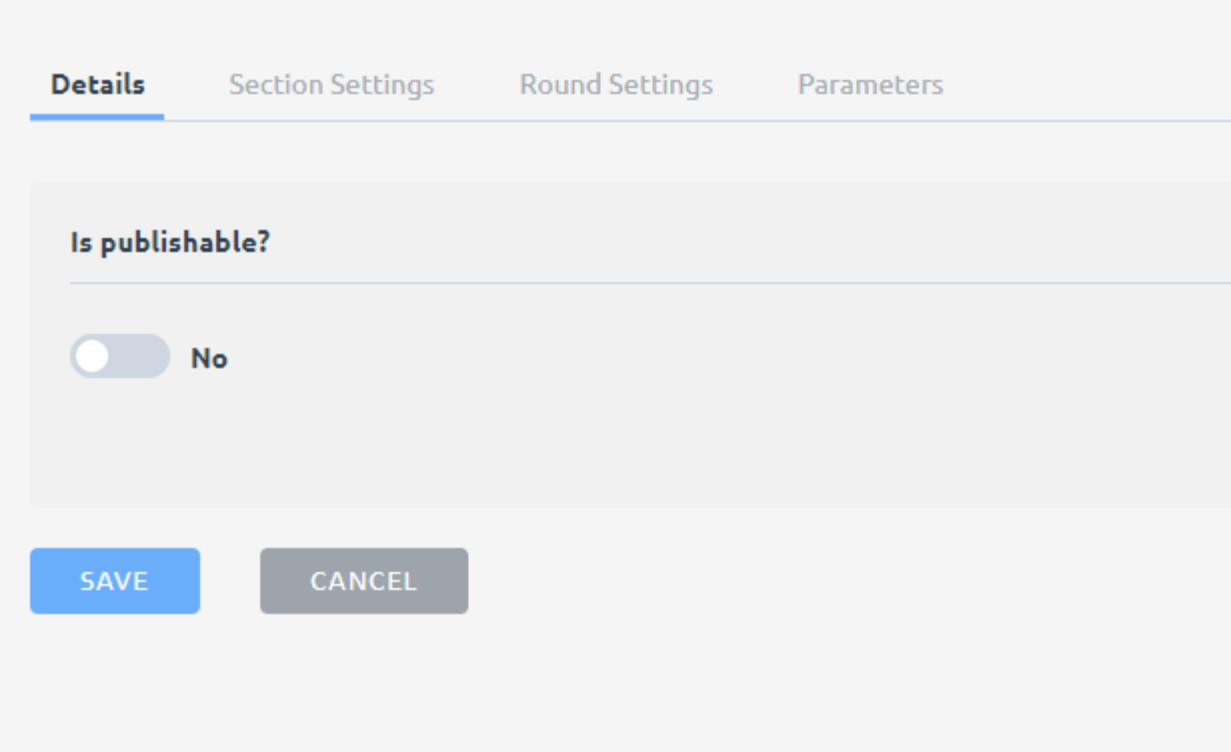
You will either see a green bar to say Import Successful

or

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

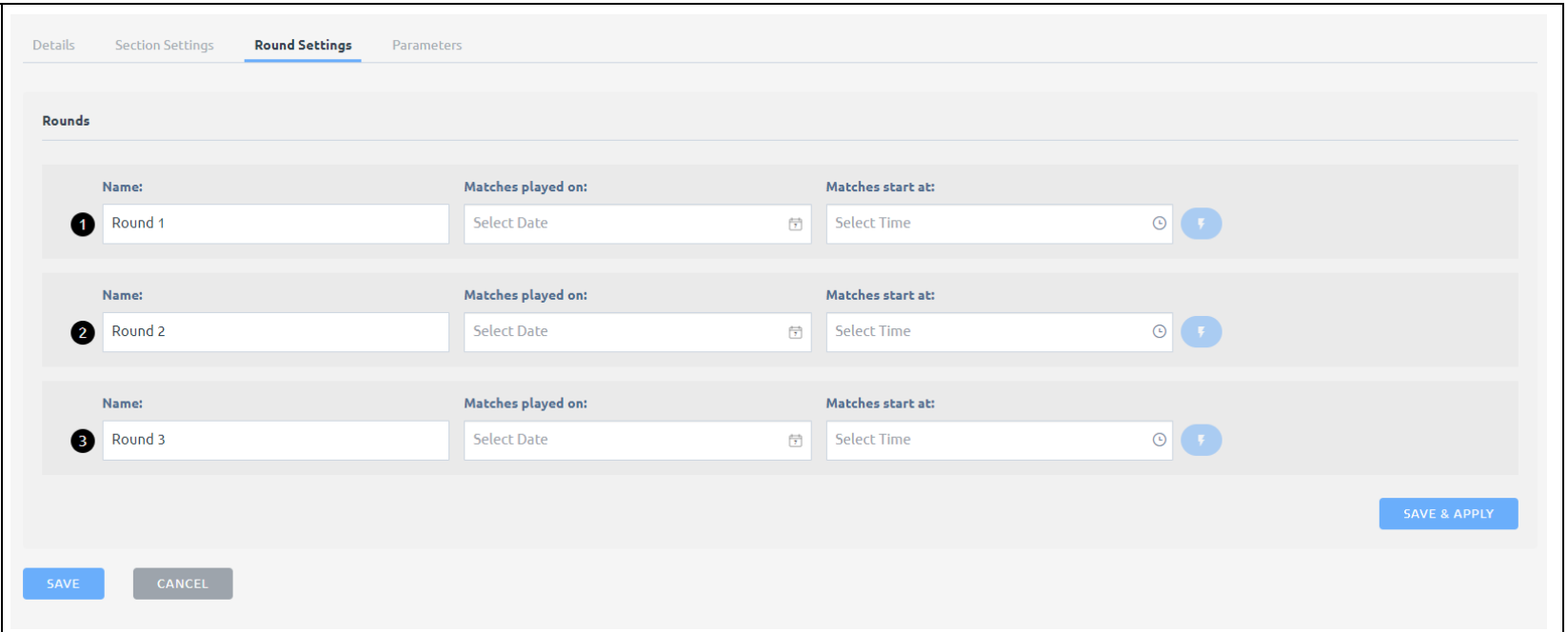
If all ok and template successfully imported, click **CONTINUE**.

