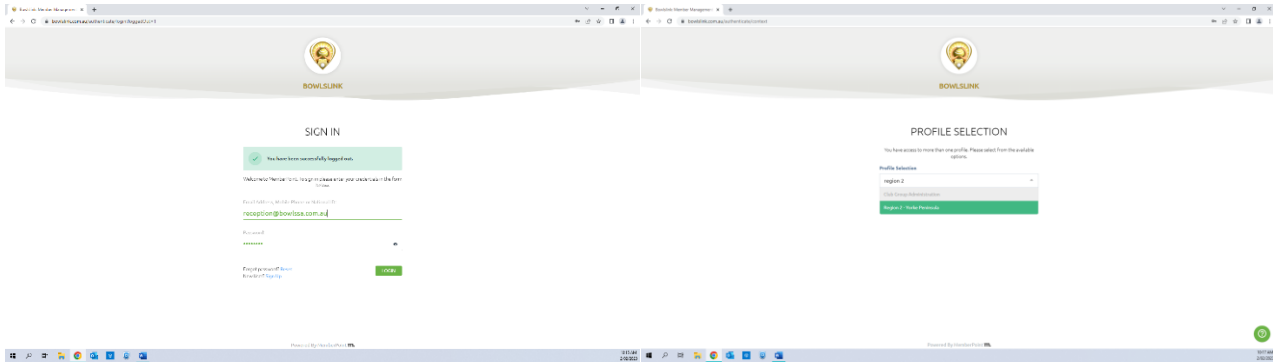
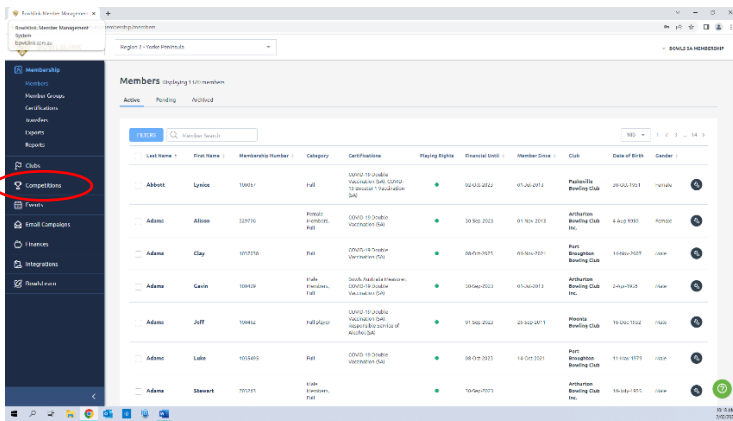


## How to make an event draw

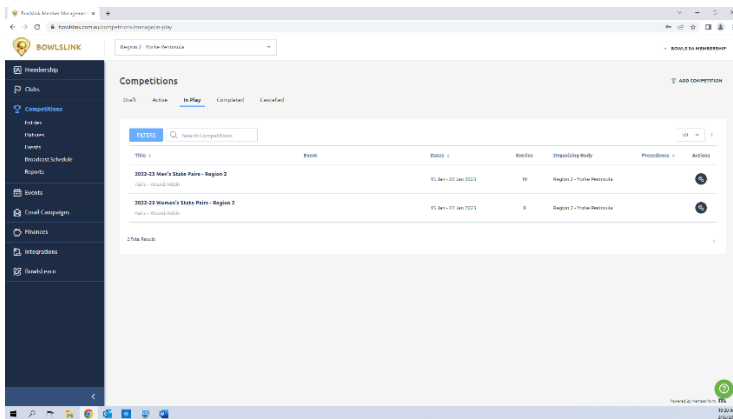
1. Log into Bowlslink – choose profile of region for a region event.



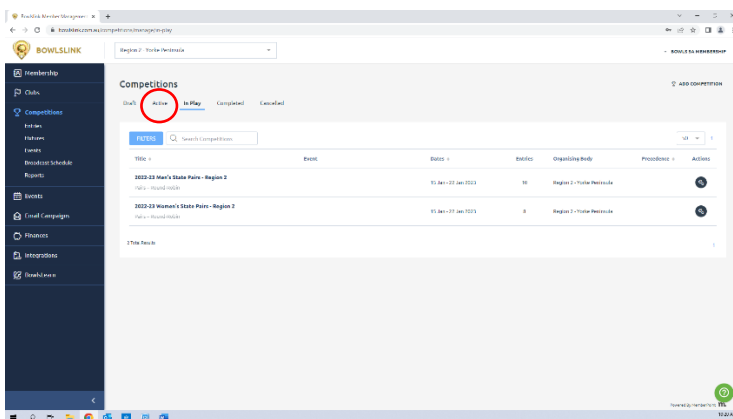
2. Click onto competitions circled in red



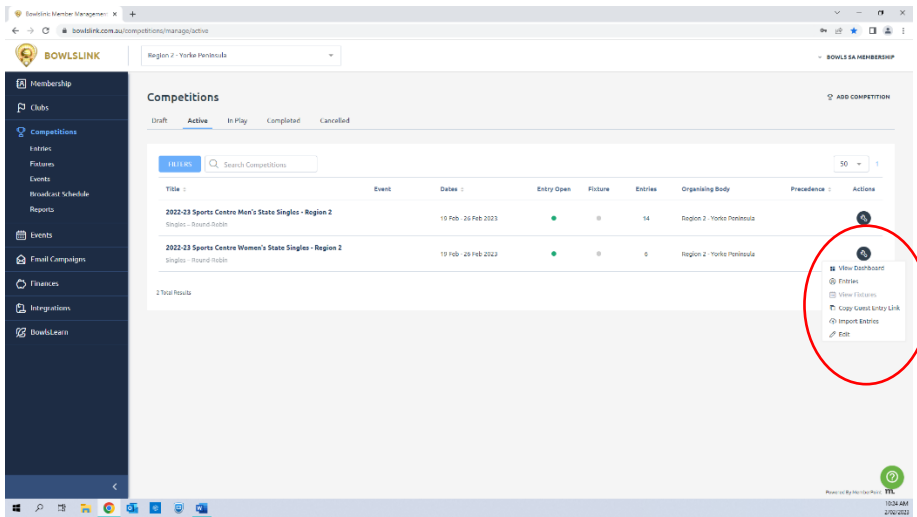
Will look like this



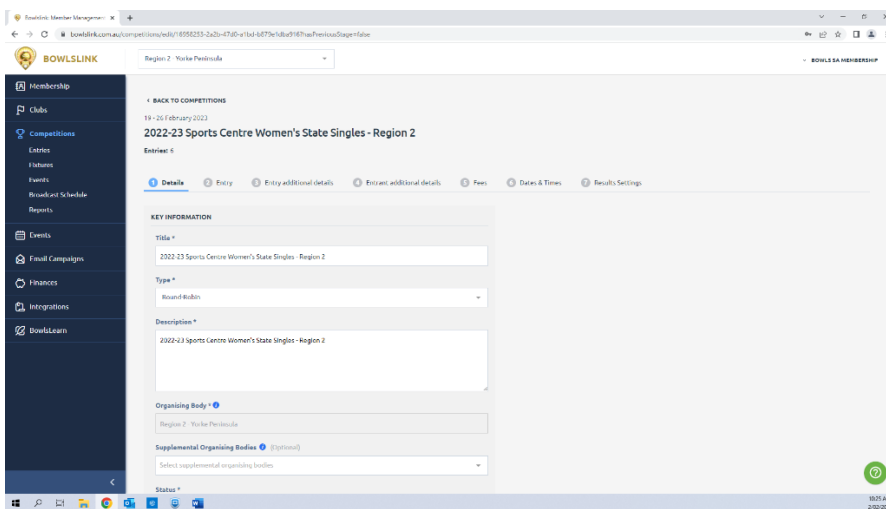
3. The screen will take you to competitions that are 'in play' if the competition you need is there click on it. If the competition is not listed there, click on 'active' circled in red



