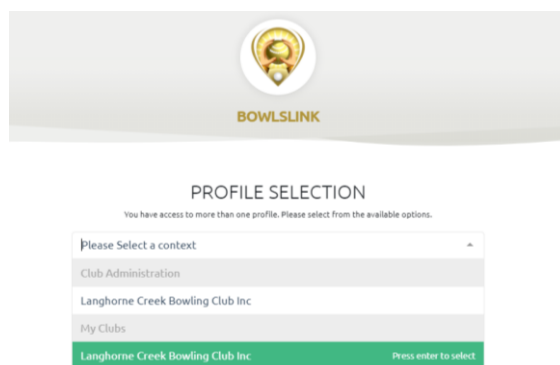# BowlsLink Pennant FAQs

**Q. I've logged in and I can't see any competitions**

**A. Ensure you've logged in and selected the right profile as shown below. If you've done this correctly, you will need to be given access by your secretary (see below)**

## Logging In

Login into https://bowlslink.com.au

Select your club under the 'My Clubs' Heading



**Q. I keep getting an error message when I select 'My Club Entries' or I see nothing/only a few competitions when I hit 'My Competitions'**

**A. Only use 'My Club Entries' if you are a club administrator/secretary. If not an administrator, you will only see the competitions you've been given access to in 'My Competitions'**

Go to **Competitions – My Competitions (if player/selector) or My Club Entries (if club secretary or have full admin access)**
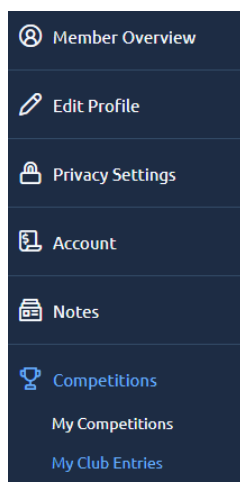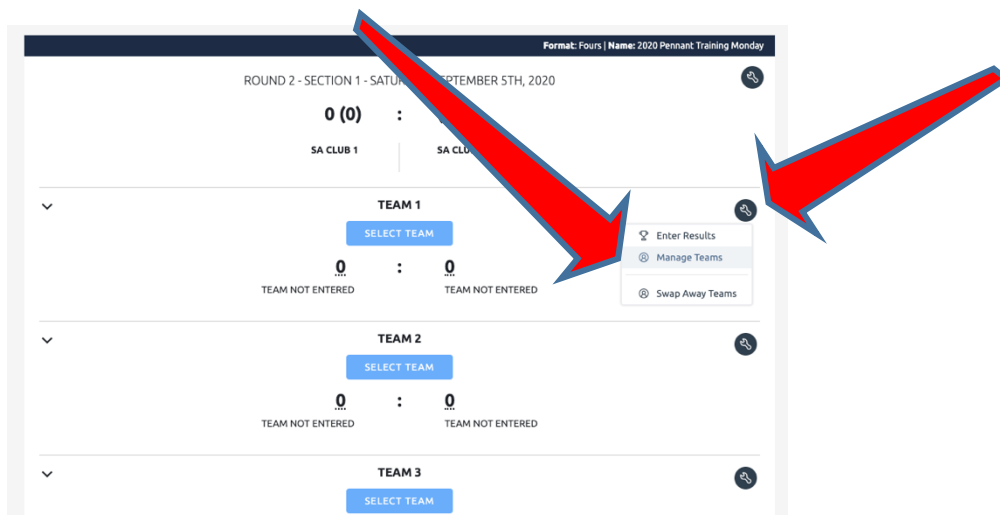
**Q. I'm selecting my team and can't find a particular player**

**A. You need to import the player using the blue 'import player button' (as shown below). If you have previously done this, they will appear in the white drop down box. See below for process of selecting teams.**

**This step should be completed prior to the game.**

**Using the ACTIONS … select SELECT TEAM OR MANAGE TEAMS**



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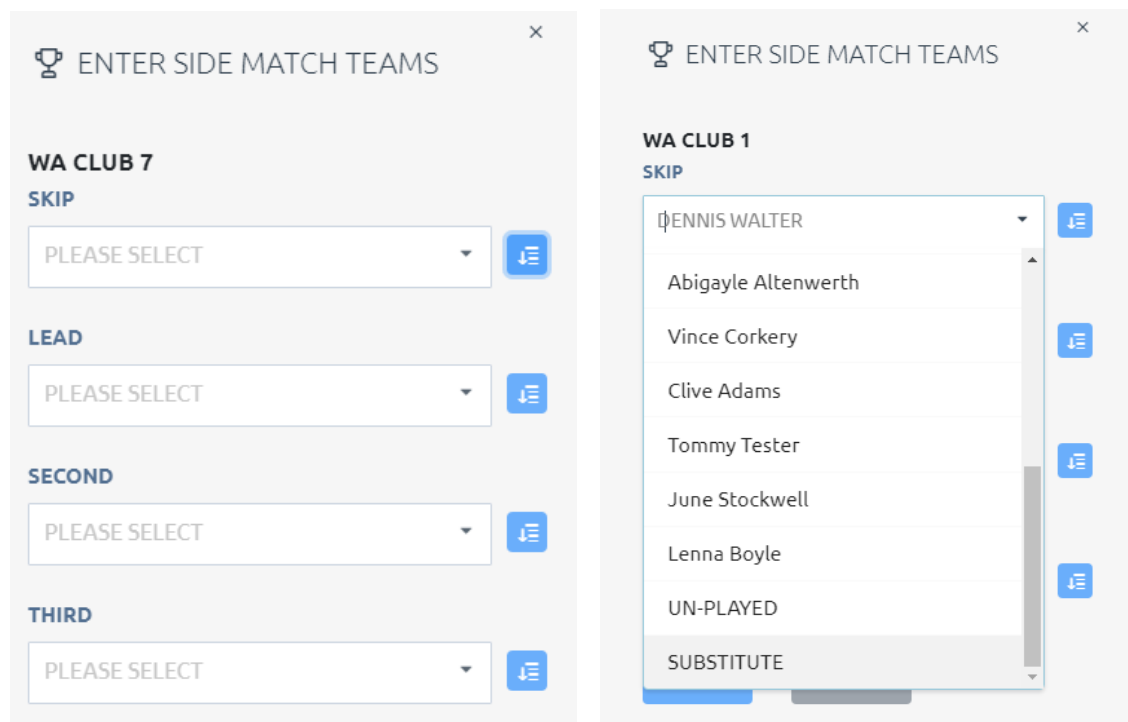


