

BowlsLink

User Manual- Club Admin Entering Scores for a Competition

Version 1

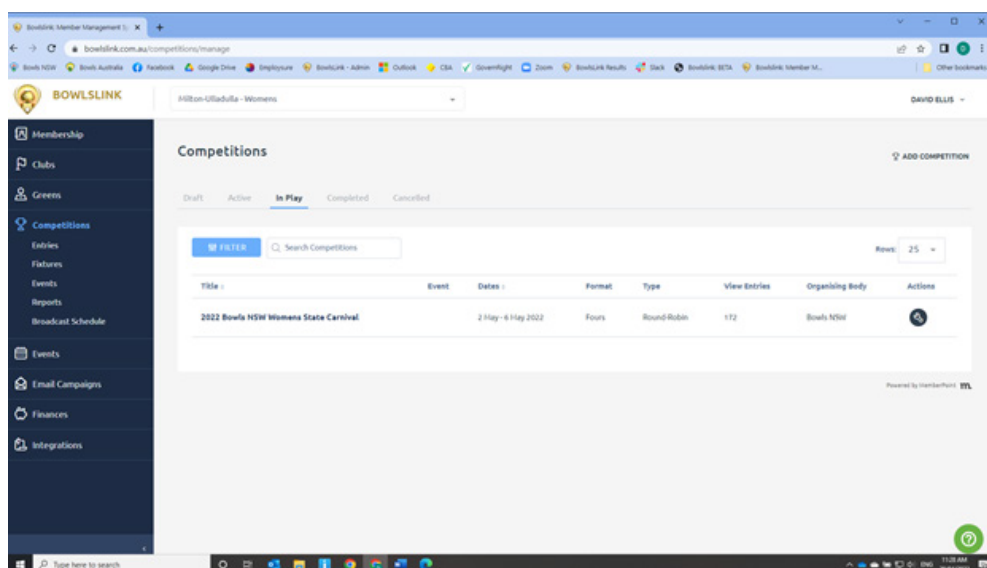


Entering Scores for a Competition

This user guide is to help club and competition administrators with entering and finalising scores and matches for competitions administered on behalf of Bowls NSW.

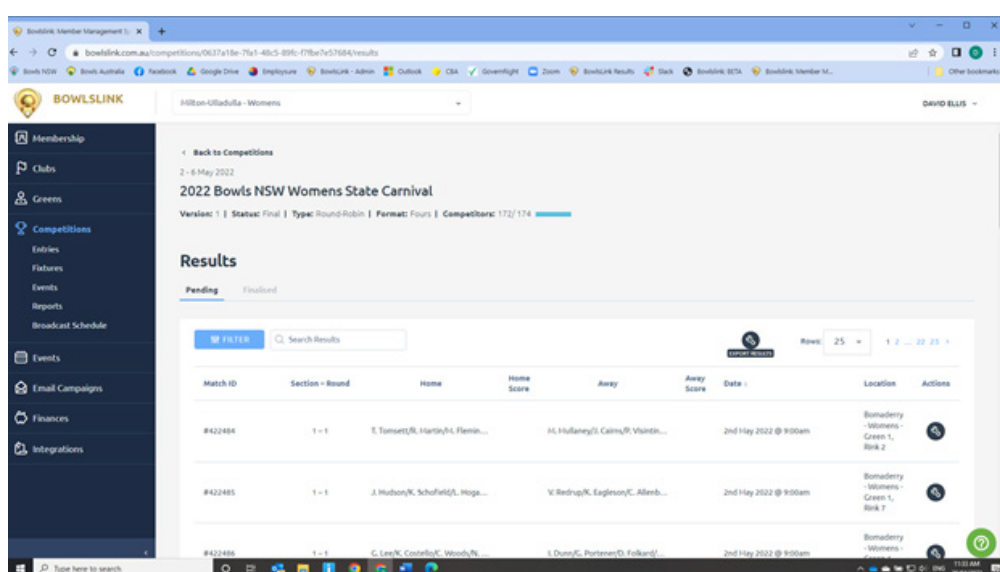
For the purposes of this manual, we will be showing the examples for State Carnival however the same steps and principles apply for any competition (excluding Pennant competitions).

