

BowlsLink

# Club Administrator Club Details Training Manual

Version 1



**BOWSLINK**



**BOWLS**  
NEW SOUTH WALES

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This user manual will give you an overview of all functionalities that can be performed by a Club Admin and where these can be performed.

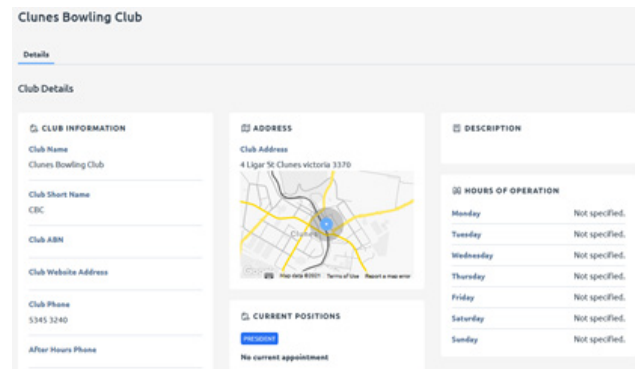
# Clubs

In the clubs section of BowlsLink you will be able to find all information related to your club and any other clubs you have the permission to see.  
The clubs section is further divided into clubs, club categories and manage my club.

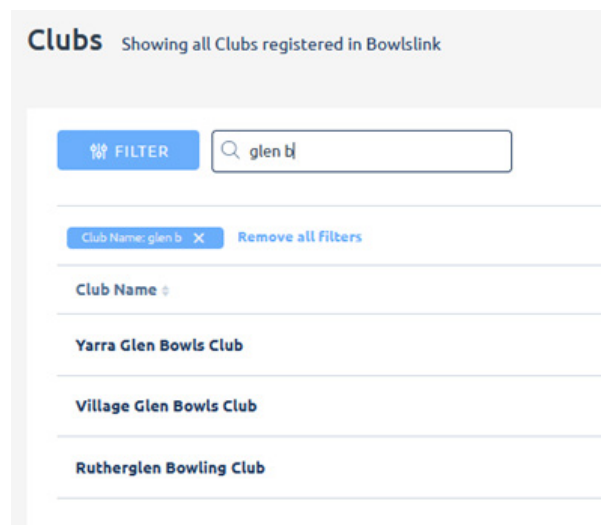
## Clubs

In the clubs sub-section you will be able to see all clubs that are currently active in BowlsLink. You will be given some club details without clicking into their club profile and you will be able to perform the following actions:

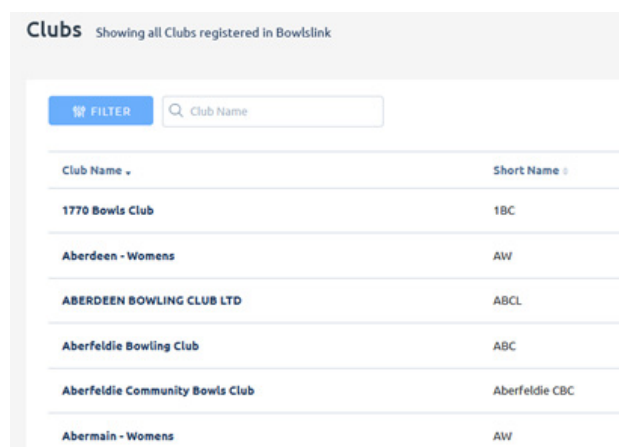
You will be able to click onto the clubs' name to retrieve additional information about the chosen club