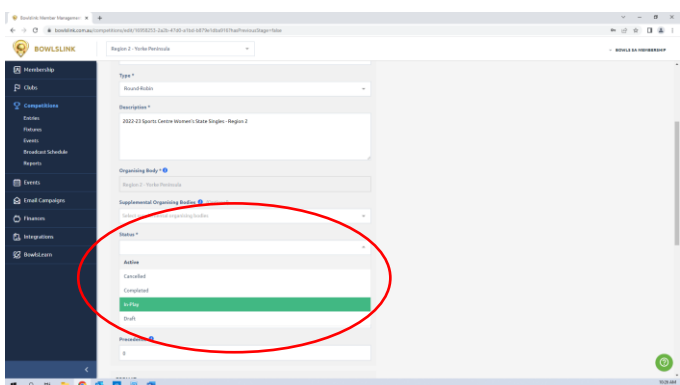
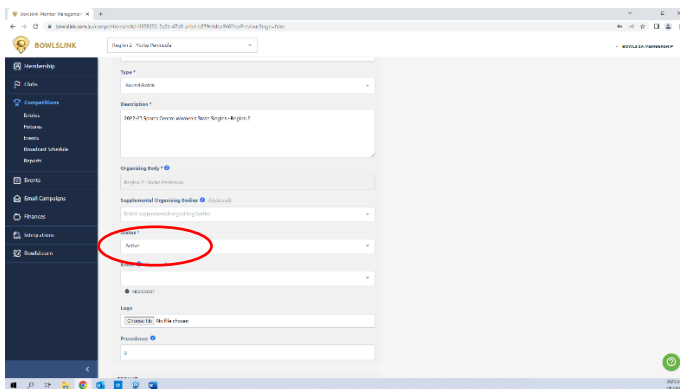
4. Once in active – find the competition needed and click on the spanner and click edit – circled in red below



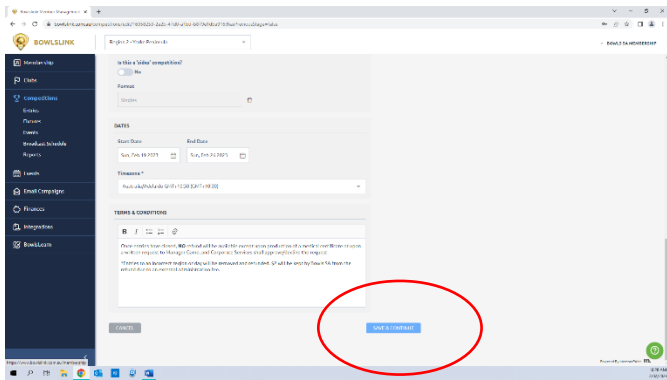
Will look like this.



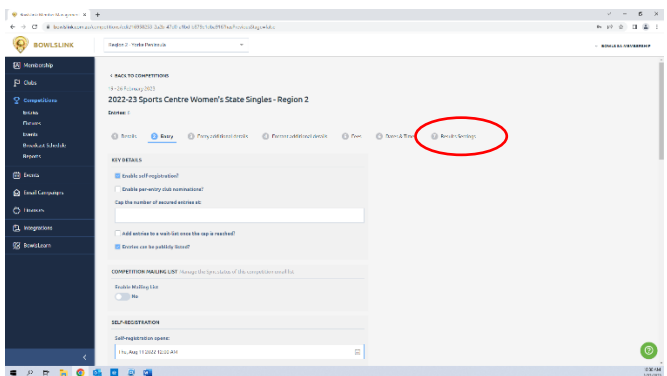
5. Stay in the 'details' section – scroll down to 'status' and change to 'in-play'



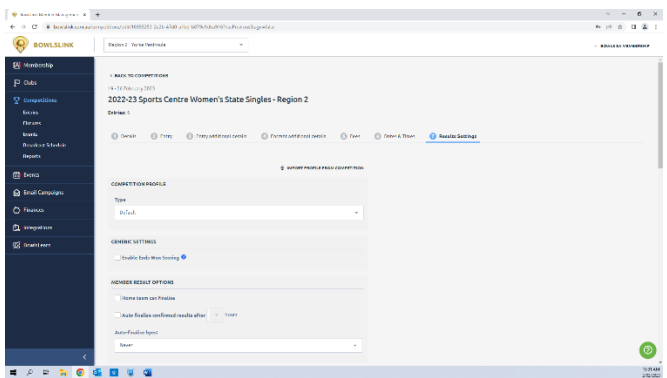
6. Scroll down to the bottom and hit 'save and continue'



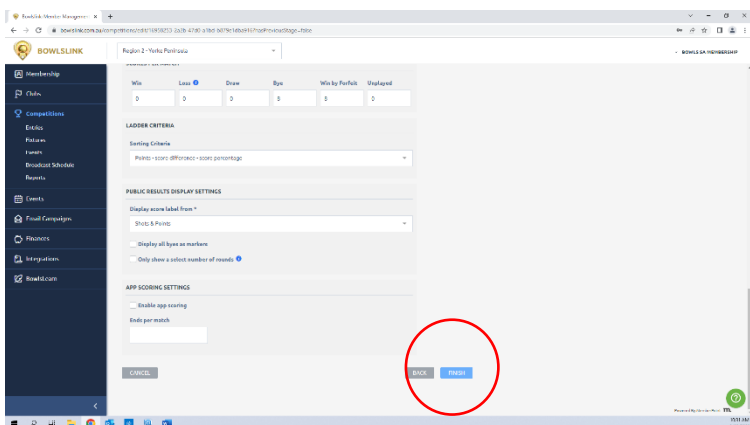
7. The screen will change itself to '2 entry' tab – click onto '7 results settings' tab



Will look like this

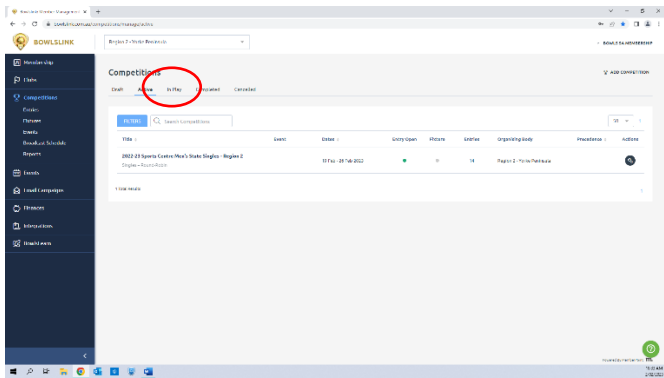


8. Scroll down to the bottom and click 'finish'

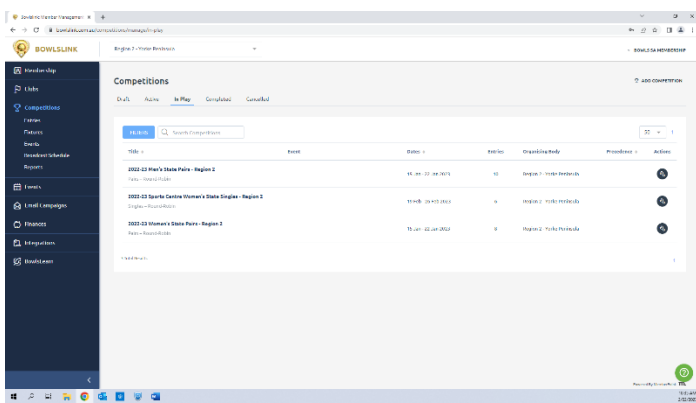


- This will now take you back to the 'active' tab in competitions and the event you want will not be listed. You will need to click back over into 'in play' tab to make sure the event is there.

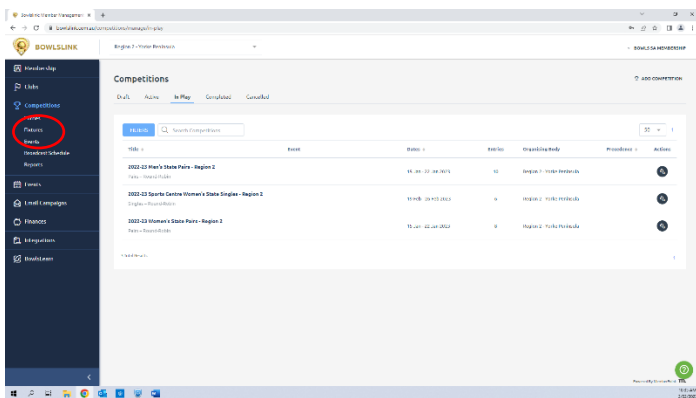
Screen will look like this and you click to 'in play' circled in red.