**Repeat this process for all Rinks. Once players have been imported they will appear in the player list (shown right). NOTE: Importing/Selecting Players will not need to be done in subsequent weeks.**
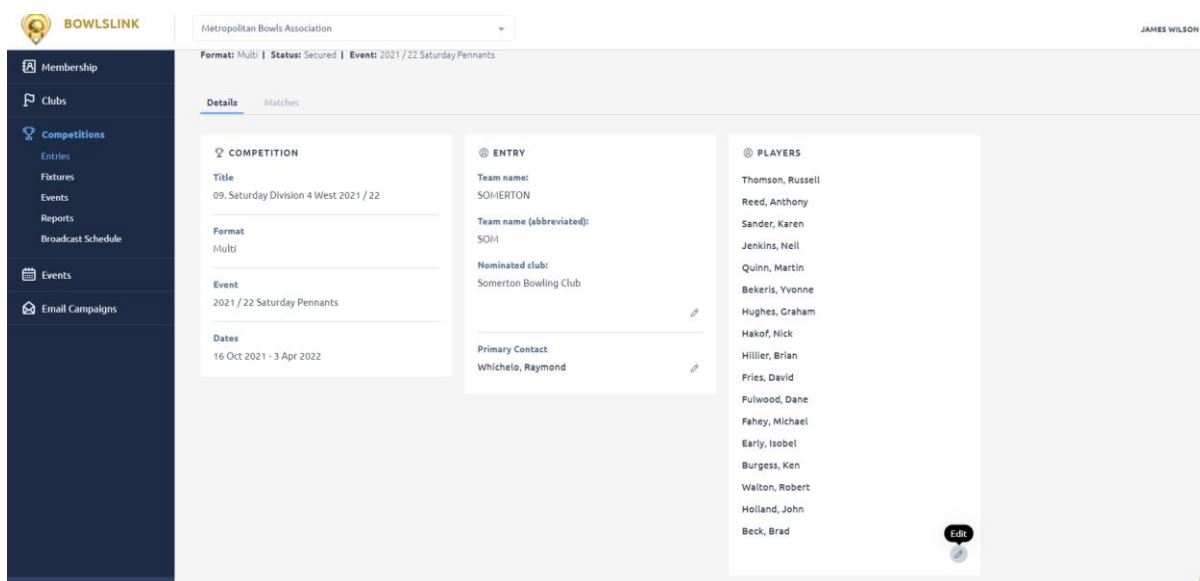
## Q. I need to give someone access to do the results for our club

