

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.

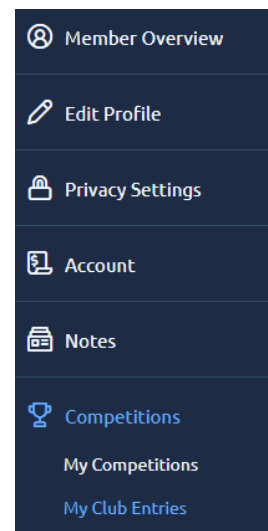


VIDEO LINK – RESET PASSWORD

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**




Competitions A list of competitions that you have entered and is currently in play.

In Play Entered Available Completed

FILTER Search Competitions Rows: 25

Competition	Team Name	Dates	Type	Format	Organising Body	Actions
20/21 Club Championships Women Singles	Alvaro, Jessica	4 July 2020 - 30 January 2021	Knockout	Singles	SA Club 1	
2020 Pennant Training Monday	SA Club 1	5 - 19 September 2020	Round-Robin	Multi	SA	
2020 Pennant Training Tuesday	SA Club 1	5 - 26 September 2020	Round-Robin			


Yellow arrow points to the **Manage Results** option in the Actions menu.

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



Results

Pending Completed

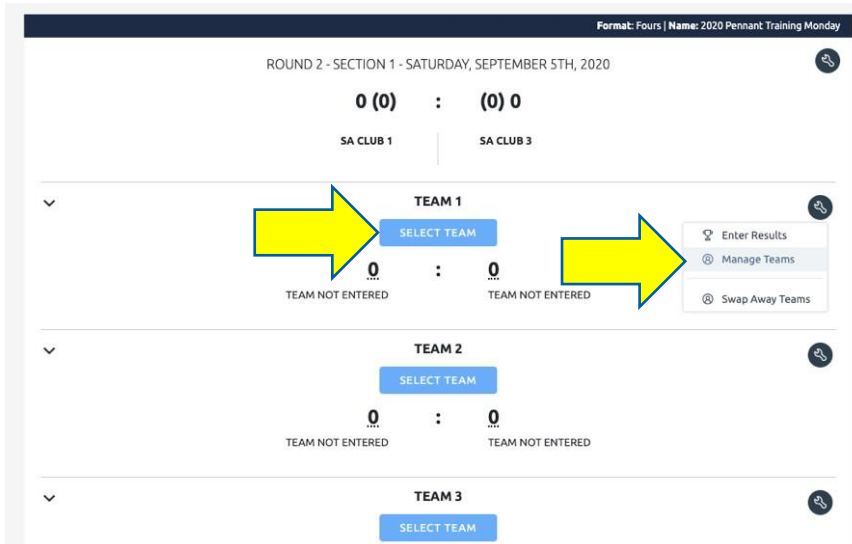
Section	Round	Home	Away	Date	Location	Actions
1	2	SA Club 1	SA Club 3	5th Sep 2020	SA Club 1	
1	3	SA Club 1	SA Club 2	12th Sep 2020	SA Club 1	

Yellow arrow points to the **View Results** option in the Actions menu.

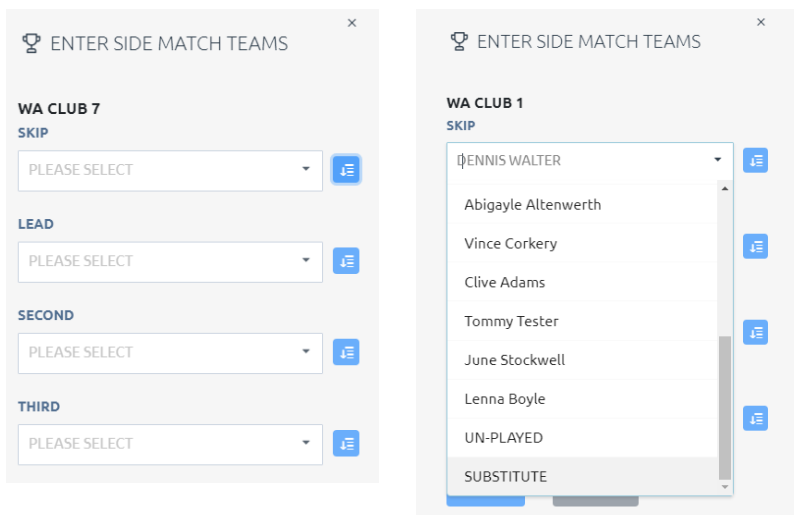
How to Import Player

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).

