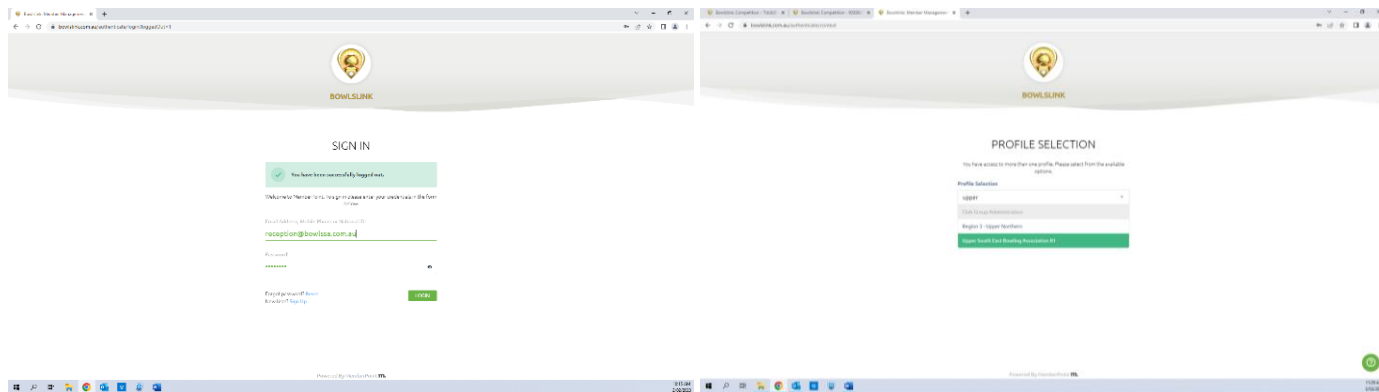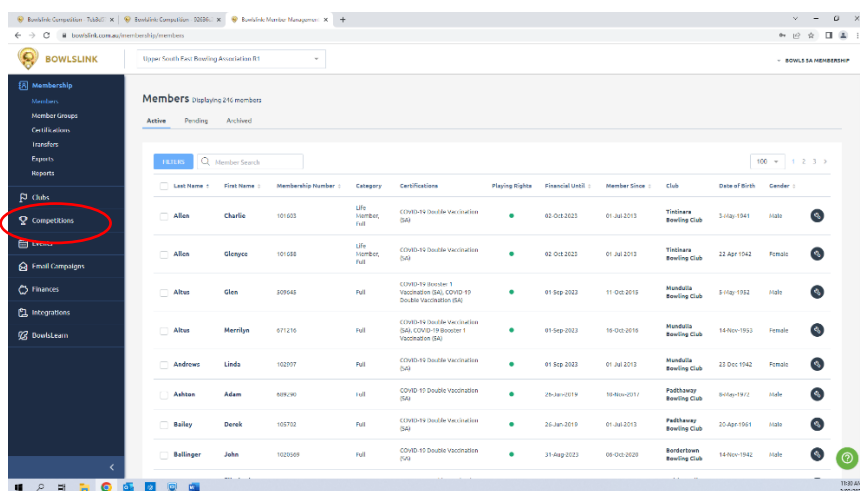# How to create a finals series
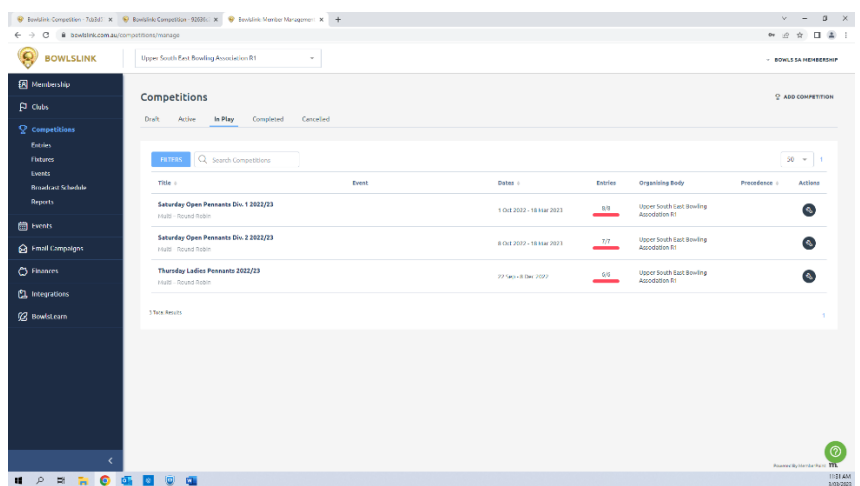
1. Log into Bowlslink – choose profile of association for an association competition.
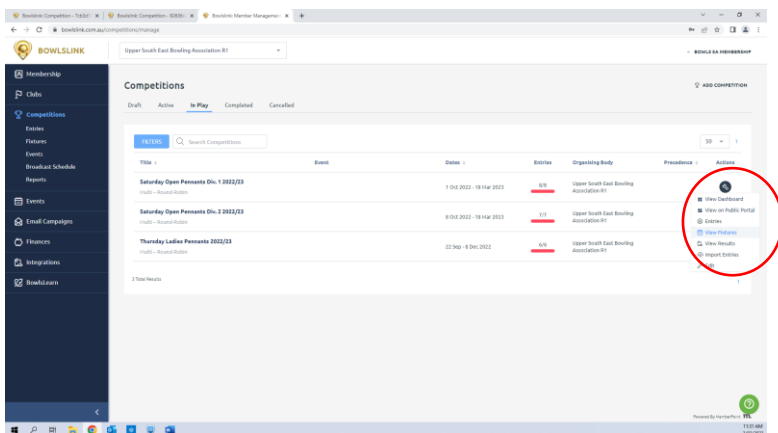

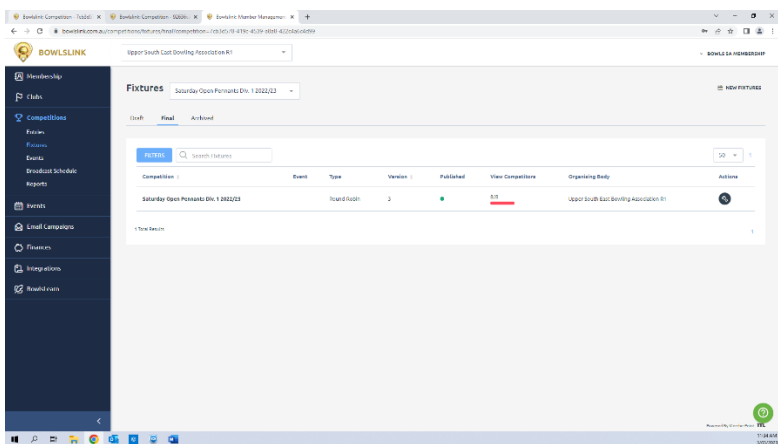
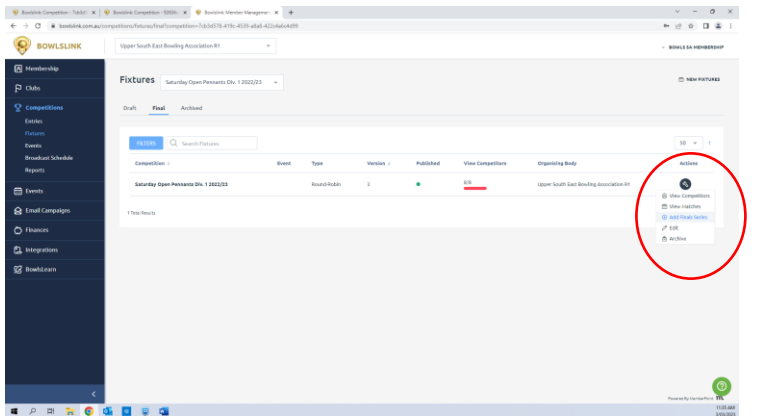2. Click onto competitions circled in red