## A. Everyone doing teams/results will need to be added as a player for each division they wish to select or enter results for. See below:
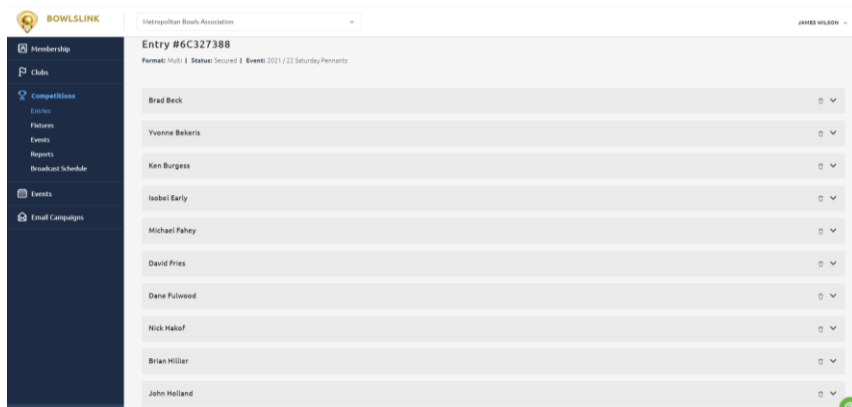
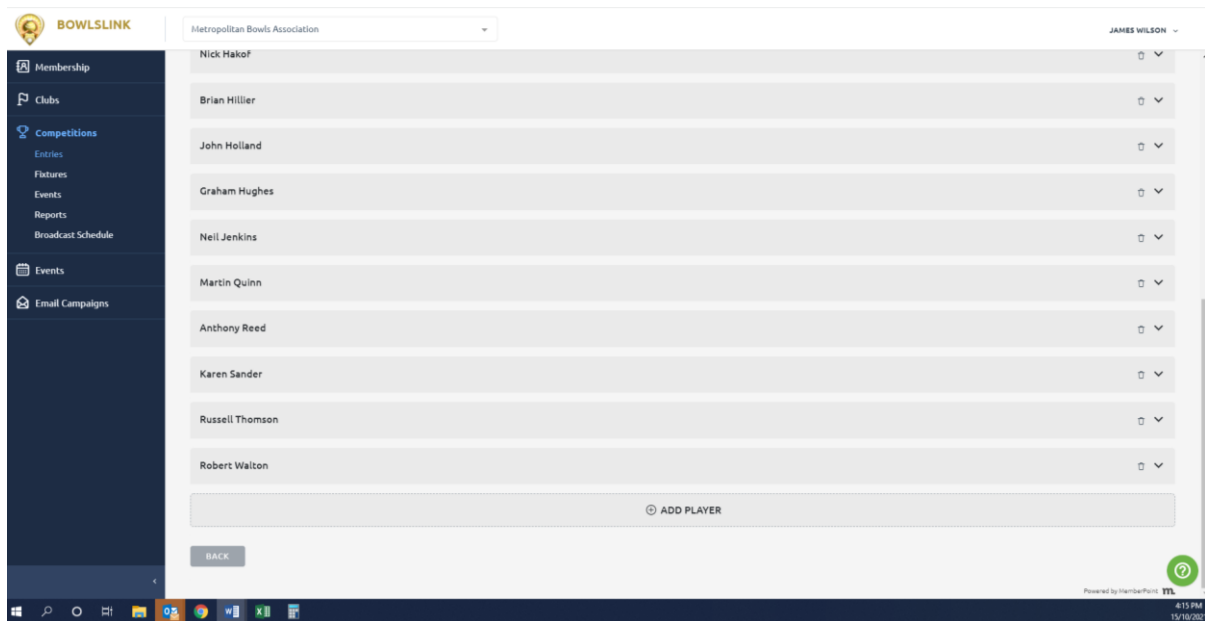Find the competition you wish to edit. Click the spanner, then click 'manage entry'
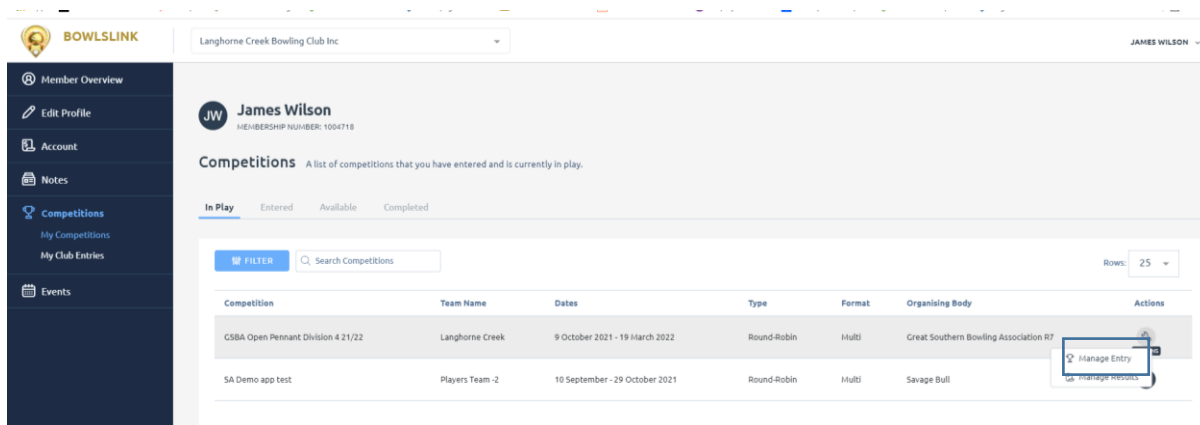


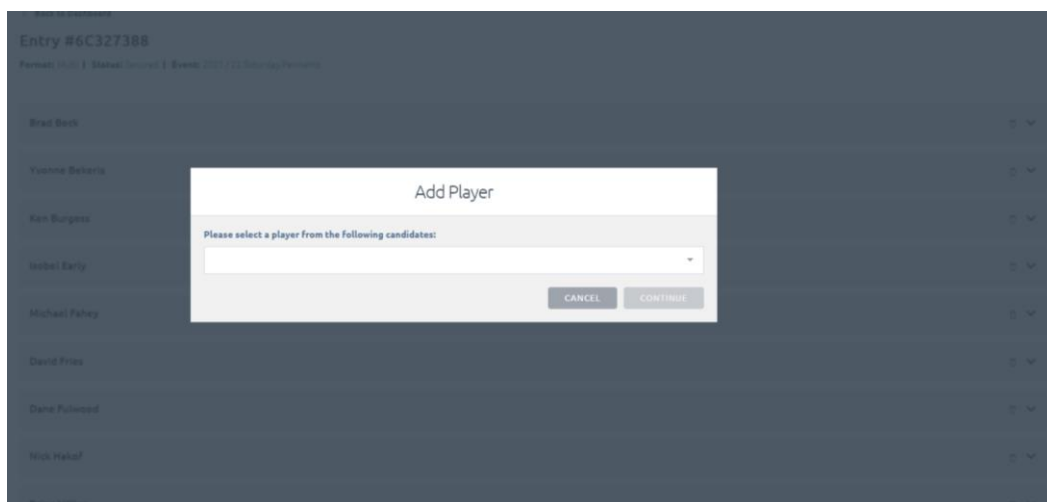You will be directed to a screen like the below:



Scroll down & click the pencil in the bottom right of the players list, as shown above. This will load the below screen:
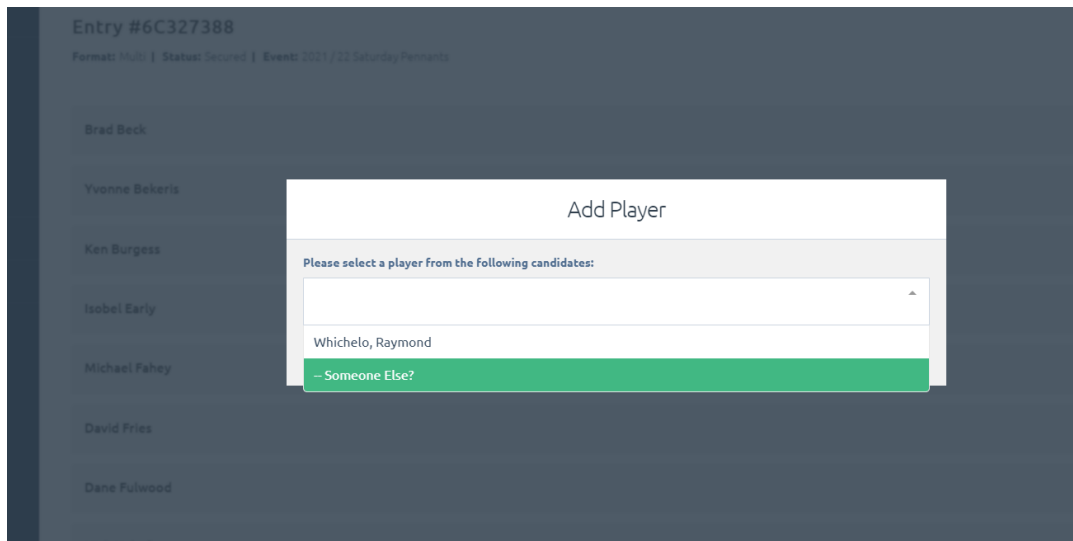
Scroll to the bottom of the screen and click 'add player'
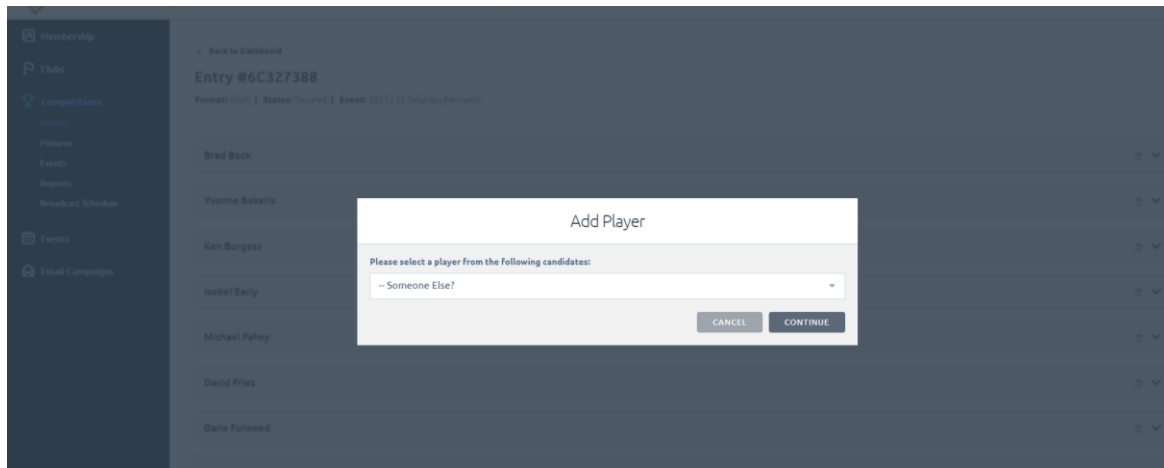


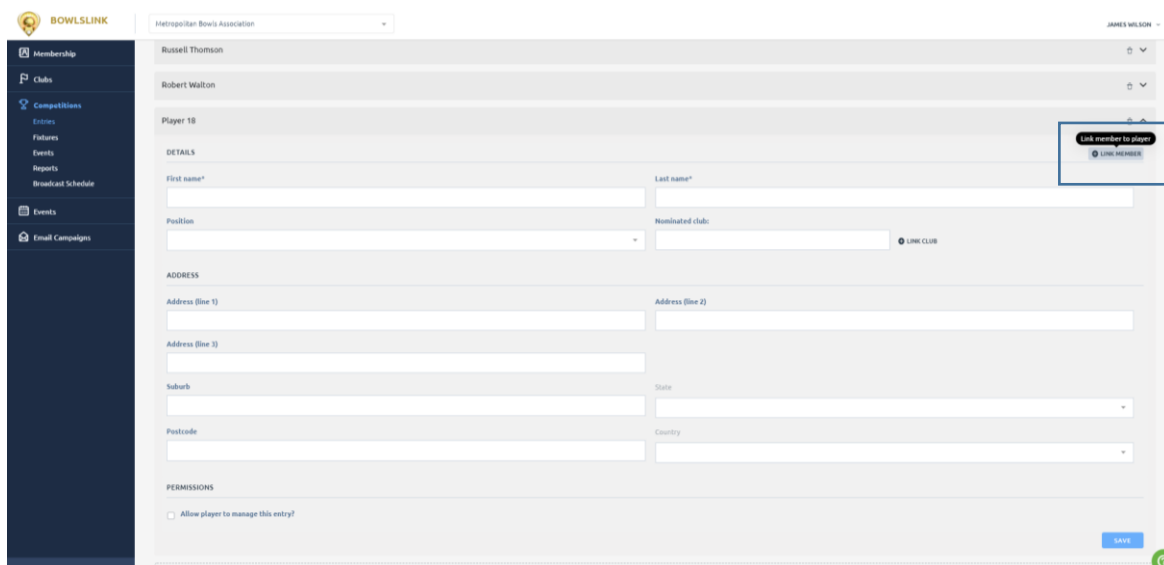You will be prompted to select a candidate:

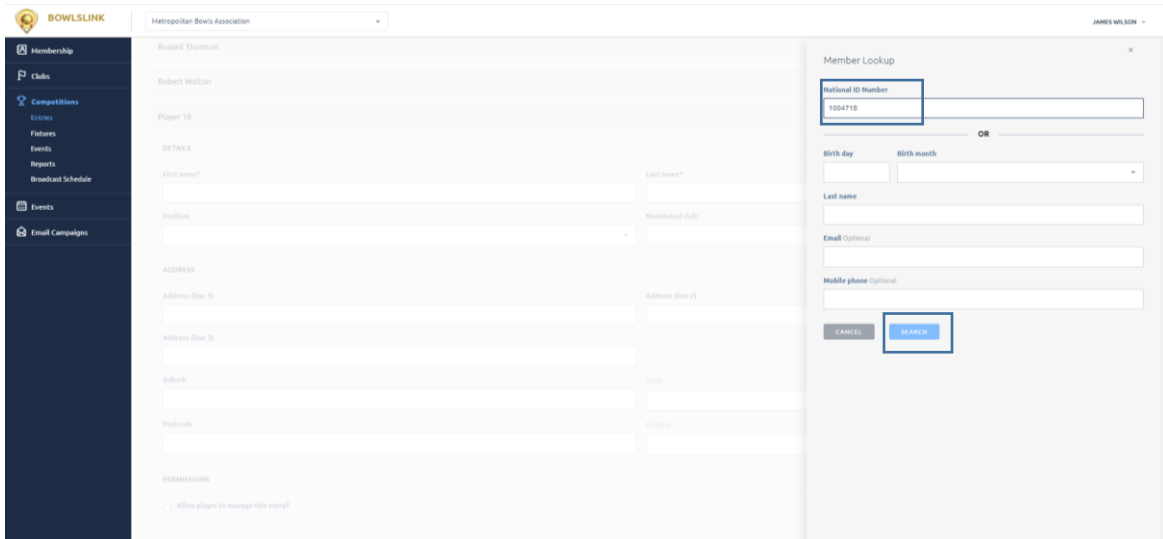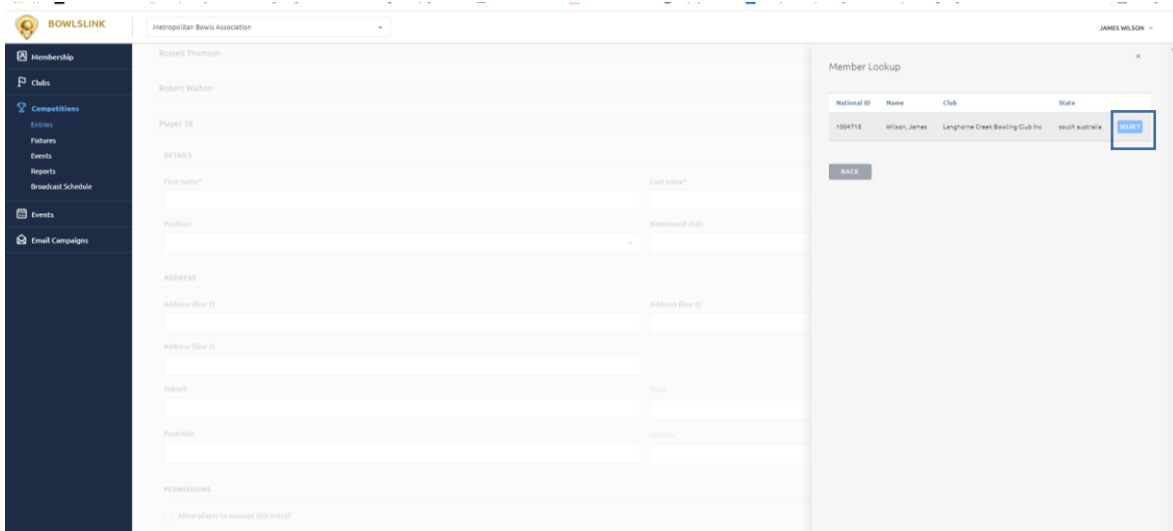Click the white box and select 'Someone Else'



Click 'continue'
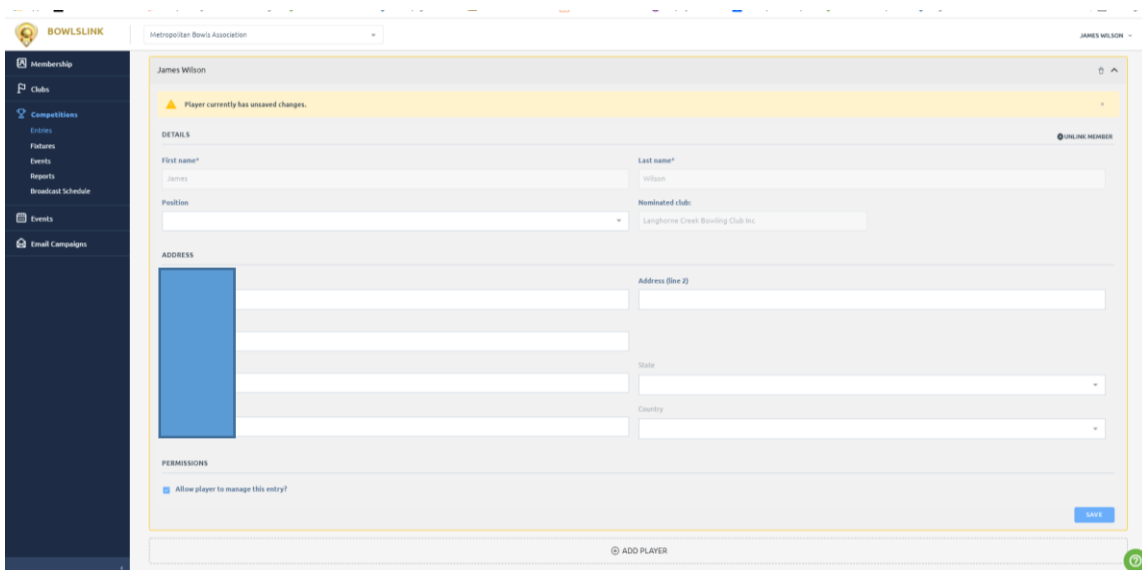


The below screen will then load:



click 'link member' as shown above.

