



# BowlsLink Pennant Training Guide

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## 1 - Logging In

<p>Login into <a href="https://www.bowlslink.com.au">https://www.bowlslink.com.au</a></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>	<div style="text-align: center;"><h3>PROFILE SELECTION</h3><p>You have access to more than one profile. Please select from the available options.</p><p><b>Profile Selection</b></p><div style="border: 1px solid #ccc; padding: 5px;"><input type="text" value="Select your context..."/> <hr/><p>QED Officials</p><p>Red Hill Bowls, Sports &amp; Community Club Inc. (QLD)</p><p>Savage Bull (Null)</p><p>SavageBull East</p><p>THE RULES CLUB WAGGA BOWLING CLUB (NSW)</p><p>WAVERLEY MENS BOWLING CLUB (NSW)</p><p>My Clubs</p><p style="background-color: #28a745; color: white; padding: 2px;">Murrumbena Park Bowls Club</p></div></div>
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## 2 - Finding the Competitions

<p>Go to <b>Competitions</b></p>	
<p>Depending on the level of access you have, the competitions you can put teams and scores into will be in either of two places.</p> <ol style="list-style-type: none"> <li>1. <b>Player/Team Manager given access to their own team only.</b> Click on <b>My Competitions</b>.</li> <li>2. <b>A Person with access to the Club Administration in BOWLSLINK.</b> Click on <b>My Club Entries</b>.</li> </ol>	

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

### Competition Entries A list of entries that you as Club administrator have access to

In Play   Entered   Completed

Competition ▾

**2022-23 Midweek Pennant**  
2022-23 Metro Pennant Midweek Division 3

**2022-23 Weekend Pennant**  
2022-23 Metro Pennant Weekend Division 2

**2022-23 Weekend Pennant**  
2022-23 Metro Pennant Weekend Division 4

**2022-23 Weekend Pennant**  
2022-23 Metro Pennant Weekend Division 8

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

A screenshot of a user interface menu. At the top is a circular icon with a wrench. Below it are two buttons: 'Manage Entry' with a trophy icon and 'Manage Results' with a document icon. A line points from the text in the adjacent cell to the 'Manage Results' button.

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

A screenshot of a user interface menu. At the top is the word 'Actions' in bold. Below it is a circular icon with a wrench. At the bottom is a button labeled 'View Results' in blue text. A line points from the text in the adjacent cell to the 'View Results' button.

## 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.

The screenshot displays a game setup interface with three team sections, each separated by a horizontal line. Each section is headed by a team name (TEAM 1, TEAM 2, TEAM 3) and a small downward arrow on the left and a circular icon on the right. Below each team name is a blue button labeled 'SELECT TEAM'. Underneath the button, the score is shown as '0 : 0', with '0' above each number. Below the score, the text 'TEAM NOT ENTERED' appears on both sides of the colon. The entire interface is contained within a rectangular border.