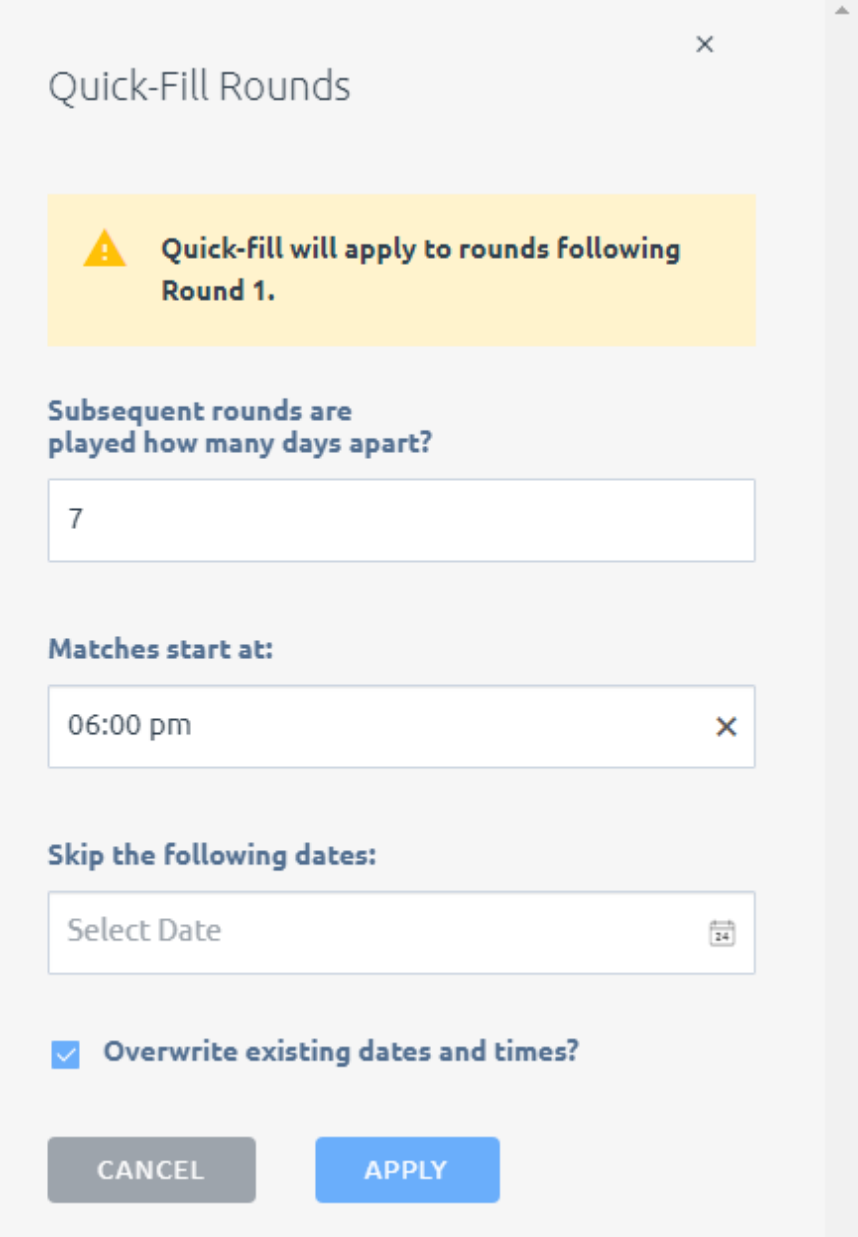


Once generated, this page will be displayed. Click on **Round Settings**.	

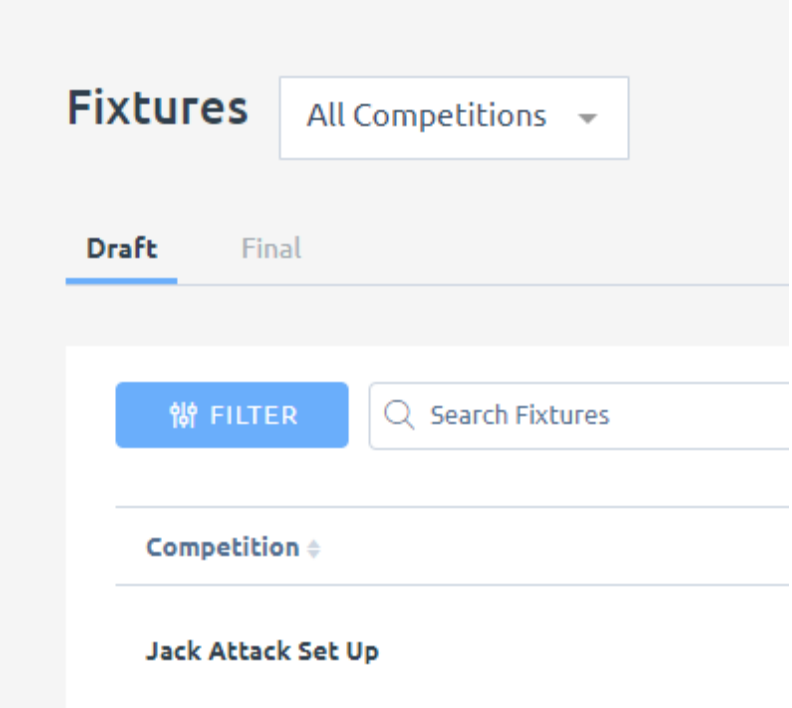
Fill out the playing dates and match start times (noting in 24 hour time)

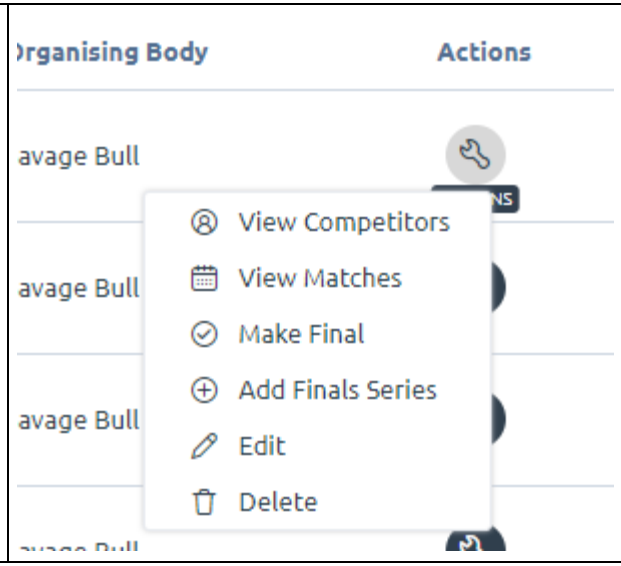
On the right click **SAVE & APPLY** and then **SAVE** on the left.

