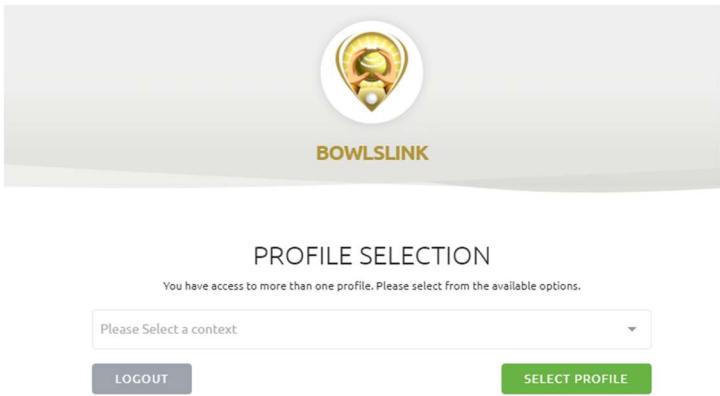
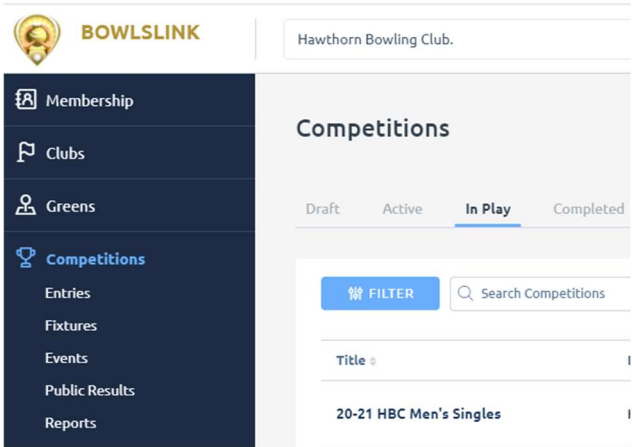
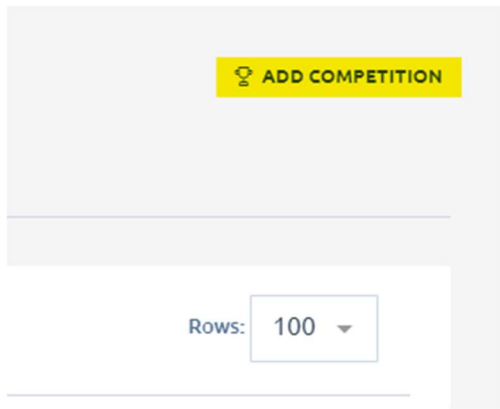
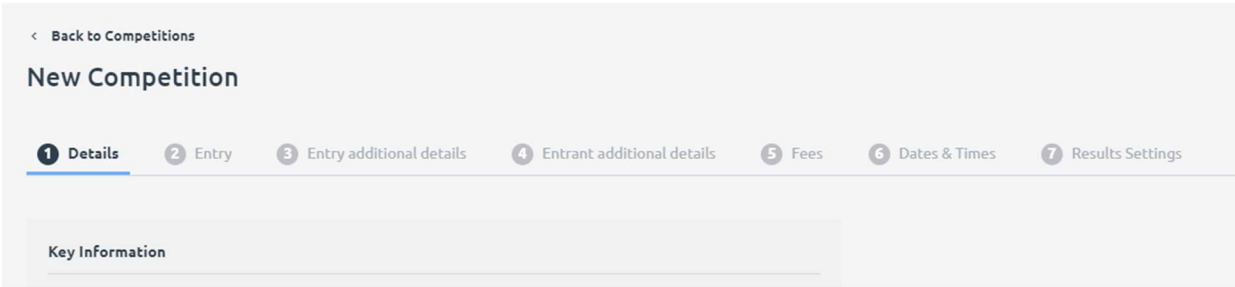
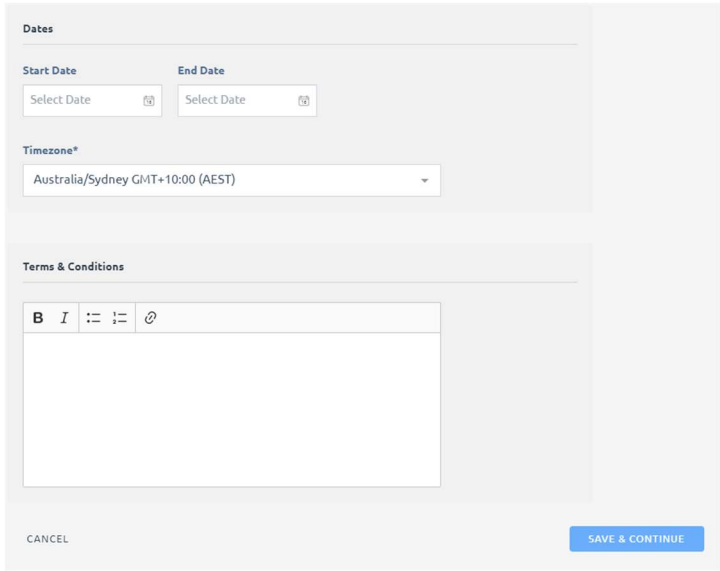
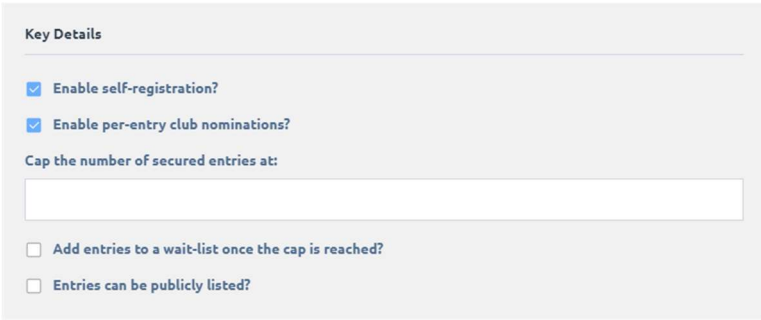
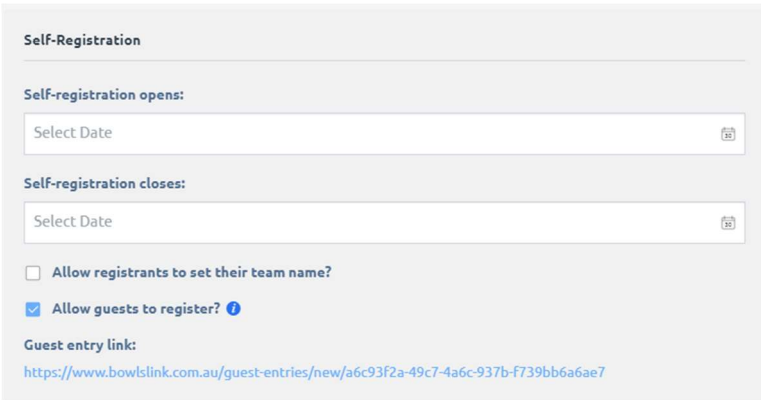


