BowlsLink
PENNANT (WEBINAR 3)

Training Manual

This document is important for Pennant Managers and/or those at your club who enter teams and results into the BowlsLink Pennant Competition area.

View Webinar 3 on the Bowls Victoria YouTube channel for a live demonstration.

Logging in

1. Login into www.bowlslink.com.au

   You will need to setup a password the first time you log into BowlsLink using the email address that is linked to your BowlsLink account.
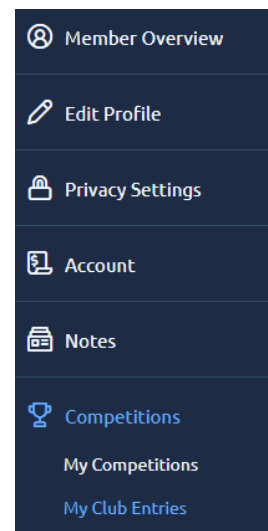
   VIDEO LINK – RESET PASSWORD

2. Select your Club Membership profile.
3. Go to Competitions – **My Competitions** or **My Club Entries**.

Your Pennant Competitions will appear under **ACTIVE** or **IN PLAY**

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

5. Select the appropriate Fixture with the **ACTIONS**… and **VIEW RESULTS**
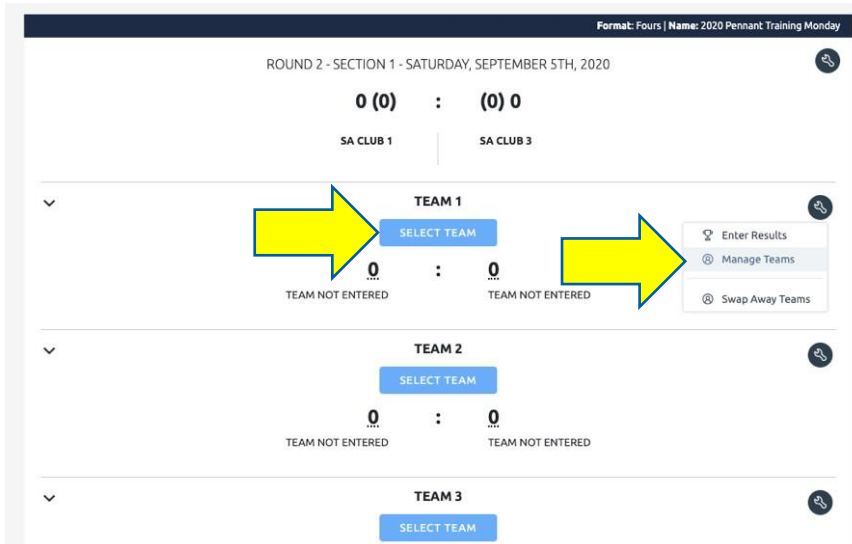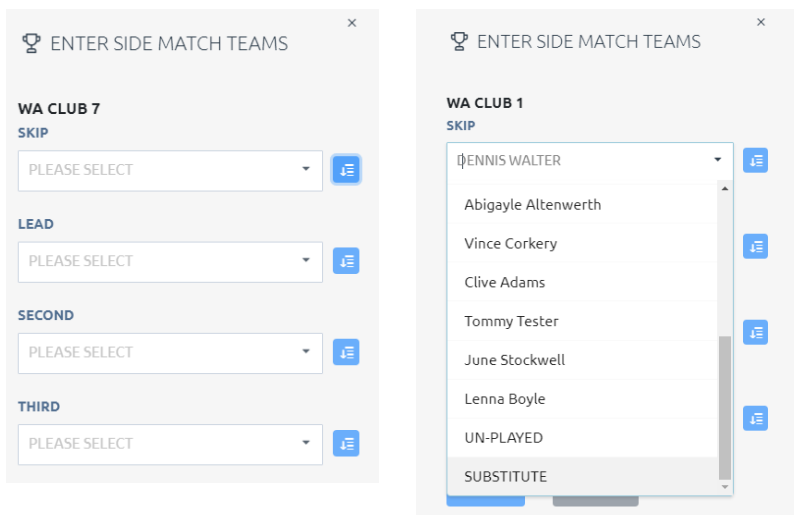
How to Import Player

This step should be completed prior to the game.

