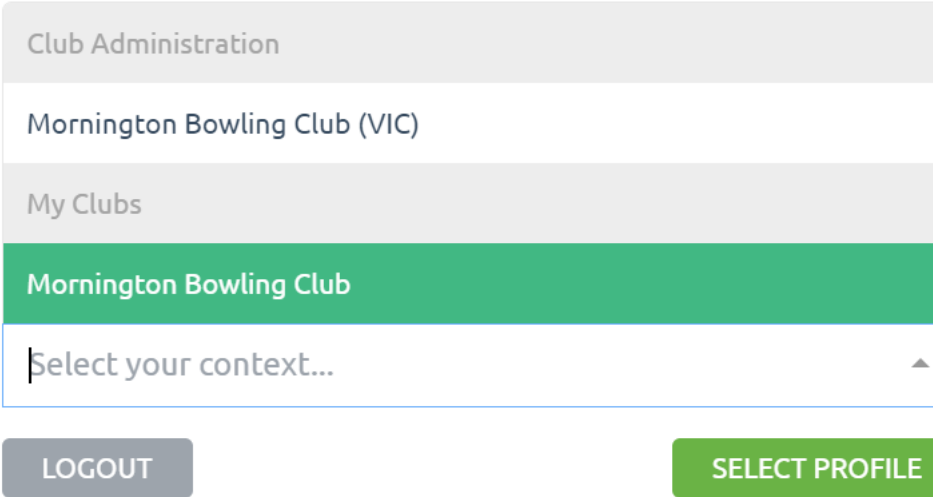



BowlsLink Pennant Training Guide

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- [2 - Finding the Competitions](#)
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1 - Logging In

<p>Login into https://www.bowlslink.com.au</p> <p>Select your club under the My Clubs heading.</p> <p><i>If you don't have any administration levels it will log you straight into the correct profile.</i></p>	
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2 - Finding the Competitions

<p>Go to Competitions</p>	
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Depending on the level of access you have, the competitions you can put teams and scores into will be in either of two places.

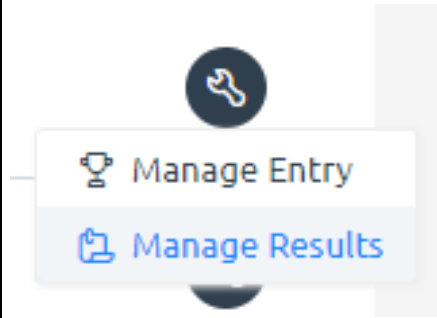
1. **Player/Team Manager given access to their own team only.** Click on **My Competitions**.
2. **A Person with access to the Club Administration in BowlsLink.** Click on **My Club Entries**.



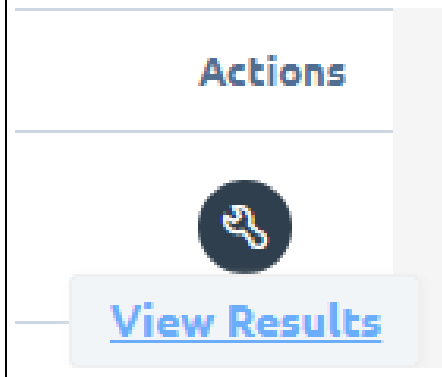
The Pennant Competitions will appear under **ACTIVE** or **IN PLAY** Tab.

In Play Entered Completed						
<input type="text" value="Search Competitions"/>					50	1
Competition	Entry	Entrants	Primary Contact	Secured		
MPBR Mid Week Pennant 2023/24 MPBR Inc Mid Week Division 3 2023/24	Mornington 1	0	John Trewin	●		
MPBR Mid Week Pennant 2023/24 MPBR Inc Mid Week Division 6 2023/24	Mornington 2	0	John Trewin	●		
MPBR Mid Week Pennant 2023/24 MPBR Inc Mid Week Division 9 2023/24	Mornington 3	0	John Trewin	●		
MPBR Weekend Pennant 2023/24 MPBR Inc Saturday Division 3 2023/24	Mornington 1	0	David Pumpa	●		

Select the **ACTIONS** ... button and **MANAGE RESULTS**.