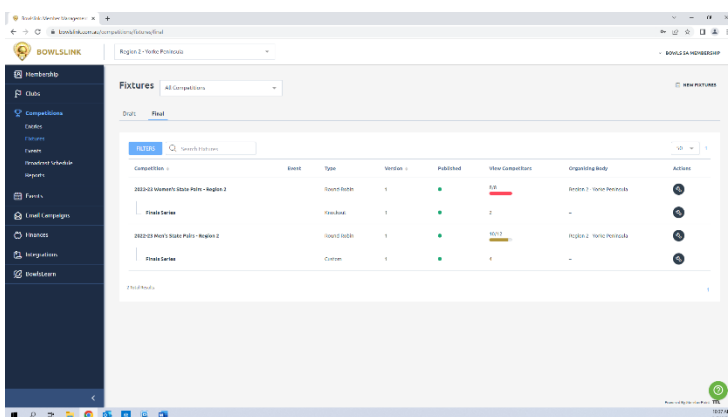
Then your event you want will be listed



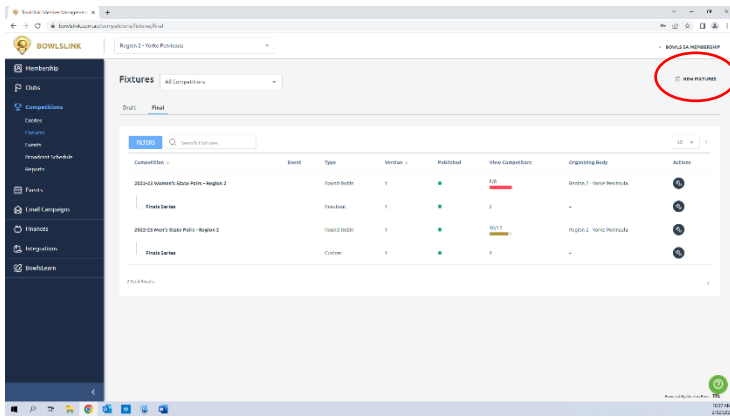
- Now we need to generate fixtures. Click the 'fixtures' under competitions on the left which is circled in red below.



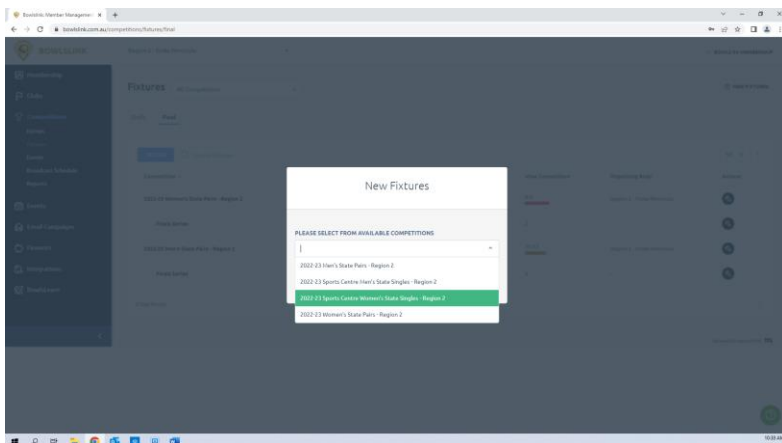
Should look like this



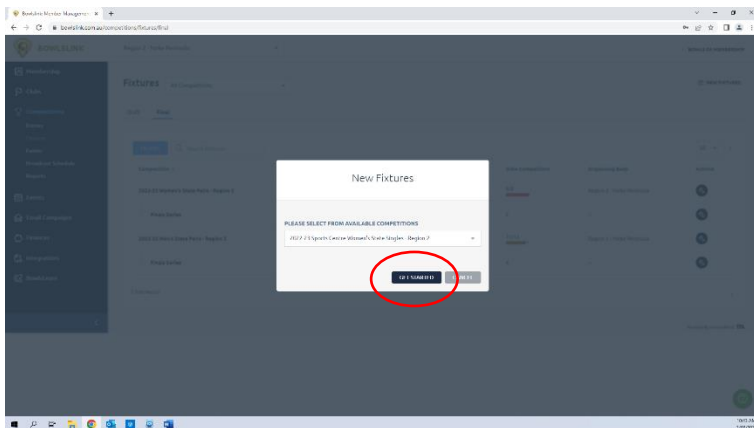
11. Click 'new fixtures' on the top right corner of the screen



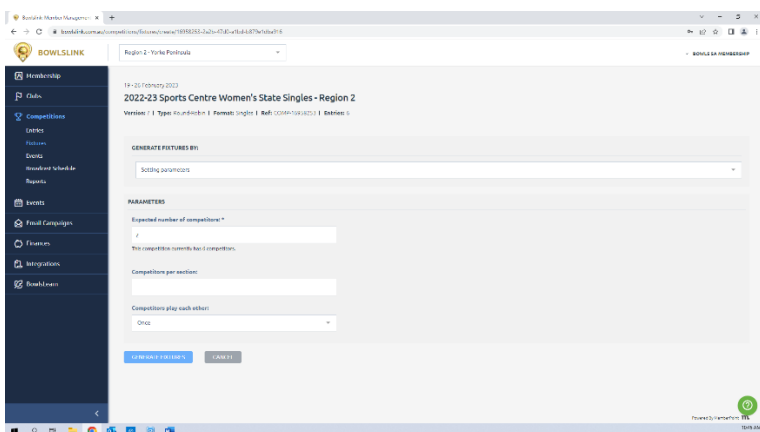
12. It will come up with a pop up – from the drop down box – select the competition you are wanting



Then click 'get started' in red below



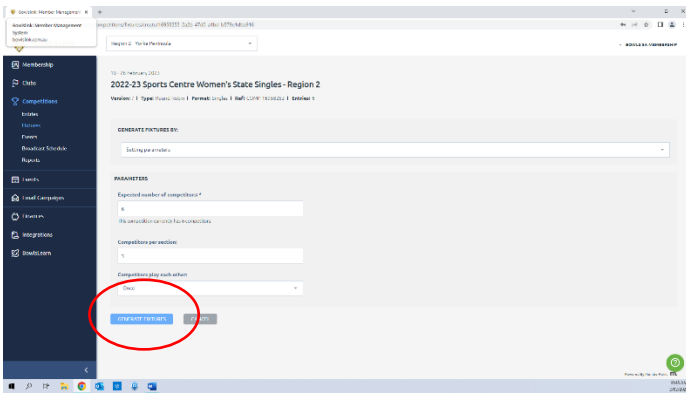
13. Now the screen will look like this, and it is time to set the parameters of details for the competitors and competitors per section



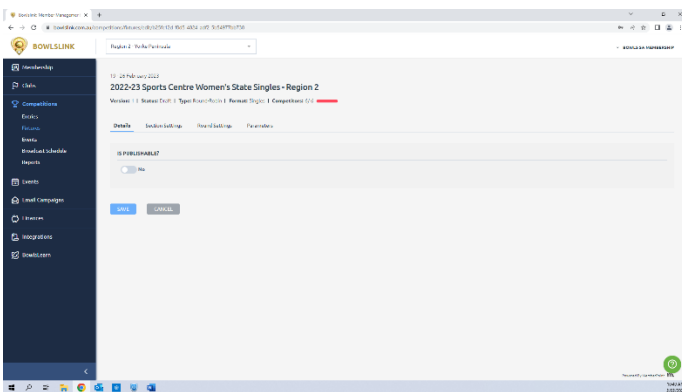
Expected number of competitors – you need to round up your entries number to a multiple of 4.

Competitors per section – this is going to be 4.

