**BowlsLink Pennant Training Guide**

• 1 - Logging In

• 2 - Finding the Competitions

• 3 - How to Import Players

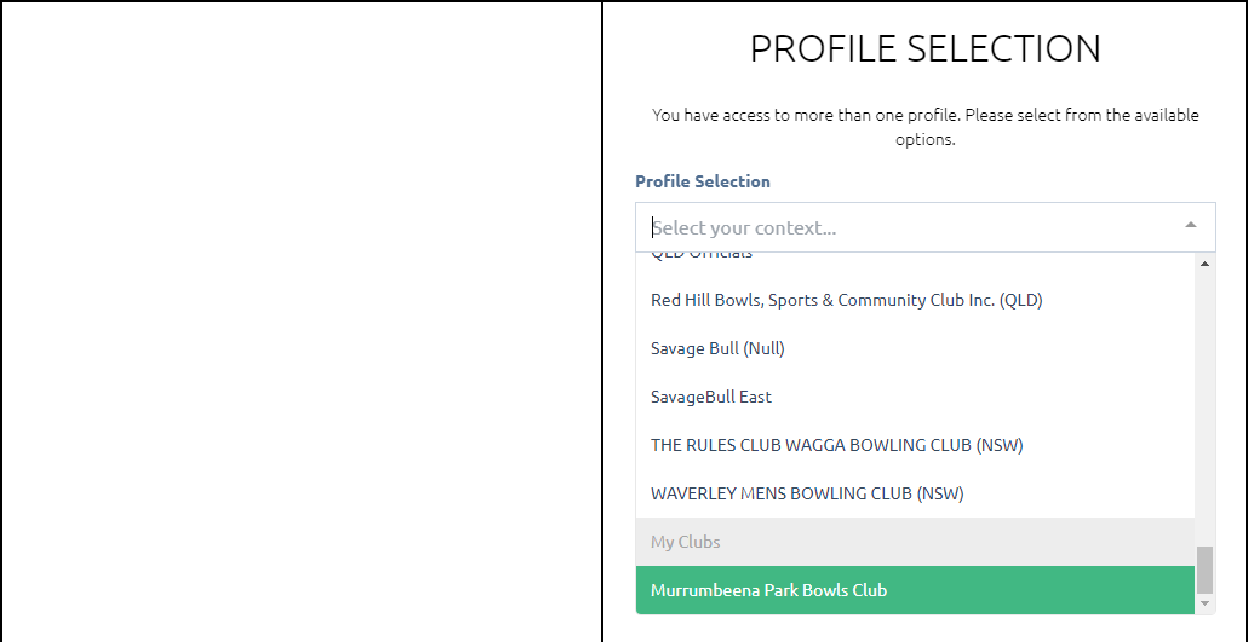
• 4 – Matching Skips

• 5 – How to Enter Results

• 6 – How to Confirm Results

• 7 – Import a Previous Team

**1 - Logging In**

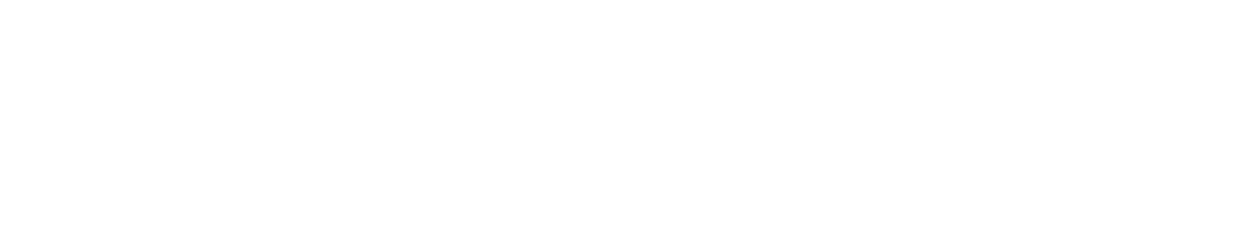


Login into https://www.bowlslink.com.au

Select your club under the My Clubs heading.