Will look like this

3. Click on the spanner of the competition you are wanting to add finals to, and click on 'view fixtures' circled in red below
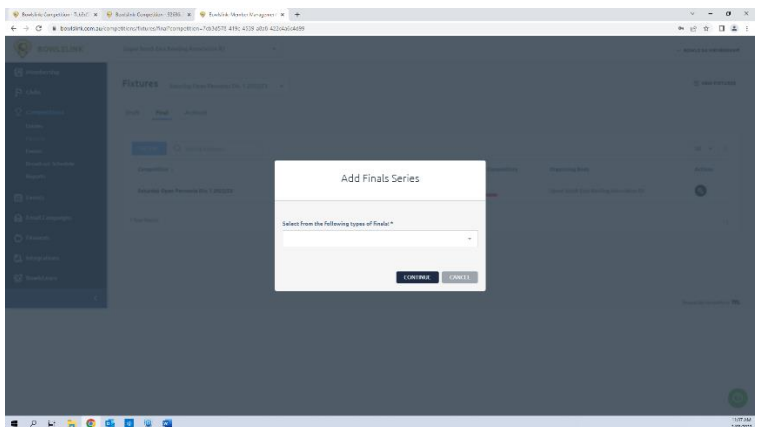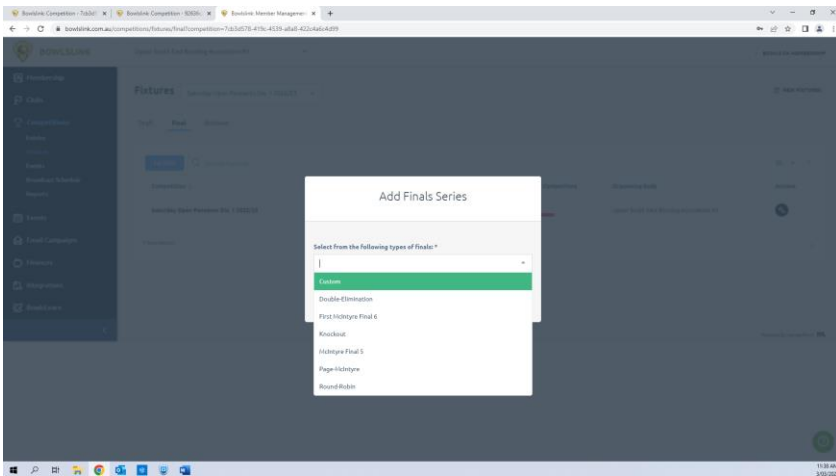

Will look like this

4. Now click the spanner again for the competition and click on 'add finals series' circled in red below
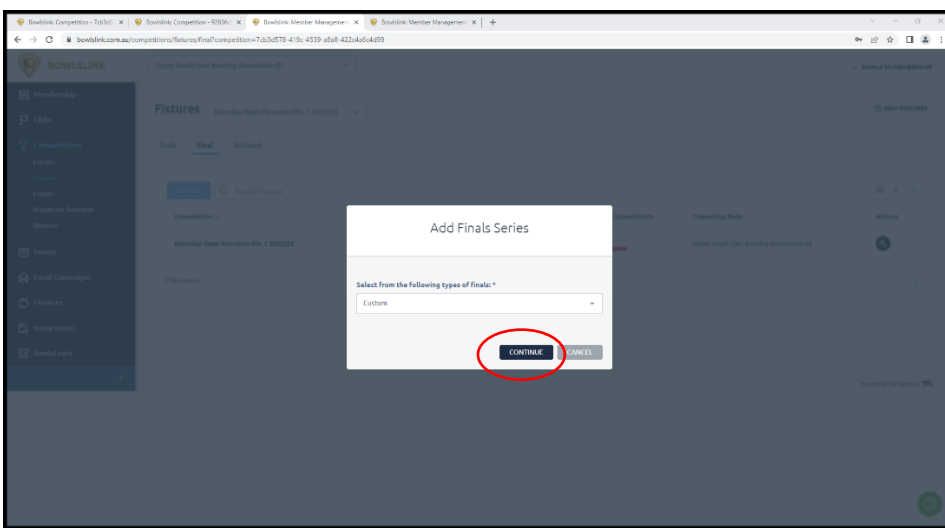

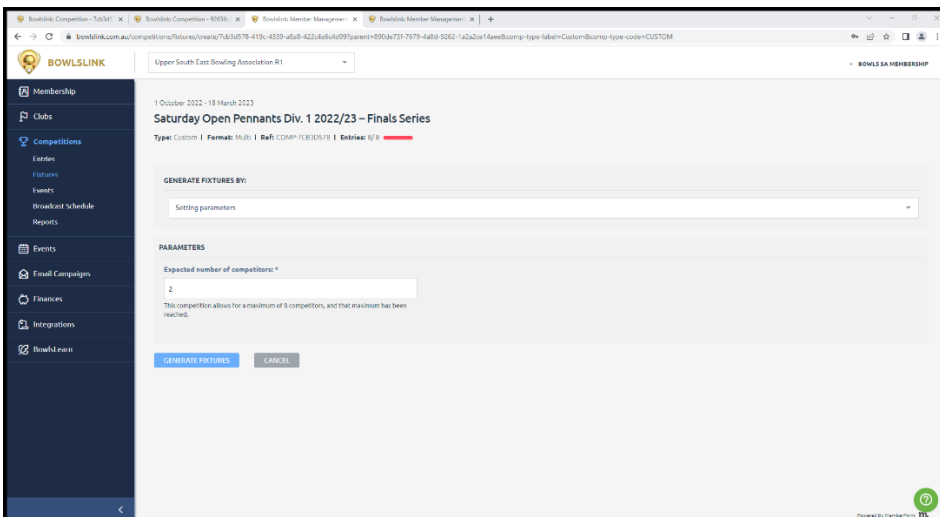This screen will come up

5. Click the drop down box and select 'custom' as the type of final
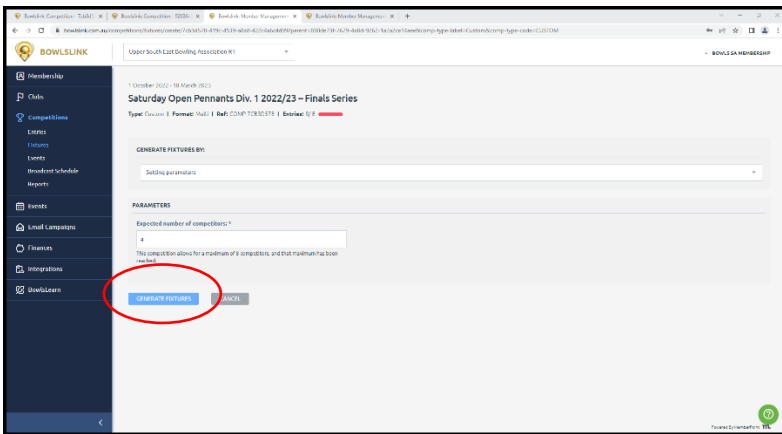

6. Click on continue in red below

7. This will bring you to generating the fixtures and the screen will look like this

8. You will need to change the expected number of competitors to however many teams will be playing – for a finals series it should be 4. Then click on 'generate fixtures' blue button circled in red below.