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

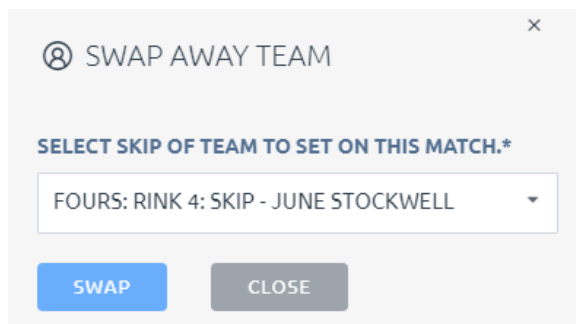
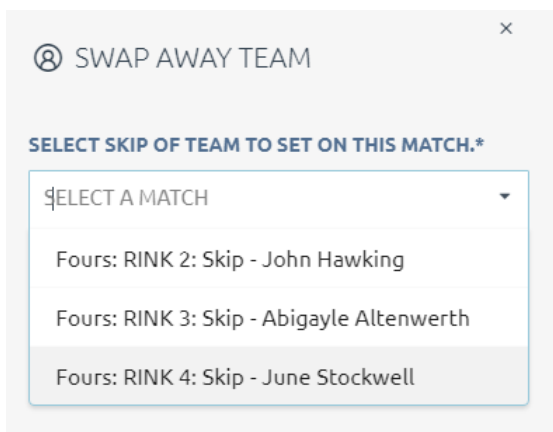
The HOME team is responsible for matching the TEAMS who play each other.

If the teams in the system do not match then:

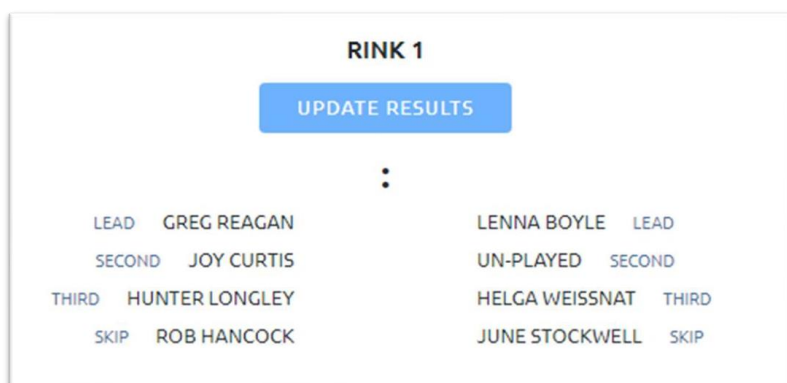
1. Use the **ACTIONS ...** select **SWAP AWAY TEAMS**



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



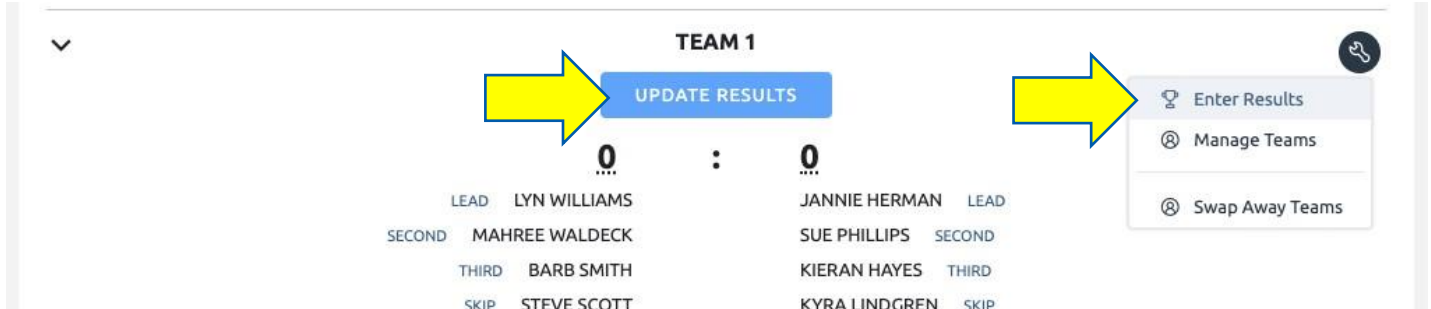
Once selected the AWAY TEAM will now swap positions. i.e. from Rink 4 to Rink 1