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

2. 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).
HINT: If the team is playing short UN-PLAYED can be selected from the Member List for that position
NOTE: Importing/Selecting Players will not need to be done in subsequent weeks. See Item 6
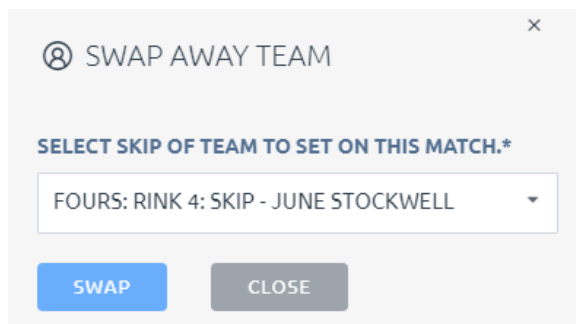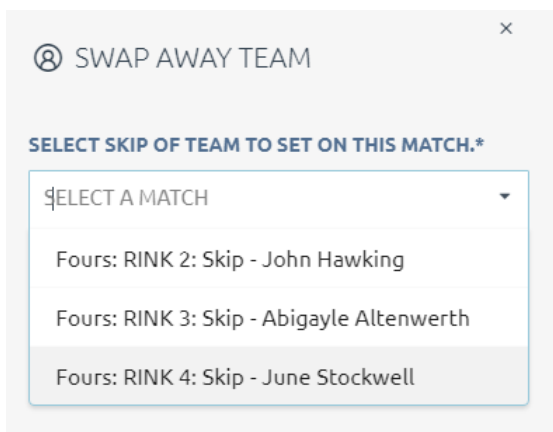
VIDEO LINK – IMPORT PLAYERS

Matching Skips

The HOME team is responsible for matching the TEAMS who play each other.
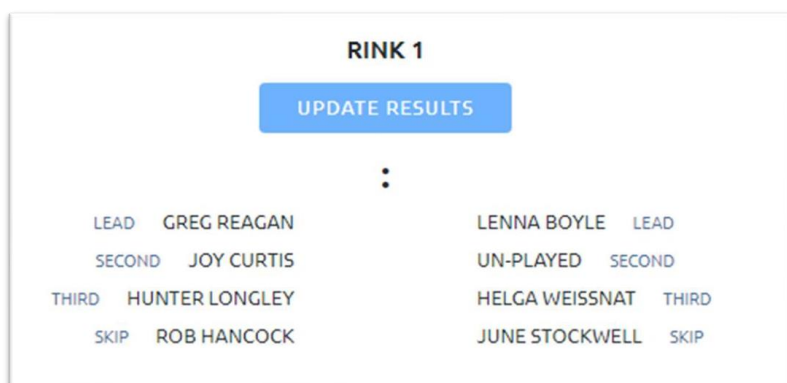
If the teams in the system do not match then:

1. Use the **ACTIONS** … select **SWAP AWAY TEAMS**

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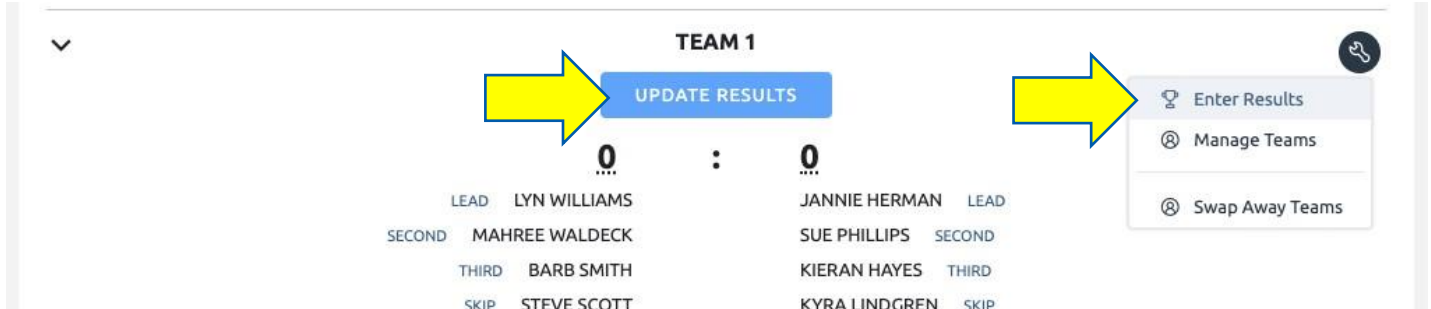

Once selected the AWAY TEAM will now swap positions. i.e. from Rink 4 to Rink 1

Repeat this process for as many rinks as required. If the HOME team does not match up the teams, the AWAY team can do this before confirming the results.

How to Enter Results

1. Using the ACTIONS … select **UPDATE RESULTS** or **ENTER RESULTS**

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

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

Once all the team score are in, scroll down double check the overall points and scores and click **COMPLETE**

MATCH SCORES

TP	RP	P	W	S	S	W	P	RP	TP
6	3	3	1	69	69	1	3	3	6
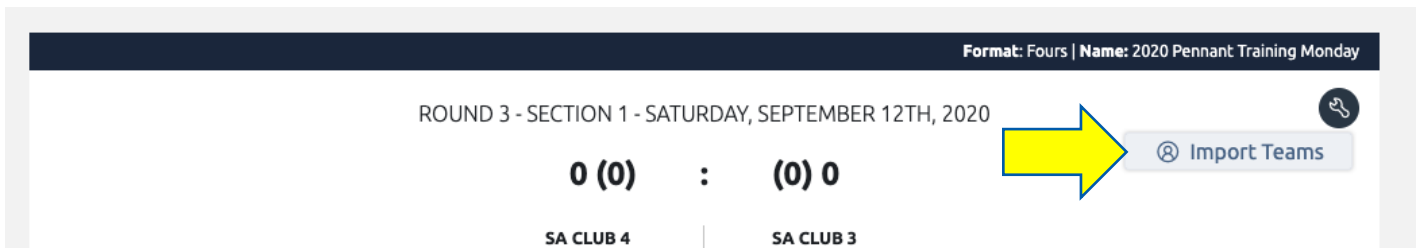
TP: TOTAL POINTS   RP: RINK POINTS   P: POINTS   W: RINK WINS   S: SHOTS

VIDEO LINK – SCORE ENTRY

Confirming results as Away team

Once the home team has put in the results for the match, the Away team needs to confirm the results so it can feed back to the front end to show the results and update the ladder.

NOTE: Depending on how a competition is setup the HOME team may also be able to confirm results

You will know once the home team has put in results, as from the results fixtures page you will see the number of shots each team received.

1. From here click the **ACTIONS** button and **VIEW RESULTS**

2. You will then see the results for each team and if required can swap the away teams to match. By click the **ACTIONS** button and then **SWAP AWAY TEAMS**

3. If all good and happy to confirm results, scroll down and click **CONFIRM**

Import a Previous Team

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

1. Login to the upcoming fixture as per previous steps

2. Use the **ACTIONS**… (at the top of the page) select **Import Teams**.
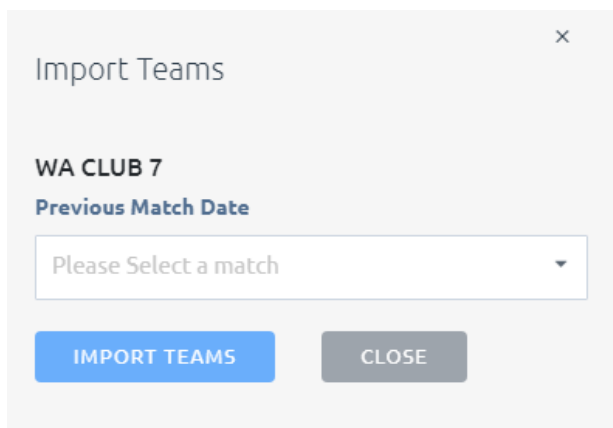
3. Use the drop down arrow to pick a previous match date then select **IMPORT TEAMS**