Enter the member's membership/national ID number in the box provided then click 'search'



It will load the member's details. Click 'select'. The below screen will then load:



Click the box 'allow player to manage this entry' and then click 'save'. DONE ☺

## Q. I can't select our primary contact to play.

## A. It's likely the Primary Contact has been linked as a non-player. You will need to add the primary contact as a player to the relevant division.
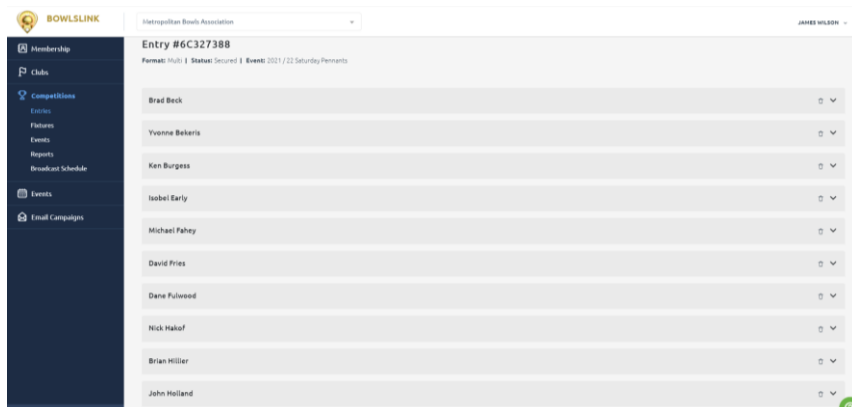
Find the competition you wish to edit. Click the spanner, then click 'manage entry'
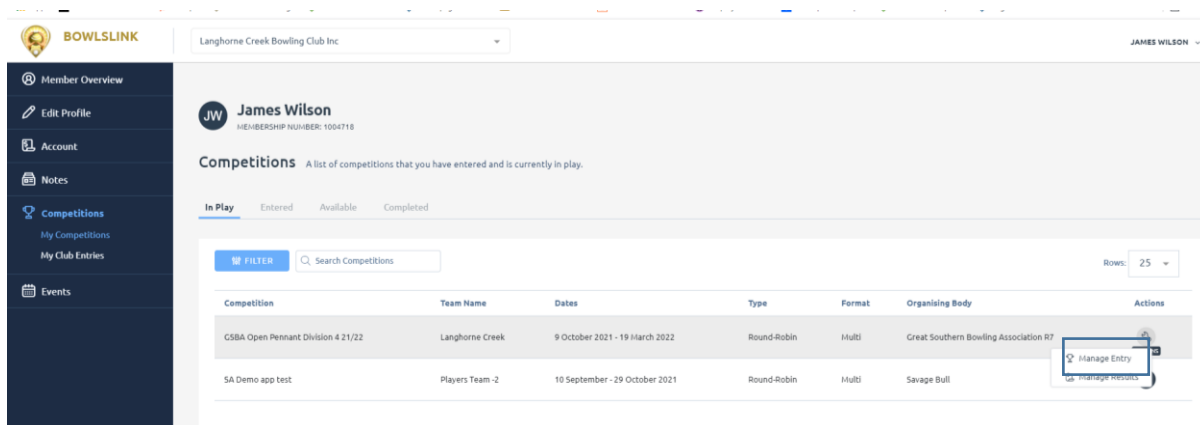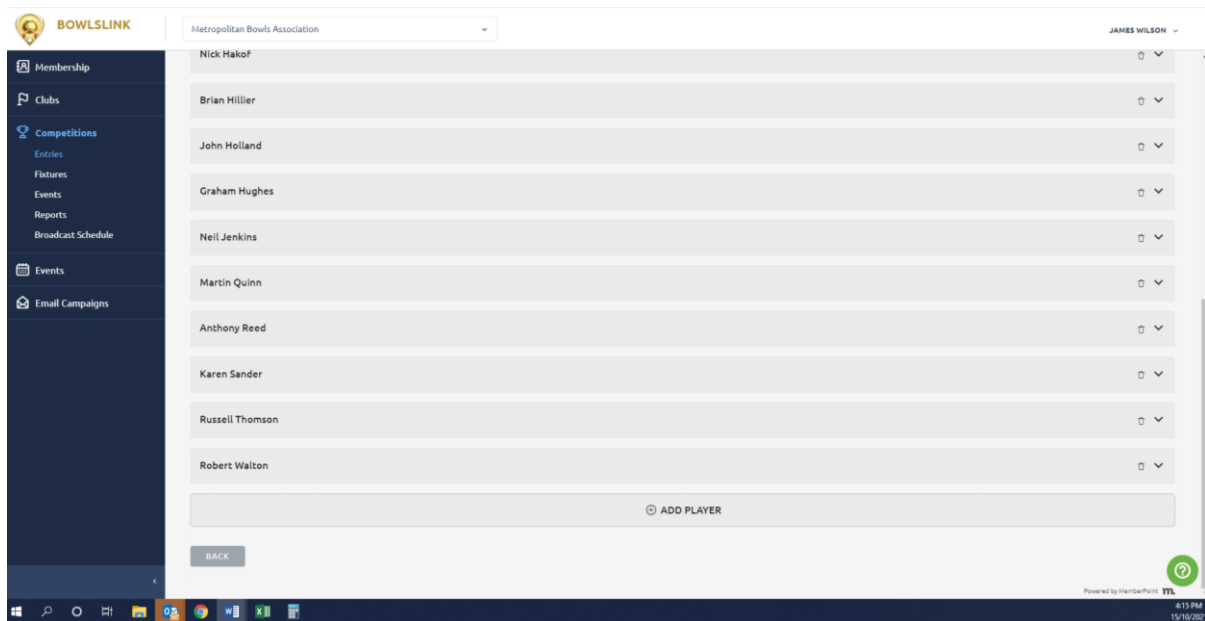