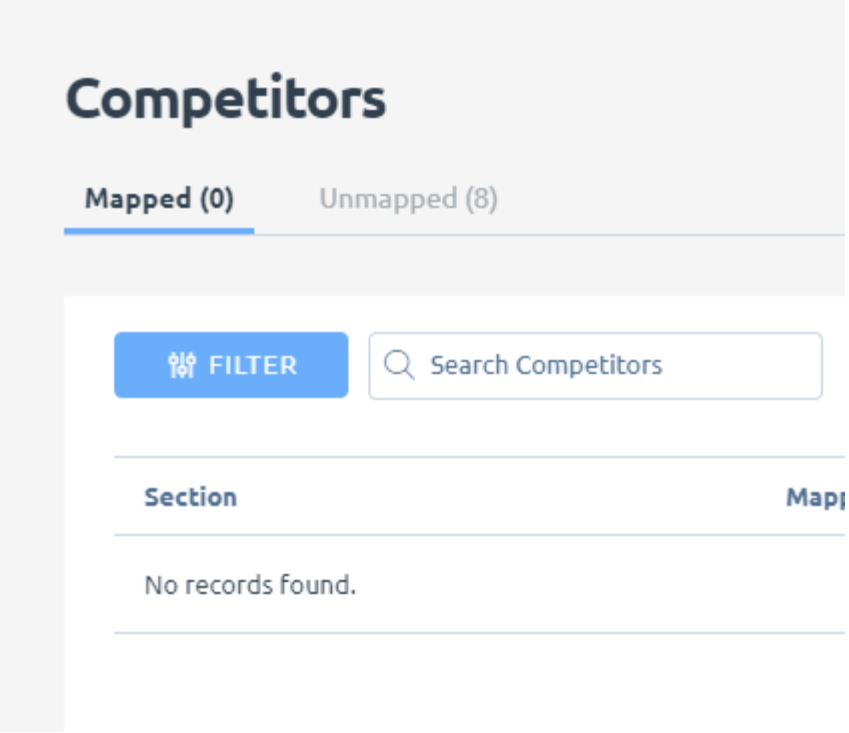


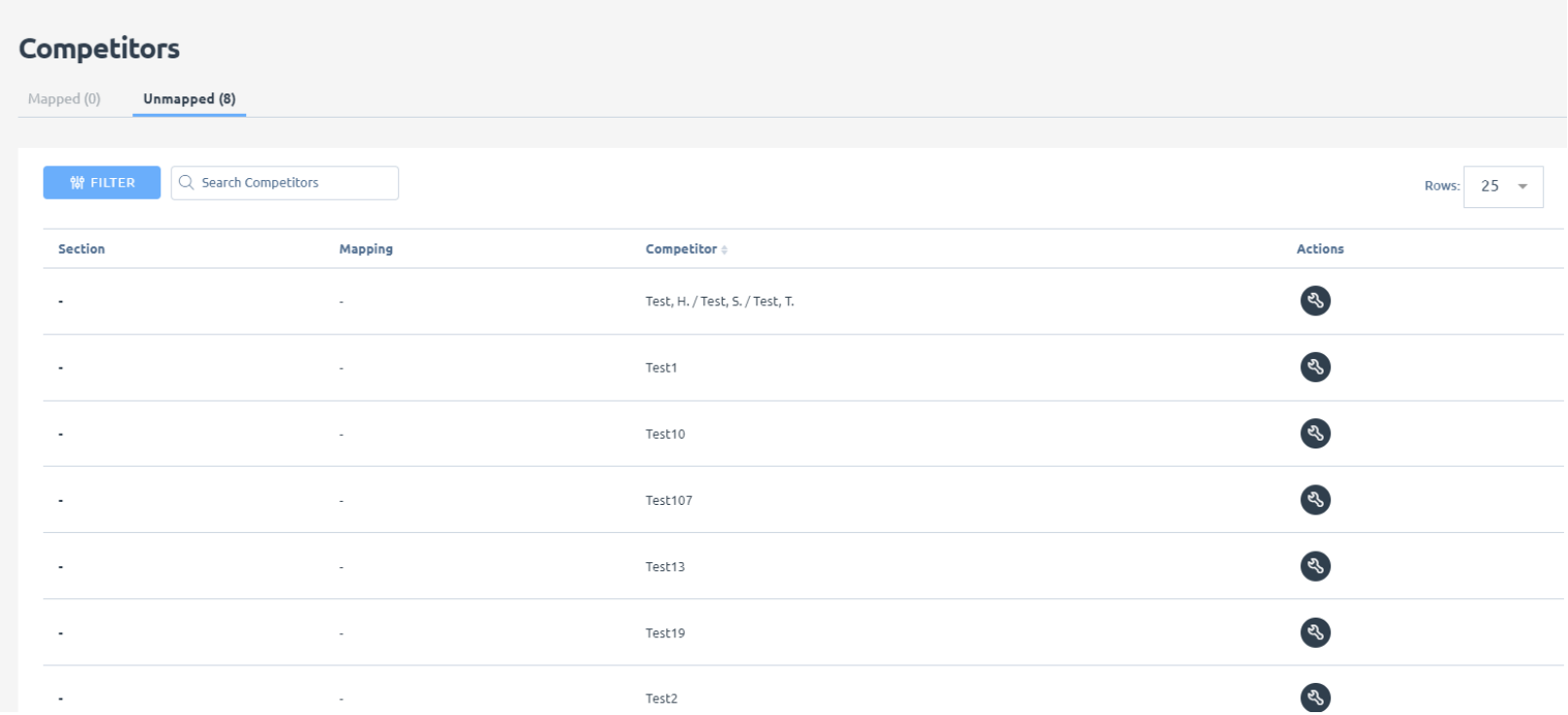
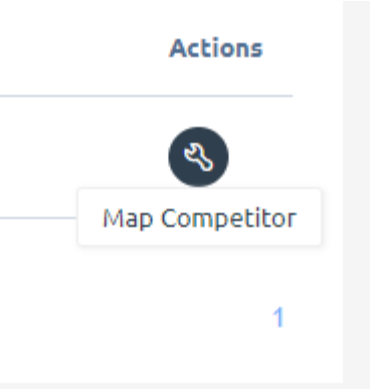
The **Blue Lighting Bolt button** can do an autofill. E.g. choose how many days apart each round is, if all at the same time and also which days will be missed (example christmas day). Click **APPLY** once completed.	