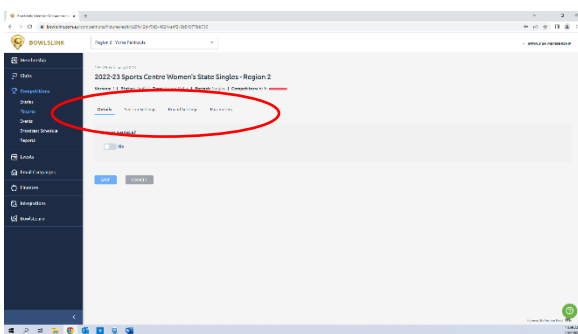
14. Once you have the numbers in, click 'generate fixtures' circled in red below.



Screen will look like this after clicking



15. We know need to go through the four tabs at the top. Click through the tabs circled in red and follow below



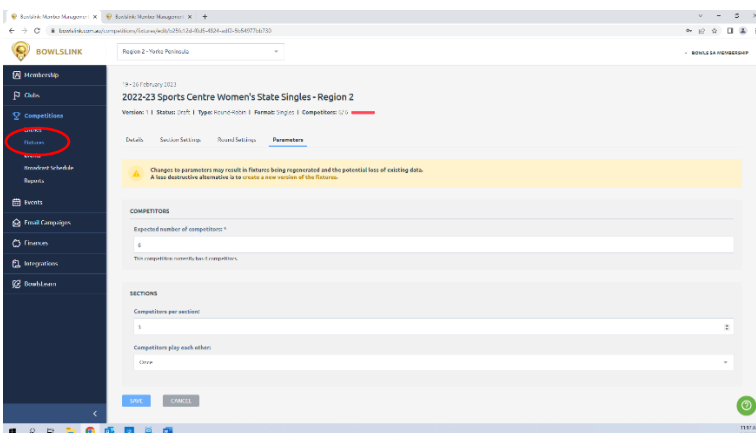
'details' – leave this as not being publishable until the matches are done – we will come back and publish it at the end. – click save

'section settings' – will auto name sections in number order – just click save

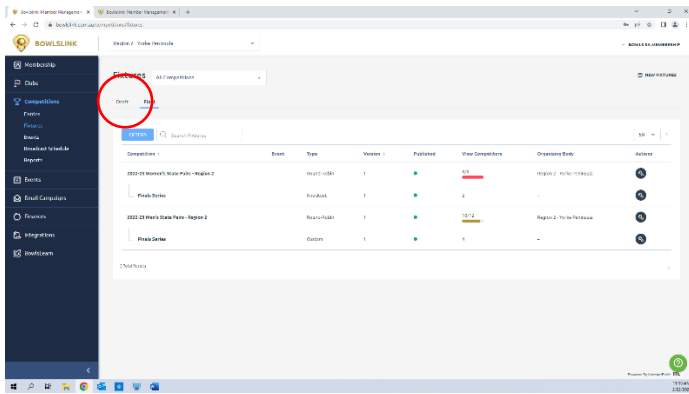
'round settings' – this one you can edit – select the date and times for the 3 rounds of sections for when they will be played – click save and apply on the right and then save on the left

'parameters' click save don't change them they are the same from the start.

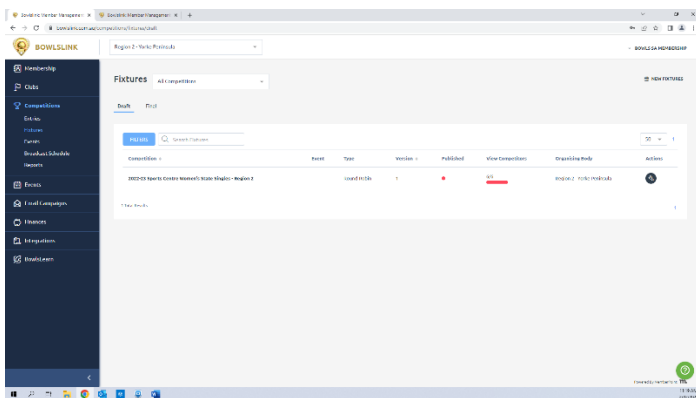
16. The screen wont refresh or change after saving – you will need to click the fixtures button on the left again circled below



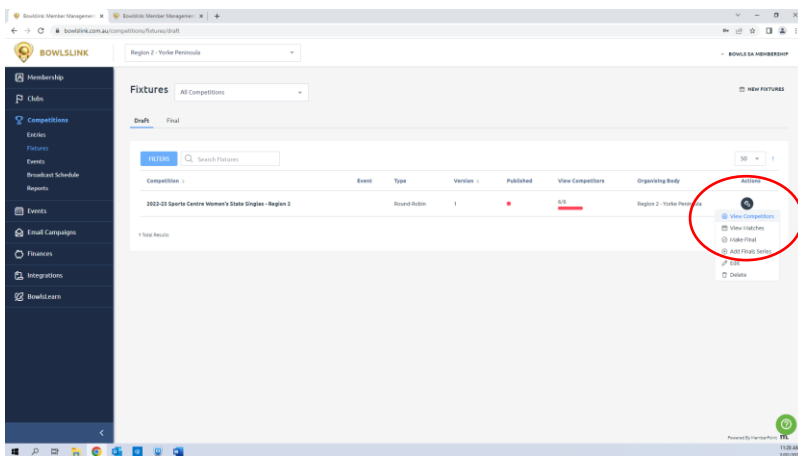
17. The screen will go to 'final' fixtures – you will need to click 'draft' shown below to find your event



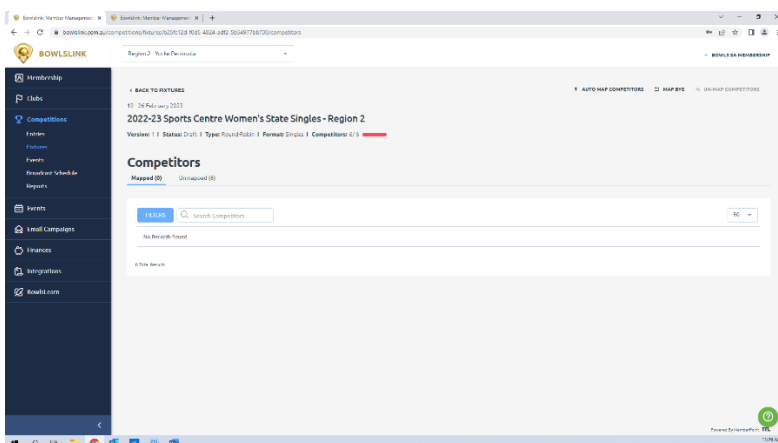
Then it will look like this and your event should be there



18. Now we can move forward to putting the entries in, click the spanner and 'view competitors' as shown below



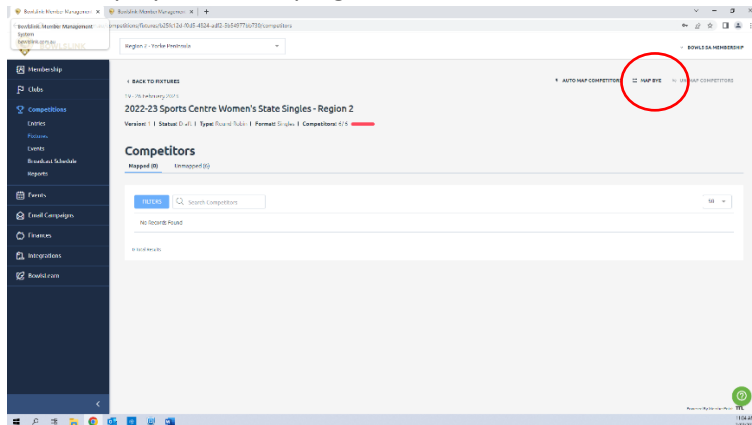
Should look like this



19. The next step will depend on the amount of entries for the event. If the number of entries matched the value put in for expected number of competitors from step 13 skip ahead now to step 22. If the number of entries is less than the expected number of competitors we need to map in some byes now.

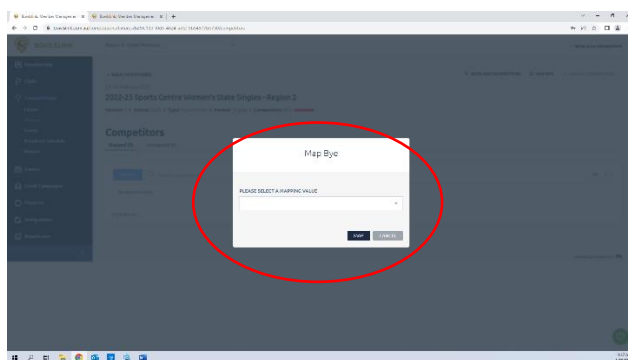
- Mapping byes – we need to map byes into slots for when there isn't enough players to fill a 4 player section.