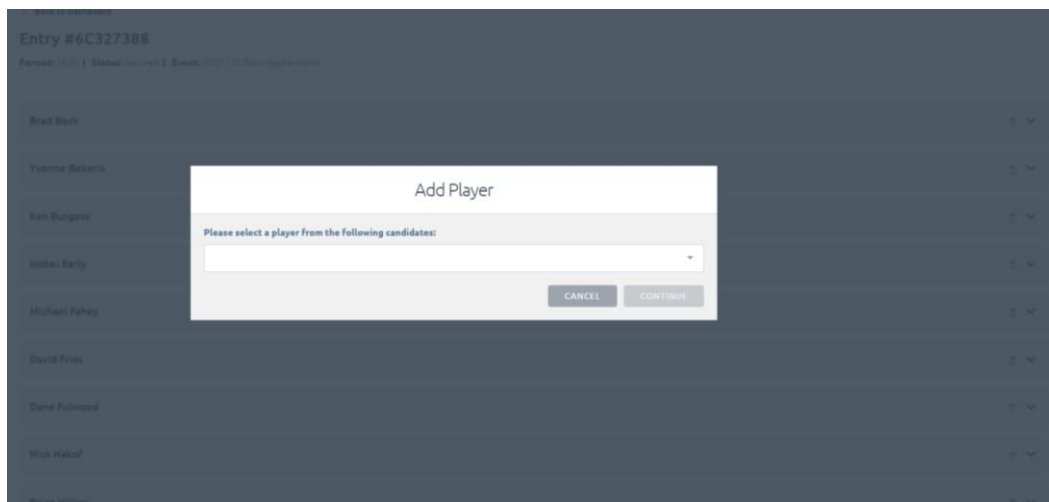You will be directed to a screen like the below:
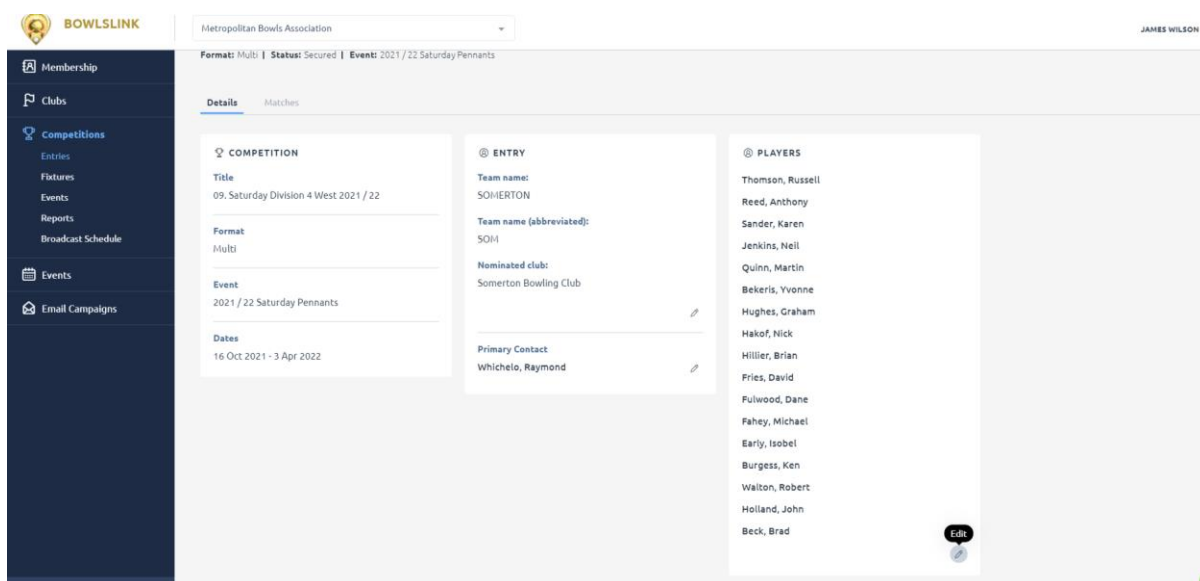