Select the appropriate Fixture round with the **ACTIONS ...** and **VIEW RESULTS**

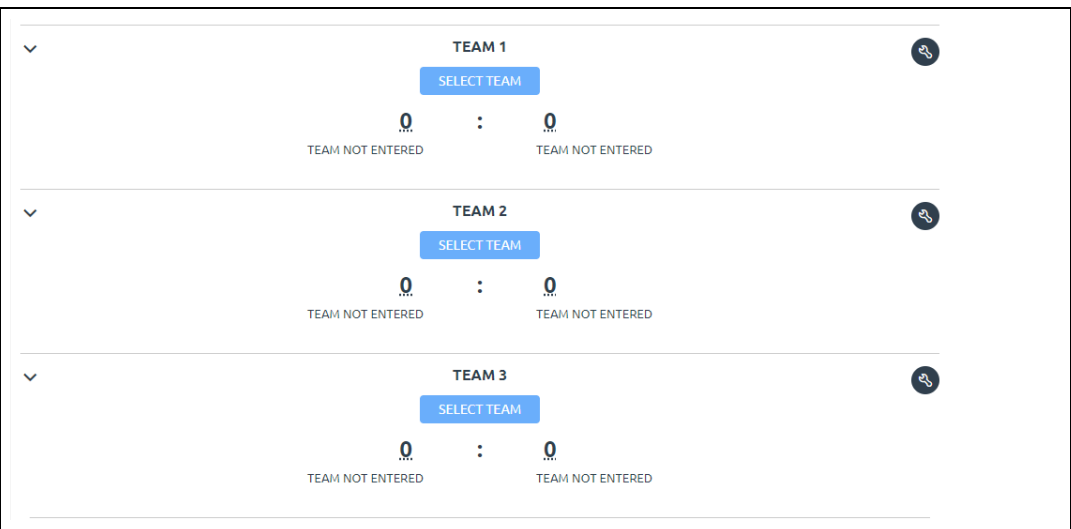


3 - How to Import Players

This step should be completed prior to the game.

Under each Team is a **SELECT TEAM** Box.

Click one at a time to start importing players under each team.



ENTER SIDE MATCH TEAMS

First week of competition, will need to import the players from the membership list to the competition.

Use the **Blue Buttons** to **IMPORT** players from the membership list into the required positions.

MORNINGTON 1

Lead

Please Select

Second

Please Select

Third

Please Select

Skip

Please Select

SAVE **CLOSE**

A pop up box will appear.

The drop down list will have all the members from the membership list.

TIP: Start typing the players name and it will reduce the list.

Import Club Member to Team

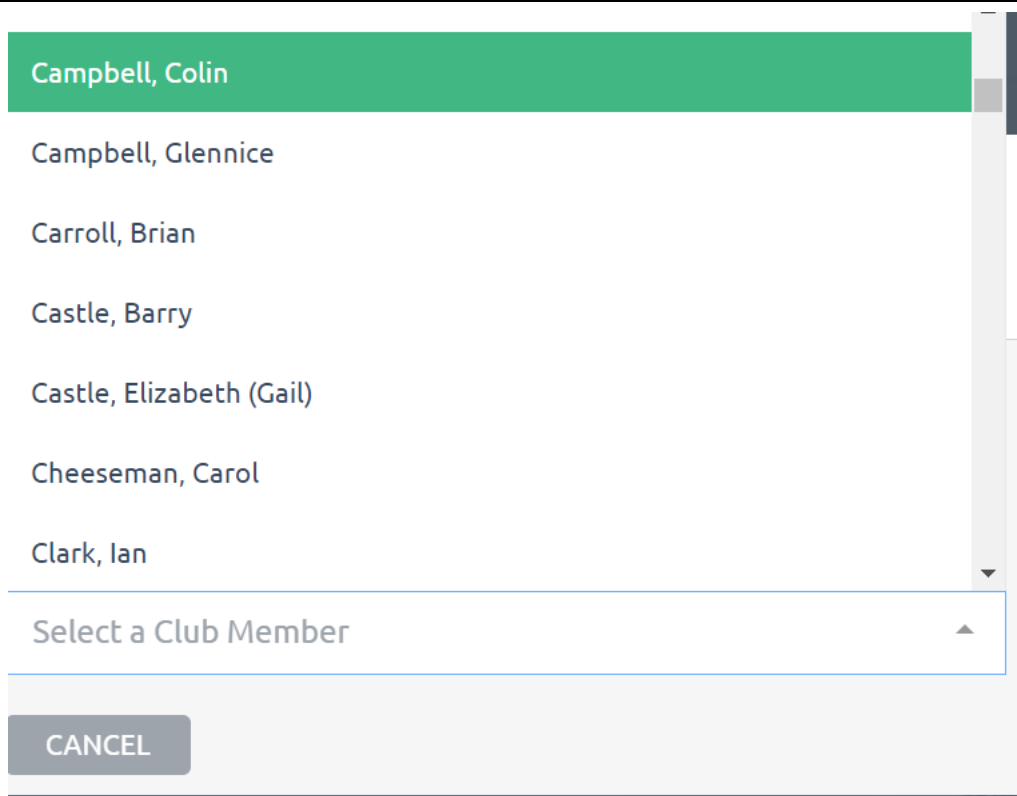
Select a Club member from the list below to import to this team.