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**



TEAM 1

UPDATE RESULTS

0 : 0

LEAD	LYN WILLIAMS	JANNIE HERMAN	LEAD
SECOND	MAHREE WALDECK	SUE PHILLIPS	SECOND
THIRD	BARB SMITH	KIERAN HAYES	THIRD
SKIP	STEVE SCOTT	KYRA LINDGREN	SKIP

- Enter Results
- Manage Teams
- Swap Away Teams

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

ENTER MATCH SCORES

WA CLUB 7

WA CLUB 2

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

COMPLETE




[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.

Results						
Pending						
Section	Round	Home	Away	Date	Location	Actions
1	2	SA Club 1 (69 shots)	SA Club 3 (69 shots)	5th Sep 2020	SA Club 1	

- From here click the **ACTIONS** button and **VIEW RESULTS**

Results						
Pending						
Section	Round	Home	Away	Date	Location	Actions
1	2	SA Club 1 (69 shots)	SA Club 3 (69 shots)	5th Sep 2020	SA Club 1	 View Results

- 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**

TEAM 3

34 (2) : **11**

LEAD NAOMIE HERMAN
SECOND LEE PRATT

MELISSA MRAZ LEAD
JOHN DOUGHTY SECC




-  Manage Teams
-  Swap Away Teams

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

MATCH SCORES									
TP	RP	P	W	S	S	W	P	RP	TP
6	3	3	1	69	69	1	3	3	6

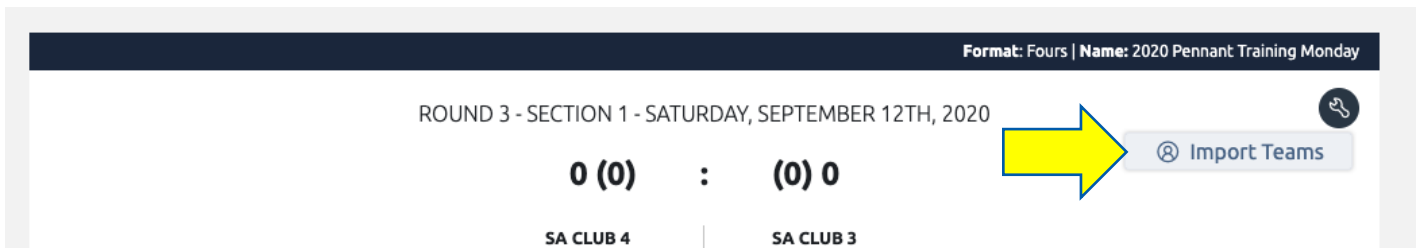
TP: TOTAL POINTS RP: RINK POINTS P: POINTS W: RINK WINS S: SHOTS



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**.



Format: Fours | Name: 2020 Pennant Training Monday

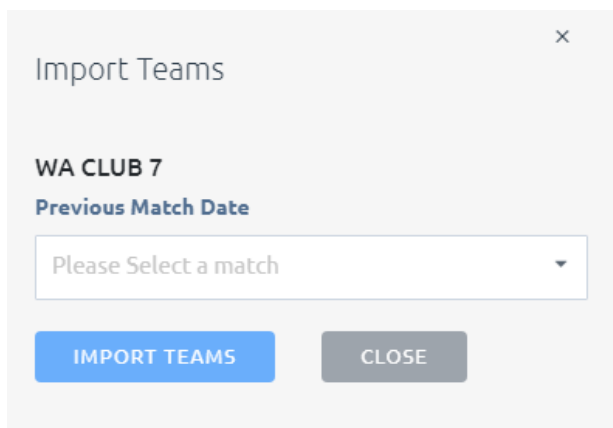
ROUND 3 - SECTION 1 - SATURDAY, SEPTEMBER 12TH, 2020