Scroll down & click the pencil in the bottom right of the players list, as shown above. This will load the below screen:
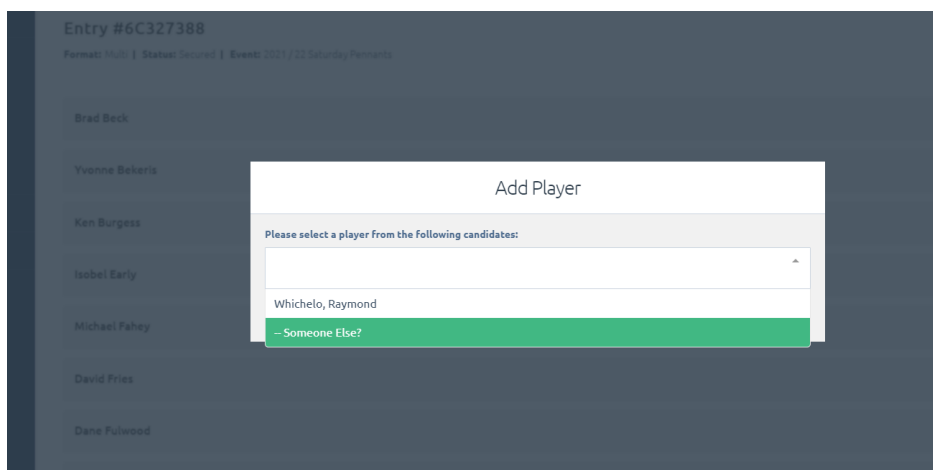
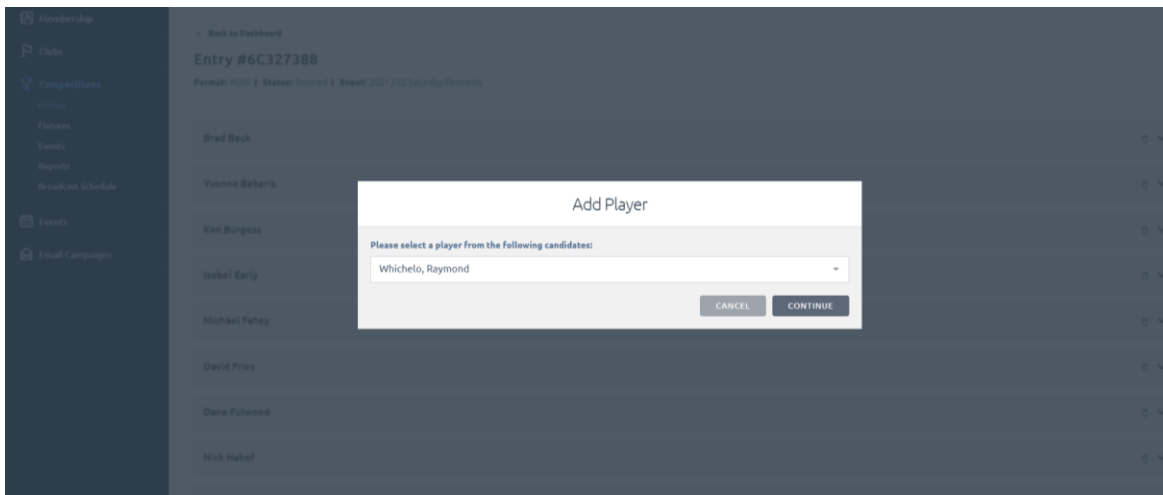Scroll to the bottom of the screen and click 'add player'



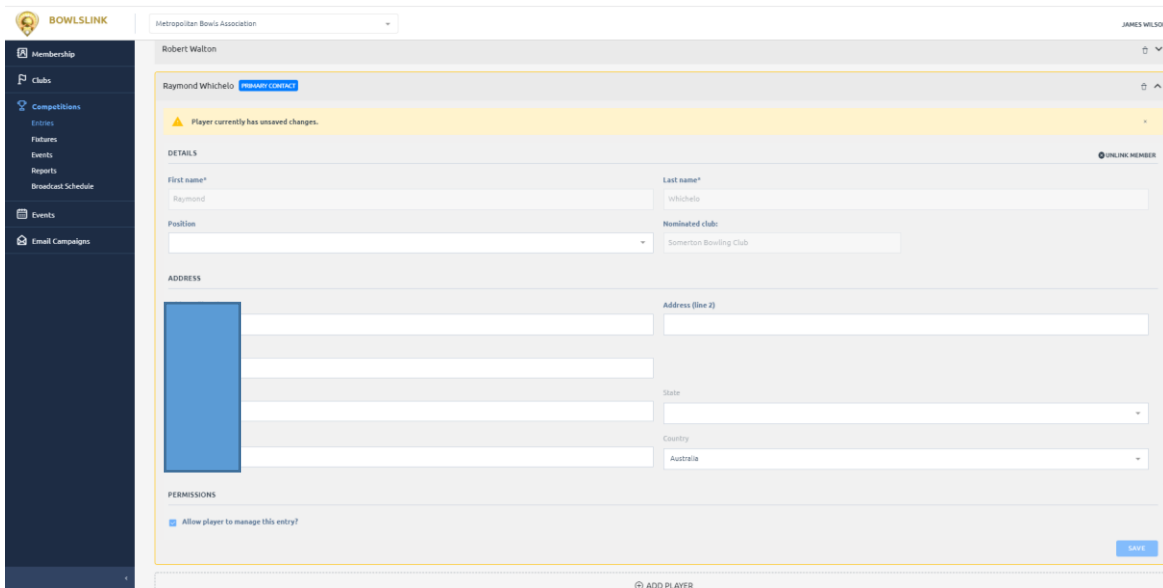You will be prompted to select a candidate:



Click the white box and select the primary contact's name:

Click continue and the below screen will load:



Click 'save'. Now you can select the player in the team using the white drop down boxes ☺

**Q. How do I confirm the results once I have entered the results or if I'm the away team confirming results?**

**A. The blue 'confirm' button has been moved to the spanner in the top right of the screen (see below – now 'complete'). Make sure all rinks are finalized (automatically defaults to finalized).**