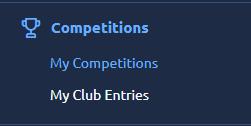
*If you don’t have any administration levels it will log you straight into the correct profile.*

**2 - Finding the Competitions**

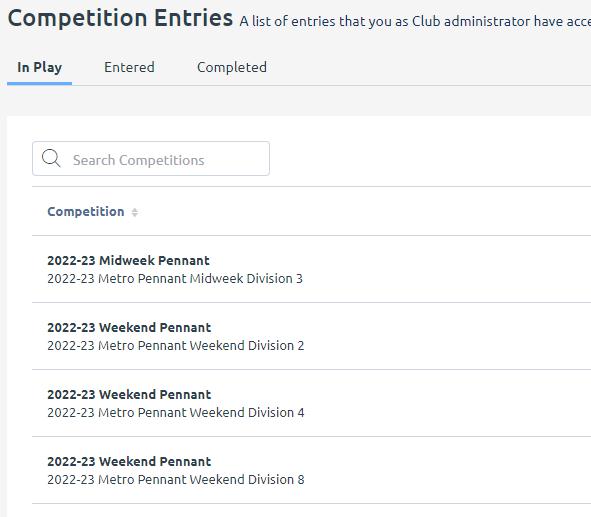


Go to **Competitions**

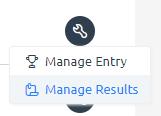
Depending on the level of access you have, the competitions you can put teams and scores into will be in either of two places.



1. **Player/Team Manager given access to their own team only**.Click on **My Competitions**.
2. **A Person with access to the Club Administration in BowlsLink.** Click on **My Club Entries**.



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



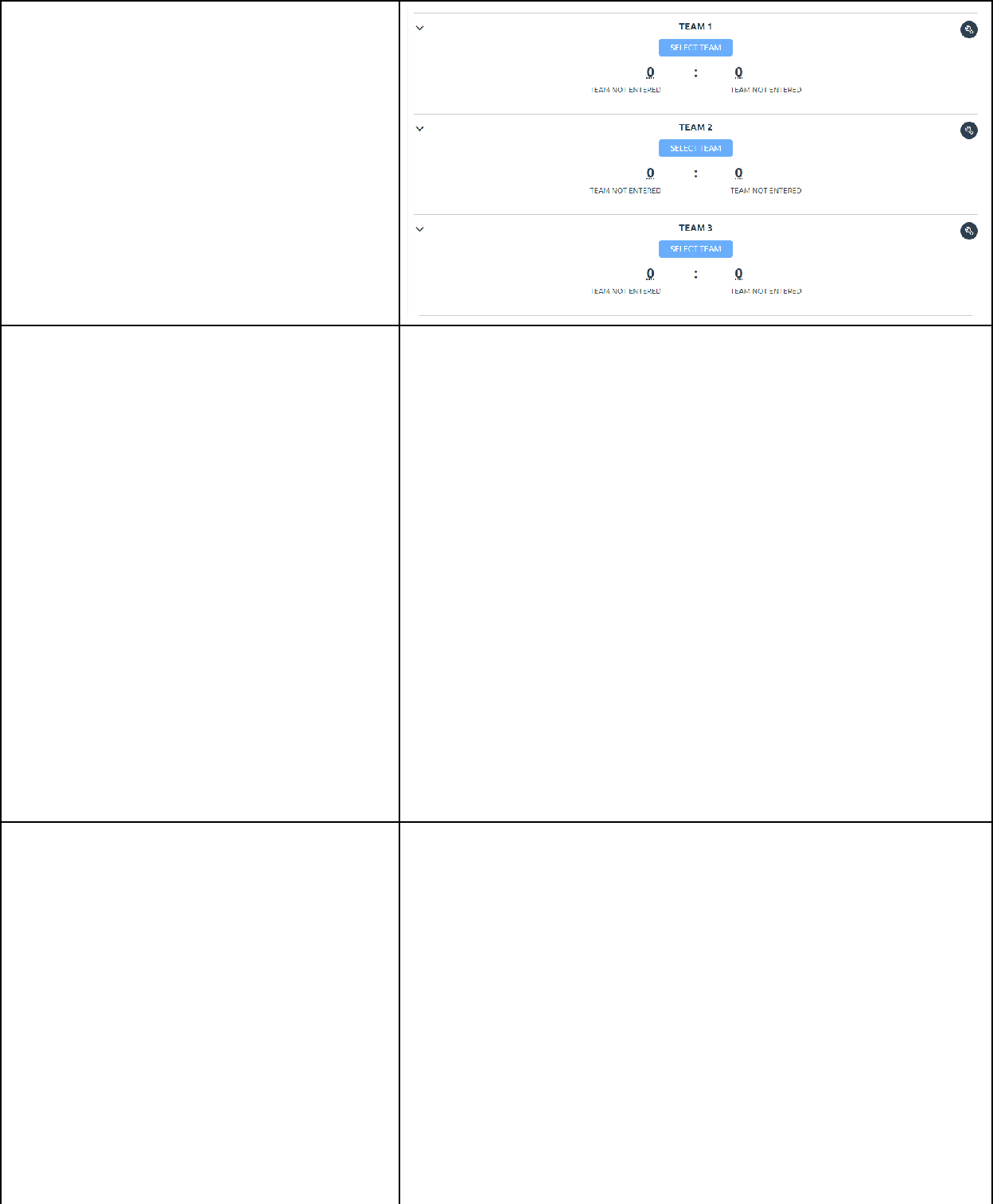
Select the **ACTIONS** … button and **MANAGE RESULTS.**