0 (0) : (0) 0

SA CLUB 4 | SA CLUB 3

Import Teams

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



Import Teams

WA CLUB 7

Previous Match Date

Please Select a match

IMPORT TEAMS

CLOSE

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



RINK 1

SELECT TEAM

LEAD JOY CURTIS

SECOND LORRAINE SARTORI

THIRD LEANNE HIGGINS

SKIP CLARE SMITH

TEAM NOT ENTERED

ENTER RESULTS

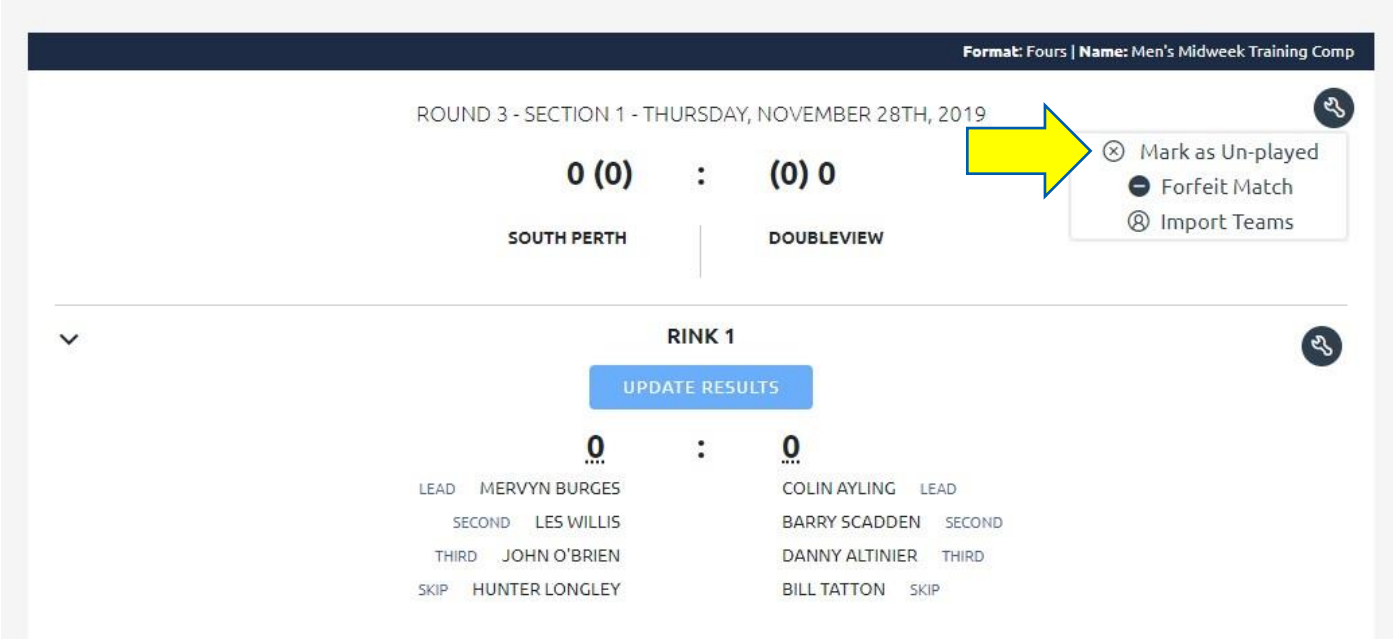
MANAGE TEAMS

SWAP AWAY 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**



Format: Fours | Name: Men's Midweek Training Comp

ROUND 3 - SECTION 1 - THURSDAY, NOVEMBER 28TH, 2019

0 (0) : (0) 0

SOUTH PERTH | DOUBLEVIEW

⊗ Mark as Un-played
 ● Forfeit Match
 Ⓜ Import Teams

RINK 1

UPDATE RESULTS

0 : 0

LEAD	MERVYN BURGESS	COLIN AYLING	LEAD
SECOND	LES WILLIS	BARRY SCADDEN	SECOND
THIRD	JOHN O'BRIEN	DANNY ALTINIER	THIRD
SKIP	HUNTER LONGLEY	BILL TATTON	SKIP

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

Mark as Un-Played

Are you sure you want to mark this match as un-played?

Match was washed out at 1.30pm

OK CANCEL

The BowlsLink system will then allocate Points to both teams.