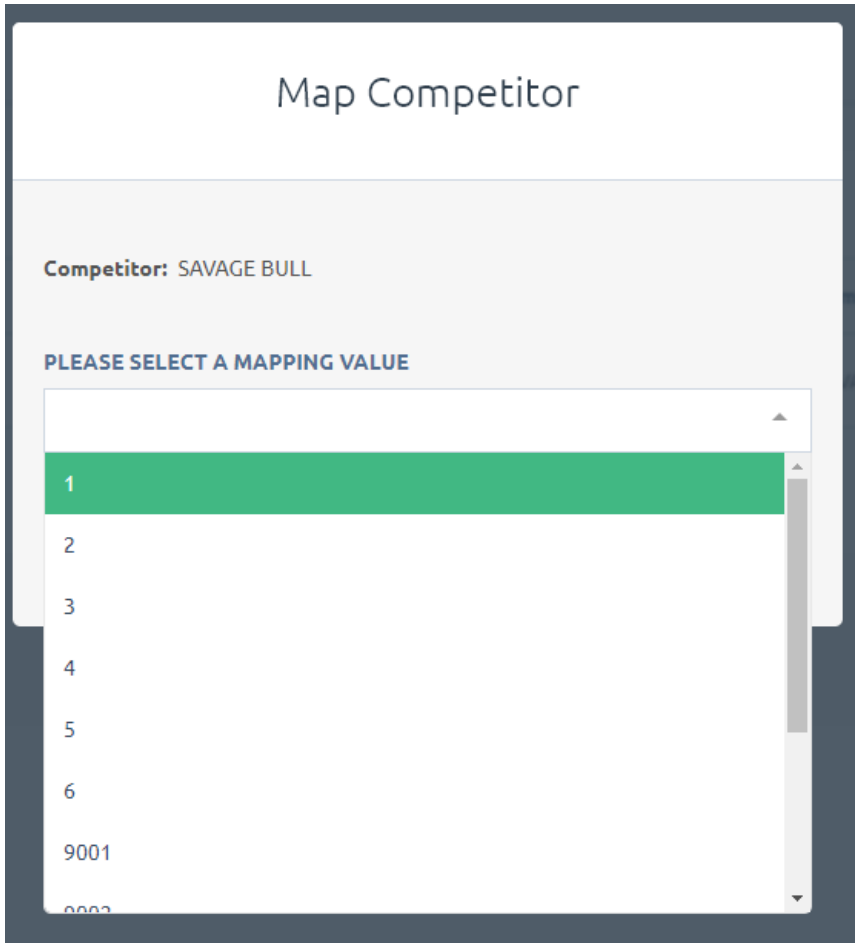
Click on **fixtures** on the left-hand side menu bar.	

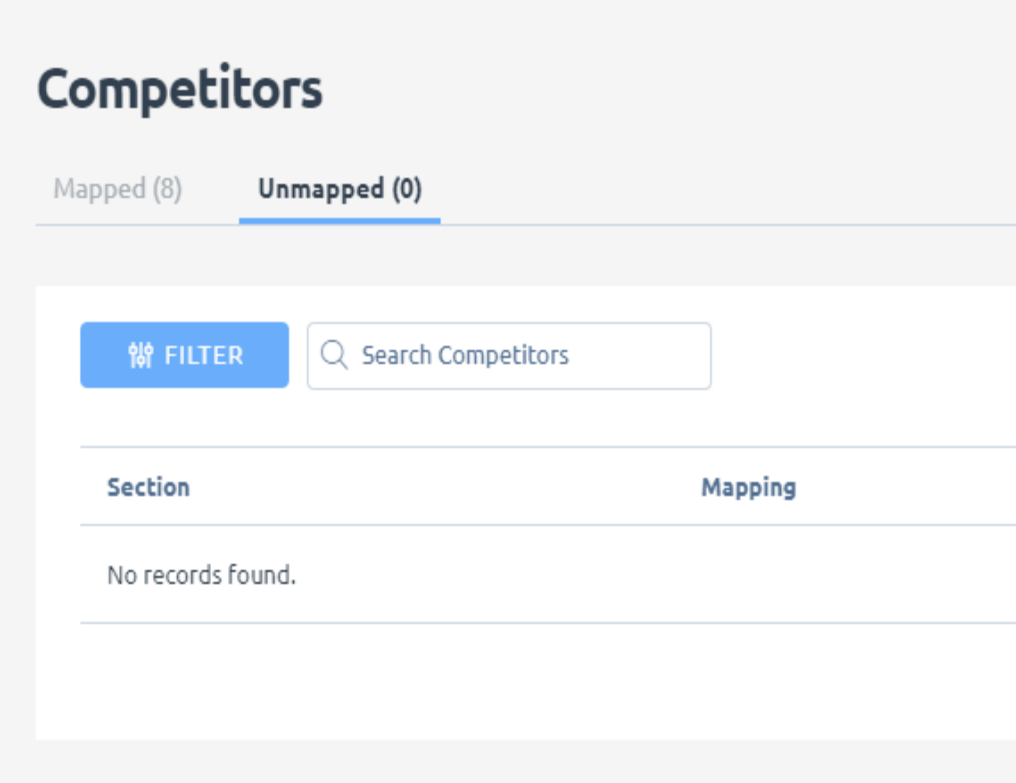
It will default to final tab. Select the **Draft** Tab.	