20. Click 'map bye' in the top right as shown below



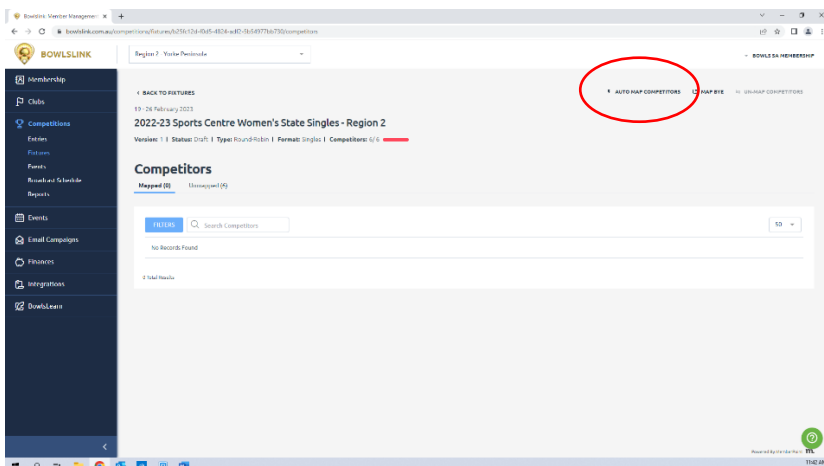
21. Now we need to select the mapping value for the bye. Always start from the bottom (which will be the highest number for mapping). If there is more than one bye needed, work in numbers of 4 so there is one bye in the bottom section and then the next bye will fall in the section above. For example – if there is 10 entries, there will need to be 12 expected players. When mapping 2 byes – you will map one to the bottom value of 12, and another to the value of 8 so that there is a bye in section 2 and section 3.

- Select the value number from the drop down box and click 'map'



- Repeat the mapping bye process until there are enough byes mapped (the amount of byes needing to be mapped will be the difference between the expected entries number from step 13 and the amount of entries for the event).

22. Now we map the competitors (these will be auto-linked from the entries for the event. Click 'auto map competitors' in the top right – shown below in red

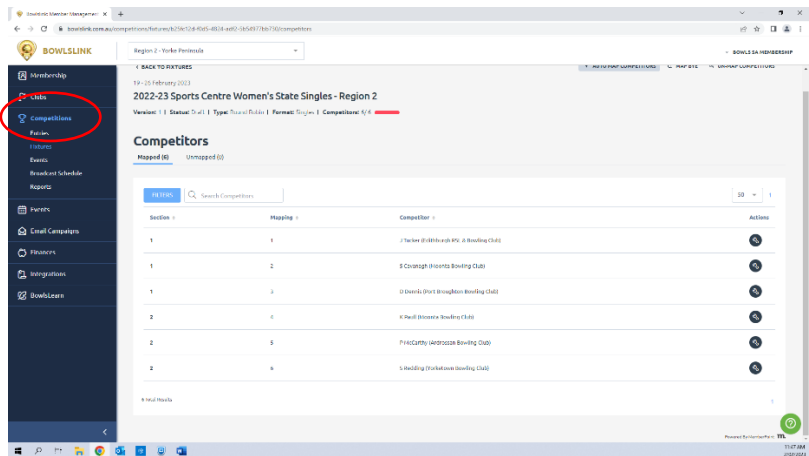




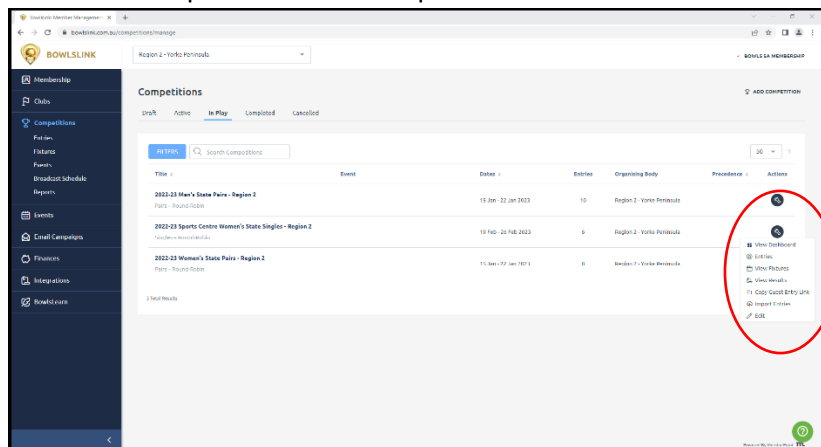
You should click the 'auto map competitor' button 5 times to allow for a random draw as this is what Bowls SA do. If you have mapped byes first – these will stay in position and will be the correct sections draw.

The mapping works in numerical order – map 1-4 will be in section 1, map 5-8 will be in section 2 and so on.

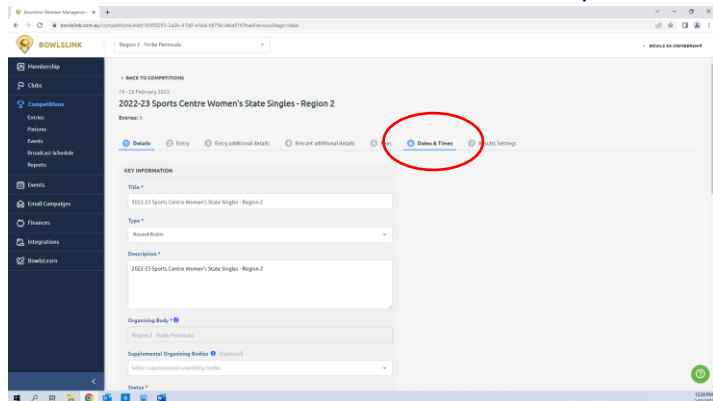
23. Now we need to go into the competition and add a venue/venues for the matches. Click 'competitions' from the left



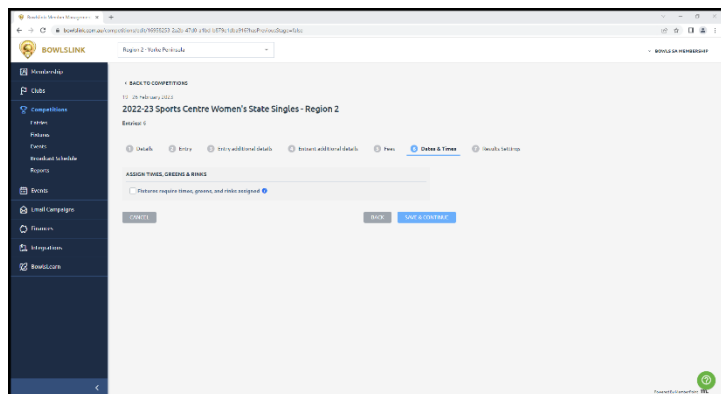
24. Now click the spanner for the competition and click on edit



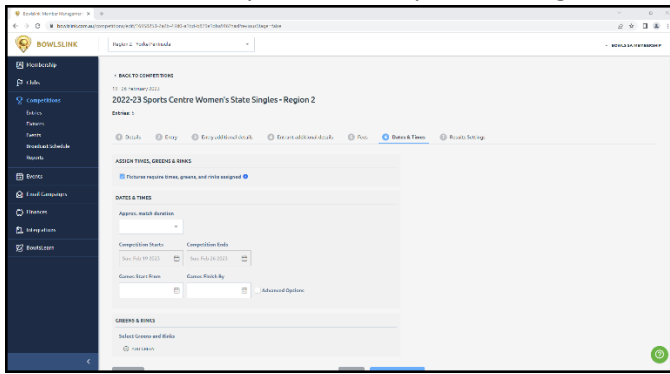
25. Now click on 'dates & times' section from the top as shown below in red