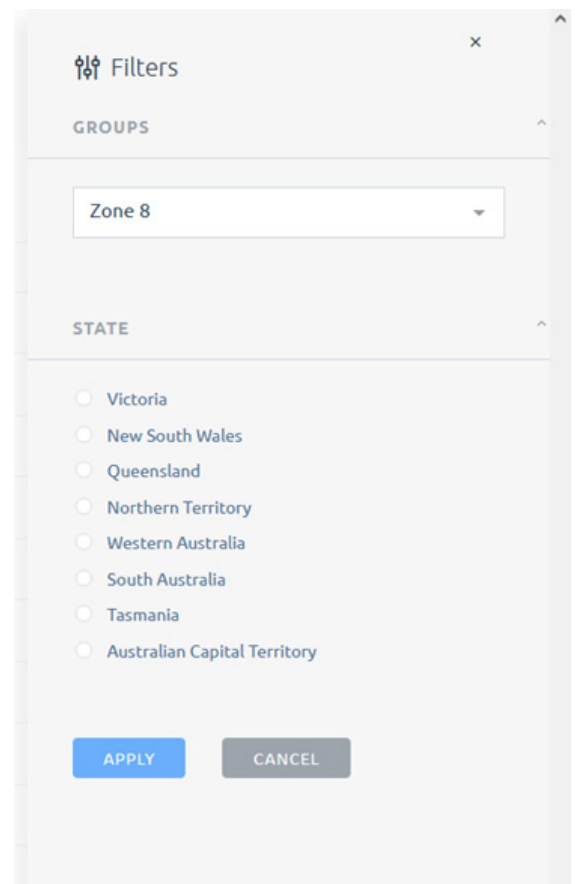
You will be able to search for a particular club by name



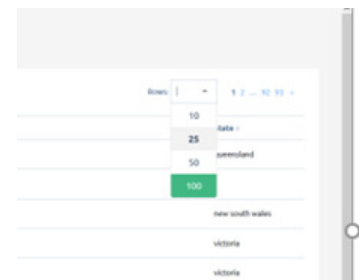
You will be able to sort the list of clubs differently by clicking on the different column headers. E.g. by Club Name, or State



You will be able to apply specific filters to only find clubs matching your search criteria.  
Filters can be applied by:  
Groups (Districts/Zones)  
States



You will be able to change the amount of rows displayed in your club table.

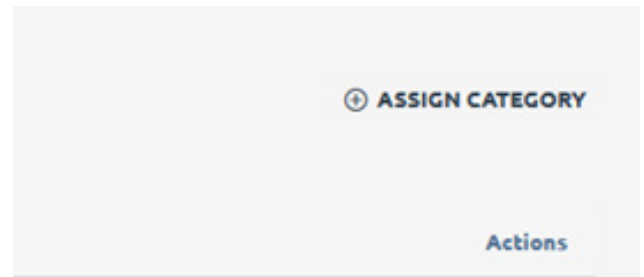


## Club Categories

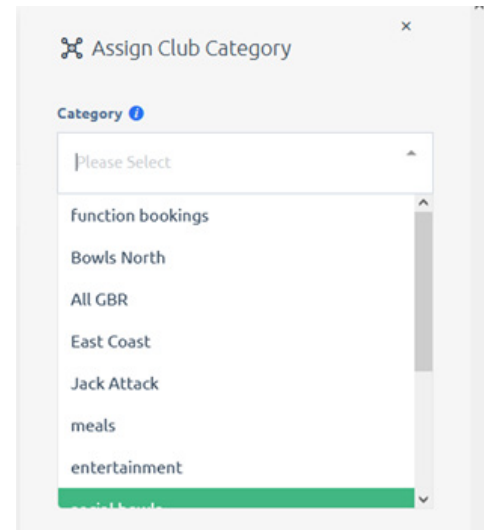
A club can have various categories assigned. Categories are used to show the various services and amenities that the club has, and this information is published in websites and other information systems about the club. The categories are selected from a pre-defined list, and the club administrators can select any and all that may apply to their club. Examples are: Social Bowls, Meals, Entertainment, Function Room Bookings etc.

1. To add a category, click on the assign category button in the top right of screen.
2. Select from the drop down list the appropriate category for your club, and click the assign button.
3. Once a category has been added, it can be removed by clicking the icon at the right end of the category listing.
4. This process can be repeated as many times as you like, to add all the required categories to the club.