Will then look like this
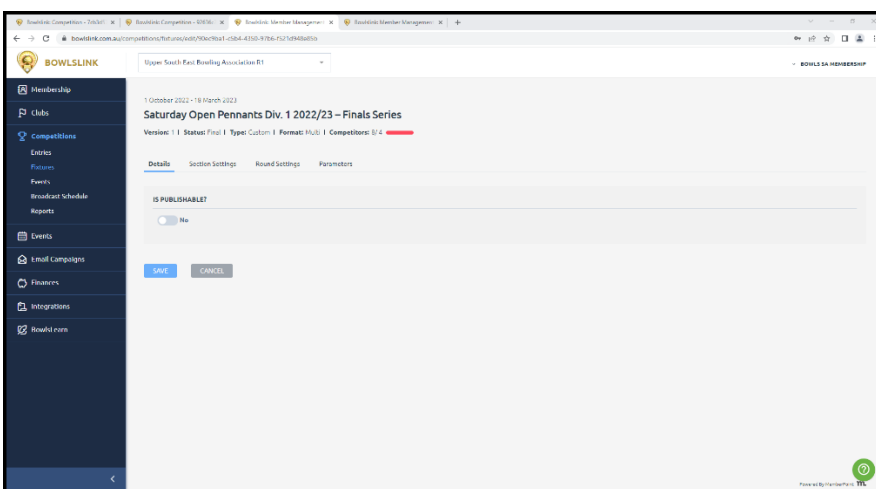
9. You will need to click through all four tabs on the top and click 'save' – the first one is details – we will leave as not publishable while we set it up, and will come back and make it publishable once we are done.
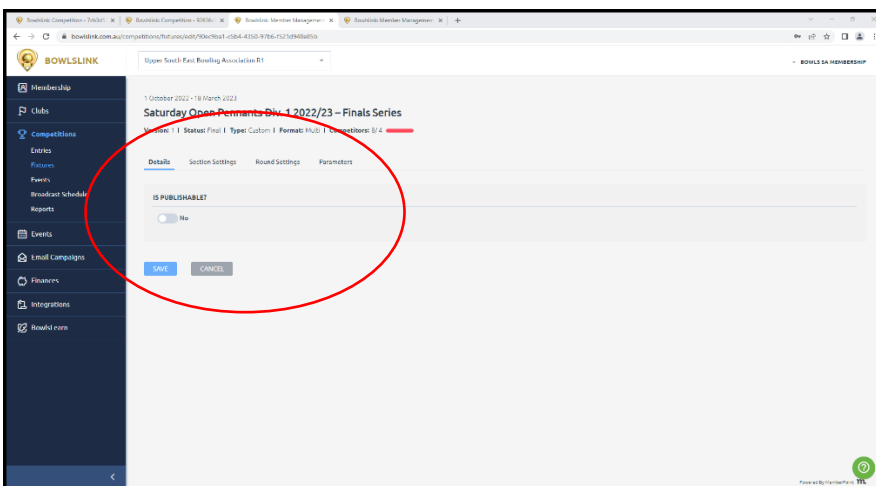
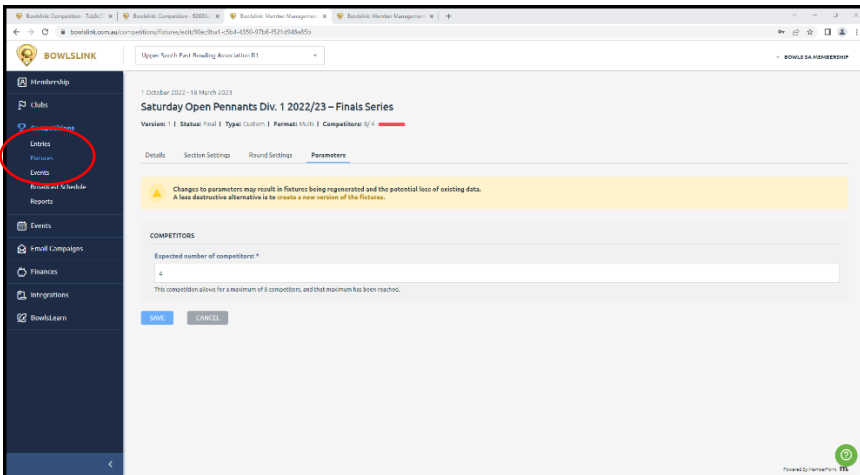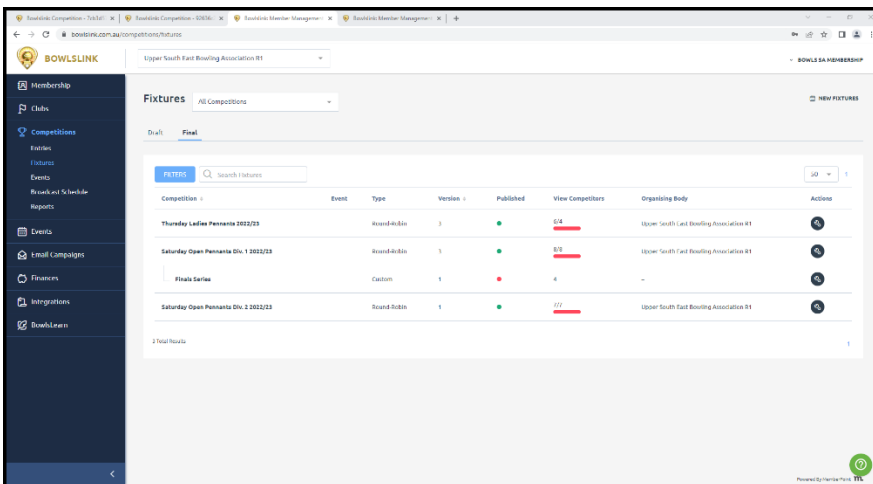10. After you click save on details the screen will not change, you need to click on 'section settings' from the top. Click save again and then click on 'round settings', click save then click on 'parameters', click save. After you have clicked save on all 4 settings, you can click on the 'fixtures' tab on the left as shown in red below.