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

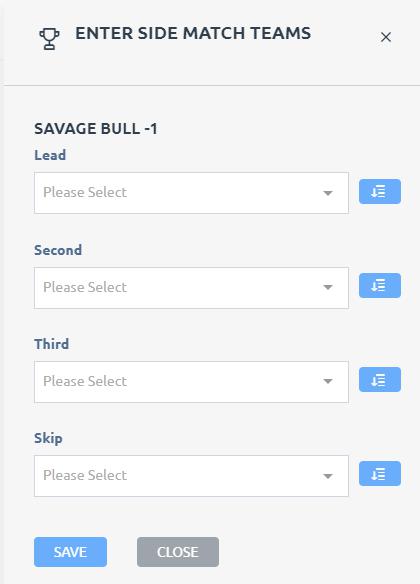
**3 - How to Import Players**

This step should be completed prior to the game.



Under each Team is a **SELECT TEAM** Box.

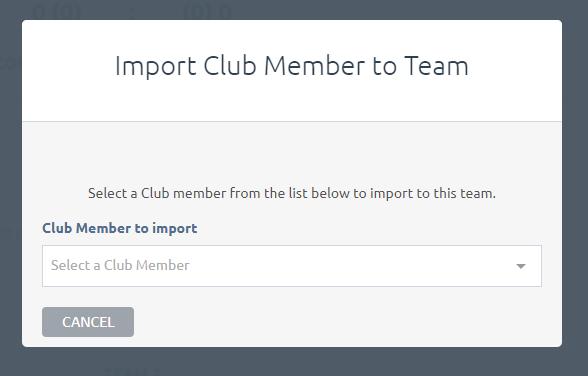
Click one at a time to start importing players under each team.



**ENTER SIDE MATCH TEAMS**

First week of competition, will need to import the players from the membership list to the competition.