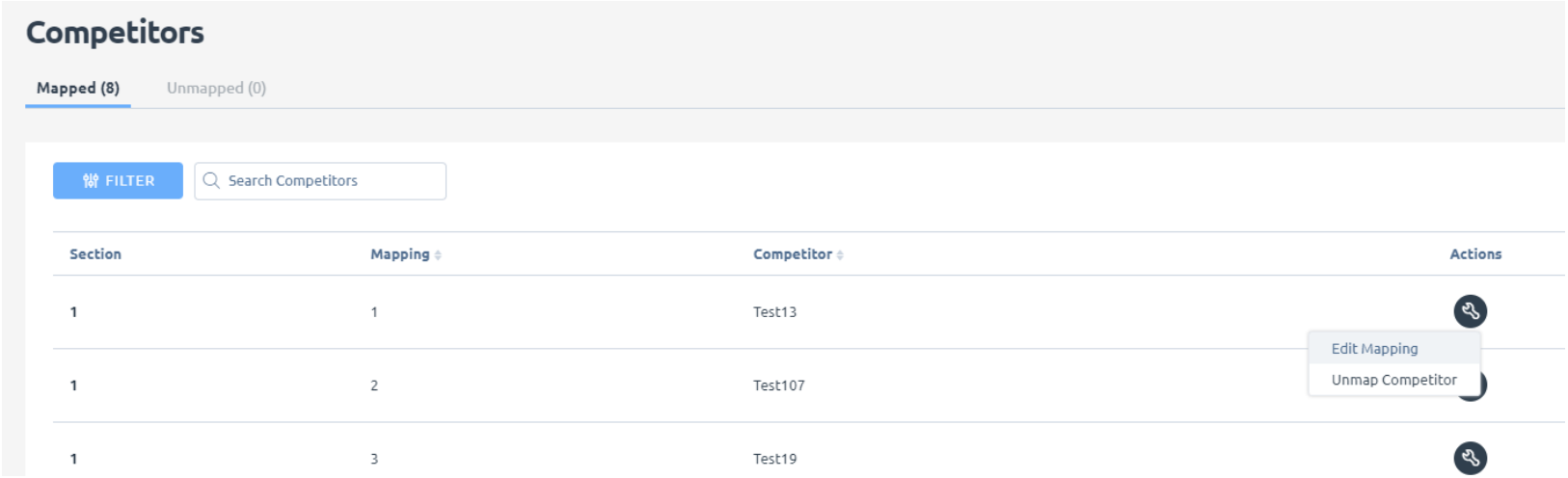
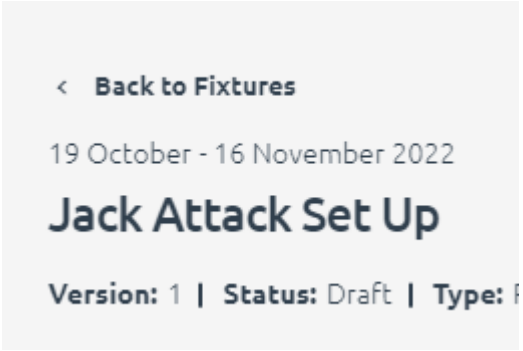
Find the fixture and go to the **Actions** column and click on the **spanner**. From here, select **VIEW COMPETITORS**.	

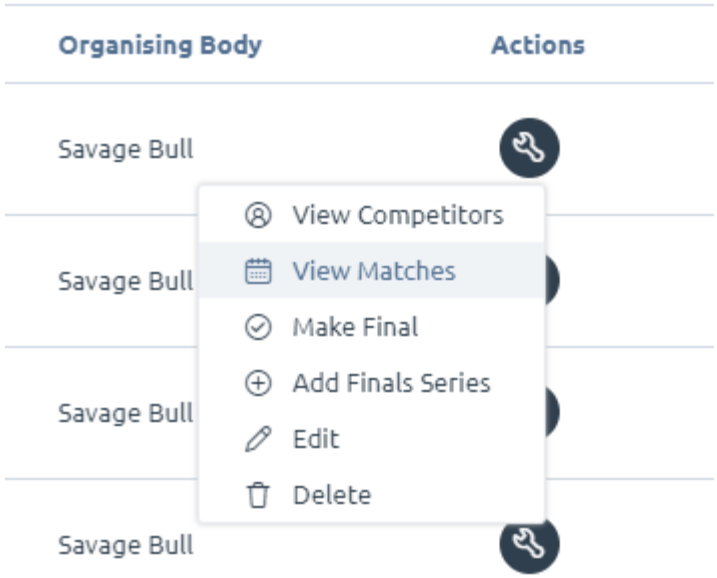
Select the **UNMAPPED** tab.	

This will then show all the entries under this competition. **“Map”** them to a position number on the fixture.	
Next to each team, there is a Spanner. Click the **SPANNER**. Choose MAP **COMPETITOR**.	

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.*	

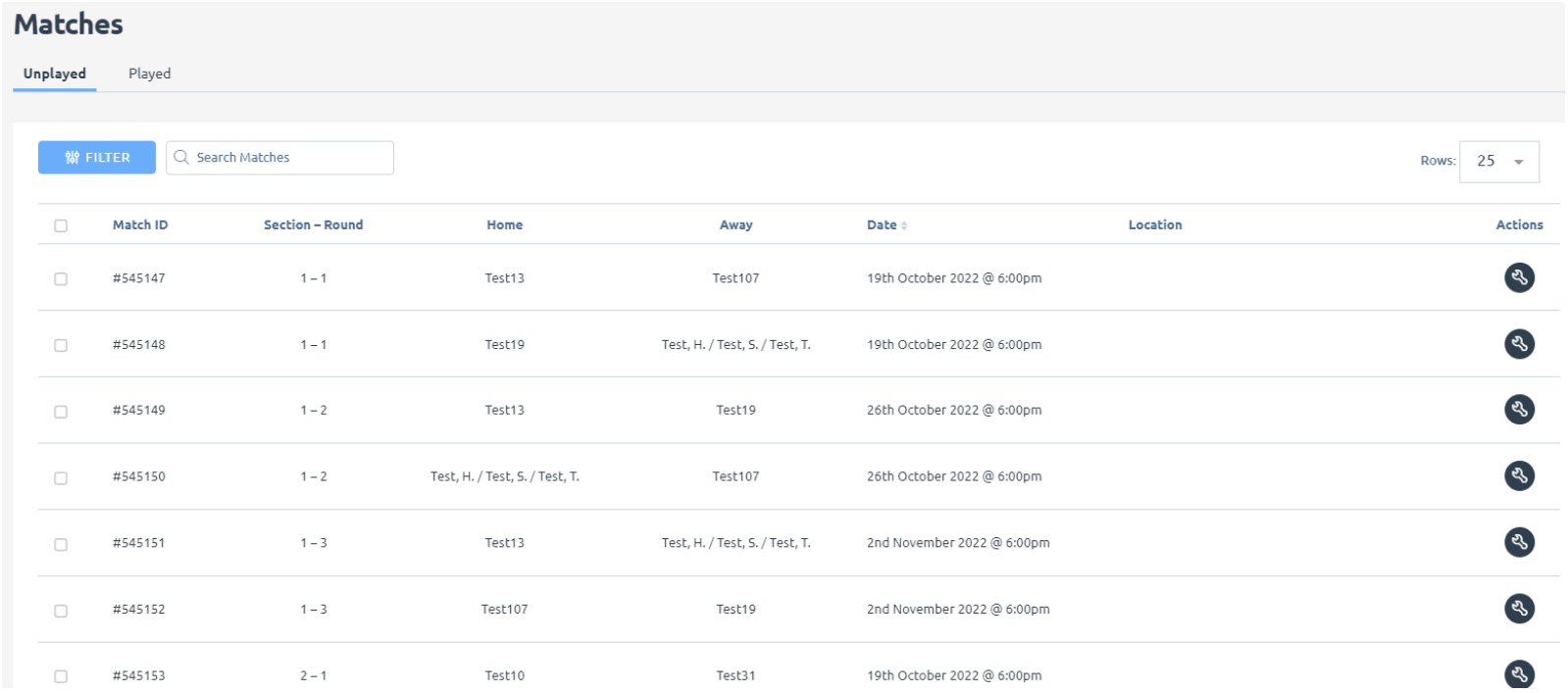
The teams will then move from the **UNMAPPED** tab to the **MAPPED** tab. Select the **MAPPED** tab to view their number.	