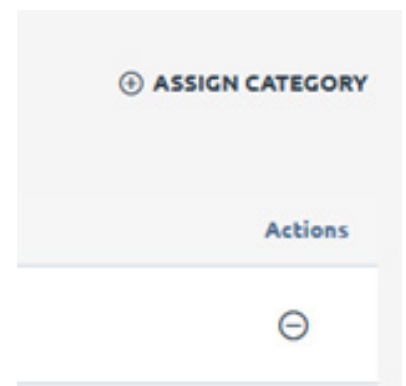
To add a category, click on the assign category button in the top right of screen.



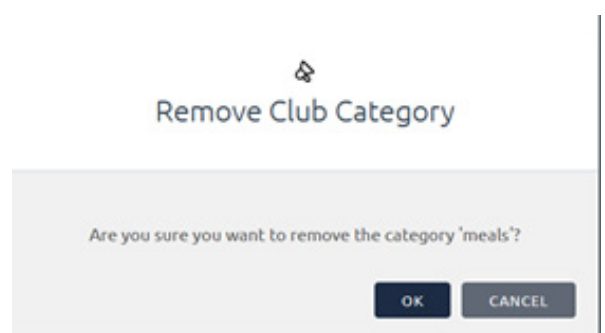
Select from the drop down list the appropriate category for your club, and click the assign button.



Once a category has been added, it can be removed by clicking the icon at the right end of the category listing.



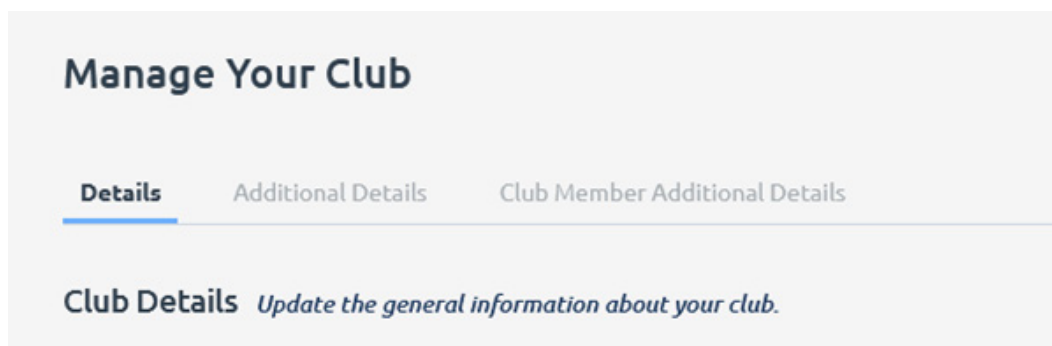
You will be asked to confirm your decision  
This process can be repeated as many times as you like, to add all the required categories to the club.



## Manage my Club

In the manage my club sub-section you will be able to see all the details relevant to your club. You will be able to edit all the club information for your club.

The manage your club sub-section is divided into three tabs- Details, Additional Details and Club Member Additional Details.



### Details

1. In the details tab of your club you will be able to edit the following field groups:
2. Club Overview
3. Contact Details
4. Club Address
5. Financial

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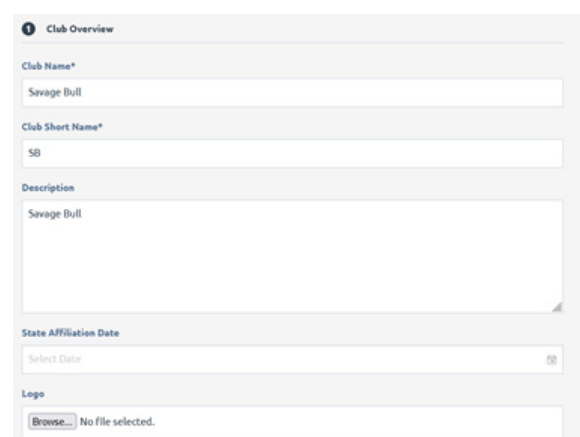
Club Overview  
Contact Details  
Club Address  
Postal Address  
Financial

Club Overview:

This contains the club name, club short name (used for competitions) a Description (used on the Club Finder, a State Affiliation Date and a place to upload a logo (currently under development)



The screenshot shows the 'Club Details' form with the 'Club Overview' section. It includes fields for 'Club Name\*' (Savage Bull), 'Club Short Name\*' (SB), and 'Description' (Savage Bull).