Club Member to import

Select a Club Member

CANCEL

The player will be highlighted green, select them.



A screenshot of a dropdown menu for selecting a club member. The menu is open, showing a list of names. The first item, "Campbell, Colin", is highlighted with a green background. Below the list is a text input field containing "Select a Club Member" and a small upward-pointing arrow. At the bottom of the menu is a grey button labeled "CANCEL".

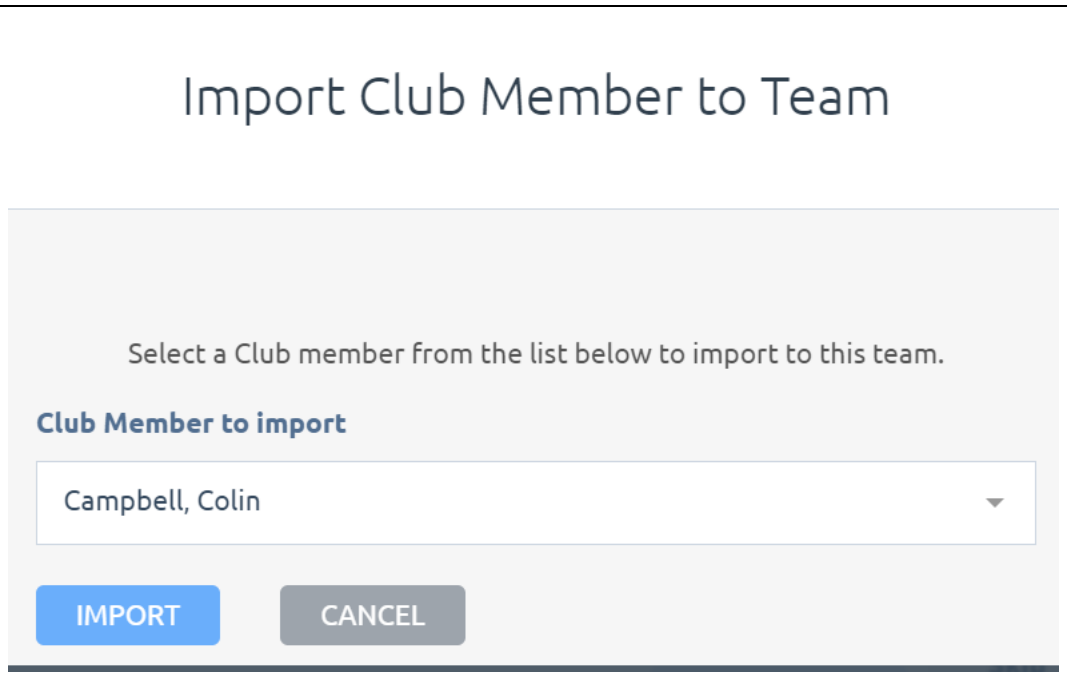
- Campbell, Colin
- Campbell, Glennice
- Carroll, Brian
- Castle, Barry
- Castle, Elizabeth (Gail)
- Cheeseman, Carol
- Clark, Ian

Select a Club Member

CANCEL

Click **IMPORT**.

Repeat this process for all Rinks.



A screenshot of a dialog box titled "Import Club Member to Team". The dialog has a light grey background. At the top, the title "Import Club Member to Team" is centered. Below the title, there is a text prompt: "Select a Club member from the list below to import to this team." Underneath the prompt is a label "Club Member to import" followed by a dropdown menu. The dropdown menu currently displays "Campbell, Colin". At the bottom of the dialog are two buttons: a blue button labeled "IMPORT" and a grey button labeled "CANCEL".

Import Club Member to Team

Select a Club member from the list below to import to this team.

Club Member to import

Campbell, Colin

IMPORT CANCEL

Once your side has been put in, you are good to go. Can still make changes if required.

If the **SELECT TEAM** is not visible, click the spanner on the appropriate team and can chose **MANAGE TEAMS**.