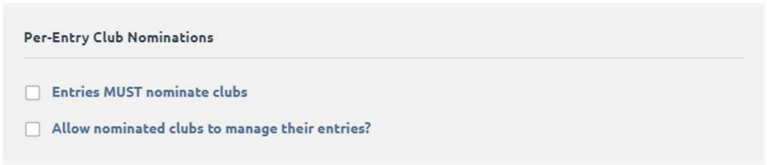
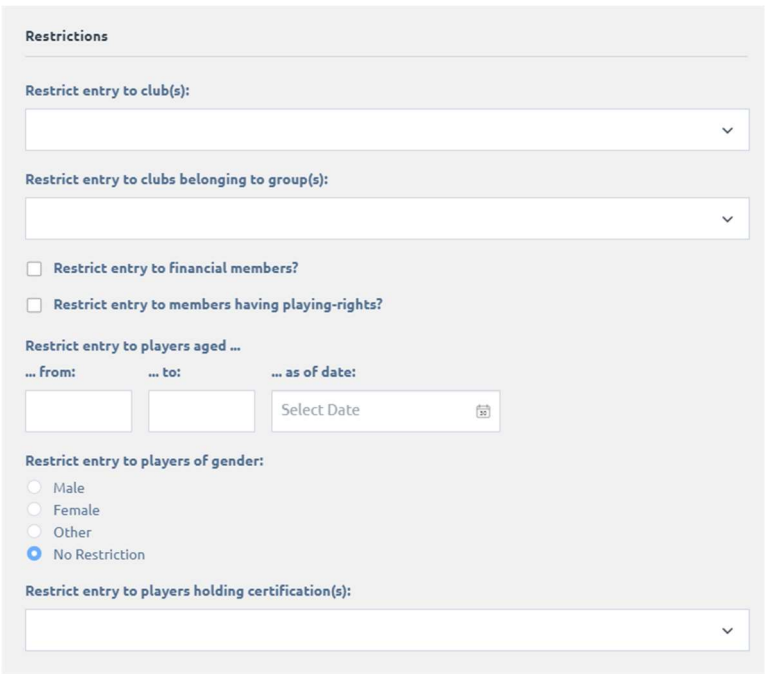
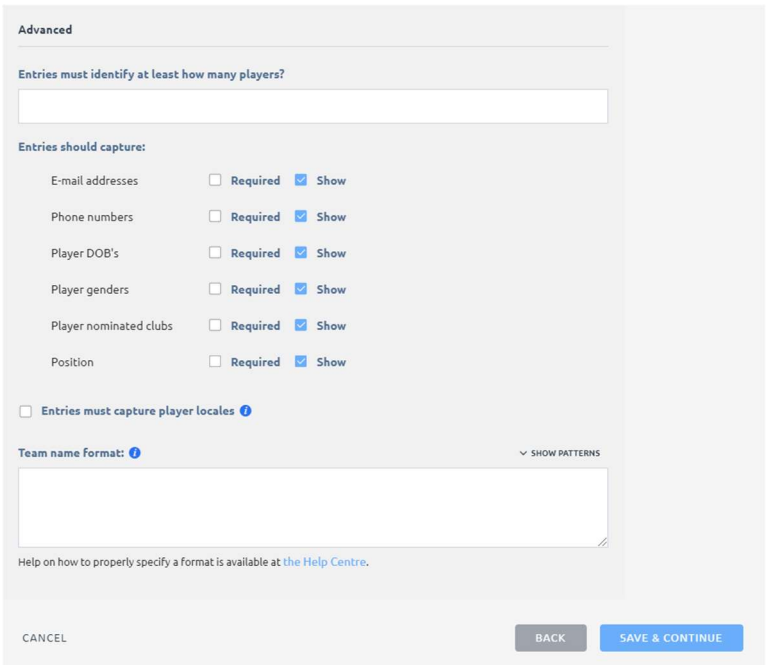
BowlsLink Competition Creation Guide

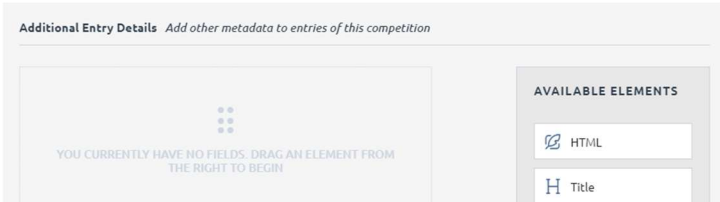
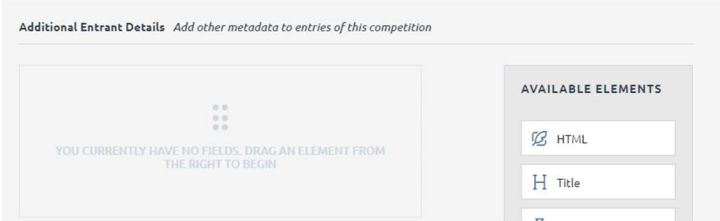
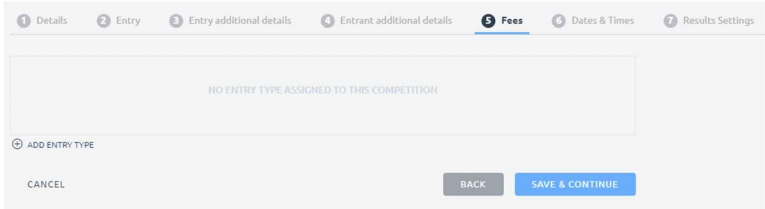
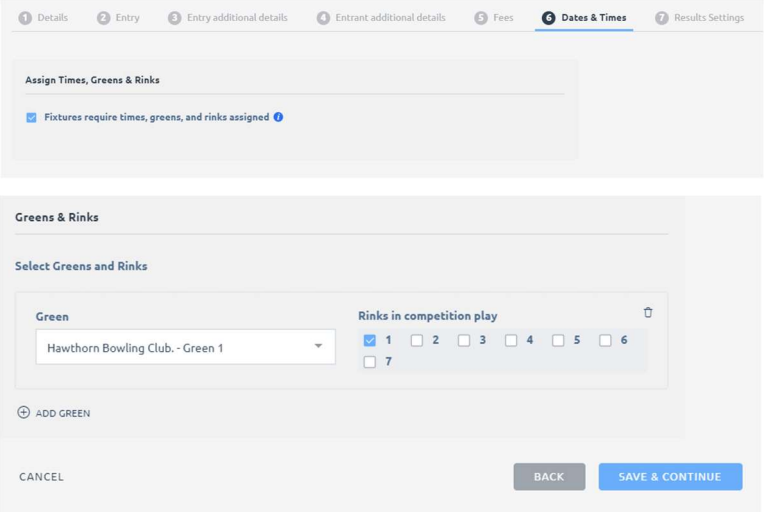