The screenshot shows the 'Club Details' form with the 'Club Overview' section. It includes fields for 'Club Name\*' (Savage Bull), 'Club Short Name\*' (SB), 'Description' (Savage Bull), 'State Affiliation Date' (Select Date), and 'Logo' (Browse... No file selected).

### Contact Details:

This area includes club Phone and After Hours Phone, Fax number, email address and club website.

The screenshot shows a form section titled '2 Contact Details'. It contains five input fields: 'Club Phone', 'After Hours Phone', 'Fax Number', 'E-mail Address', and 'Club Website'. Each field is a simple text box with a light gray border.

### Club Address:

This contains information about the physical location of the club and is used by Google Maps to position the club on a map.

The screenshot shows a form section titled '3 Club Address'. It contains six input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Suburb', 'State', and 'Country'. The 'State' field is a dropdown menu with 'Please Select' as the current selection. The 'Country' field is a dropdown menu with 'Australia' as the current selection. There is also a 'Postcode' field to the right of the 'State' field.

### Postal Address:

This is if your club has a different postal address to the club address.

The screenshot shows a form section titled '4 Postal Address'. It contains six input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Suburb', 'State', and 'Country'. The 'Address Line 1' field contains the number '2'. The 'State' field is a dropdown menu with 'Please Select' as the current selection. The 'Country' field is a dropdown menu with 'Australia' as the current selection. There is also a 'Postcode' field to the right of the 'State' field.

### Financial Information:

This is used in conjunction with the invoicing section to establish invoicing periods and the clubs ABN.

The screenshot shows a form section titled '5 Financial'. It contains two input fields: 'ABN:' and 'Membership Year Ending Date'. The 'ABN:' field is a text box. The 'Membership Year Ending Date' field is a dropdown menu with '30' and 'June' as the current selection.

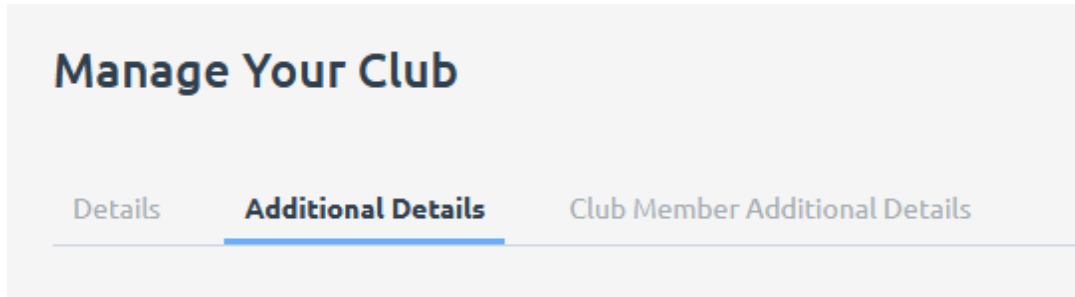
### Advanced:

This section is used by STA admins to remove clubs from being visible on the club finder.

The screenshot shows a form section titled '6 Advanced'. It contains one input field: 'Is active?'. The field is a checkbox followed by the text 'Is active?' and an information icon (a blue circle with a white 'i').