## 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.

 **ENTER SIDE MATCH TEAMS** ×



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**SAVAGE BULL -1**



**Lead**

Please Select  



**Second**



Please Select  

**Third**

Please Select  

**Skip**

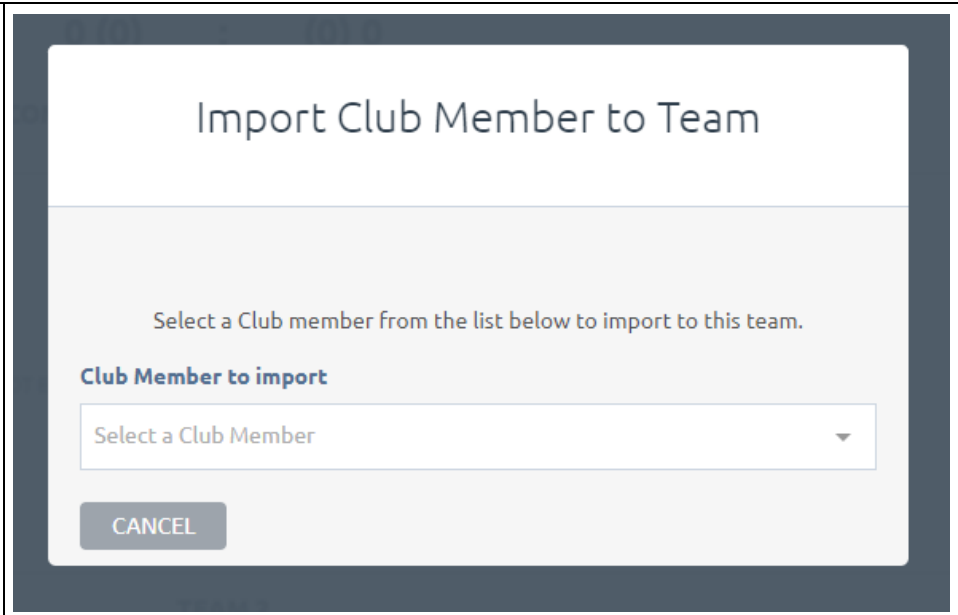
Please Select  

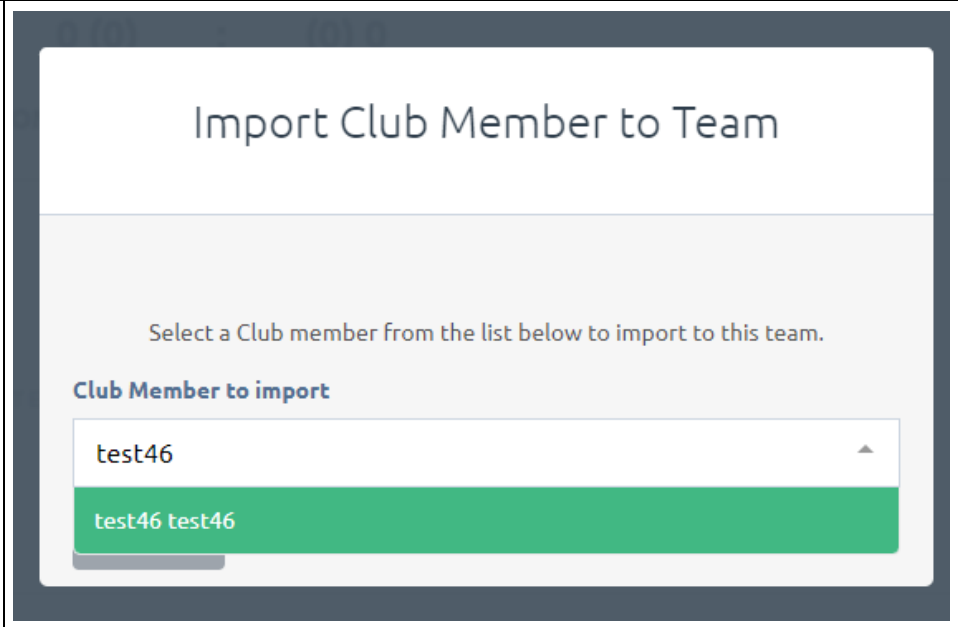
A pop up box will appear.

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.***

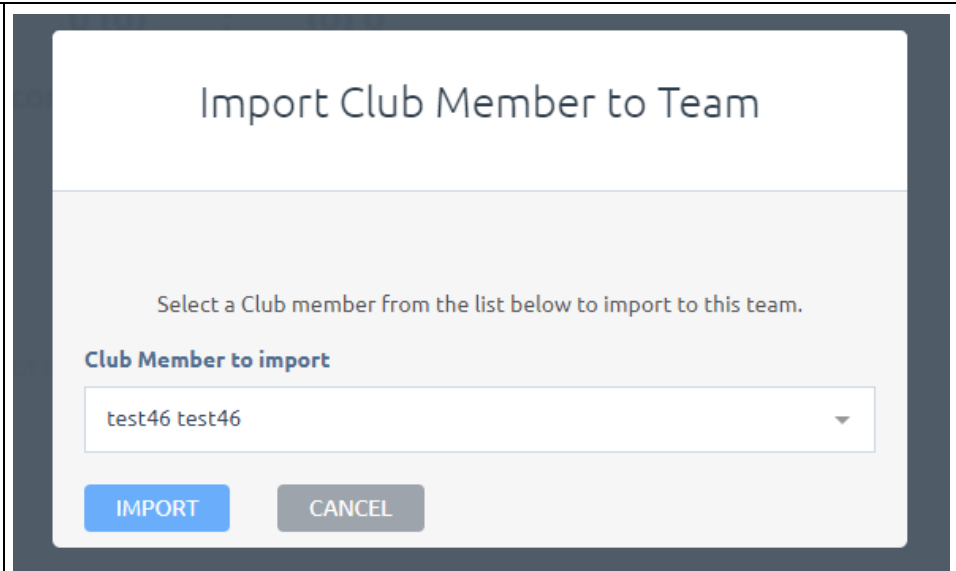


The player will be highlighted green, select them.