The screen will now look like this

11. Now you can click on the spanner of the 'finals series' which will be under the competition you are creating them for. Click on 'view matches' as shown in red below
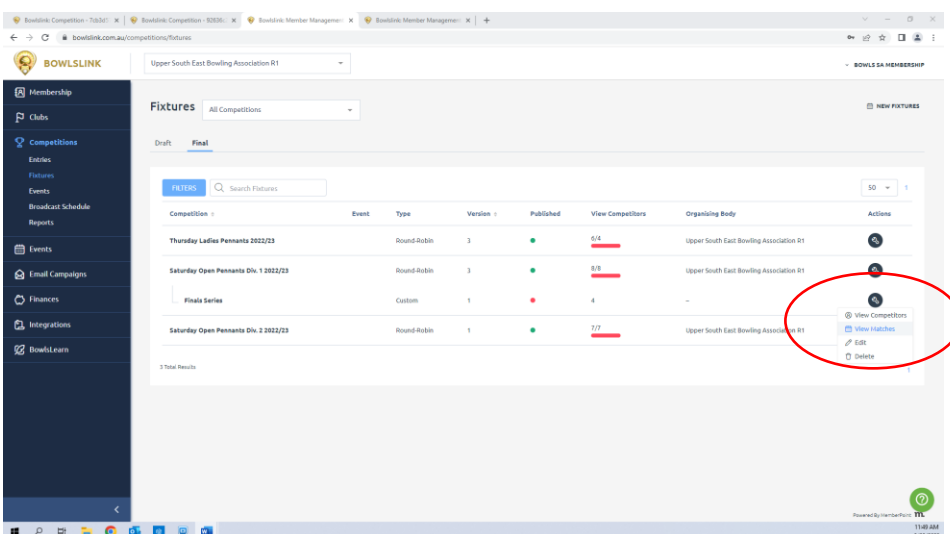
12. The screen will be blank, we need to manually add each match in. Click on 'add match' in the top right corner – circled in red below.
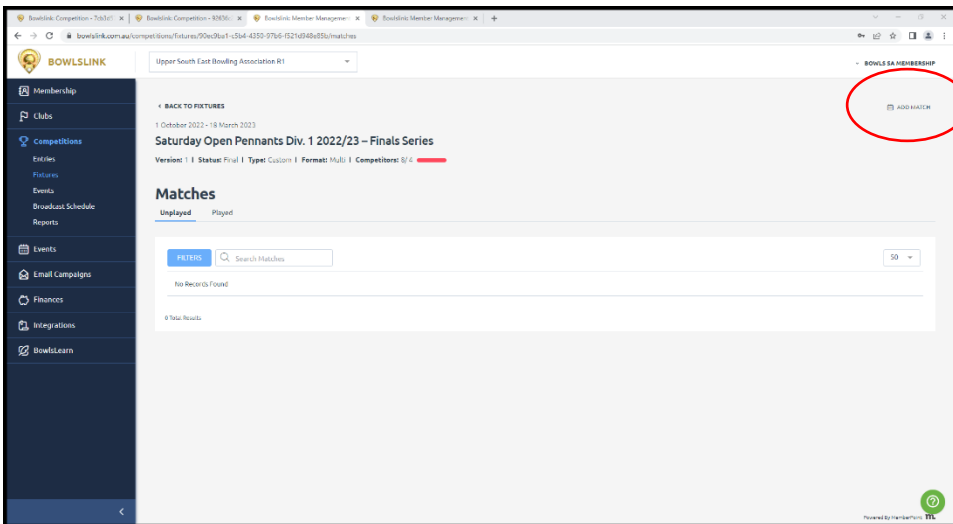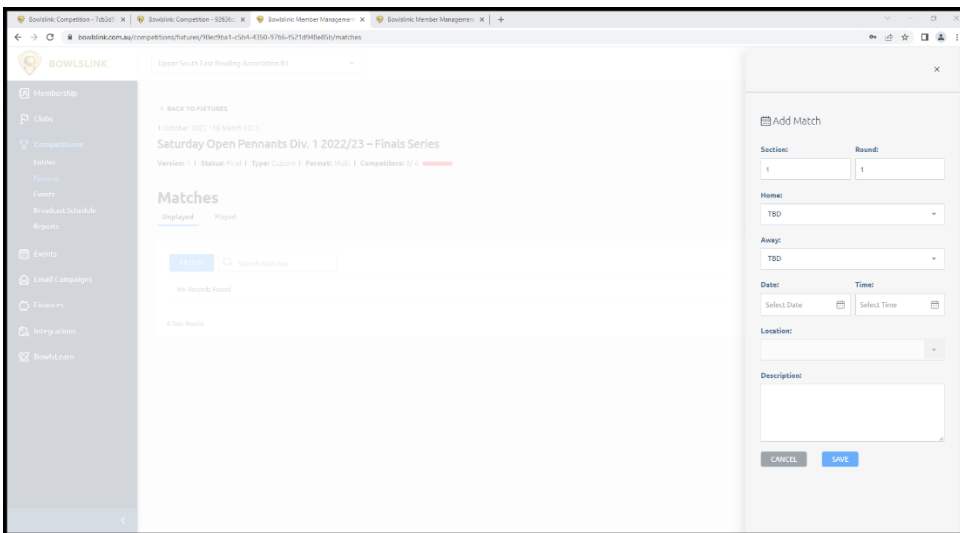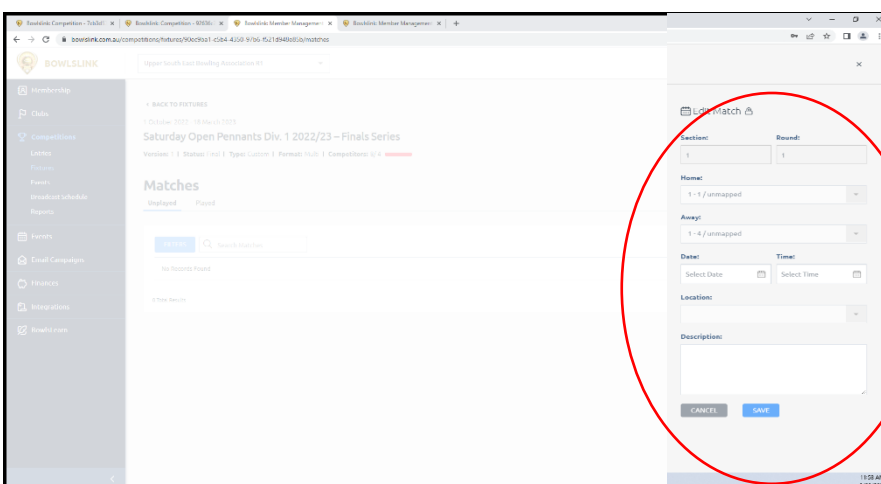

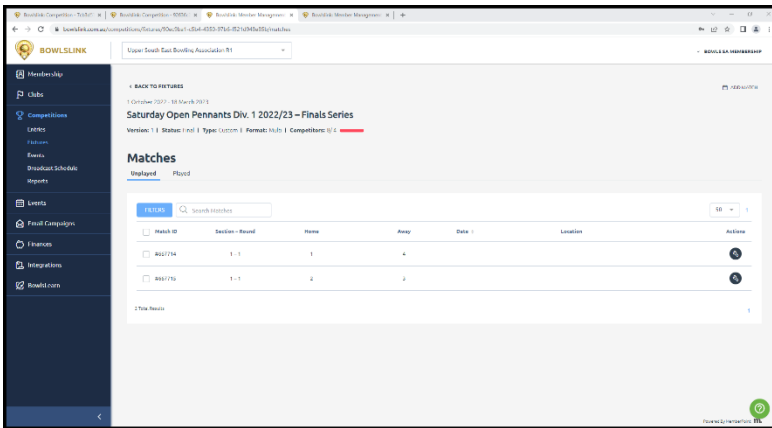The screen will now look like this

13. Now we need to add the details of the match. The first match will be section 1 round 1 (which will be already entered in anyway). Add the home and away teams – this will be in number format (the numbers will represent the placement of the teams on the competition ladder). Some associations have different ways of playing their finals, but for this, we will play 1 v 4 and 2 v 3 on the ladder. So, select 1 as the home team from the drop-down box, and 4 for the away team from the drop-down box. Then click save
    • Note – we will go and edit the round settings after we enter the matches – which will add the date and time for you.

14. Now repeat steps 12 and 13 but add 2 as the home team and 3 as the away team. Once you click save on the match, the screen will look like this. We have no created the semi-final matches to determine the winners that will play in the grand final.
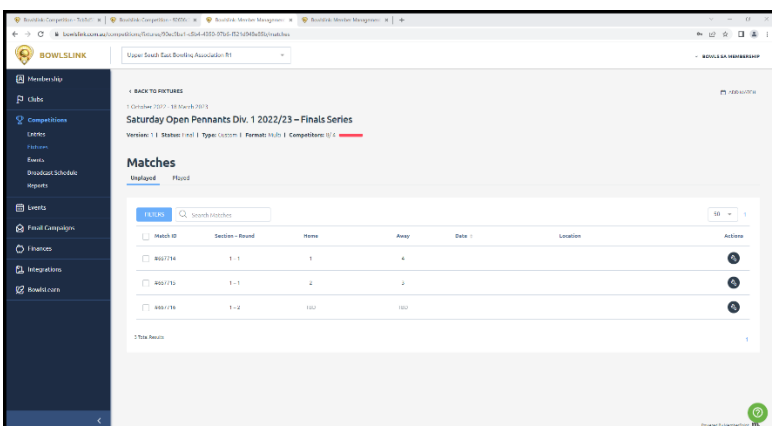