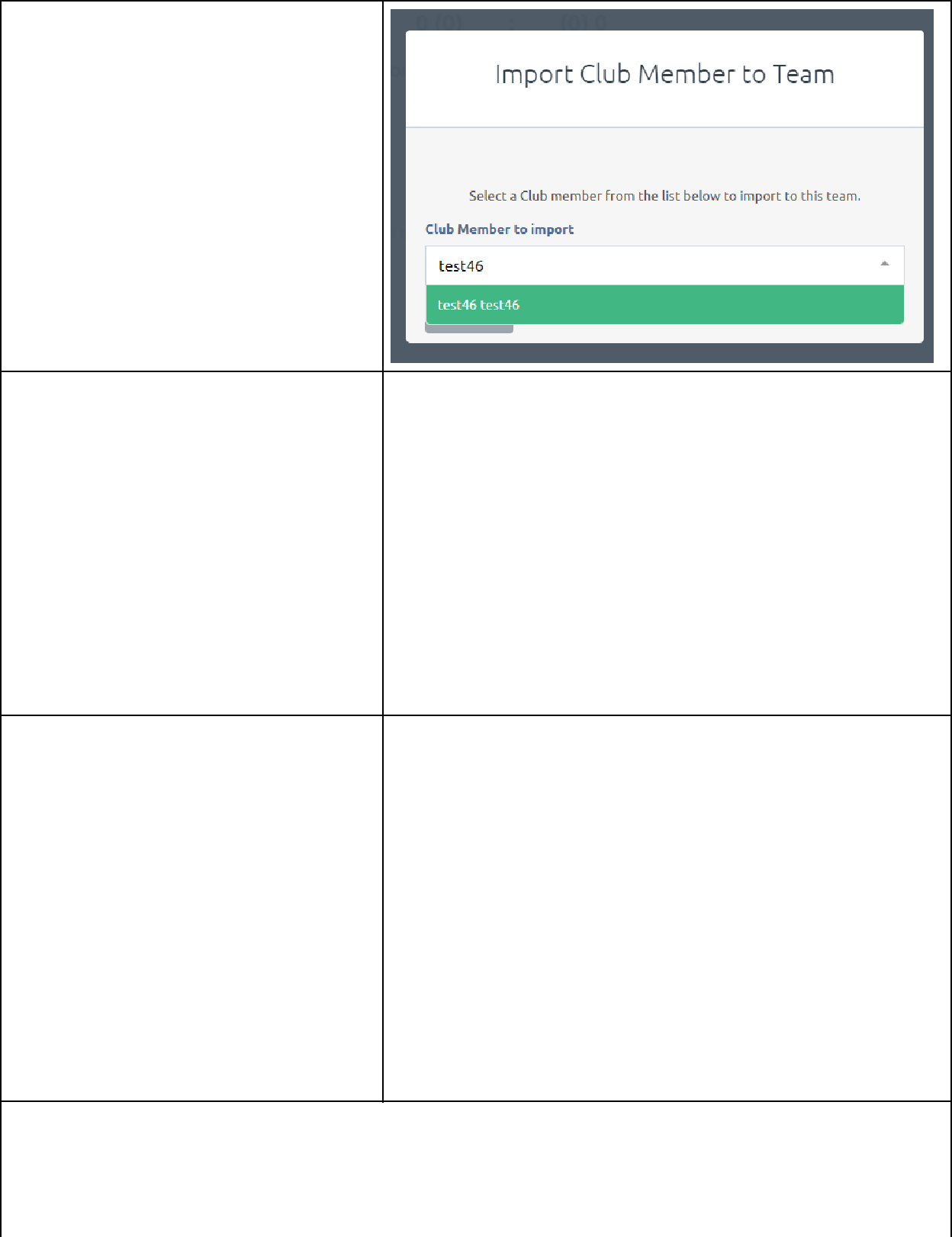
Use the **Blue Buttons** to **IMPORT** players from the membership list into the required positions.



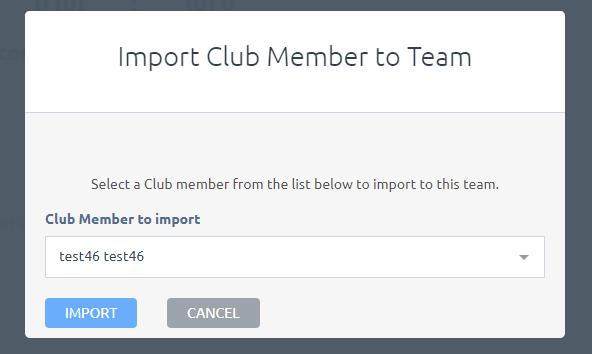
A pop up box will appear.