Part 1 - Competition Setup

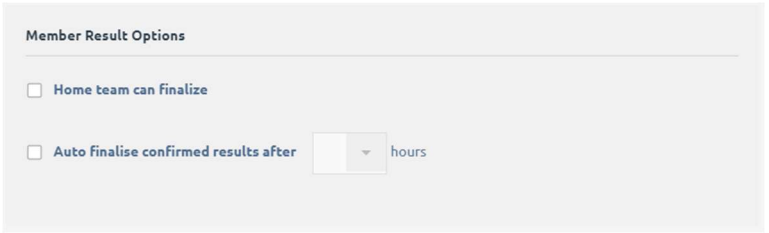
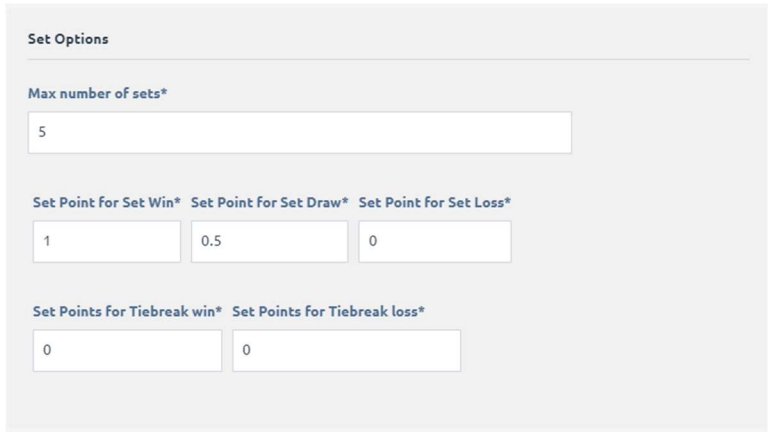
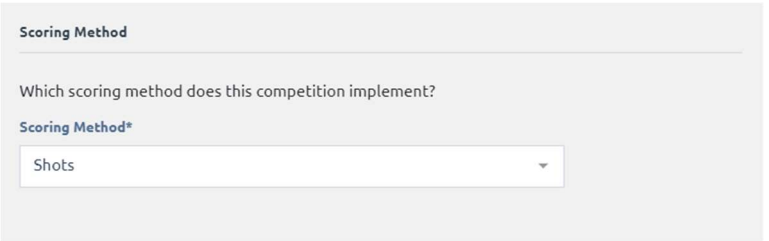
1	<p>Login to your personal Bowlslink account.</p> <p>www.bowlslink.com.au</p> <p>Select your Club name underneath Club Administration and click Select Profile.</p>	
2	<p>Click on Competitions on the left-hand side menu.</p> <p>Draft – used for when you create/copy a comp.</p> <p>Active – when your comp is ready for entries.</p> <p>In Play – when your comp is ready for results.</p> <p>Completed – when you comp has finished.</p> <p>Cancelled – when your comp was cancelled and never started.</p>	
3	<p>Click ADD COMPETITION on the top right-hand side.</p>	
4		
	<p>*You need to complete the seven components above when setting up a new comp!!</p>	

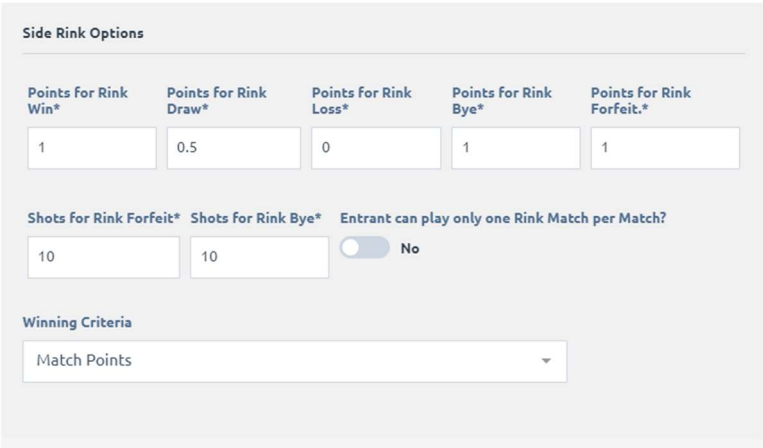
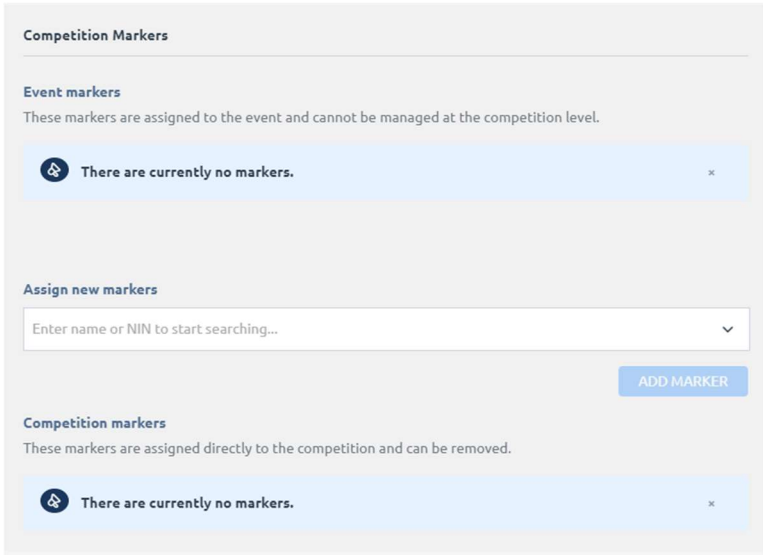
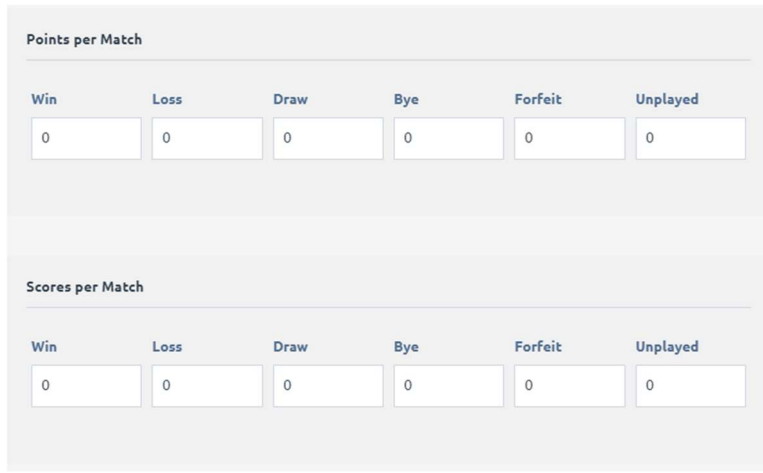
5	<p>1 – Details</p> <p>Title – is the main title for your comp, the title will be visible in the result portal and can be changed anytime.</p> <p>Type Knockout – club champs, Region finals Round Robin – Pennant, Social comps Custom – create your own matches</p> <p>Description – sits underneath your main title in the result portal, can contain COP.</p> <p>Organising Body – the body creating the comp.</p> <p>Supplemental Organising Body – optional, handy if you want to share the organising with another Club or Region.</p> <p>Status – explained in Part 1 Step 2.</p>	
6	<p>Event – optional, something that is added to your comp after it has been created. Very useful if the organising body is going to create several comps related to an event e.g. Weekend Pennant 2021-22</p> <p>Logo – here you can add a logo to your comp, 300 x 300</p>	
7	<p>Format – Is this a ‘sides’ competition?</p> <p>Yes – if your comp requires the matches played between more than one side e.g., Pennant = 4 teams of four players.</p> <p>No – if you don’t need multiple teams e.g., pairs comp, singles comp</p> <p>*You can have a mix of formats. **You need a format for each team/rink. ***Specialisation helps distinguish between multiple formats e.g., Team 1, Team 2 or Rink 1, Rink 2 or Singles, Pairs</p>	