4. The players from this round will now appear, these can still be changed by selecting **MANAGE TEAMS** or **SELECT TEAMS**
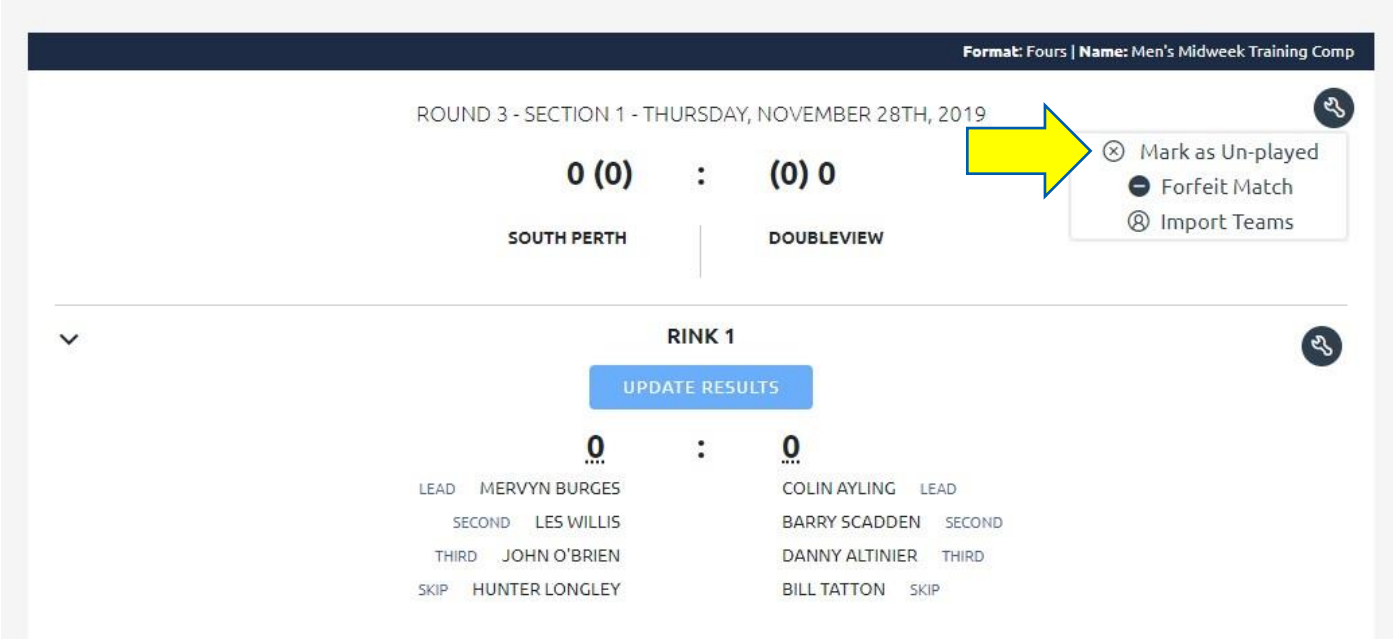
Heat Out/Wash Out

Once logged into BowlsLink go to the relevant fixture.