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.***

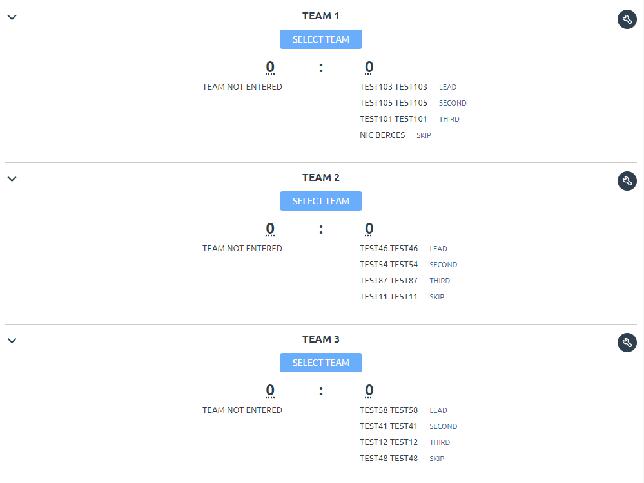


The player will be highlighted green, select them.



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.

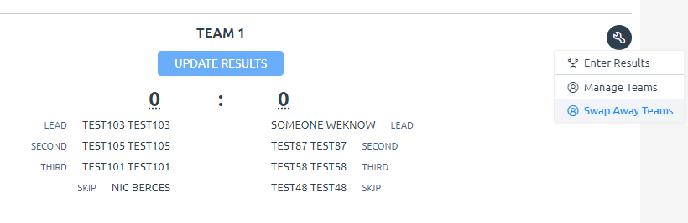
If the **SELECT TEAM** is not visible, click the spanner on the appropriate team and can chose **MANAGE** **TEAMS**.

*HINT: If the team is playing short UN-PLAYED can be selected from the Member List for that position*

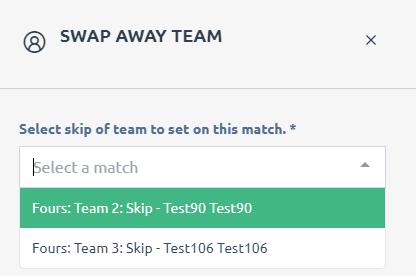
*NOTE: Importing/Selecting Players may not need to be done in subsequent weeks. See Item 5*

**4 – Matching Skips**

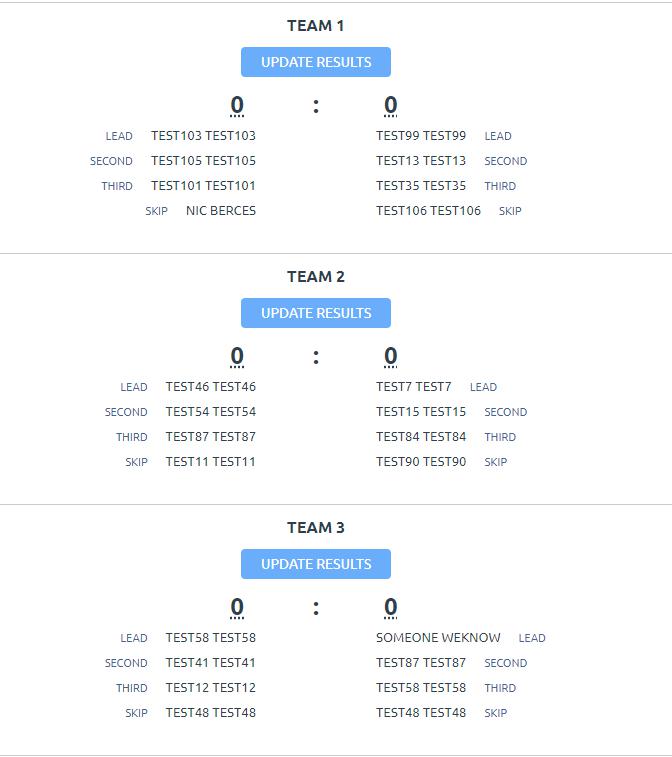
The HOME team is responsible for matching the TEAMS who play each other.