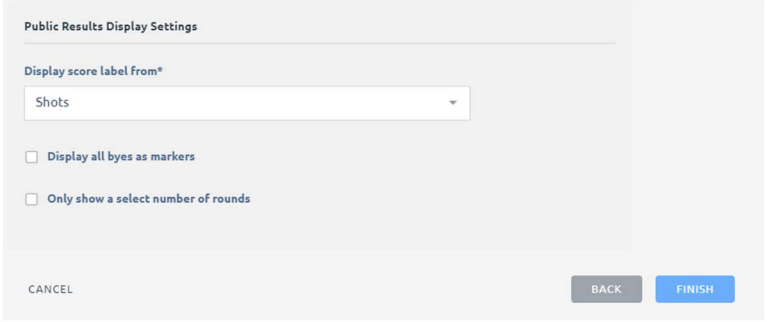
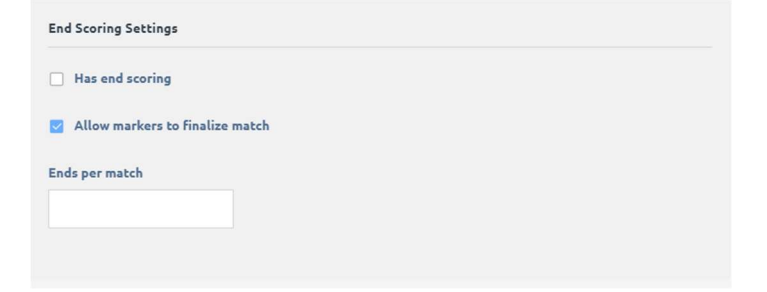
8	<p>Dates – enter your start and finish dates for your comp.</p> <p>Timezone – choose your time zone for the comp.</p> <p>Terms & Conditions – here you can add the T&Cs that relate to your comp, these are only seen if your entries use self-registration (enter the comp using their Bowlslink account).</p> <p>*Make sure you click Save & Continue before moving to Entry.</p>	
9	<p>2 – Entry</p> <p>Enable self-registration? – tick if you would like your members to enter the comp themselves.</p> <p>Enable per-entry club nomination – tick if you would like a club to manage an entry.</p> <p>*You can cap your entries. **You can add entries to a waiting list when the cap is reached.</p> <p>Entries can be publicly listed – allows you to see entries in the result portal.</p>	
10	<p>Self-registration opens: set the date when you would like your self-registration to open.</p> <p>Self-registration closes: set the date when your self-registration would like to close.</p> <p>Allow registrants to set their team name? Yes if you want the entries to create their team name, No if you don't.</p> <p>Allow guests to register? – tick if you don't want the entries to enter using their Bowlslink account. You can send members the URL link to register.</p>	

11	<p>Entries MUST nominate clubs – tick if you want the entries to nominate their club.</p> <p>Allow nominated clubs to manage their entries? – tick if you want the club to enter teams and results. This will allow Club Administrators access to teams/results.</p>	
12	<p>Here you can apply several Restrictions to allow only certain people to enter:</p> <ul style="list-style-type: none"> -Only nominated Clubs can enter. -Only Clubs within nominated Regions can enter. -Members in Bowlslink must be financial. -Members in Bowlslink must have playing rights. -You can restrict your comp to certain ages, U18 or Over 60. -You can restrict your comp to certain genders. -You can also restrict your comp to only members who have a certain certification added to their Bowlslink profile. 	
13	<p>Entries must identify at least how many players? – useful when you want all members identified in a team entry.</p> <p>Entries should capture – tick what you would like to members to identify when entering your comp.</p> <p>*Clubs <u>can't</u> select players in a side if they don't have what you ticked required.</p> <p>Entries must capture player locales – useful if you want to capture State, Country and Postcode of your entries.</p> <p>Team name format – here you can apply a pattern on how you would like your team name to appear.</p> <p>*Click on the down arrow to apply a pattern.</p> <p>** Make sure you click Save & Continue to move to Entry additional details.</p>	

14	<p>3 – Entry additional details</p> <p>Here you can apply elements that you would like the WHOLE entry to complete.</p> <p>*Useful if you want to know if the entry is staying over night in the town.</p>	
15	<p>4 – Entrant additional details</p> <p>Here you can apply elements that you would like EVERY member of the entry to complete.</p> <p>*Useful for dietary requirements.</p>	
16	<p>5 – Fees</p> <p>Here you can apply a fee type that you would like the entry to pay.</p> <p>*You must complete the form below from BA before you setup a fee payment. Agreement Form</p>	
17	<p>6 – Dates & Times</p> <p>Tick if you would like to add a specific green and rink to a match or matches in your fixture.</p> <p>You must select a green and at least one rink.</p> <p>*Don't forget to click Save & Continue. **Contact BV if your green isn't available.</p>	
18	<p>7 – Result Settings</p> <p>Sets – used for comps that have sets play. Default – used for Knockout comps and Round Robin comps that don't have sides. Sides and Shots – used for comps that have more than one side.</p>	