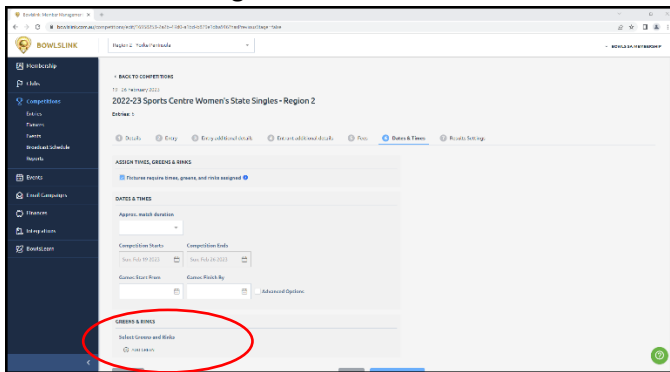
It will look like this



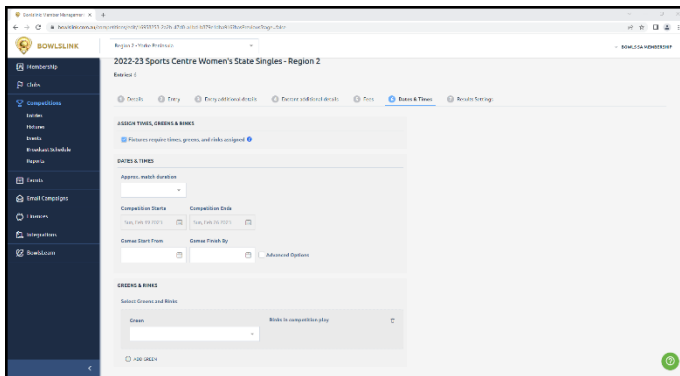
26. Click the box that says 'fixtures require times, greens, and rinks assigned. It will look like this



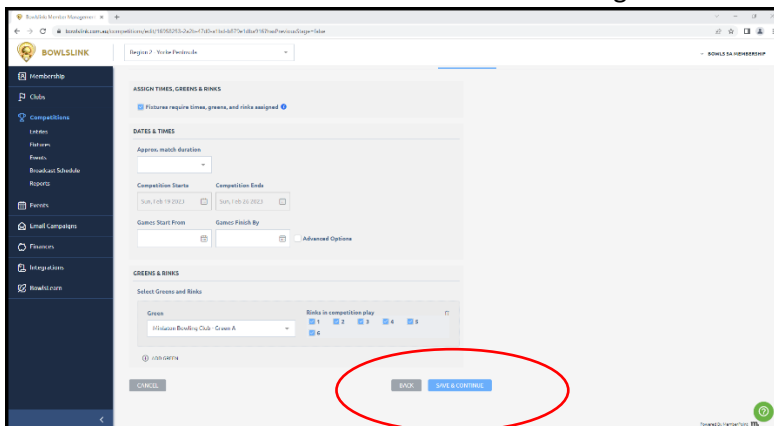
27. Now click the 'add green' button down the bottom of the page



It will look like this then

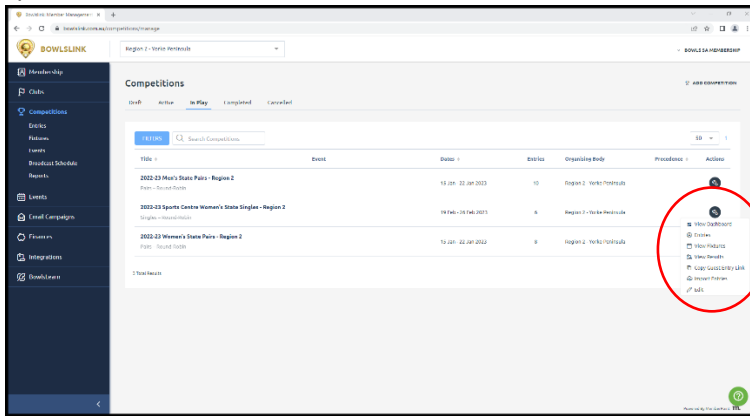


28. Now search the venue the competition will be played at. If multiple venues needed click the 'add green' button again and search the second venue. You will need to check the rinks in competition play boxes as well. Then click save and continue on the bottom right.

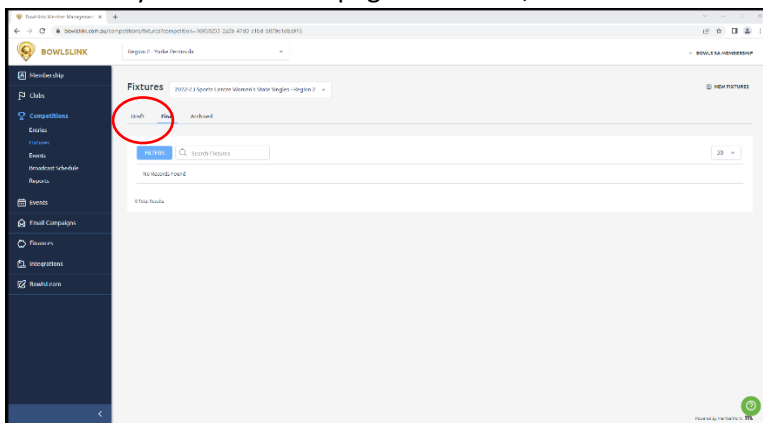


29. Once you hit save and continue it will change to the next tab 'results settings'. Scroll to the bottom of the page and click 'finish'.

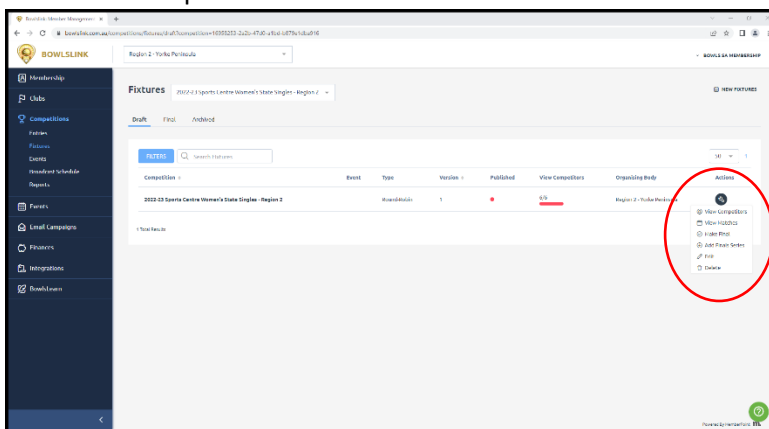
30. This will take you back to the competitions page. Now we can go to the draw and view the matches, click the spanner of the event and click 'view fixtures'



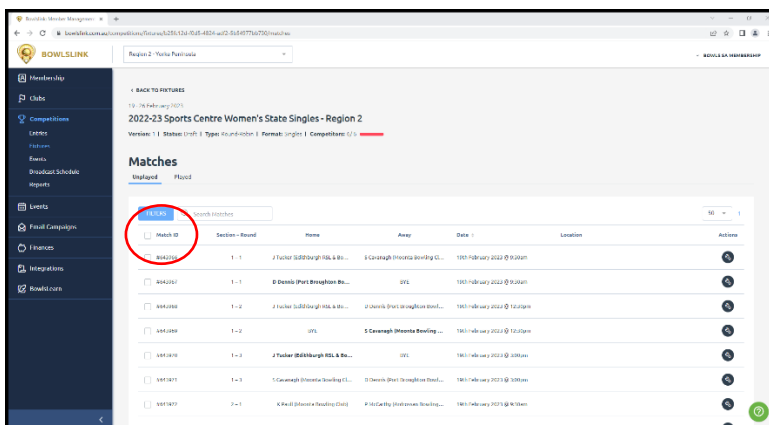
31. It will take you to the 'final' page of fixtures, so click back over into 'draft' as shown below



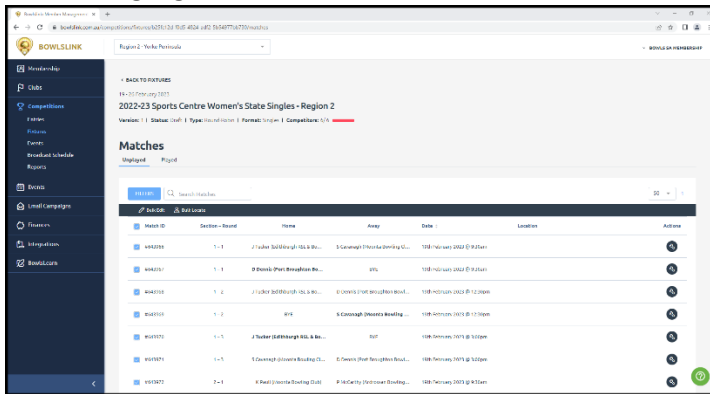
32. Now click the spanner of the event and click 'view matches'



33. This will now show all the matches between the competitors. Now we need to allocate venues to the matches. Click the box next to 'match id' which is found under the filter and search bar - see below.