If the teams in the system do not match then click the spanner against the team. Select **SWAP AWAY TEAMS**



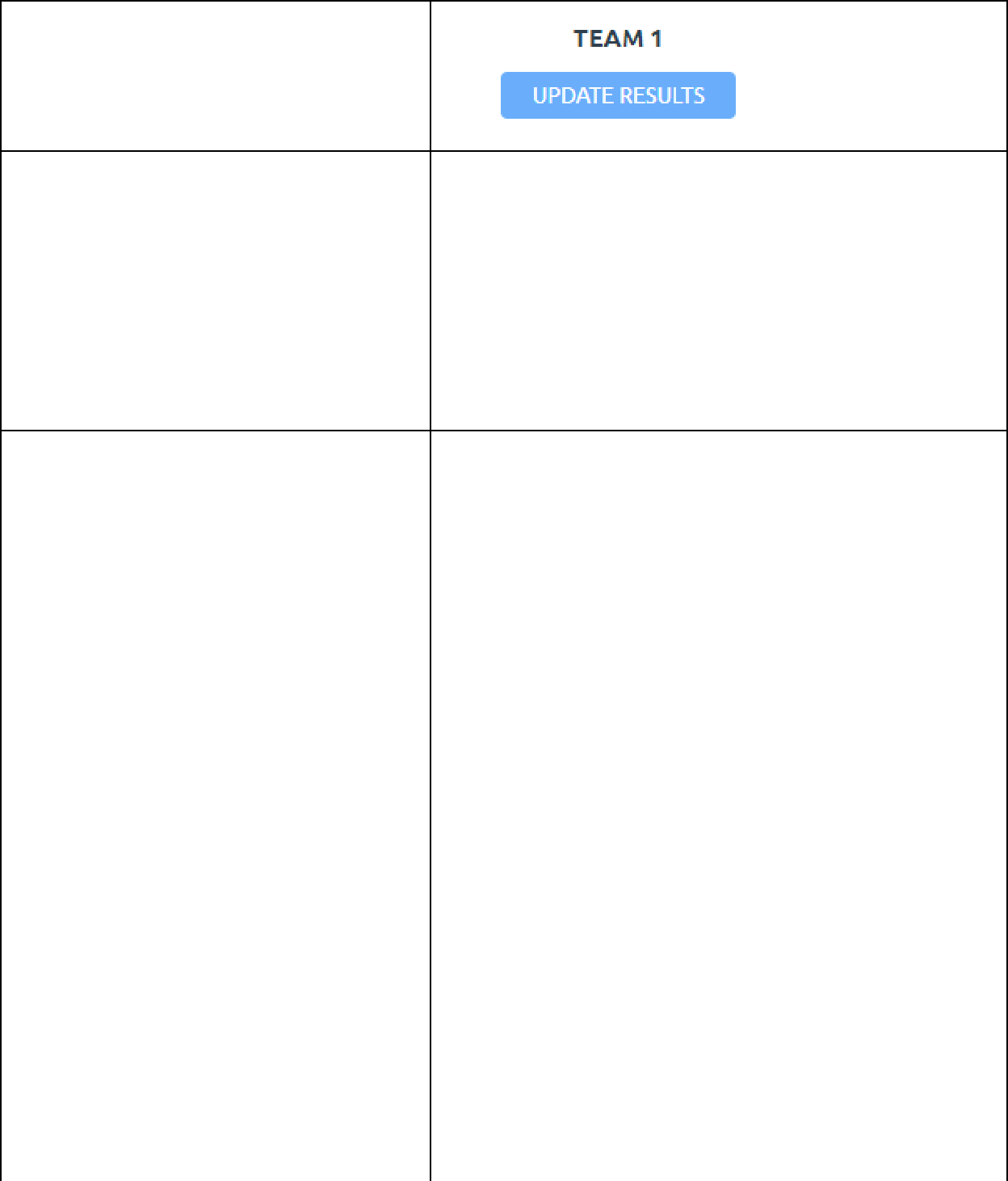
Find the correct SKIP from the available list using the drop down arrow then select **SWAP**



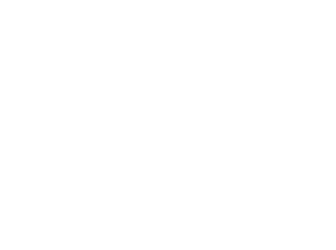
Once selected the **AWAY TEAM** will now swap positions. i.e. from Team 4 to Team 1.