# Additional Details

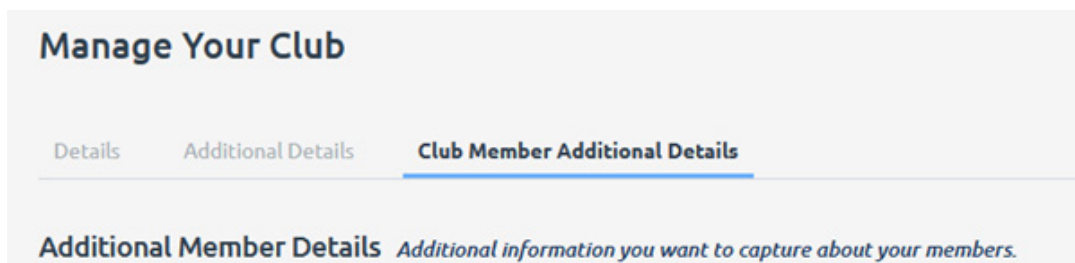
1. In the additional details tab you will be able to update you clubs opening hours.



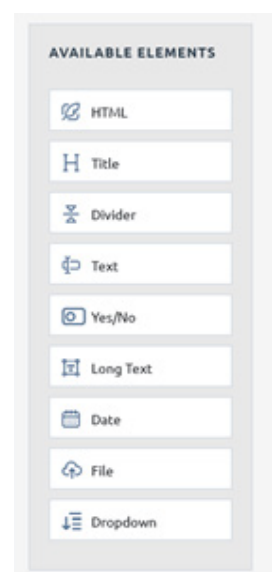
## Club Member Additional Details

In the club member additional details tab you will be able to create new additional fields to gather more data for your club members. You will be able to add the following fields:

- HTML
- Title
- Divider
- Text
- Yes/No
- Long Text
- Date
- Dropdown

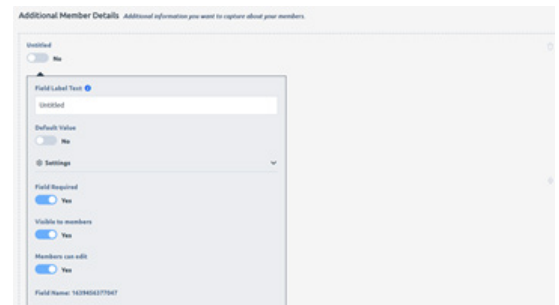


In this example, we want to know if members are willing to volunteer with junior group coaching at the club. This would be a yes or no question, so that is the option we will use





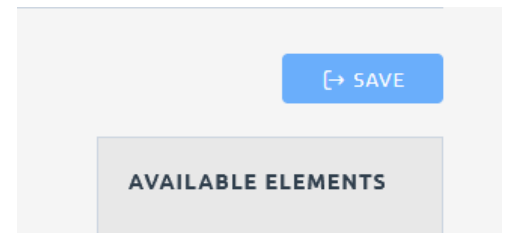
This will provide the field box where you can setup the field correctly.



We can then set the options for the field.  
Is it mandatory (Required)  
Can members see it?  
Can members edit it?  
E.g. change it from no to yes.



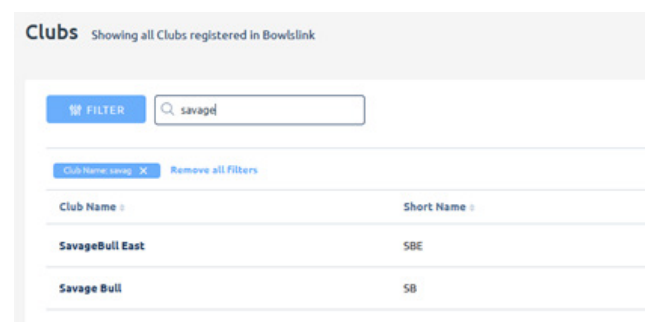
Once we are happy with the settings we click the save button in the top right corner.