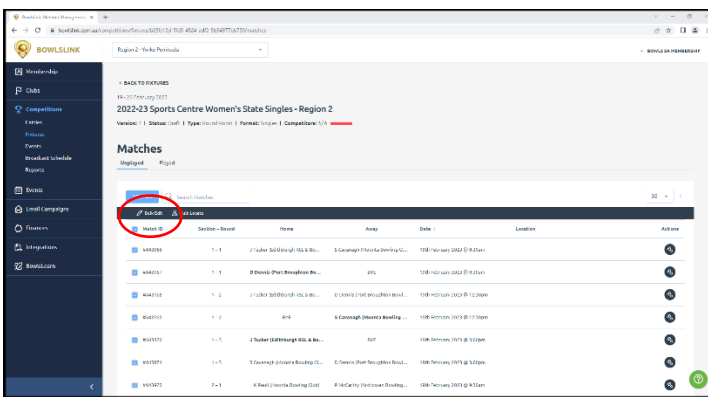


This will highlight all the matches and tick all the boxes blue

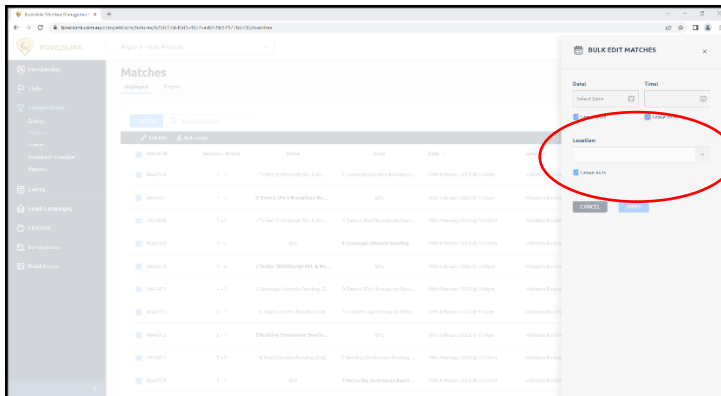


If you have multiple venues, do not click the match id button at the top, instead, scroll through and click the box next to each match you want to allocate to the first venue. You will then follow steps 34 and 35 then come back to this step and select the matches for the second venue. Keep going until all matches are allocated a venue.

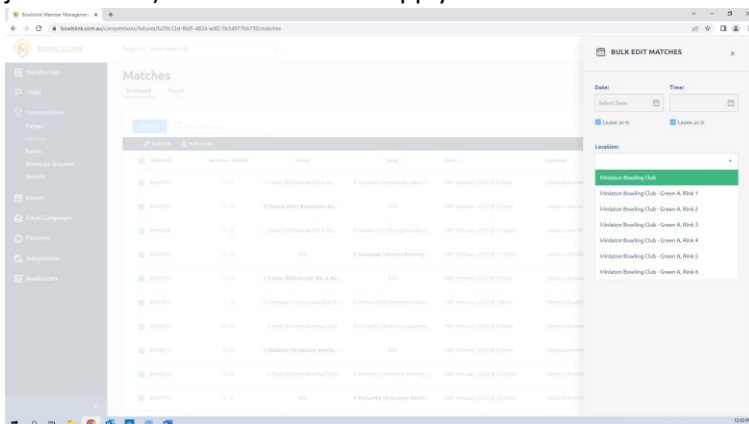
34. Now we can 'bulk edit' the matches. Click the 'bulk edit' circled in red below



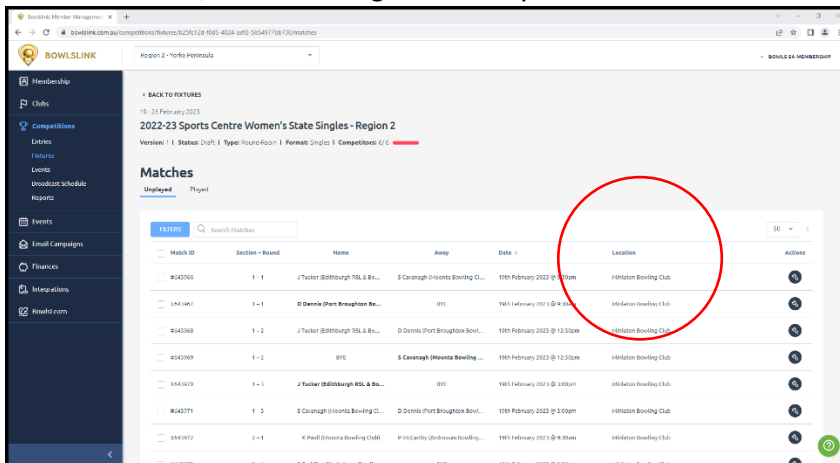
35. This will bring up a section on the right-hand side of the screen. We need to unclick the blue box under location that says 'leave as-is'. This will allow us to edit the location.



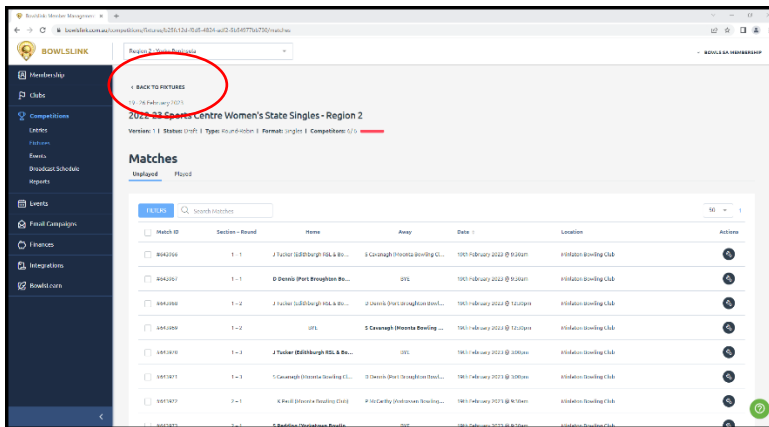
36. Now click the drop down box, select the club you want to allocate to (don't click any with a rink number yet, just the club). Then hit the blue apply button.



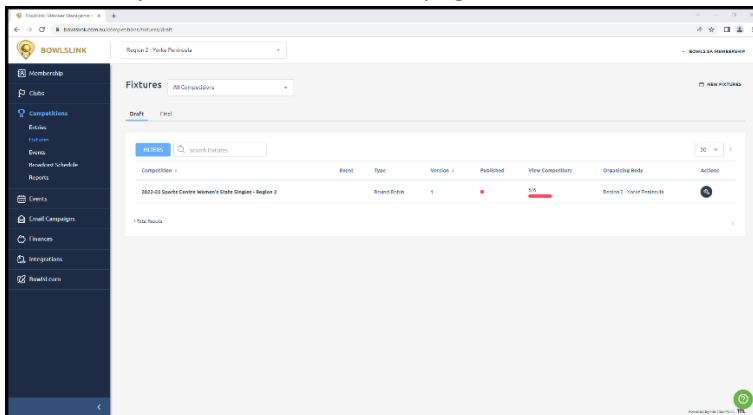
37. This will take you back to the matches screen and the venue will now be there – as shown in the red circle. The matches will also still be highlighted blue so click the ‘match id’ button again and they will be unticked. If you went through and clicked the matches as you have multiple venues, the first click of the match id button will tick them all, then click it again and they will be unticked.