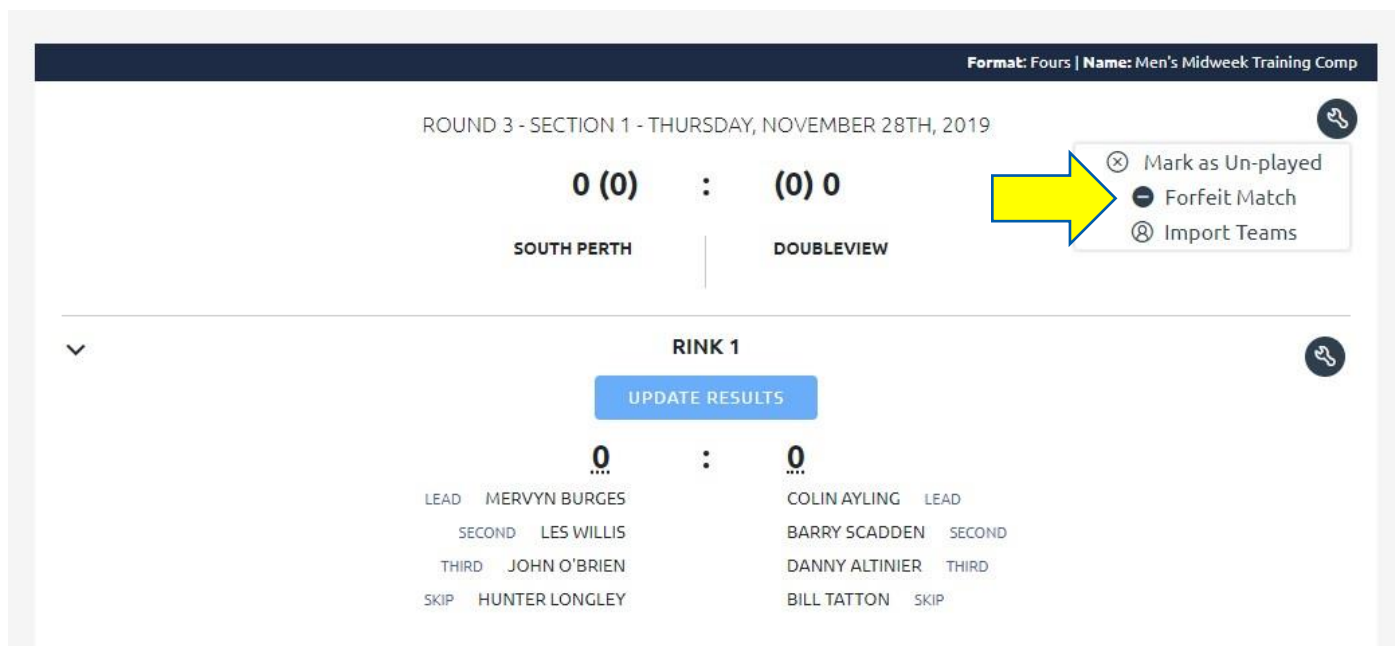
3. Make sure you click **FINALISE** or **CONFIRM**

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



Format: Fours | Name: Men's Midweek Training Comp

ROUND 3 - SECTION 1 - THURSDAY, NOVEMBER 28TH, 2019

0 (0) : (0) 0

SOUTH PERTH | DOUBLEVIEW

⊗ Mark as Un-played
 ⊖ Forfeit Match
 ⊕ Import Teams

⌵ RINK 1

UPDATE RESULTS

0 : 0

LEAD	MERVYN BURGESS	COLIN AYLING	LEAD
SECOND	LES WILLIS	BARRY SCADDEN	SECOND
THIRD	JOHN O'BRIEN	DANNY ALTINIER	THIRD
SKIP	HUNTER LONGLEY	BILL TATTON	SKIP

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

⏏
Mark Match As forfeit

Please select the team that is forfeiting.

South Perth

OK CANCEL

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.



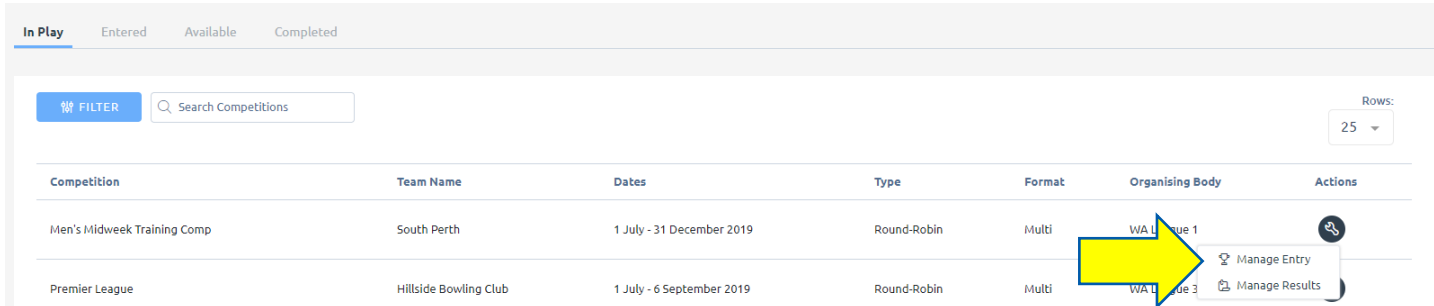
[VIDEO LINK – FORFEIT](#)