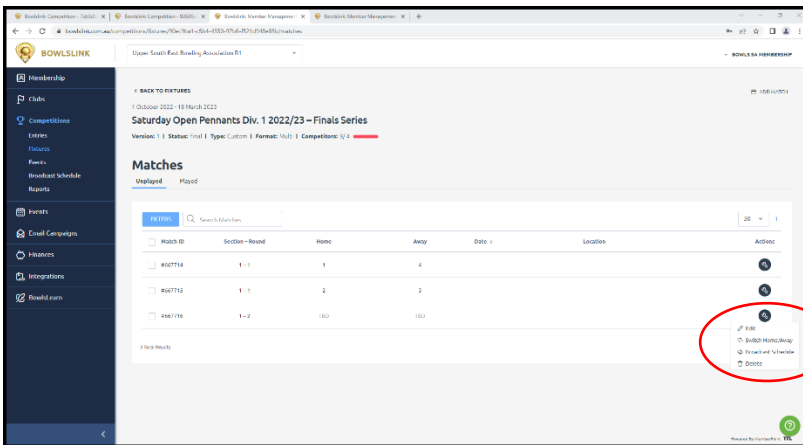15. Now we need to add the grand final match, repeat step 12.
16. For the grand final match, we need to change the round to round 2 – don't add any home and away teams yet, just click save on the match.
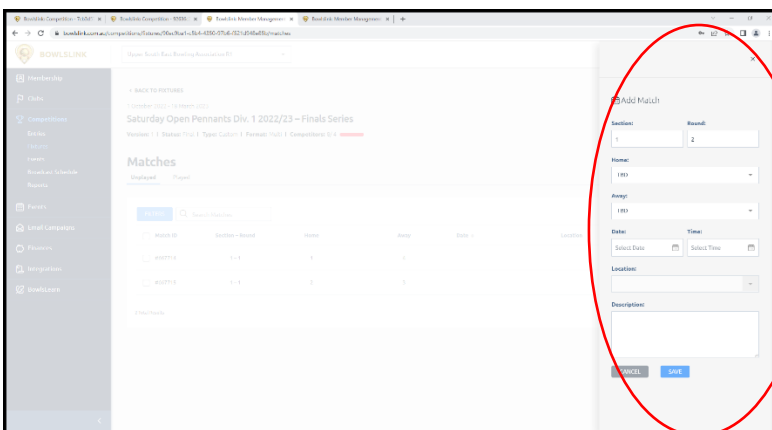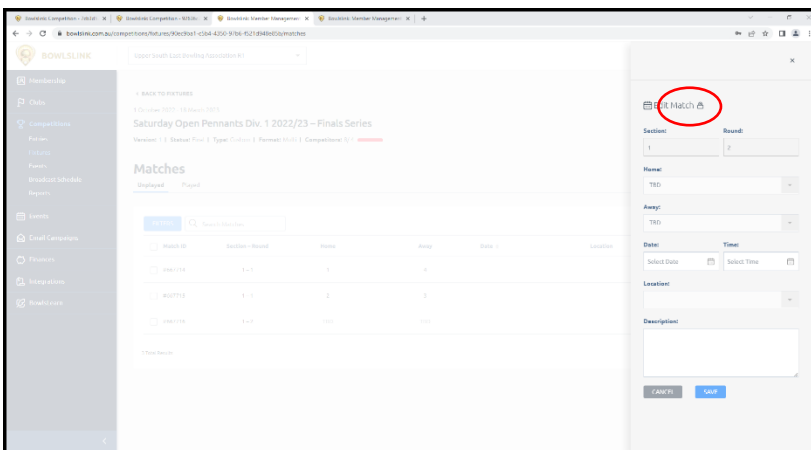

The screen will look like this after you click save

17. Now we need to go back in to edit that grand final match. Click on the spanner of that match and click 'edit' as shown in red below.

18. The screen will look the same but some of the details will be locked, click on the lock symbol as shown in red below. This will unlock the details and you can change the home and away teams.


19. In the drop down box for the home team, scroll to the bottom to see the option to have another match winner. Should have details like this. Alternatively, you can search the match ID for the first match we created which you can see on the screen in the blue circle below.
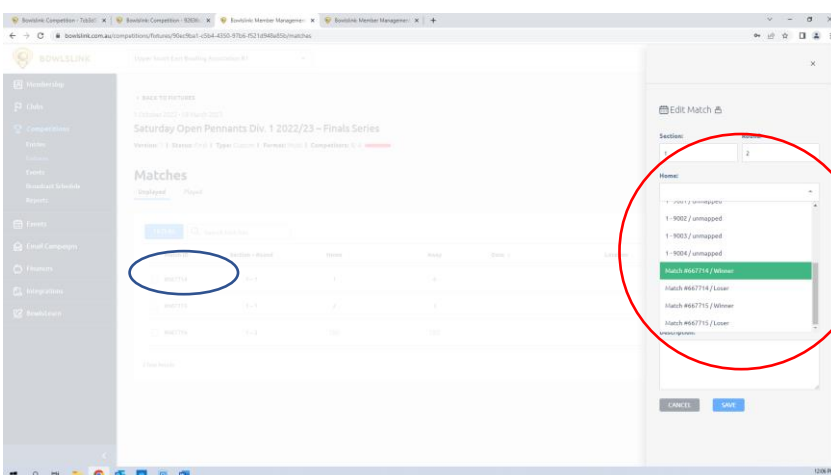

20. For the away team, we want to do the same but add the winner of the second match, this will be the next match in the drop down box, or alternatively search the match ID for the match.
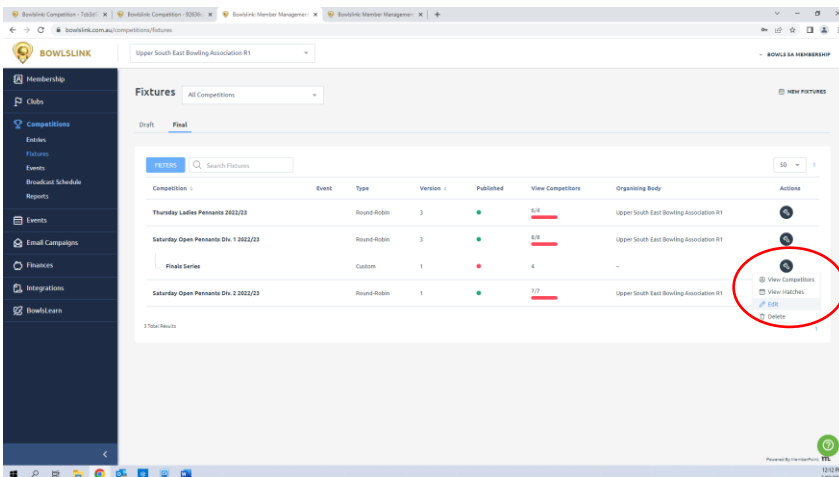
21. Once you add the winners of those two matches, click save. The screen will now look like this. This is the matches for the semi-final and grand final all set up.
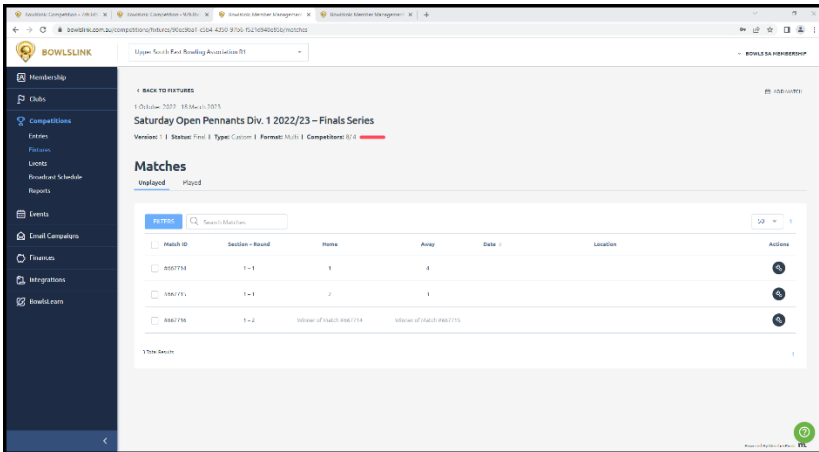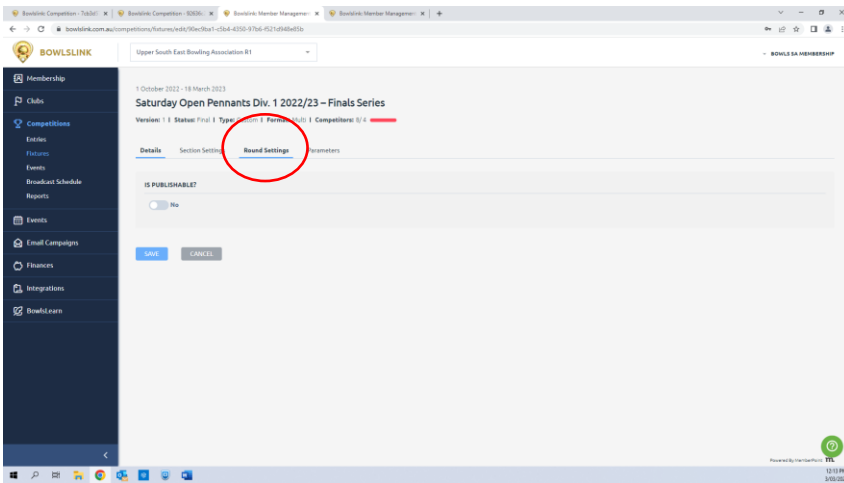