1. Use the **ACTIONS** (at the top of the page) and select **MARK AS UN-PLAYED**

2. Enter a reason as to why the match has been **UN-PLAYED**

The BowlsLink system will then allocate Points to both teams.
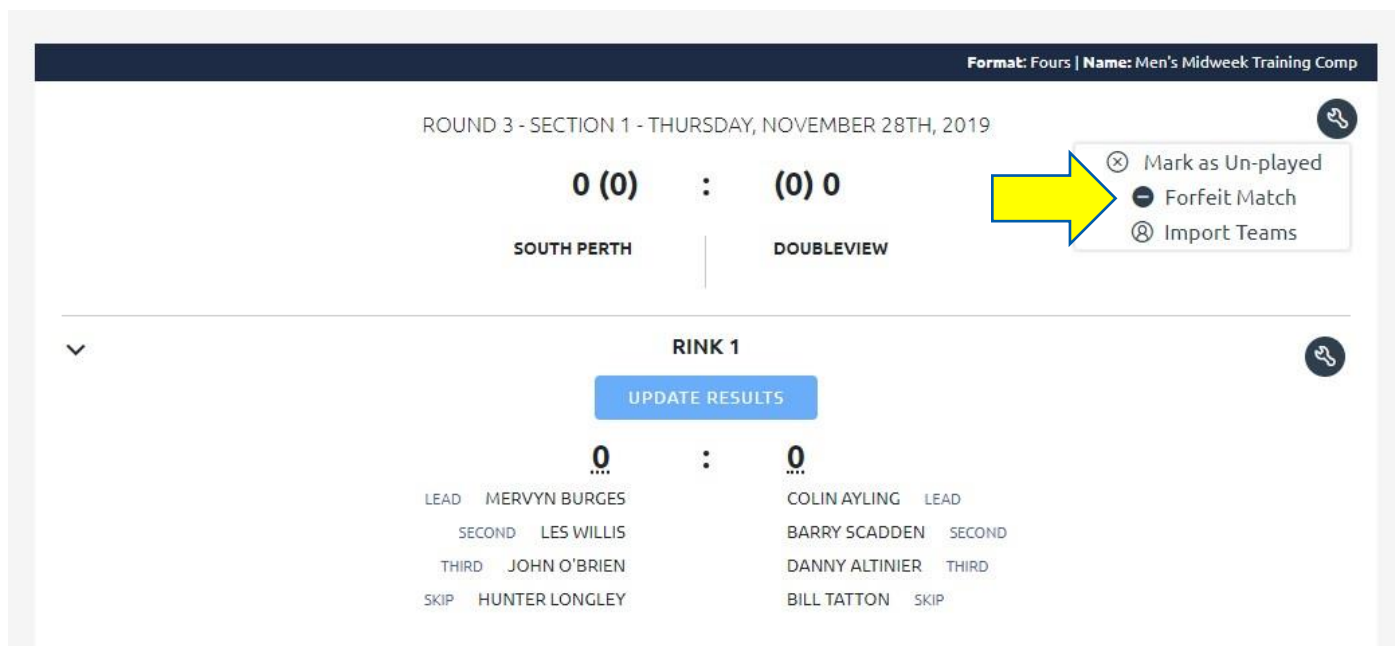
3. Make sure you click **FINALISE** or **CONFIRM**

Forfeits

Once logged into BowlsLink go to the relevant fixture.

1. Use the **ACTIONS** (at the top of the page) and select **FORFEIT MATCH**

   NOTE: This can only be performed by the HOME team

2. It is important to select the **correct TEAM** that is forfeiting.
   All players allocated to that team will be removed from this match.

   The BowlsLink system will then allocate Points to the other team as per the competition rules.

