



# Adding Team Managers and Players to do scores.

## 1 – Adding Team Managers

**NOTE: This process can only be performed by a CLUB ADMINISTRATOR or a TEAM MANAGER.**

**TEAM MANAGERS must have an email address in the BowlsLink System.**

Once logged in go to the relevant Competition and Team Entry

Select **MANAGE ENTRY** using the **ACTIONS** button.

Competition	Team Name	Dates	Type	Organising Body	Actions
Men's Midweek Training Comp	South Perth	1 July - 31 December 2019	Round-Robin	Multi	Manage Entry Manage Results
Premier League	Hillside Bowling Club	1 July - 6 September 2019	Round-Robin	Multi	WA League 3

Once selected you will see some information about this competition and team.

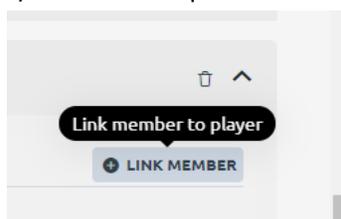
Under the **PLAYERS** list select the **EDIT** pencil.



If the Player you want to be Team Manager is not on the list scroll to the bottom of the page and select **ADD PLAYER**



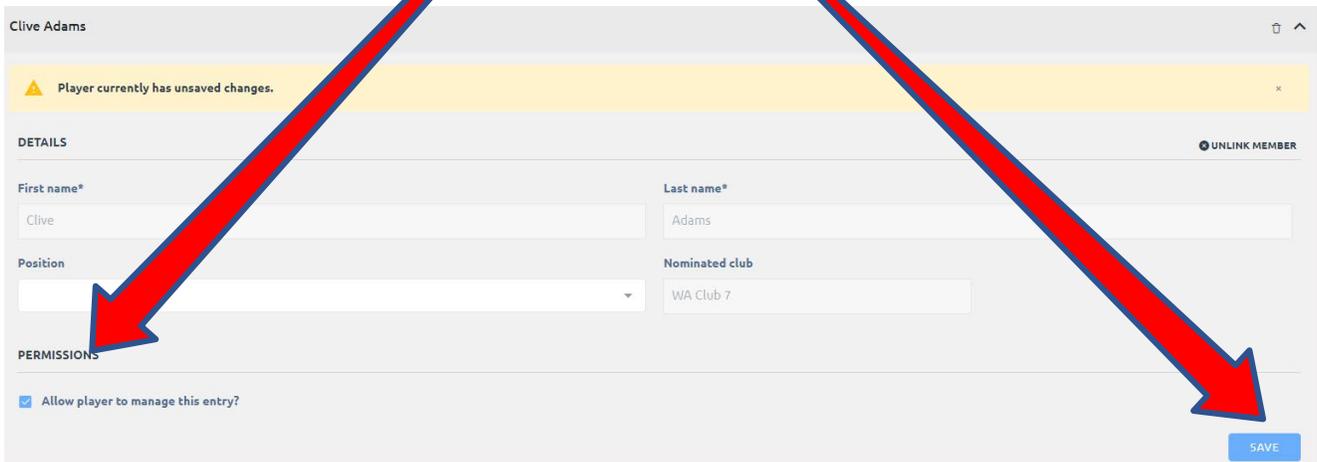
Make sure you **LINK MEMBER** (top right) which will require the Member ID number or further information.



The person will then appear in your Players list.

Make sure you give them **PERMISSION** to manage the team entry by selecting the check box.

Remember to **SAVE**



The screenshot shows a player profile for Clive Adams. At the top, there is a yellow warning banner that says "Player currently has unsaved changes." Below this is the "DETAILS" section with fields for "First name\*" (Clive), "Last name\*" (Adams), "Position", and "Nominated club" (WA Club 7). There is an "UNLINK MEMBER" button in the top right. The "PERMISSIONS" section at the bottom has a checked checkbox for "Allow player to manage this entry?". A blue "SAVE" button is in the bottom right corner. Two large red arrows with blue outlines point from the text above to the "PERMISSIONS" section and the "SAVE" button.

If the person you want to assign PERMISSION is already in your Player list.

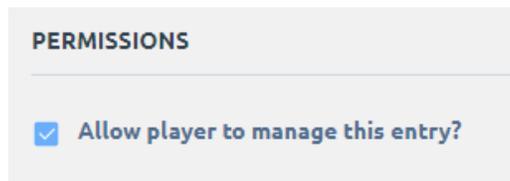
From the list of players use the **DOWN ARROW** ▾



The screenshot shows a list of players in a table. Each row contains a player's name and a trash icon with a dropdown arrow. A large red arrow with a blue outline points from the text above to the dropdown arrow of the "Hunter Longley" row.

Aaron Delaporte	🗑️ ▾
Robert Gould	🗑️ ▾
Rob Hancock	🗑️ ▾
Leanne Higgins	🗑️ ▾
Graeme Jacques	🗑️ ▾
Hunter Longley	🗑️ ▾
Adam Majjo	🗑️ ▾
Jan Melville	🗑️ ▾

This will expand the player information and allow you to give them **PERMISSION** to manage the team.



The screenshot shows the "PERMISSIONS" section for a player. It has a header "PERMISSIONS" and a checked checkbox for "Allow player to manage this entry?".

Remember to **SAVE**.

You can remove **PERMISSION** in the same manner by un-checking the box

This person will now be able to ENTER PLAYERS and RESULTS when they log into Bowls Link.



[\*\*VIDEO LINK – HOW TO ADD A TEAM MANAGER\*\*](#)