19	<p>Home team can finalise – allows the home team to enter results and finalise the match without the away team confirming.</p> <p>Auto finalise confirmed results after – you can set a time limit when the confirmed result by the Home team will be auto finalised without the away team completing the process.</p>	 <p>The screenshot shows the 'Member Result Options' section. It contains two checkboxes: 'Home team can finalize' and 'Auto finalise confirmed results after'. The second checkbox is followed by a time selection dropdown set to 'hours'.</p>
20	<p>Set Options (only used for comps with sets play)</p> <p>Here you can enter the number of sets, <i>you need to add an extra set if you want that set to be a tiebreaker.</i></p> <p>Here you can set the number of points for a win, draw or loss.</p> <p>Here you can set the number of points for a tiebreaker win or loss</p> <p>*This option will only appear if you select sets in Step 18 above.</p>	 <p>The screenshot shows the 'Set Options' section. It includes a text input for 'Max number of sets*' with the value '5'. Below are three inputs for 'Set Point for Set Win*', 'Set Point for Set Draw*', and 'Set Point for Set Loss*' with values '1', '0.5', and '0' respectively. At the bottom are two inputs for 'Set Points for Tiebreak win*' and 'Set Points for Tiebreak loss*' both with the value '0'.</p>
21	<p>Scoring Method (only used for sides and shots comps)</p> <p>Shots – select if you want the side comps to be decided by the total shots.</p> <p>Sets – select if you want the sides comp to be decided by the number of sets.</p> <p>*If you select sets, Set Options will appear from step 20 above.</p>	 <p>The screenshot shows the 'Scoring Method' section. It asks 'Which scoring method does this competition implement?' and features a dropdown menu labeled 'Scoring Method*' with 'Shots' selected.</p>

22	<p>Side Rink Options (only appears if you select side & shots from Step 18.)</p> <p>Here you set the number of points for a rink win, draw, loss, bye or forfeit.</p> <p>Here you can set the number of points for a rink forfeit or rink bye.</p> <p>Entrant can only play one Rink Match per Match – this will stop teams selecting a player in two or more rinks.</p> <p>Winning Criteria – you can choose how the sides game is decided, match points, match wins or the most popular ‘shots’.</p>	
23	<p>Competition Markers (NEW)</p> <p>Event Markers – added at the event level.</p> <p>Assign new markers – here you can assign markers for your comp.</p> <p>Competition markers - add people so they can do end scoring in the app.</p>	
24	<p>Points per Match – here you can set the number of points for a win, loss, draw, bye, forfeit and unplayed match.</p> <p>*Forfeit points is given to the team receiving a forfeit.</p> <p>Scores per Match – here you can set the number of <u>shots</u> for a match win, loss, draw, bye, forfeit and unplayed.</p> <p>*Forfeit scores is the number of shots given to the team receiving a forfeit.</p>	

25	<p>Ladder Criteria – is where you can decide how your ladder is sorted: points, wins, score, Points – score difference – score %.</p> <p>*If you select Sets and/or Sides and Shots in Step 18 above you get three extra options to sort your ladder.</p>	
26	<p>Public Results Display Settings – determines how your Public Result Portal will look.</p> <p>Display score label from* - you can choose four options on how you want the result to look in the portal.</p> <p>Display all byes as markers – tick if you want byes to say marker in the Portal.</p> <p>Only show a select number of rounds – tick if you part of your fixture hidden.</p>	
27	<p>End Scoring Setting (NEW)</p> <p>Has end scoring – allows you do end by end scoring on the app.</p> <p>Allow markers to finalize match – allows markers to finalize the match.</p> <p>Ends per match – here you can set the number of ends for the match.</p>	

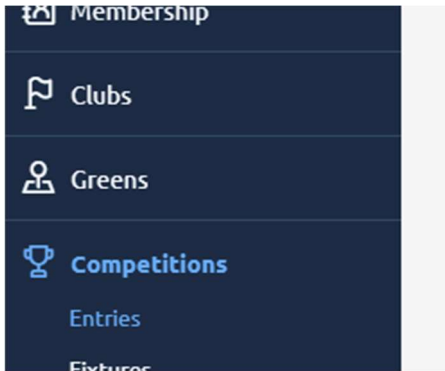
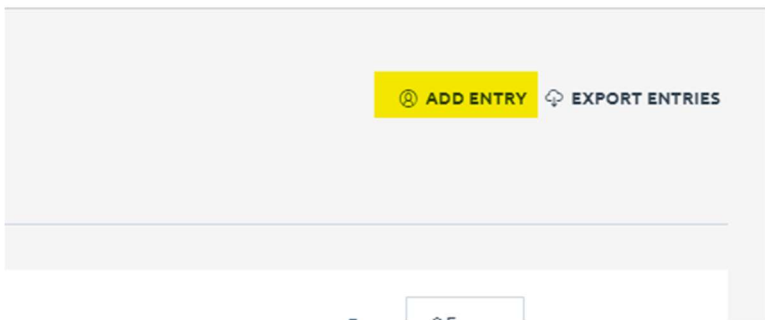
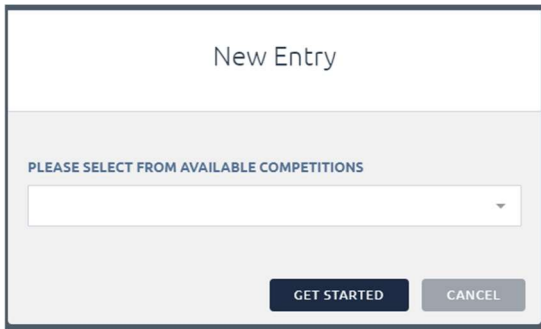
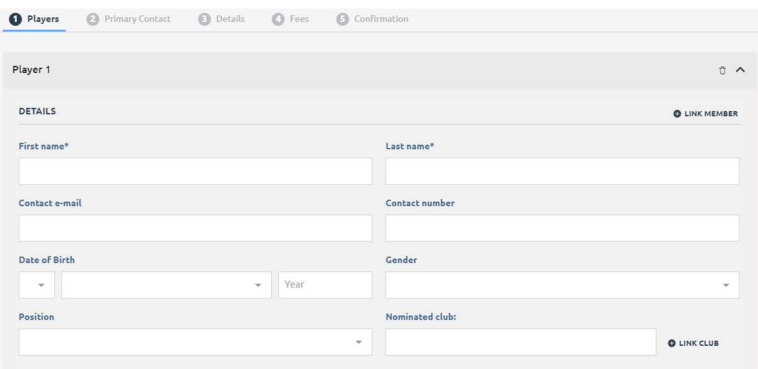
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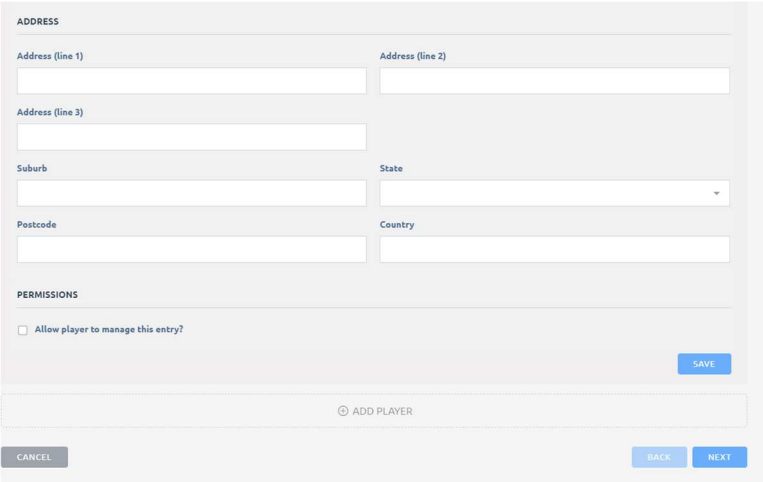
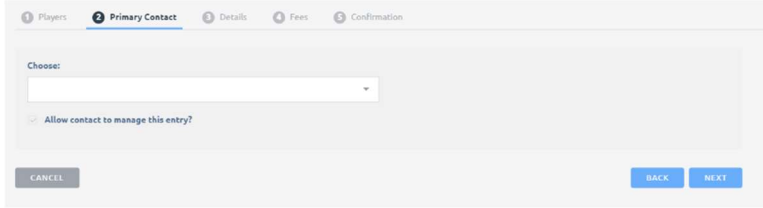
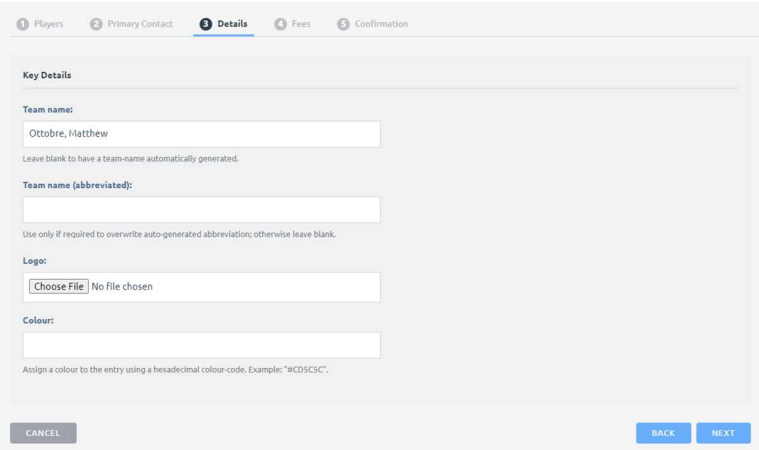
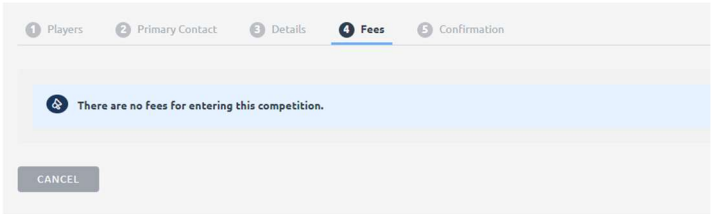
Part 2 - Entries