The screenshot shows three team selection panels. Each panel has a 'SELECT TEAM' button and a score of 0:0. The player lists are as follows:

- TEAM 1:** TEAM NOT ENTERED; TEST103 TEST103 LEAD; TEST105 TEST105 SECOND; TEST101 TEST101 THIRD; NIC BERCES SKIP
- TEAM 2:** TEAM NOT ENTERED; TEST46 TEST46 LEAD; TEST54 TEST54 SECOND; TEST87 TEST87 THIRD; TEST11 TEST11 SKIP
- TEAM 3:** TEAM NOT ENTERED; TEST58 TEST58 LEAD; TEST41 TEST41 SECOND; TEST12 TEST12 THIRD; TEST48 TEST48 SKIP

HINT: If the team is playing short UN-PLAYED can be selected from the Member List for that position

NOTE: Importing/Selecting Players may not need to be done in subsequent weeks. See Item 5

4 – Matching Skips

The HOME team is responsible for matching the TEAMS who play each other.

If the teams in the system do not match then click the spanner against the team. Select **SWAP AWAY TEAMS**

The screenshot shows the team selection interface for TEAM 1. The 'UPDATE RESULTS' button is visible. The player lists are:

- TEAM 1 (Left):** LEAD TEST103 TEST103; SECOND TEST105 TEST105; THIRD TEST101 TEST101; SKIP NIC BERCES
- TEAM 1 (Right):** SOMEONE WEKNOW LEAD; TEST87 TEST87 SECOND; TEST58 TEST58 THIRD; TEST48 TEST48 SKIP

A dropdown menu is open on the right, showing options: Enter Results, Manage Teams, and Swap Away Teams.

Find the correct SKIP from the available list using the drop down arrow then select **SWAP**

Once selected the **AWAY TEAM** will now swap positions. i.e. from Team 4 to Team 1.

Repeat this process for as many teams as required.

TEAM 1

UPDATE RESULTS

0 : 0

LEAD	TEST103 TEST103	TEST99 TEST99	LEAD
SECOND	TEST105 TEST105	TEST13 TEST13	SECOND
THIRD	TEST101 TEST101	TEST35 TEST35	THIRD
SKIP	NIC BERCESES	TEST106 TEST106	SKIP

TEAM 2

UPDATE RESULTS

0 : 0

LEAD	TEST46 TEST46	TEST7 TEST7	LEAD
SECOND	TEST54 TEST54	TEST15 TEST15	SECOND
THIRD	TEST87 TEST87	TEST84 TEST84	THIRD
SKIP	TEST11 TEST11	TEST90 TEST90	SKIP

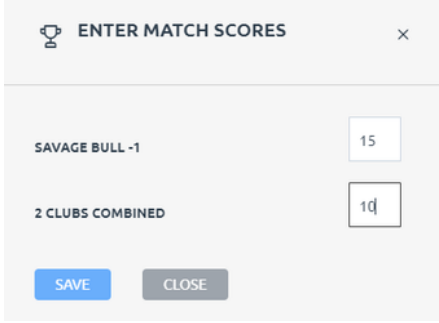
TEAM 3

UPDATE RESULTS

0 : 0

LEAD	TEST58 TEST58	SOMEONE WEKNOW	LEAD
SECOND	TEST41 TEST41	TEST87 TEST87	SECOND
THIRD	TEST12 TEST12	TEST58 TEST58	THIRD
SKIP	TEST48 TEST48	TEST48 TEST48	SKIP

5 – How to Enter Results

<p>Only the Home team can put results in.</p> <p>Select UPDATE RESULTS</p>	<p style="text-align: center;">TEAM 1</p> <p style="text-align: center;">UPDATE RESULTS</p>
<p>Enter the scores and remember to select SAVE</p>	 <p>ENTER MATCH SCORES</p> <p>SAVAGE BULL -1 15</p> <p>2 CLUBS COMBINED 10</p> <p>SAVE CLOSE</p>

Repeat this process for all Rinks the system will automatically calculate the totals.

48 (7) : (1) 43

SAVAGE BULL -1

2 CLUBS COMBINED

TEAM 1 (FINALIZED)

15 (1) : 10

LEAD	TEST103 TEST103	TEST99 TEST99	LEAD
SECOND	TEST105 TEST105	TEST13 TEST13	SECOND
THIRD	TEST101 TEST101	TEST35 TEST35	THIRD
SKIP	NIC BERCES	TEST106 TEST106	SKIP

TEAM 2 (FINALIZED)