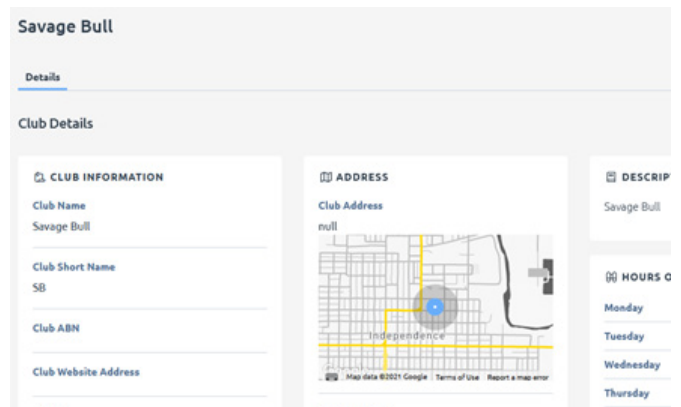
## Reports

The reports section is currently able to produce a report of current and previously held positions at the club. For this to work the positions will need to be setup by a club admin. To do this you can follow the process below

From the Clubs Menu select the Club sub Menu and search for your clubs' name.



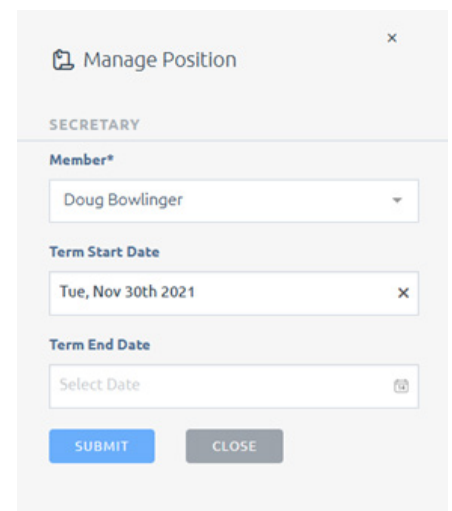
Select your club by clicking the name this will give you information about your club.



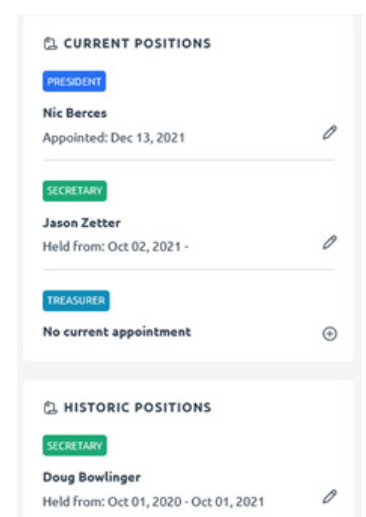
Using the current positions area, you can add a position holder using the + on the right.



You can then select the member who holds this position and the date from which they have held it



When positions terms end they will be moved to the historical positions area.

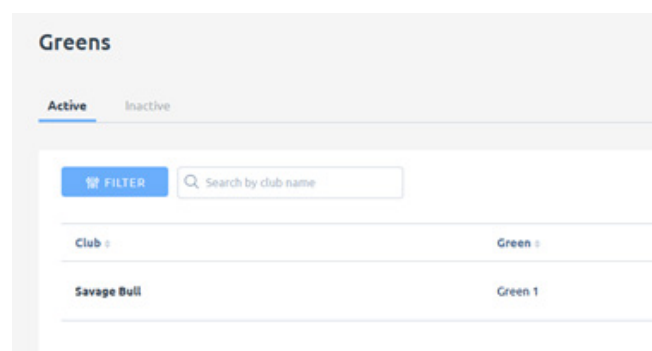


# Greens

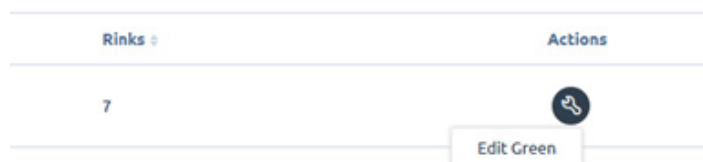
The Greens section is used to manage the greens and rinks available at your club. If there are missing greens for your club, these need to be added by a system administrator. Please contact a BowlsLink system admin to assist with fixing this.

The greens management section is linked to other components in the system. Greens available for member use and the greens used in competitions are taken from the information provided in this module.