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.	
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.

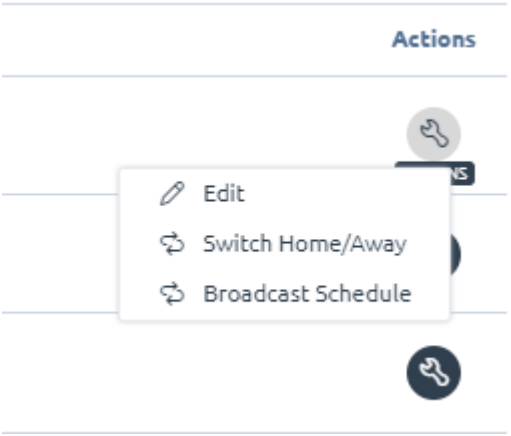
Locations will be automatically added as Home Club.

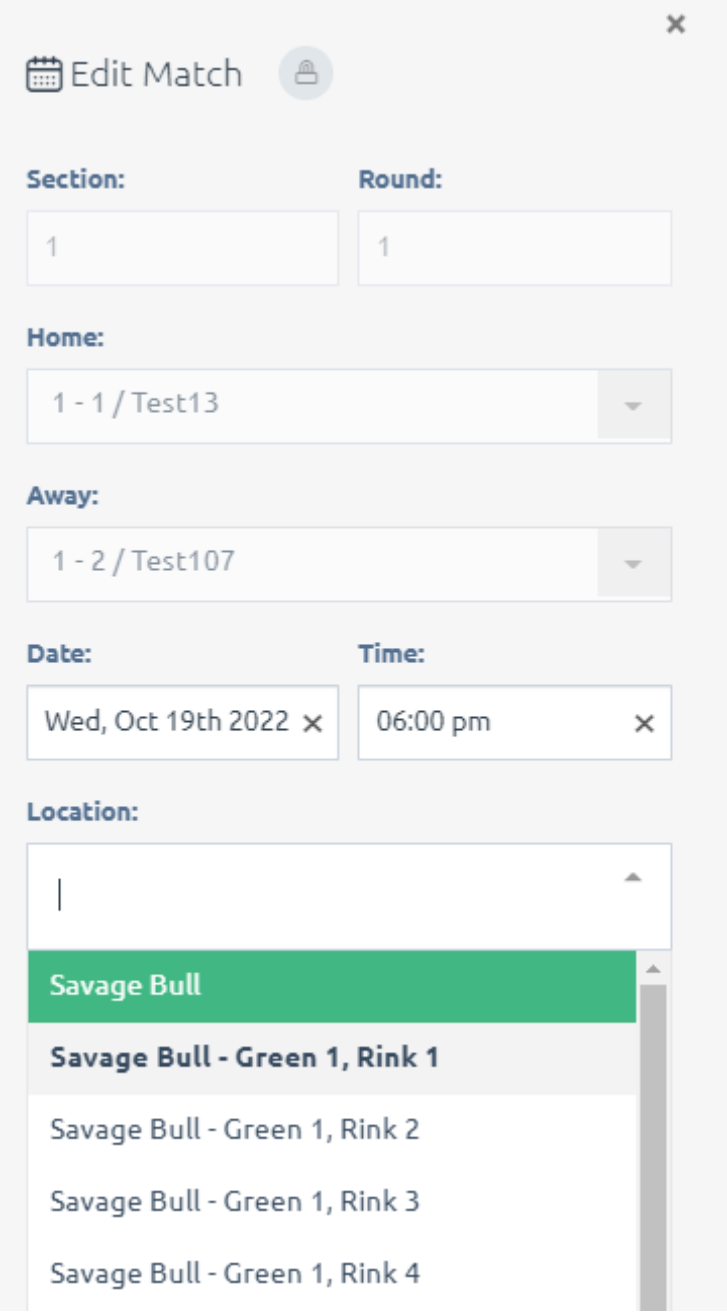


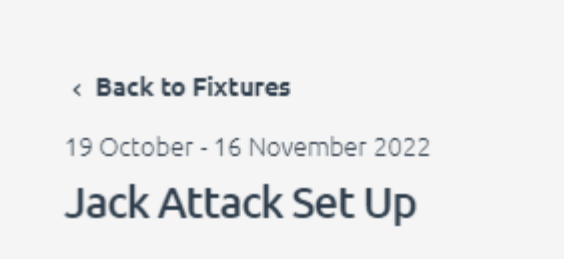
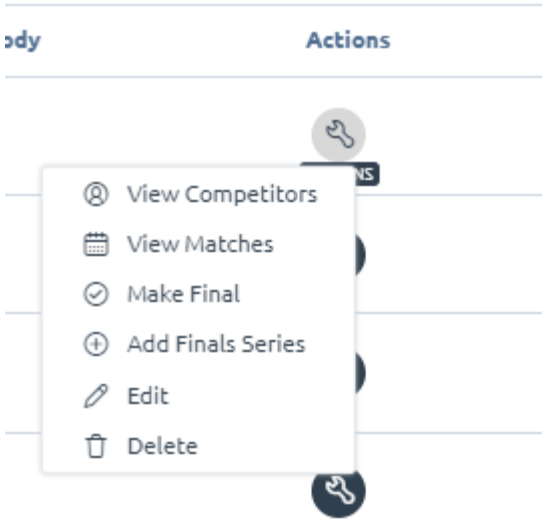
If for any reason need to change the location.