22. Now we will go and edit the round settings to add the dates and times. Click on fixtures on the left shown in red below.
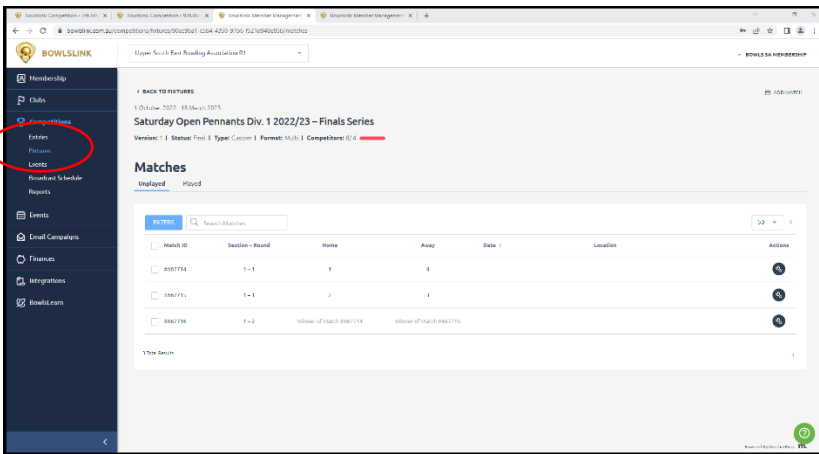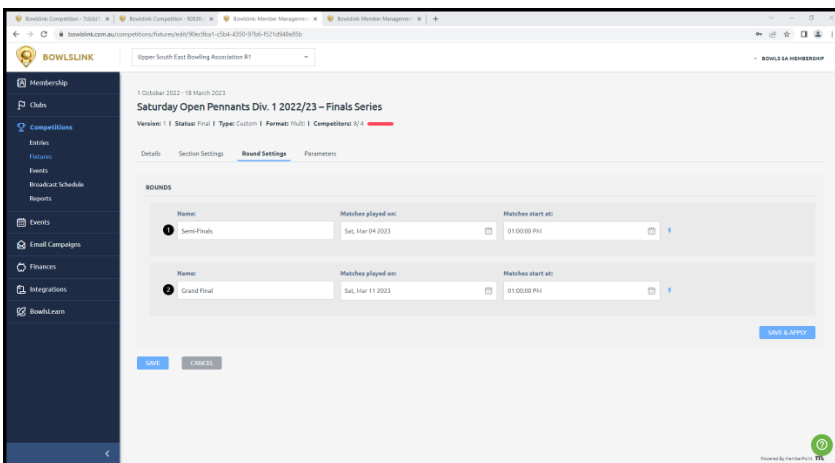

23. Now click on the spanner for the finals series again and click on 'edit' as shown in red below.

24. Click on 'round settings' as shown in red below

25. The screen will look like this. First, we will re-name the rounds as that is what will show in the results portal when we publish it. For round 1, you can name the match 'Semi-Finals', for round 2, you can name it 'Grand Final'. Then use the calendar to add the dates for the matches. Then also select the time that those matches will occur – this is in 24-hour time so be sure to scroll down for afternoon times. Screen will look like this (dates and times may vary depending on the competition).


26. Click the blue 'save and apply' button and then the blue 'save' button both circled in red below.
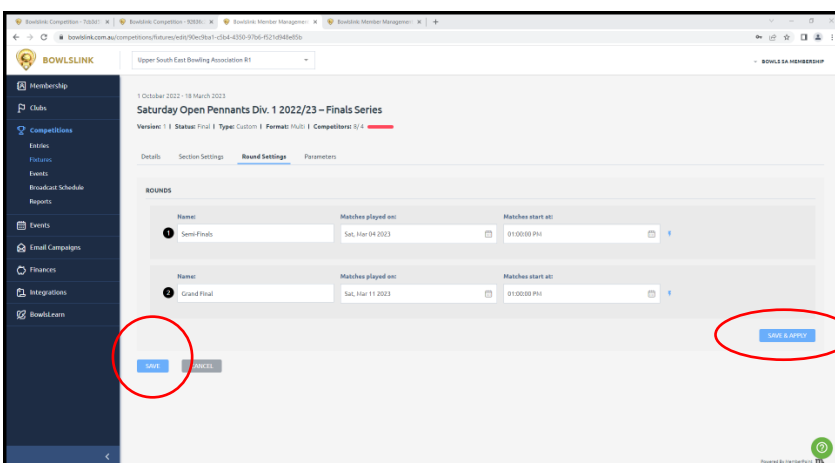
27. Then we can click back to 'fixtures' on the left hand side. Now we will add the competitors. Click the spanner for the finals series for the competition, click on 'view competitors' circled in red below.
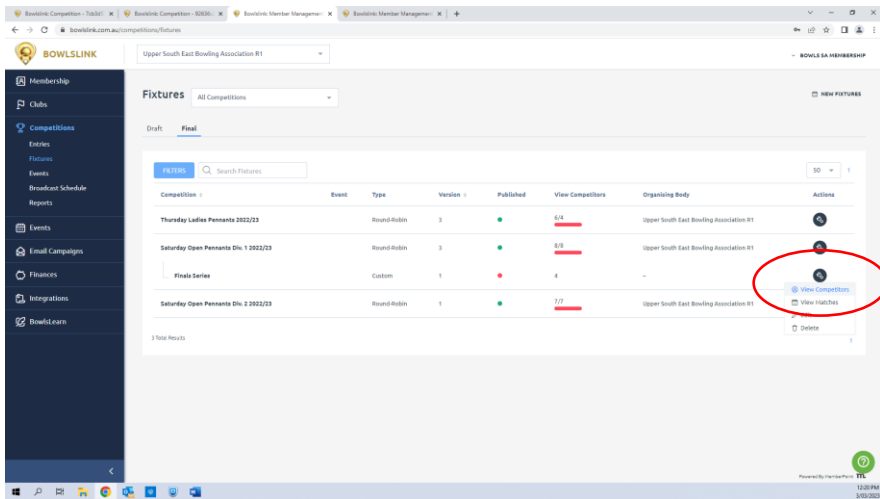

28. The screen will look blank, at the top (circled in red below) click on 'unmapped'.
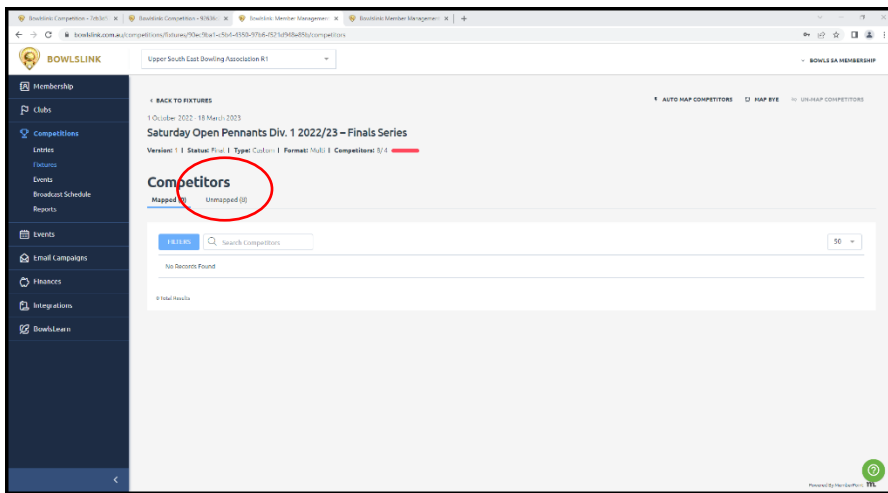