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

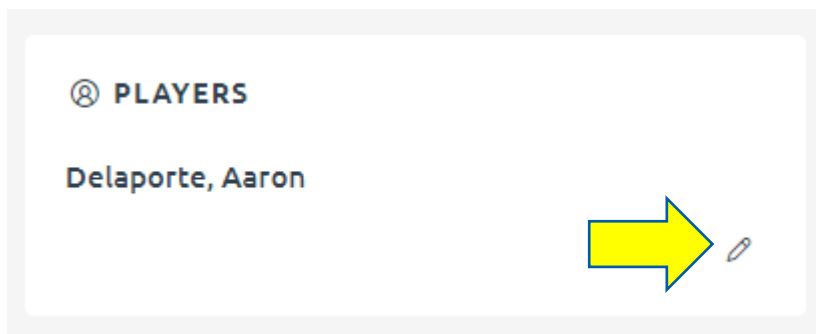
1. Select **MANAGE ENTRY** using the **ACTIONS** button



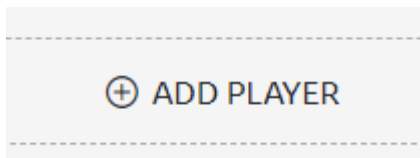
Competition	Team Name	Dates	Type	Format	Organising Body	Actions
Men's Midweek Training Comp	South Perth	1 July - 31 December 2019	Round-Robin	Multi	WAL	Manage Entry Manage Results
Premier League	Hillside Bowling Club	1 July - 6 September 2019	Round-Robin	Multi	WAL	Manage Entry Manage Results

Once selected you will see some information about this competition and team.

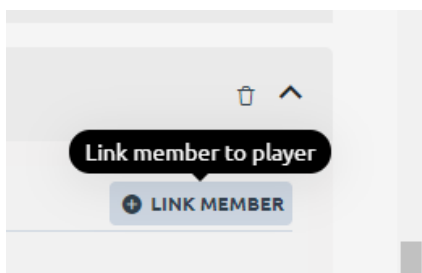
2. Under the **PLAYERS** list select the **EDIT** pencil.



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**


Clive Adams 🗑️ ^

⚠️ Player currently has unsaved changes. ×


DETAILS ● UNLINK MEMBER

First name* Last name*

Position Nominated club

PERMISSIONS 

Allow player to manage this entry?



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

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

Pamela Caporn	🗑️ v
Phil Cooper	🗑️ v
Aaron Delaporte	🗑️ v
Robert Gould	🗑️ v
Rob Hancock	🗑️ v
Leanne Higgins	🗑️ v
Graeme Jacques	🗑️ v
Hunter Longley	🗑️ v 
Adam Majio	🗑️ v
Jan Melville	🗑️ v

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

PERMISSIONS

Allow player to manage this entry?

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.

Format: Fours | Name: WA Pennant Training

ROUND 17 - SECTION 1 -

WA CLUB 7 WA CLUB 1

▼ RINK 1

UPDATE RESULTS

19	:	22 (1)
LEAD GREG REAGAN		LENA BOYLE LEAD
SECOND JOY CURTIS		UN-PLAYED SECOND
THIRD HUNTER LONGLEY		HELGA WEISSNAT THIRD
SKIP LYN COLMER		JUNE STOCKWELL SKIP

> RINK 2	22 (0.5)	:	22 (0.5)	...
> RINK 3	21 (1)	:	19	...
> RINK 4	20 (1)	:	17	...

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

🔍 ENTER SIDE MATCH TEAMS
✕

DOUBLEVIEW

LEAD

- Peter Van der Ende
- Barry Scadden
- Aaron Delaporte

THIRD

SKIP

SAVE
CLOSE