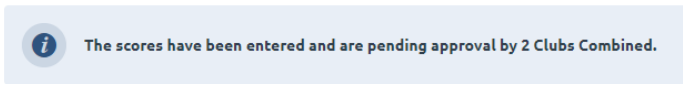
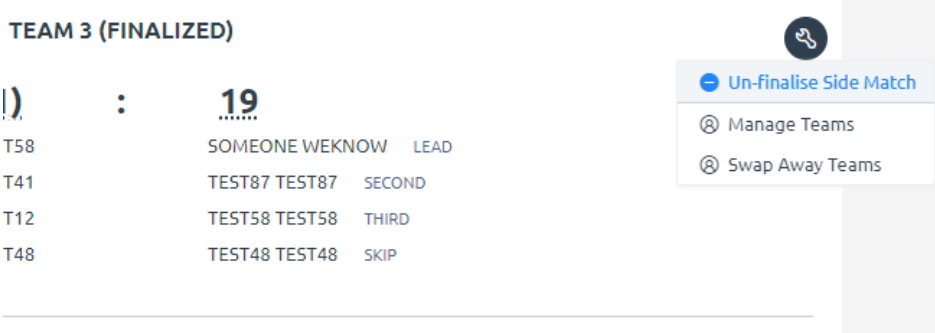
13 : 14 (1)

LEAD	TEST46 TEST46	TEST7 TEST7	LEAD
SECOND	TEST54 TEST54	TEST15 TEST15	SECOND
THIRD	TEST87 TEST87	TEST84 TEST84	THIRD
SKIP	TEST11 TEST11	TEST90 TEST90	SKIP

TEAM 3 (FINALIZED)

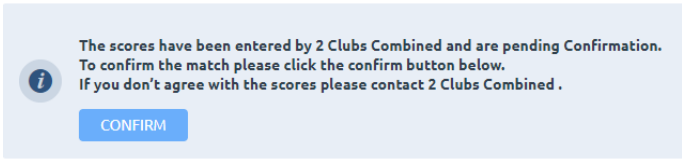
20 (1) : 19

LEAD	TEST58 TEST58	SOMEONE WEKNOW	LEAD
SECOND	TEST41 TEST41	TEST87 TEST87	SECOND
THIRD	TEST12 TEST12	TEST58 TEST58	THIRD
SKIP	TEST48 TEST48	TEST48 TEST48	SKIP

<p>Down the bottom of the page, you will see a grey box, saying the results are pending until the AWAY team CONFIRMS.</p>	
<p>If any changes are required, the home team can still do this by going to the team that needs changing.</p> <p>Click the SPANNER and choose UN-FINALISE SIDE MATCH.</p> <p>This will un-finalise the team, which you can choose UPDATE RESULTS and change the results.</p>	

6 – How to Confirm Results

For the ladders to be updated away teams will be required to confirm the results.

<p>The away team needs to log in and follow the steps above to get into the right round game.</p> <p>At the bottom of the screen is a confirm button, this option is only available to the away sides.</p>	
<p>Once Confirm has been pressed neither the home nor away sides can make any additional changes. Please ensure that all details are correct prior to confirmation. The only person who can make changes after confirmation are Competition Administrators.</p>	

7 – Import a Previous Team

After Week 1 of a Pennant Competition Teams can be Imported from Previous Rounds.

Login to the upcoming match as per previous steps.

Click the **SPANNER** at the top of the page next to the Round and Date details select **Import Teams**

The screenshot shows a match interface with a dark header bar containing the text "Format: Fours | Name: Bowls Qld Demo Pennant". Below the header, the match details are "ROUND 3 - SECTION 1 - SATURDAY, OCTOBER 8TH, 2022". The score is displayed as "0 (0) : (0) 0". On the right side, there is a circular icon with a plus sign and a button labeled "Import Teams".

Use the drop down arrow to pick a previous match date then select **IMPORT TEAMS**

IMPORT TEAMS [X]

SAVAGE BULL -1

Previous Match Date

Please Select a match ▲

- 02-Nov-2022 vs Savage Bull BC
- 19-Oct-2022 vs Savage Bull East BC
- 12-Oct-2022 vs 2 Clubs Combined
- 01-Oct-2022 vs 2 Clubs Combined
- 28-Sep-2022 vs Savage Bull BC
- 24-Sep-2022 vs null
- 21-Sep-2022 vs Another Clubs Team
- 14-Sep-2022 vs Savage Bull East BC

The players from this round will now appear, these can still be changed by selecting **SELECT TEAMS** or clicking the Spanner against the team and choosing **MANAGE TEAMS**.

TEAM 1

SELECT TEAM

0 : 0

TEAM NOT ENTERED

TEST103 TEST103 LEAD

TEST105 TEST105 SECOND

TEST101 TEST101 THIRD

NIC BERCESE SKIP

Manage Teams

Swap Away Teams