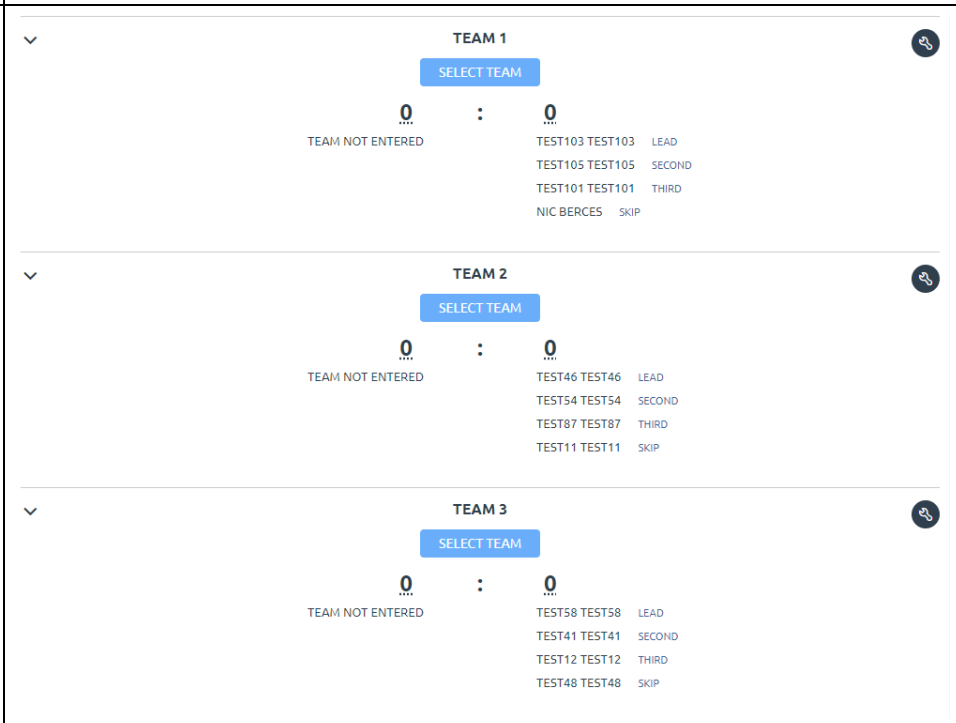
Click **IMPORT**.

Repeat this process for all Rinks.



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**.



*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**

TEAM 1

UPDATE RESULTS

0 : 0

LEAD	TEST103 TEST103	SOMEONE WEKNOW	LEAD
SECOND	TEST105 TEST105	TEST87 TEST87	SECOND
THIRD	TEST101 TEST101	TEST58 TEST58	THIRD
SKIP	NIC BERCES	TEST48 TEST48	SKIP

Enter Results  
Manage Teams  
Swap Away Teams

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

SWAP AWAY TEAM

Select skip of team to set on this match. \*

Select a match

Fours: Team 2: Skip - Test90 Test90

Fours: Team 3: Skip - Test106 Test106



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	BERCES	TEST106	TEST106	SKIP

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**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

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**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

Only the Home team can put results in.

Select **UPDATE RESULTS**

**TEAM 1**

UPDATE RESULTS

Enter the scores and  
remember to select  
**SAVE**

ENTER MATCH SCORES ×

SAVAGE BULL -1

2 CLUBS COMBINED

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)**

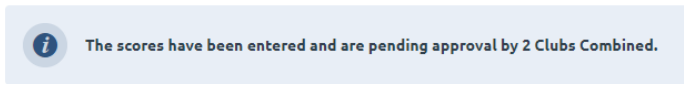
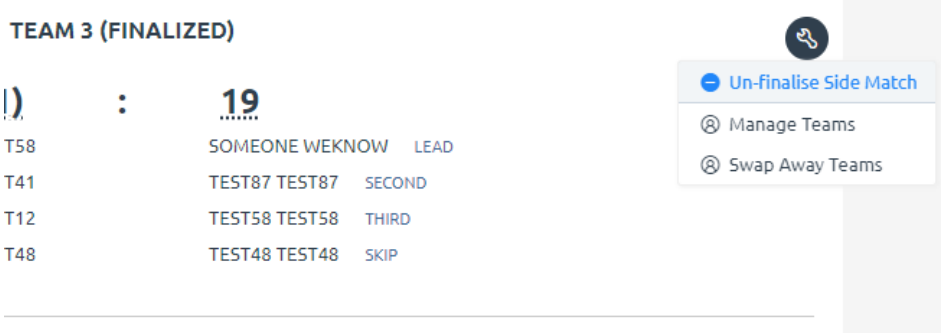
**13 : 14 (1)**

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)**

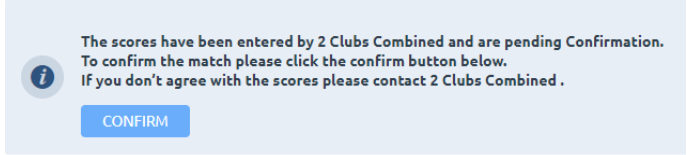
**20 (1) : 19**

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 <b>AWAY</b> team <b>CONFIRMS</b>.</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 <b>SPANNER</b> and choose <b>UN-FINALISE SIDE MATCH</b>.</p> <p>This will un-finalise the team, which you can choose <b>UPDATE RESULTS</b> 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><b>Once Confirm has been pressed neither the home nor away sides can make any additional changes.</b> 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 for 'Bowls Qld Demo Pennant'. At the top, a dark blue banner displays 'Format: Fours | Name: Bowls Qld Demo Pennant'. Below this, the match details are 'ROUND 3 - SECTION 1 - SATURDAY, OCTOBER 8TH, 2022'. The score is '0 (0) : (0) 0'. On the right side, there is a circular icon with a plus sign and a button labeled 'Import Teams' with a plus icon.

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

## IMPORT TEAMS ×

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### 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**

TEAM NOT ENTERED

:

**0**

TEST103 TEST103 LEAD

TEST105 TEST105 SECOND

TEST101 TEST101 THIRD

NIC BERCES SKIP

⚙️

⊞ Manage Teams

⊞ Swap Away Teams