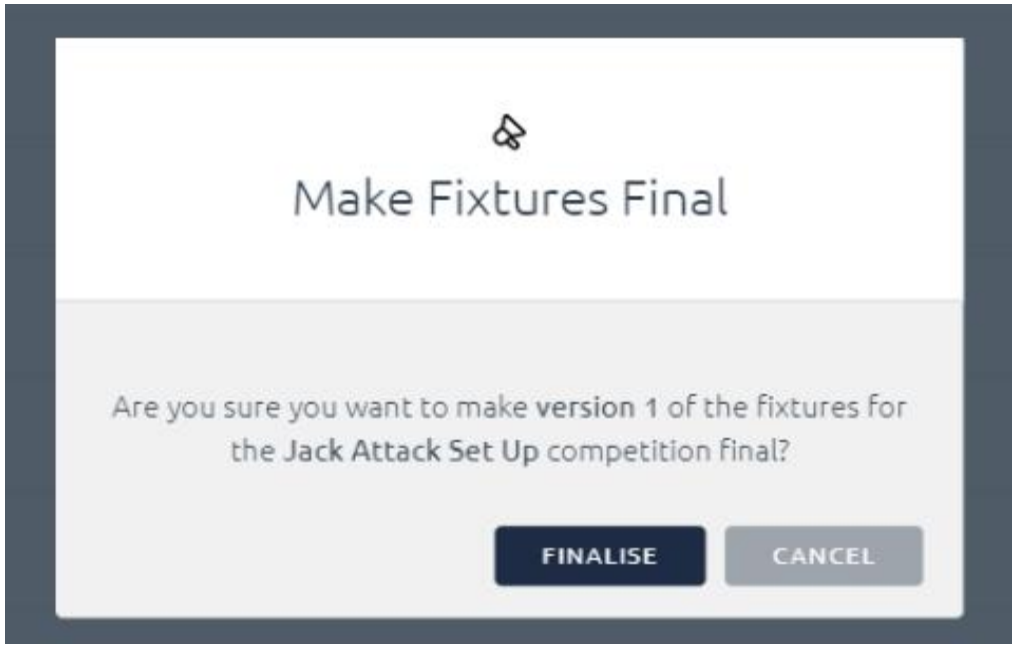
Against the individual match, select the spanner in the **ACTIONS** column.

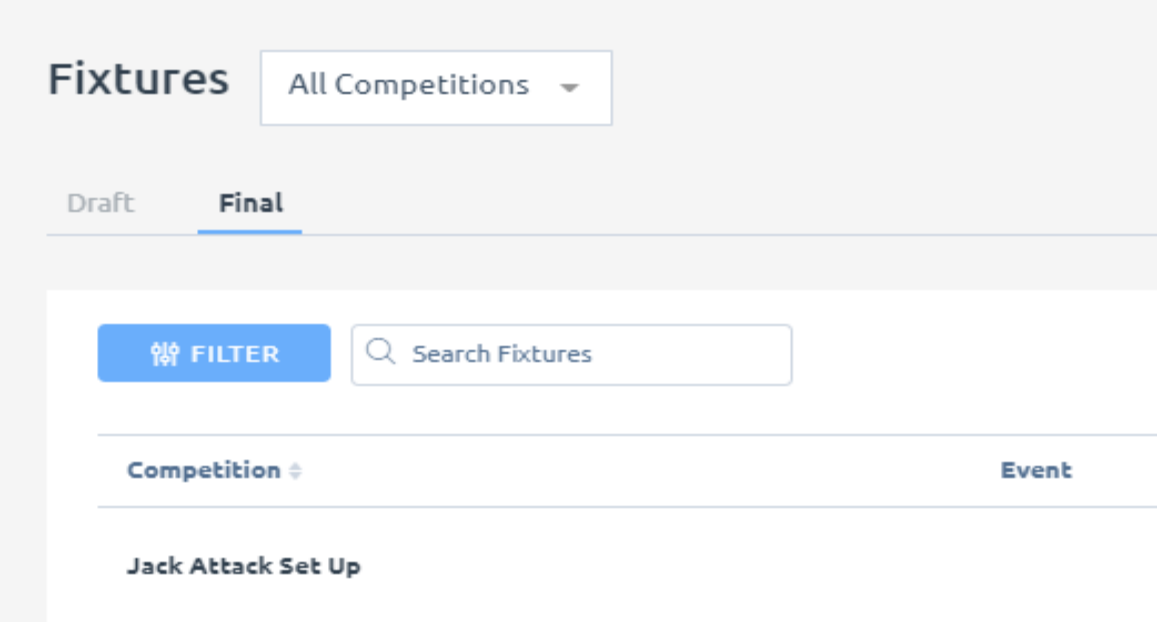
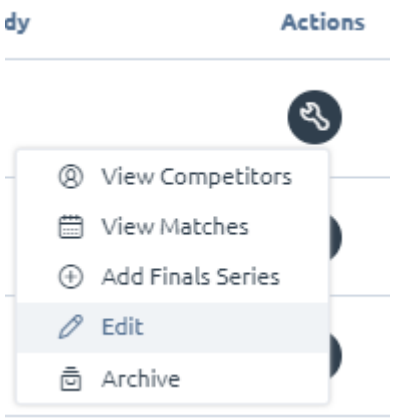
Select **EDIT**.