- Log into bowlslink (www.bowlslink.com.au)
- Select your Club Administration profile
- Go to Competitions – Under In Play you will see the competitions you are authorised to administer (in this case 2022 Bowls NSW Womens State Carnival)

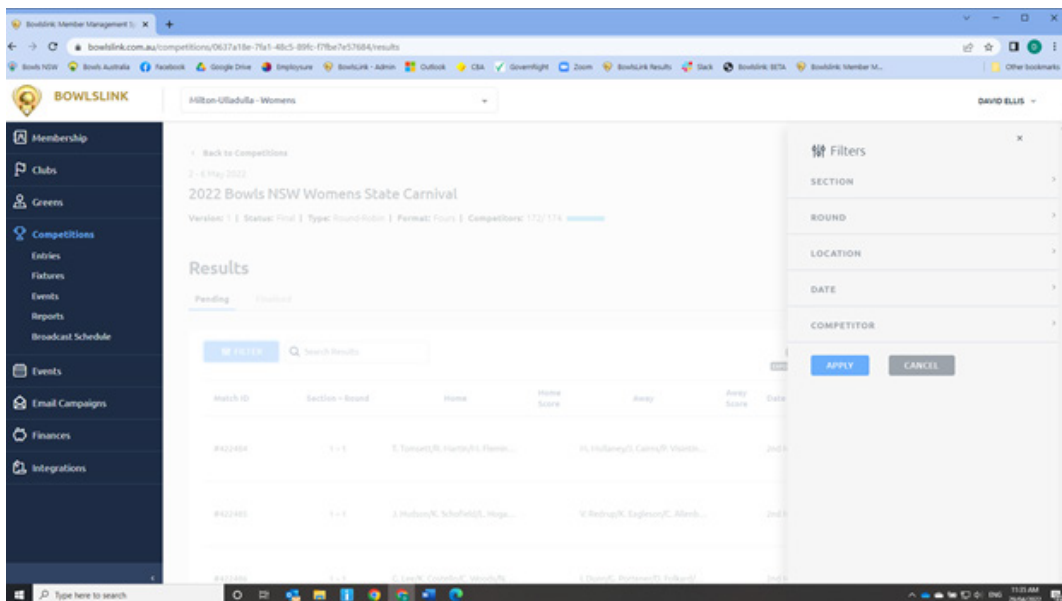


- Click on the Actions button (on the right)
- In the drop-down menu, click on View Results

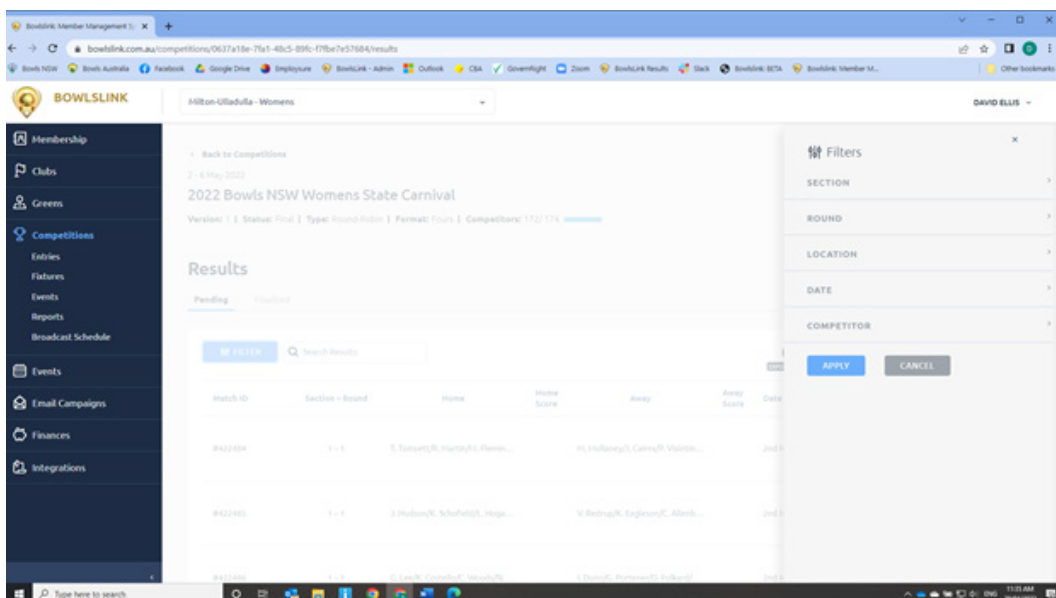
The system will download all the matches to be played in that competition.