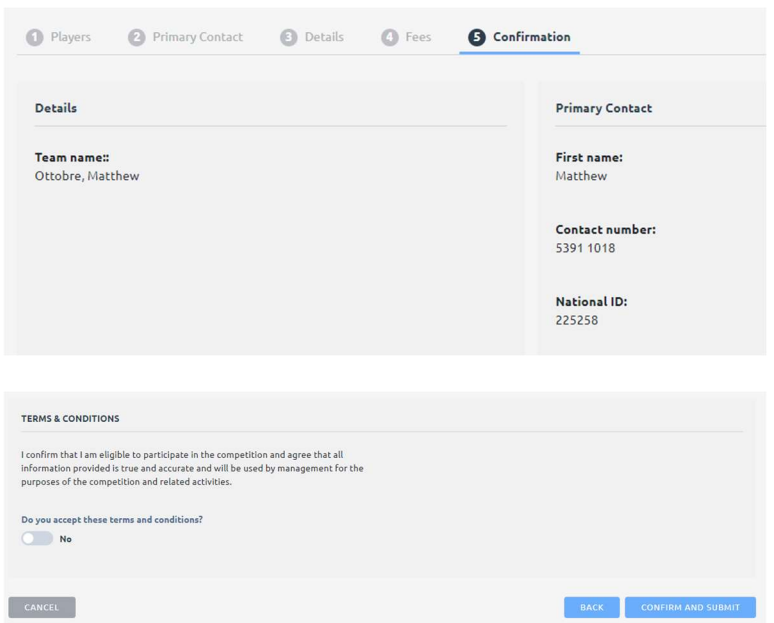
Manually Adding the Entries

Administrators can always add entries on behalf of members, follow the steps below.

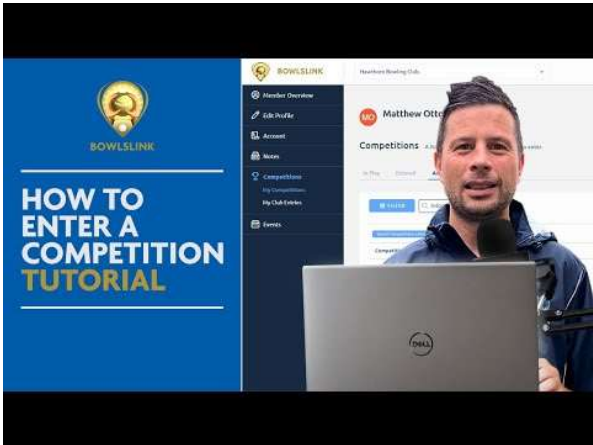
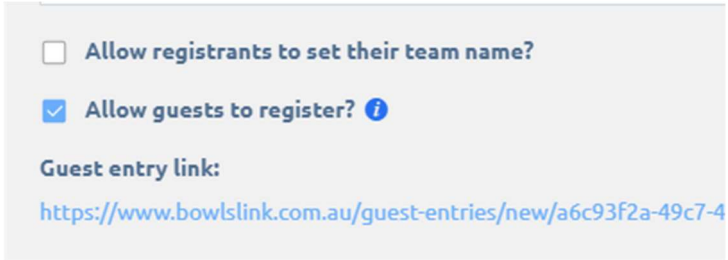
*If you want to link the entry back to the members Bowlslink account, it's important to collect National ID numbers.