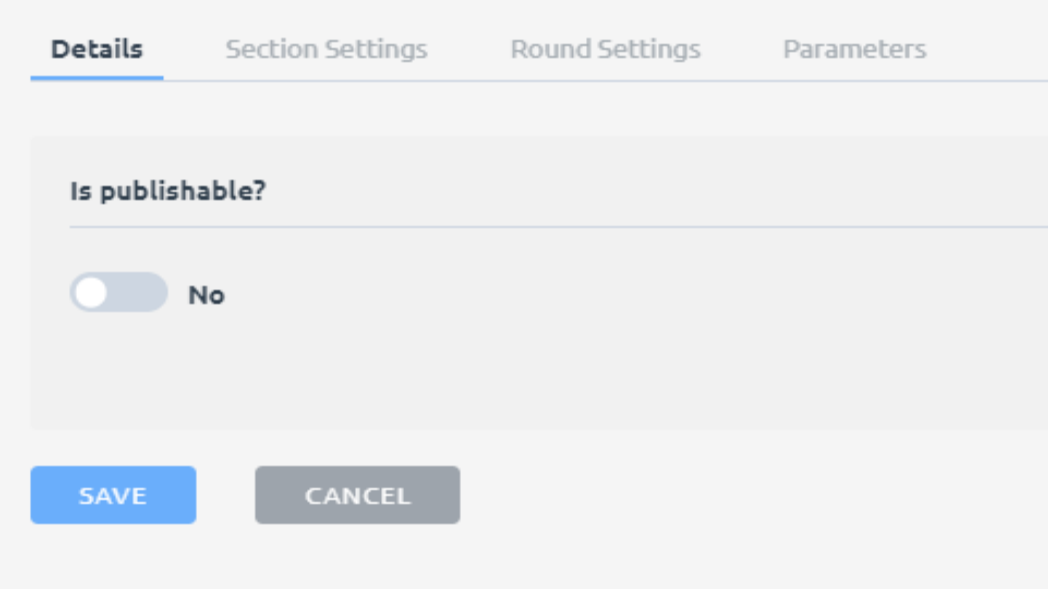


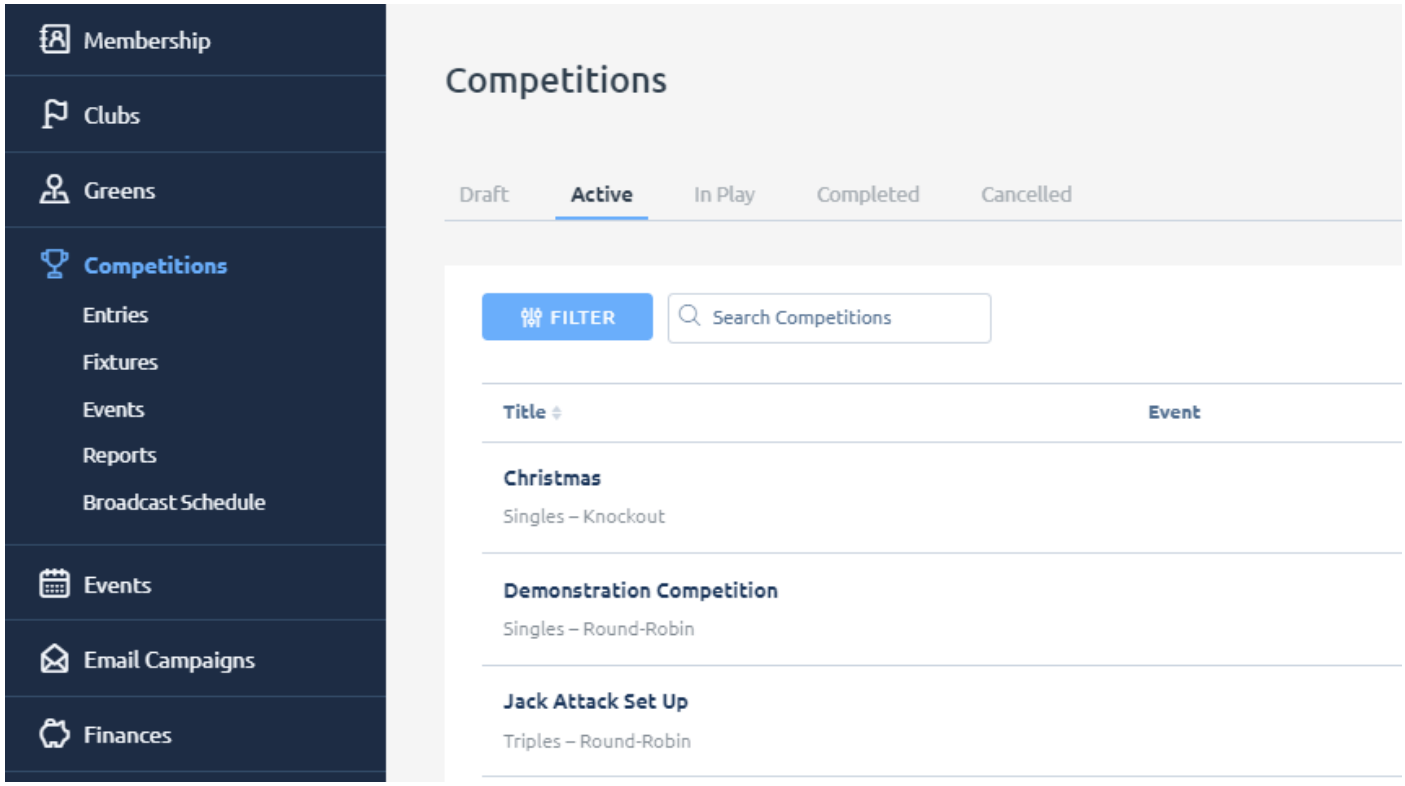
Under **LOCATION**, select the drop-down list and choose the correct rink. Then click **SAVE**.	

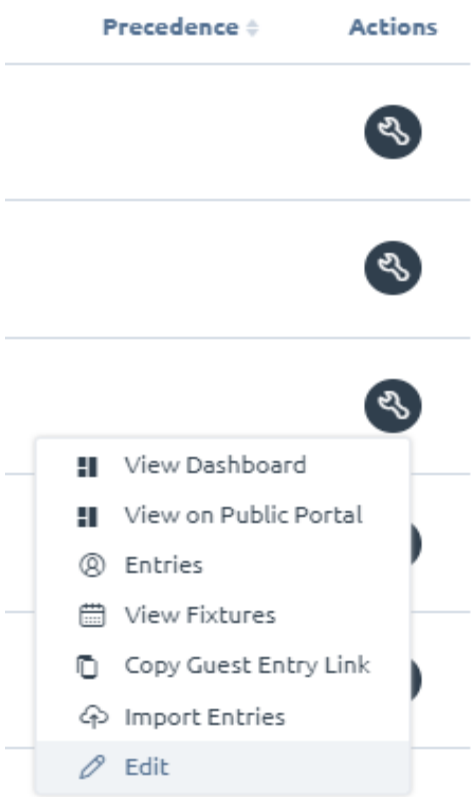
Once completed, finalise the fixtures. Select **BACK TO FIXTURES**.	
Find the **competition**. Click the spanner in the **ACTIONS** column and click **MAKE FINAL**.	

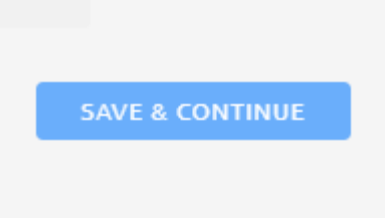
A confirmation box will be displayed. Select **FINALISE**.	

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.	

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.