29. This is where you will a list or write down if you don't know who the top 4 on the competition ladder are. Find the competitor team that is on top of the ladder. Click on the spanner, and click 'map competitor'.
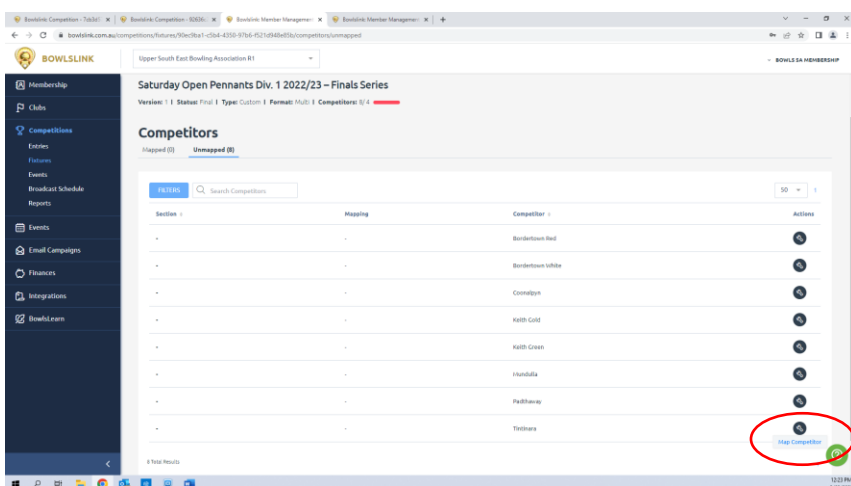
30. This will bring up a screen as below. Click the drop down box and select 1 as the team was top of the ladder. Then click on 'map'.
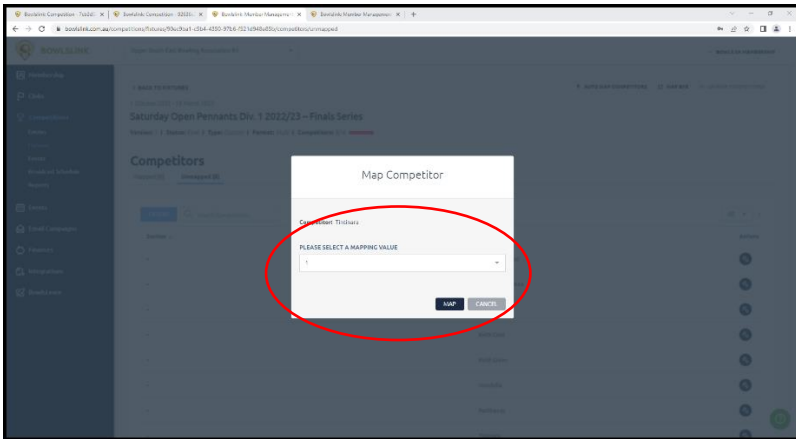

31. Repeat step 29 and 30 for the teams in 2nd, 3rd, and 4th. The mapping value is the number they finished. So 2nd will be 2, 3rd will be 3, and 4th will be 4. Once all 4 are mapped, click on 'mapped' as shown in red below.
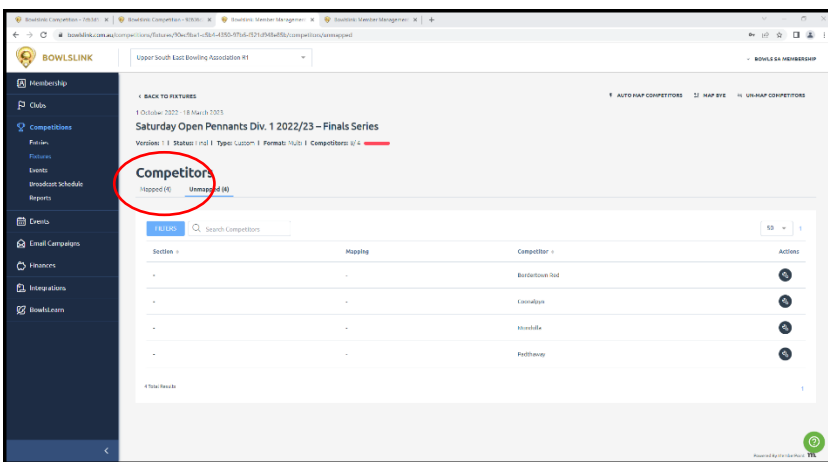

32. Here, double check that the teams have the correct mapping value of 1-4. If they are wrong, click the spanner and click 'unmap competitor' for the ones that are wrong. Then re map using steps 29-31 to the correct value.
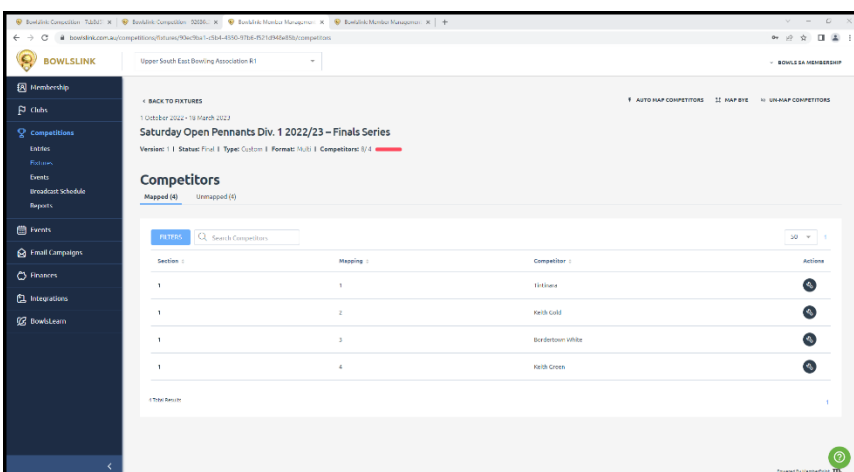
33. Now we will go back to 'fixtures' on the left. Click the spanner for the finals series, click on 'view matches'.
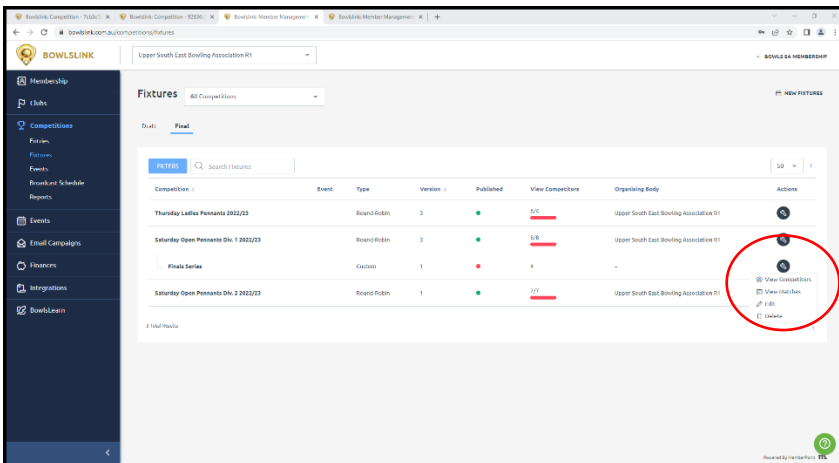

34. The screen will look like below. Go over the matched and check that the teams are playing the right teams. The dates and times are right. The location will have automatically to the home teams venue.
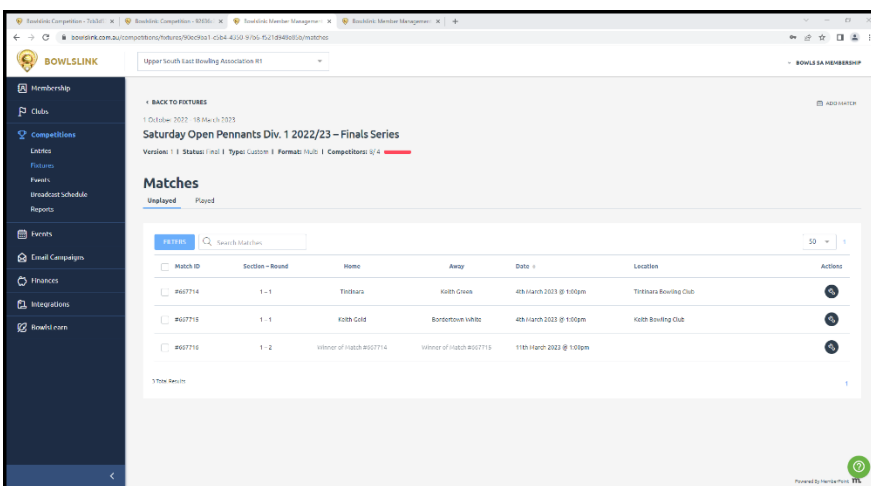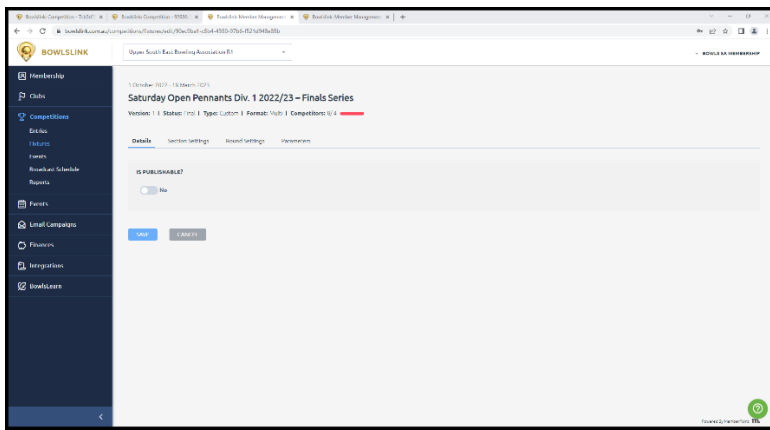