The main screen shows the current greens assigned to your club. With multiple greens, you can use the standard search and filter functions to look for a particular green within your club.



To edit the options for a green in your club, click on the action button and select edit green from the menu.



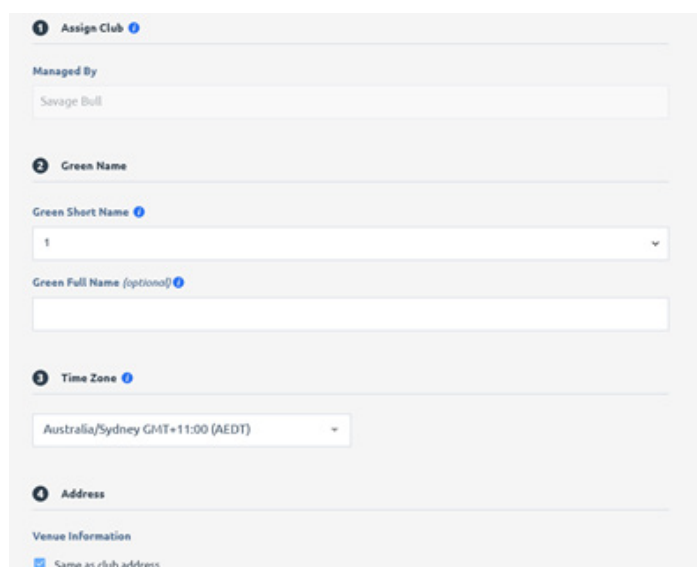
The details for your green will be brought up. The managing club will default to your club, this cannot be changed in this screen, and requires a system administrator to change the management.

The green short name is used to identify your green when you have more than one.

The short name can be a number (for example: Green 1, Green 2, Green 3) or a letter (Green A, Green B, Green C).

Optionally you can add a full name to better identify your greens.

The timezone will default to your current club zone, but this can be adjusted if required.



The screenshot shows the 'Assign Club' form for creating a new green. The form has the following sections:

- 1 Assign Club**: Managed By (Savage Bull)
- 2 Green Name**: Green Short Name (1), Green Full Name (optional)
- 3 Time Zone**: Australia/Sydney GMT+11:00 (AEDT)
- 4 Address**: Venue Information (Same as club address)

The Green features allow you to setup the features of the green, surface type, if it has lights etc.

**6 Green Features**

**Indoor/Outdoor**  
 Outdoor  
 Indoor

**Surface**  
 Grass  
 Carpet  
 Synthetic

**Lights**  
 Yes

The general availability times for the green can be configured in the next section. Complete days can be removed by unchecking the tick next to the day. For days of availability, the hours can be adjusted by changing the time in the boxes

**7 Default Green Availability**

<input checked="" type="checkbox"/> Monday	From	09:00 am	To	05:00 pm
<input checked="" type="checkbox"/> Tuesday	From	09:00 am	To	05:00 pm
<input checked="" type="checkbox"/> Wednesday	From	09:00 am	To	05:00 pm
<input checked="" type="checkbox"/> Thursday	From	09:00 am	To	05:00 pm
<input checked="" type="checkbox"/> Friday	From	09:00 am	To	05:00 pm
<input checked="" type="checkbox"/> Saturday	From	09:00 am	To	05:00 pm
<input checked="" type="checkbox"/> Sunday	From	09:00 am	To	05:00 pm

Final screen is used to setup the individual rinks for the green. A green must have at least one rink included. The ditch rinks can be setup by ticking the boxes next to the rink. Click save and close to close the screen and save the information.

**8 Set Rinks**

Rink 1	<input type="checkbox"/> Ditch Rink
Rink 2	<input type="checkbox"/> Ditch Rink
Rink 3	<input type="checkbox"/> Ditch Rink
Rink 4	<input type="checkbox"/> Ditch Rink
Rink 5	<input type="checkbox"/> Ditch Rink
Rink 6	<input type="checkbox"/> Ditch Rink
Rink 7	<input type="checkbox"/> Ditch Rink