1	Click on Entries on the left-hand side menu.	
2	Click on ADD ENTRY on the top right-hand side.	
3	Select the competition you would like the entry added to and click GET STARTED .	
4	<p>Players</p> <p>This form is based on what you selected in Entries Should Capture from (Part 1 Step 13).</p> <p>Click +LINK MEMBER if you want to link the entry to a member's Bowlslink profile. Type the member's ID number, click search and click select.</p>	

5	<p>Permissions</p> <p>Allow player to manage this entry? – tick if you would like the player to manage this entry. This means that the player can enter teams and results, useful in a sides comp like Pennant.</p> <p>Click Save</p> <p>Click +ADD PLAYER if you want to add another player to this entry.</p> <p>Click Next to move to Primary Contact.</p>	
6	<p>Primary Contact</p> <p>Select the player you would like as a primary contact for the entry and click Next.</p> <p>*The Primary Contact is responsible for managing the entry, adding players, entering teams and results.</p> <p>**In most knockout comps the Primary Contact isn't used.</p>	
7	<p>Details</p> <p>Team name: - here you can change the team name. If you applied a pattern (Part 1 Step 13), the team name will reflect the pattern.</p> <p>Team name (abbreviated): - used if you want to overwrite the auto-generated team name.</p> <p>Logo: - here you can add a logo for your entry, great for side events.</p> <p>Colour: - TBC</p>	
8	<p>Fees</p> <p>Here your entry can select the fee type they would like to pay.</p> <p>*The fee type relates to the fee you added in Part 1 Step 16.</p>	


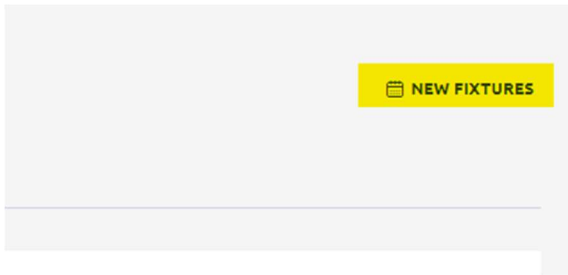
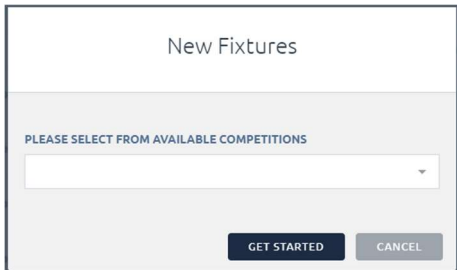
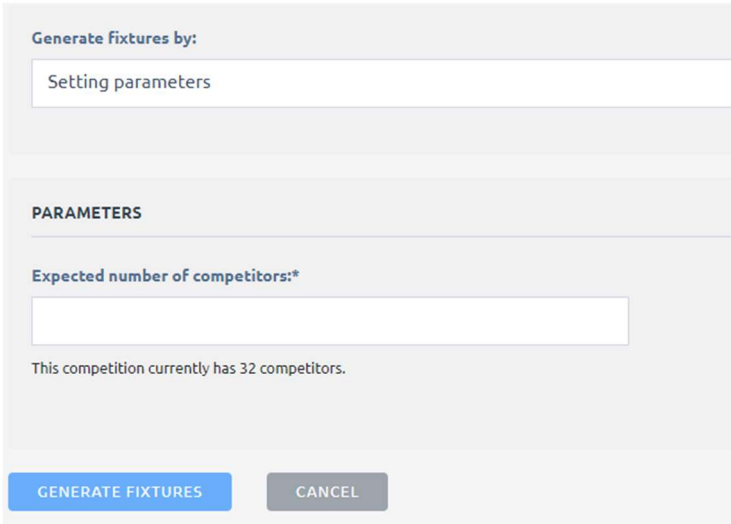
9	<p>Confirmation</p> <p>Here the person entering the comp needs to confirm that their entry is correct.</p> <p>Terms & Conditions</p> <p>If your members are self-registering (guest entry of through their Bowlslink profile) need to agree to the T&Cs.</p> <p>*Part 1 Step 8 is where you enter the T&Cs for your comp.</p>	
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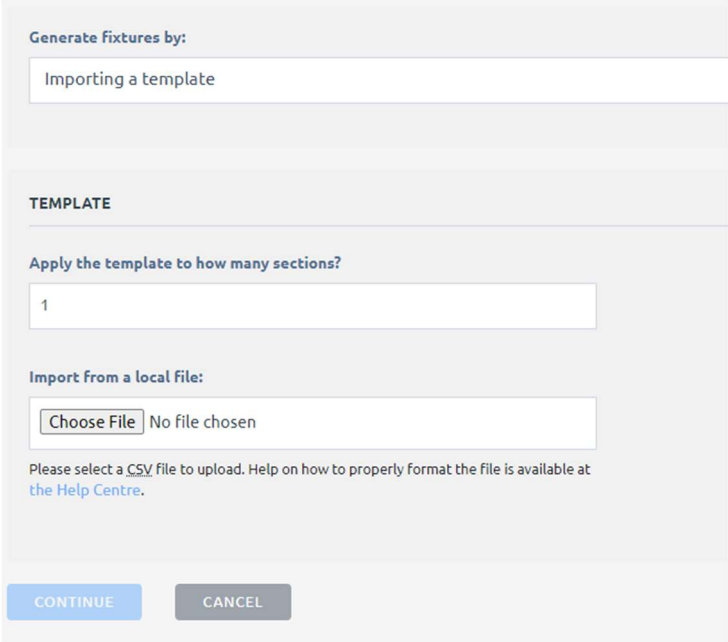
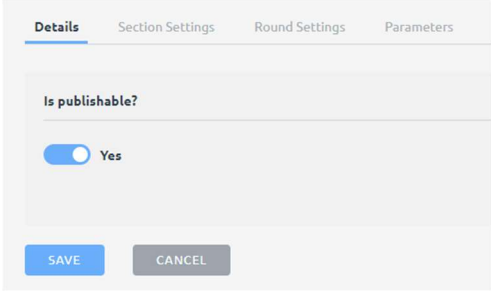
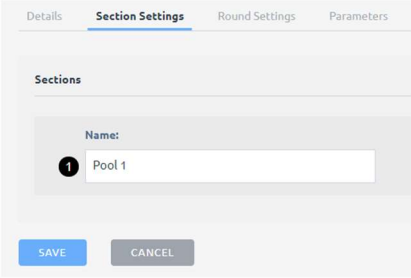
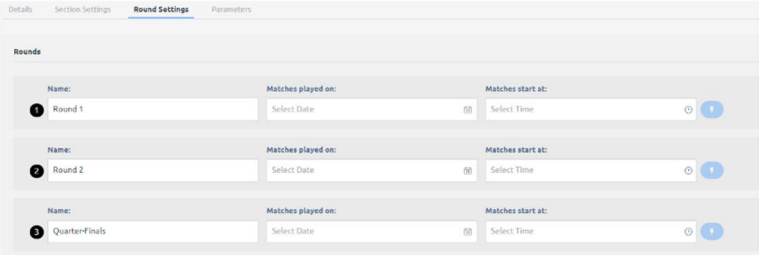
Two Ways Members Can Self-register