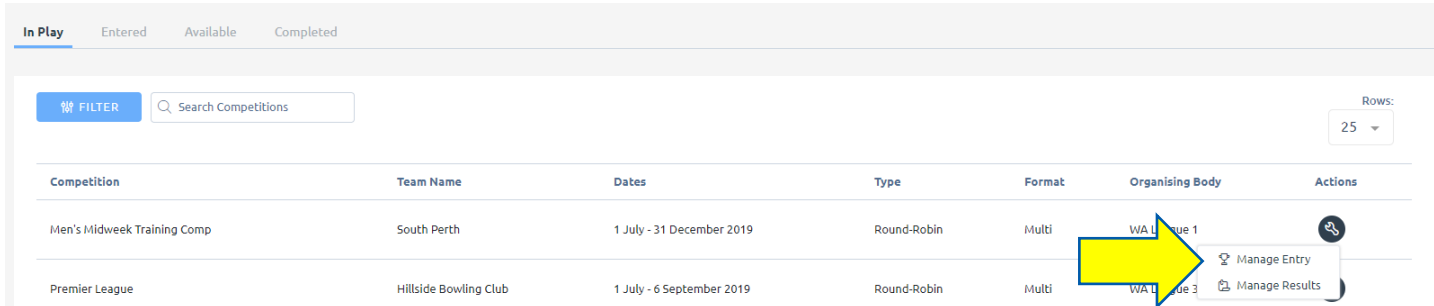3. Make sure you click **FINALIZE** or **CONFIRM** if required.

  VIDEO LINK – FORFEIT

Adding Team Managers

NOTE: This process can only be performed by a CLUB ADMINISTRATOR or a TEAM MANAGER.
TEAM MANAGERS must have an email address in the BowlsLink System.

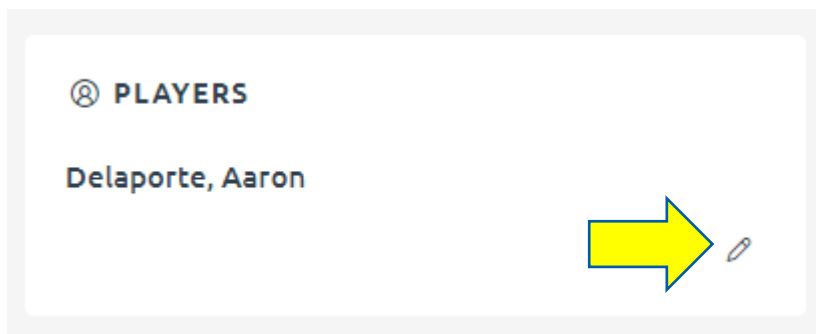Once logged in go to the relevant Competition and Team Entry

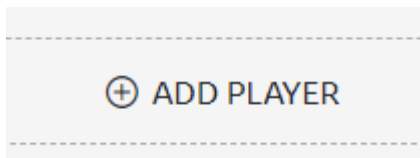1. Select **MANAGE ENTRY** using the **ACTIONS** button

Once selected you will see some information about this competition and team.
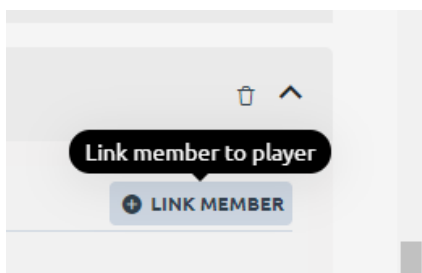
2. Under the **PLAYERS** list select the **EDIT** pencil.

3. If the Player you want to be Team Manager is not on the list scroll to the bottom of the page and select **ADD PLAYER**

4. Make sure you **LINK MEMBER** (top right) which will require the Member ID number or further information.

The person will then appear in your Players list.

5. Make sure you give them **PERMISSION** to manage the team
6. Remember to **SAVE**

If the person you want to assign PERMISSION is already in your Player list.

7. From the list of players use the **DOWN ARROW** ∨

This will expand the player information and allow you to give them **PERMISSION** to manage the team.

8. Remember to **SAVE.**

You can remove **PERMISSION** in the same manner by un-checking the box.
This person will now be able to ENTER PLAYERS and RESULTS when they log into BowlsLink.

Errors/Disputes

Both the AWAY and HOME teams should check the Display Portal to ensure that the teams and scores are correct. If these are not correct, EVIDENCE of the game will need to be forwarded to the appropriate Controlling Body.

Further Tips

Use the side arrows to expand the results area to show teams.

Use predictive text to help find a name quicker. The list will shorten based on what is typed into the box.