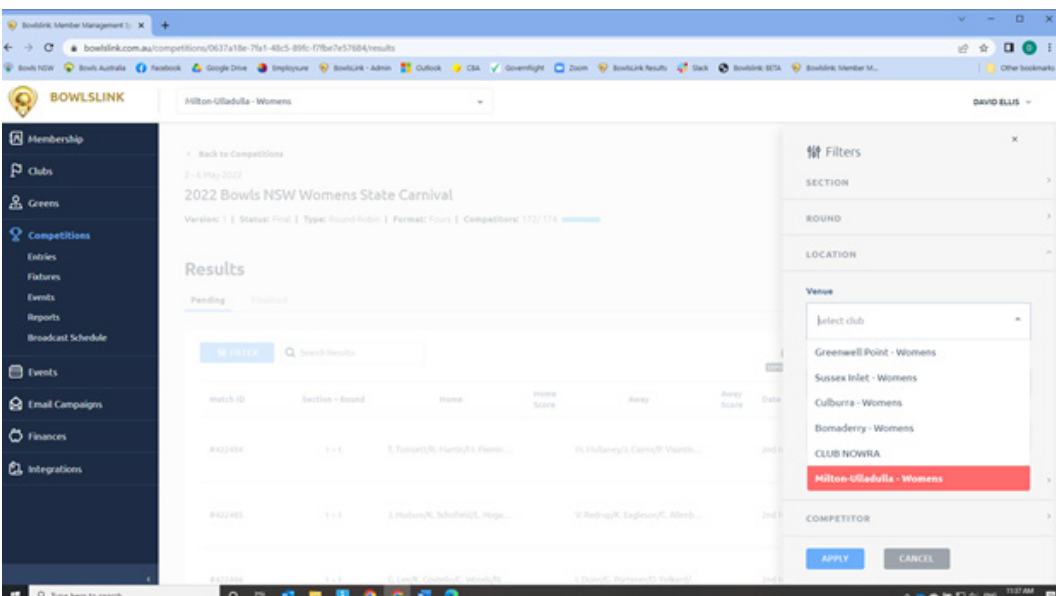
- Click on the Blue FILTER button



- Click on Location – In the drop down window select your club name

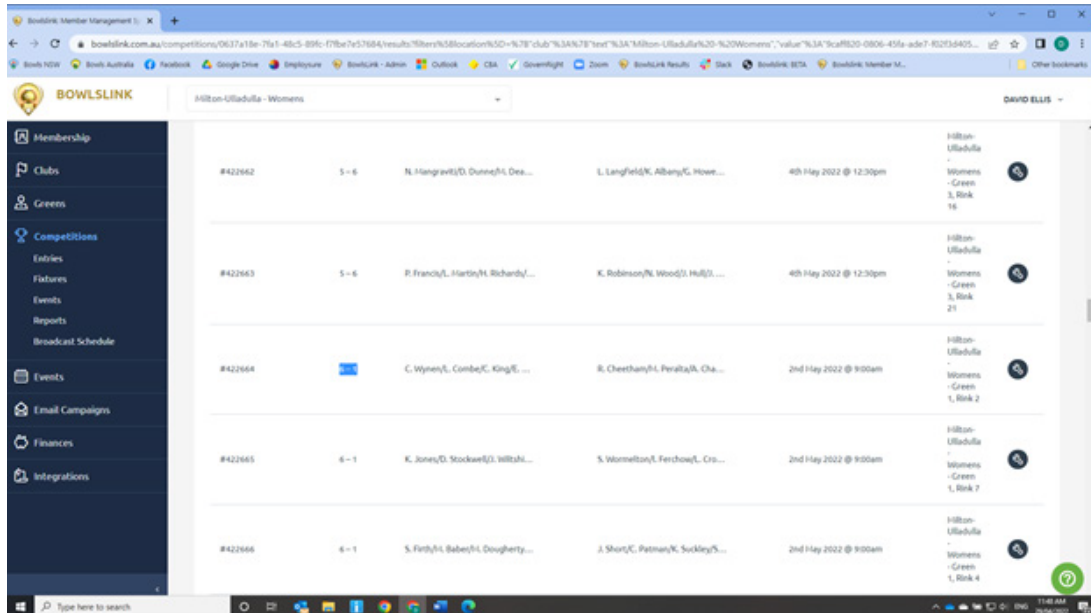


- Click on APPLY

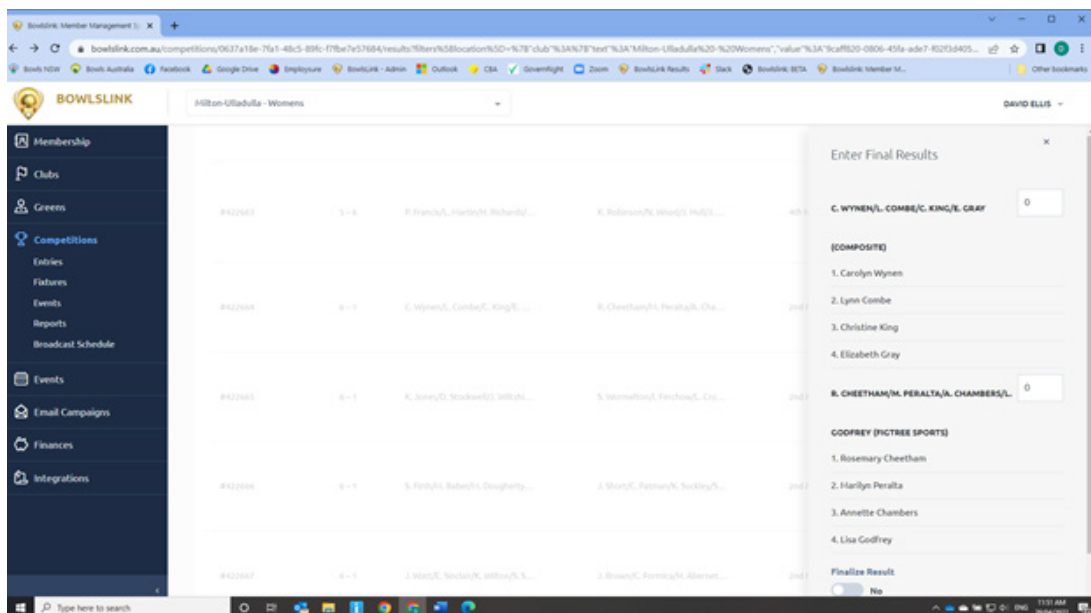


The system will automatically download all matches to be played at your venue
 (Please note: You can also select section and round to further reduce the amount of matches to download)

- Scroll to the match you need to input scores.
 You will note that there is a column that states Section Number & Round Number



- Click on the Actions button (on the right hand side)
- In the drop-down list, click on Quick Enter Results