35. We have created the finals series, now we will publish it to make it accessible on the results portal. Click on 'go back to fixtures' up the top circled in red below.
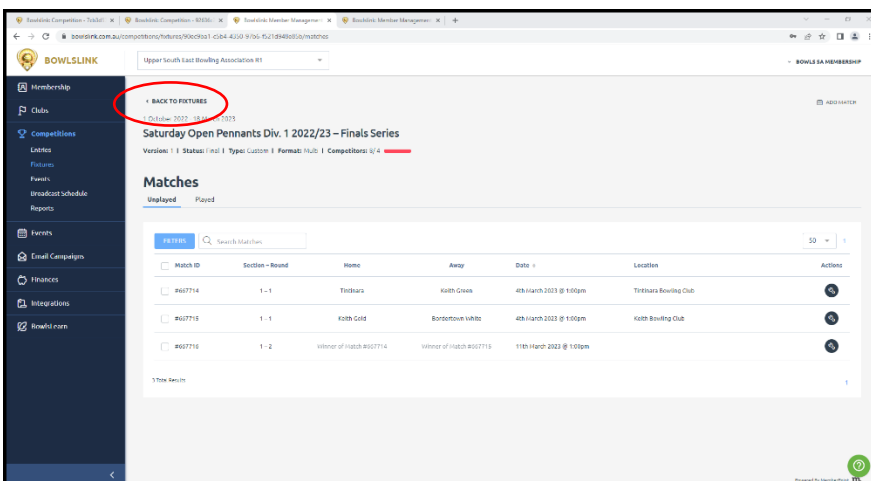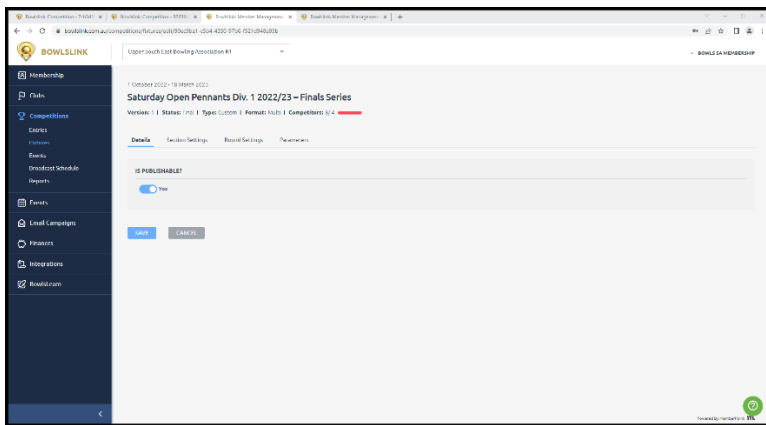
36. Click on the spanner of the finals series, and click on 'edit' shown in red below.
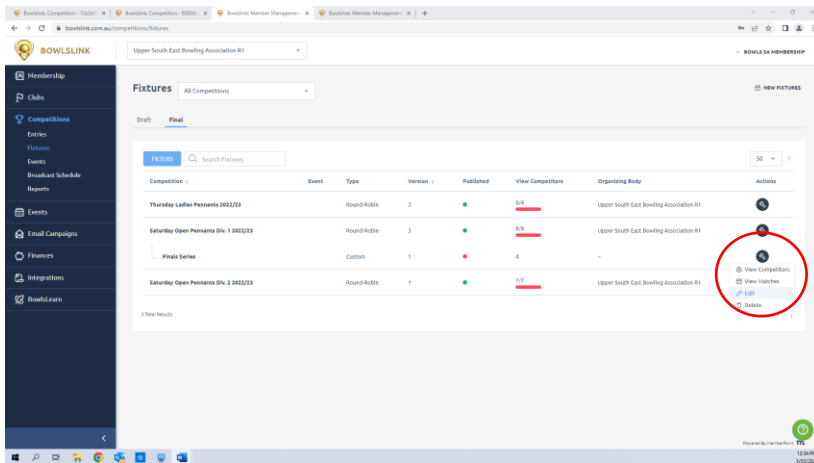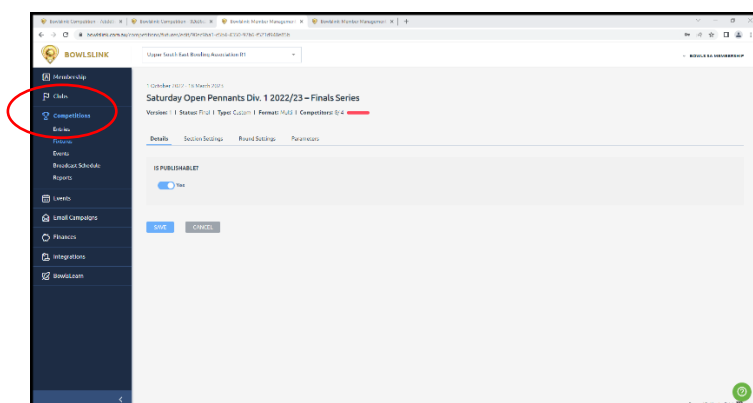

This will take us to the page we need, it will look like this.

37. Click on the toggle and change the 'is publishable' to yes. It will look like this.

38. Click the blue save button underneath. The screen won't change but it will refresh itself. Click the 'competitions' tab on the left as shown in red below.

39. Click the spanner of the competition we just created the finals for, and click on 'view on public portal' as shown in red below.
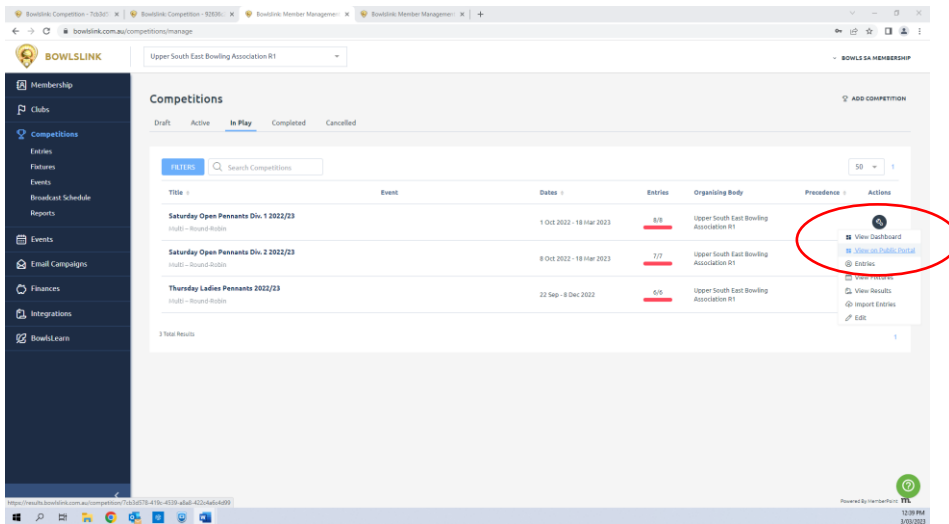
40. This will take you to a new tab to the results portal. If you click on 'finals series' as shown in red below, you will be able to view the matches and rounds and it is now accessible to players and the public.