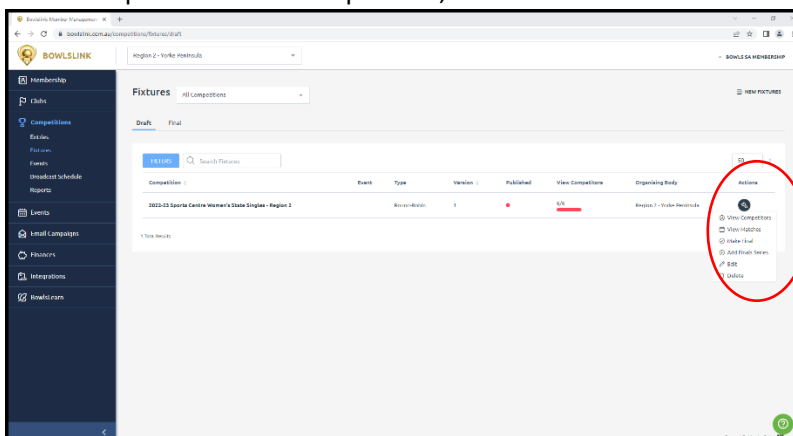
38. Now we have finished adding the competitors and creating the draw. Click ‘back to fixtures’ at the top shown in red below.



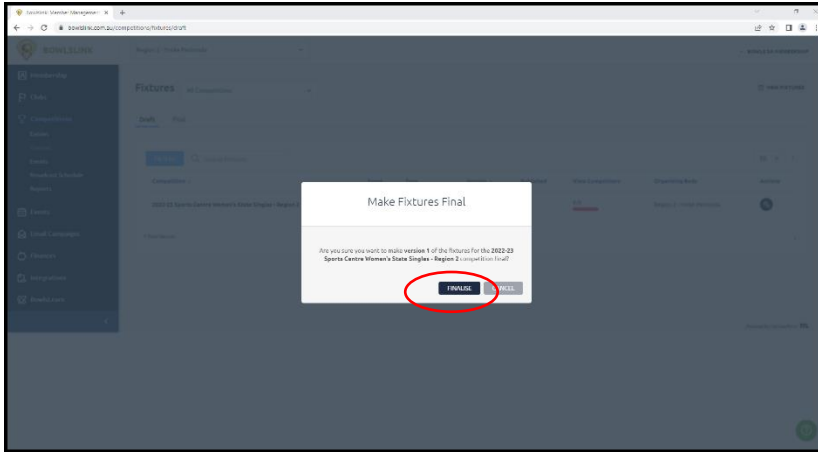
It will take you back to the fixtures page as below



39. Click the spanner of the competition, and click on ‘make final’ shown in red below

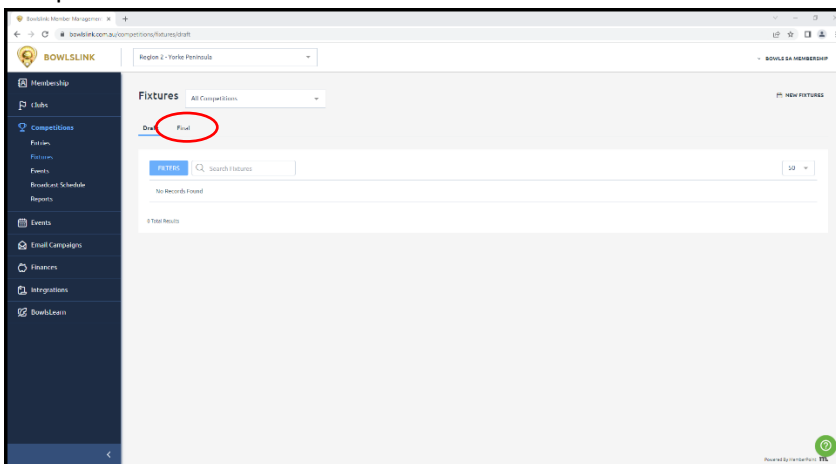


40. It will come up with a box in the middle, click 'finalise'

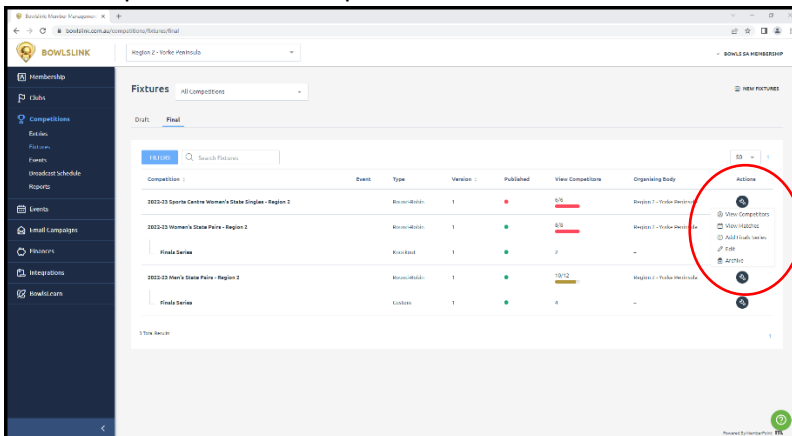


41. This will move the fixtures into 'final' and not 'draft'. This step allows results to be entered into the matches.

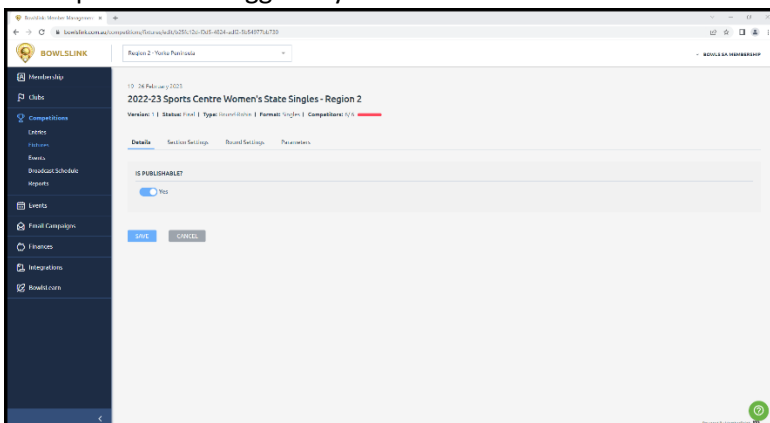
42. Now we need to publish the fixtures – this will create a public portal version of the competition for the competitors. Click into 'final' for the fixtures



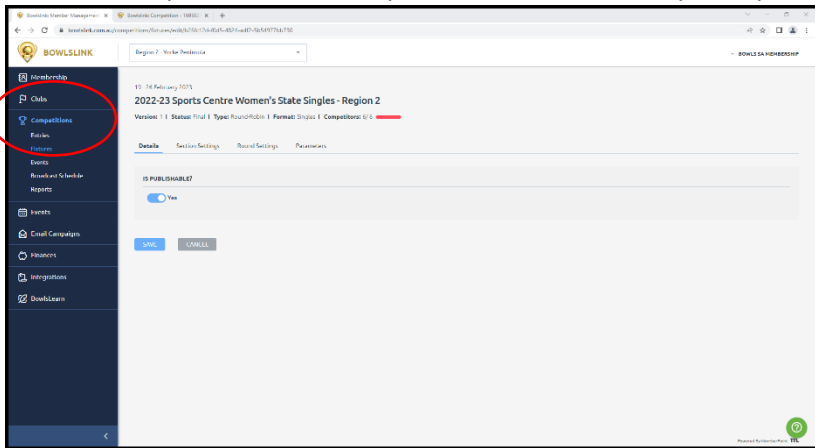
43. Click the spanner of the competition and click edit – shown in red below



44. This will bring up the editing screen for the fixtures. The first screen to show should be under 'details'. Click the is publishable toggle to yes then click save. Should look like this



45. This has now published the competition. To view on the public portal, click back to 'competitions' on the left.



46. Click the spanner of the competition and click on 'view on public portal'. This will open a new tab and show you the public portal. From here you can copy the URL link to send in an email to the competitors.