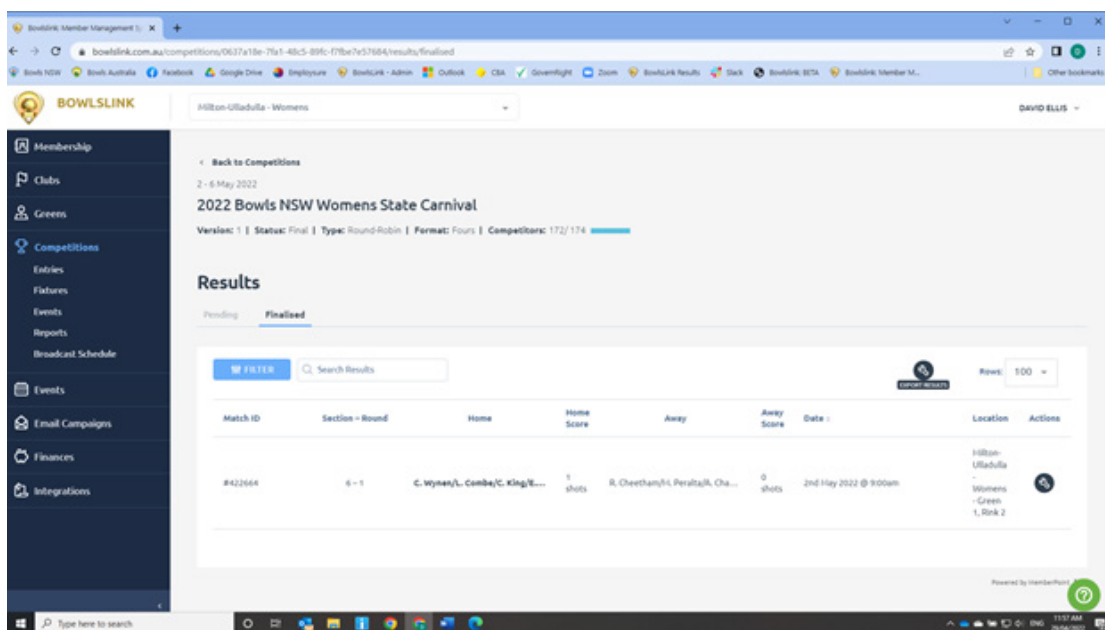


- Enter in the scores for the match for each team
- Click on Finalise Result to toggle the button from NO to YES
- 14 Click on the Blue SAVE button

The system will process the score and take you back to the list of matches screen.

- Repeat steps 9 – 14 for each match you are inputting scores for.

Each match that you finalise will then move from the pending screen to finalised screen



The system will automatically update the ladder for that section the match is played within.

YOU HAVE SUCCESSFULLY RECORDED THE SCORES FOR EVERY MATCH.

DAILY PRIZES

After inputting the scores for each match across the 2 rounds of play:

Go to:

<https://results.bowlslink.com.au/competition/0637a18e-7fa1-48c5-89fc-f7fbe7e57684#matches>

Select the section you are concerned with:

If Day 1 – click on Ladder and team on top of ladder is daily winner

If Days 2 & 3 – click on the round number and using either the scores inputted or the score cards calculate the 2 results of each team in the section and determine who was best performed for the day.

QUALIFICATION FOR POST SECTIONAL MATCHES ON THURSDAY

At the end of Day 3 and after inputting all scores

Go to:

<https://results.bowlslink.com.au/competition/0637a18e-7fa1-48c5-89fc-f7fbe7e57684#matches>

Select the relevant section number playing at your venue then click on ladder.

Advise the teams finishing 1st & 2nd in each section, that they have been successful and will be progressing to Round of 32 matches to be played at Bomaderry on Thursday morning at 8.30am. Advise the other teams that if they receive a call from Bowls NSW by 6.00pm it will be to confirm that they are 1 of the 4 next best qualified teams to have also progressed to Round of 32 at Bomaderry on Thursday morning.

**IF YOU HAVE ANY PROBLEMS INPUTTING SCORES INTO THE SYSTEM, PLEASE
CONTACT
DAVID ELLIS ON 0450 956 485**