Repeat this process for as many teams as required.

**5 – How to Enter Results**



Only the Home team can put results in. Select **UPDATE RESULTS**



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



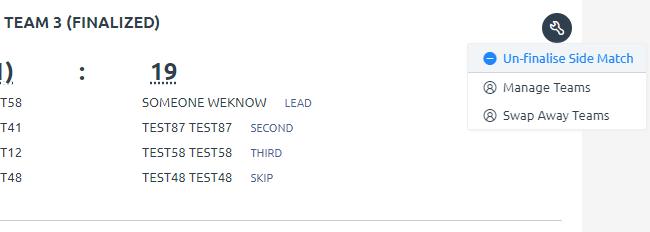
Repeat this process for all Rinks the system will automatically calculate the totals.

Down the bottom of the page, you will see a grey box, saying the results are pending until the **AWAY** team



**CONFIRMS**.

If any changes are required, the home team can still do this by going to the team that needs changing.



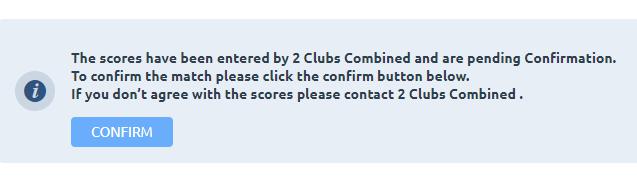
Click the **SPANNER** and choose **UN-FINALISE SIDE MATCH**.

This will un-finalise the team, which you can choose **UPDATE RESULTS** and change the results.

**6 – How to Confirm Results**

For the ladders to be updated away teams will be required to confirm the results.

The away team needs to log in and follow the steps above to get into the right round game.



At the bottom of the screen is a confirm button, this option is only available to the away sides.

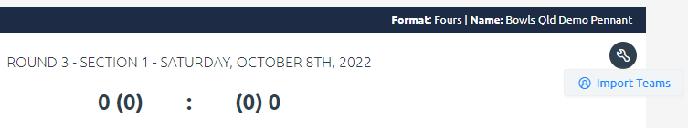
**Once Confirm has been pressed neither the home nor away sides can make any additional changes**. Please ensure that all details are correct prior to confirmation. The only person whocan make changes after confirmation are Competition Administrators.

**7 – Import a Previous Team**

After Week 1 of a Pennant

Competition Teams can be Imported

from Previous Rounds.

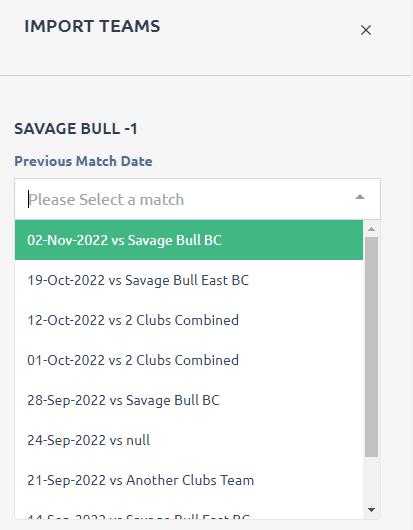


Login to the upcoming match as per previous steps.

Click the **SPANNER** at the top of the

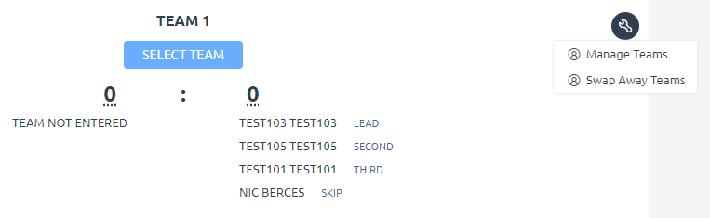
page next to the Round and Date

details select **Import Teams**



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

**IMPORT TEAMS**



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**.