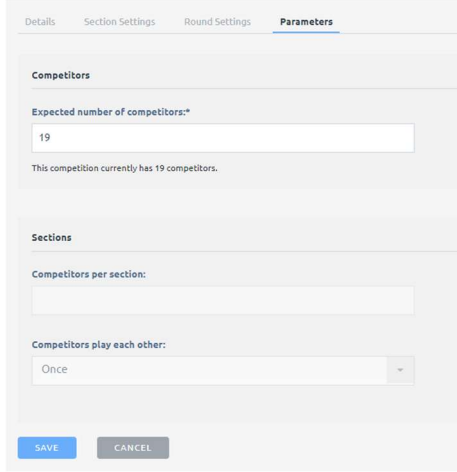
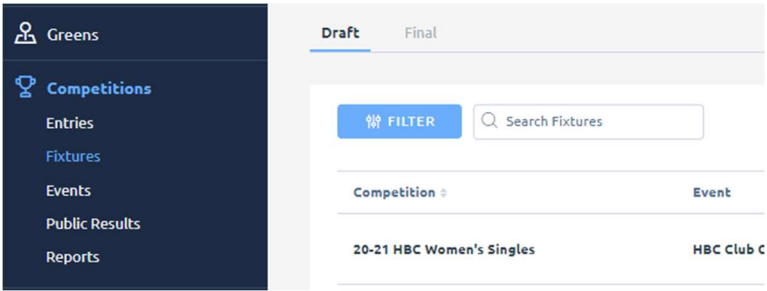
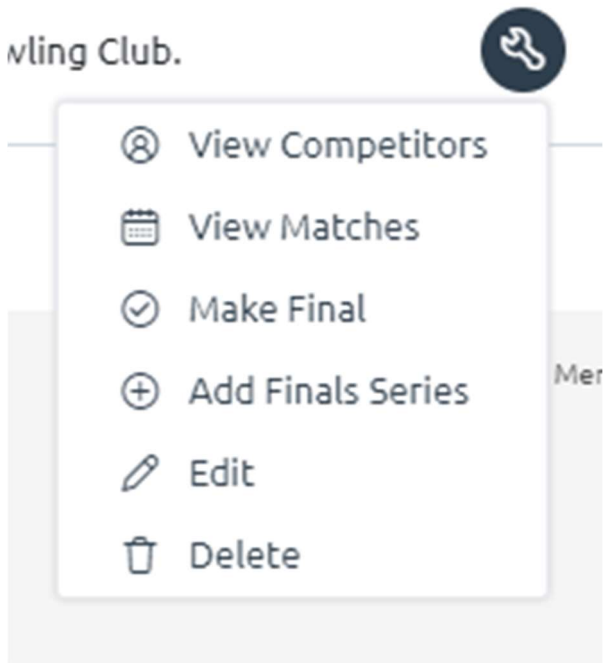
1	<p>Tick Self-registration</p> <p>As long you enable Self-registration in your comp setting (Part 1, Step 9), members can enter competitions through their Bowlslink profile.</p> <p>Checkout the quick help video that shows members how to enter comps through their Bowlslink profile.</p>	
2	<p>Guest Link</p> <p>If you tick Allow guests to register? you are allowing people that don't have a Bowlslink account to enter your comp.</p> <p>Guest entry link: - is a URL link that you can send your guests (non-Bowlslink members) so they can enter your comp.</p> <p>*Guest entries won't be linked to member's Bowlslink profiles. **You can link a guest entry to a member's BowlsLink account.</p>	

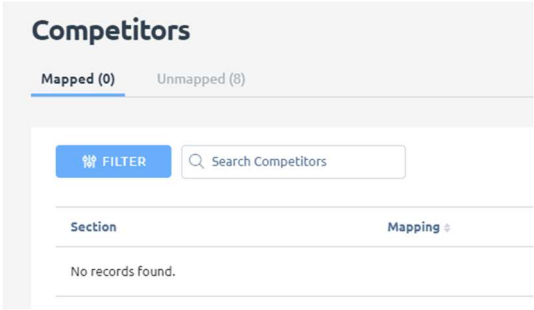
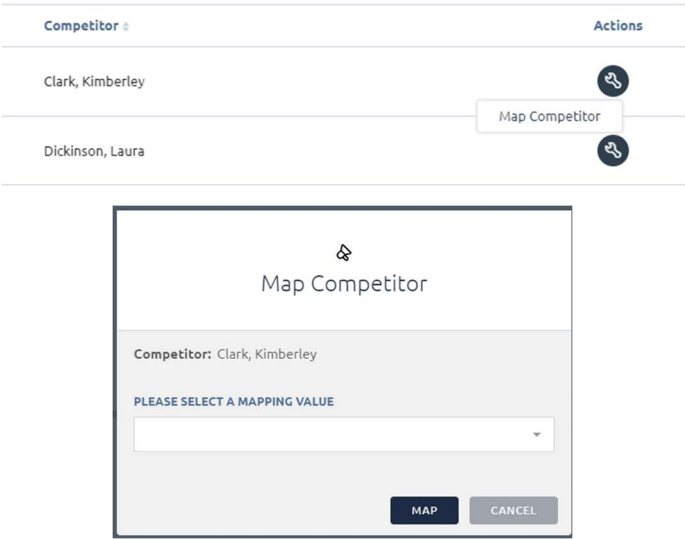
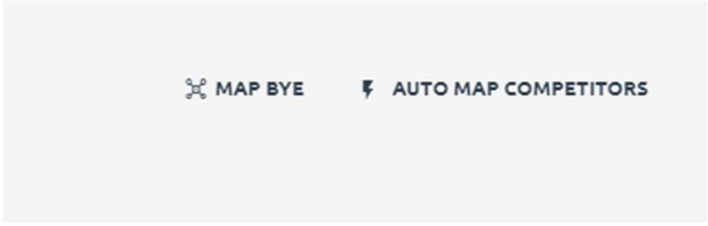
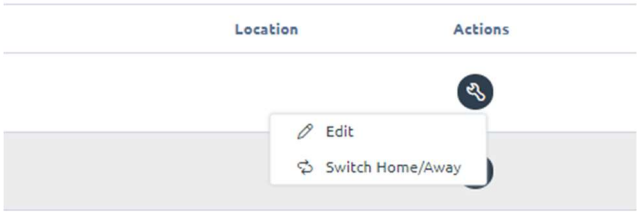
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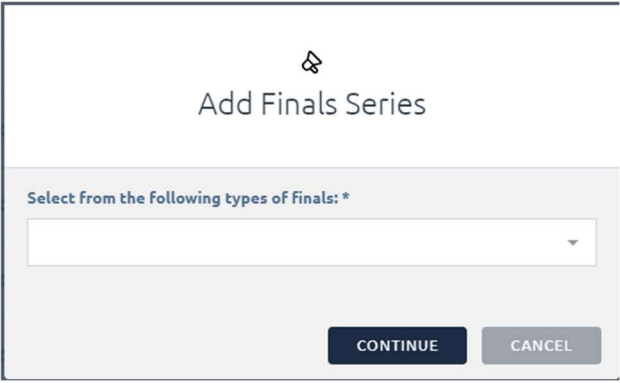
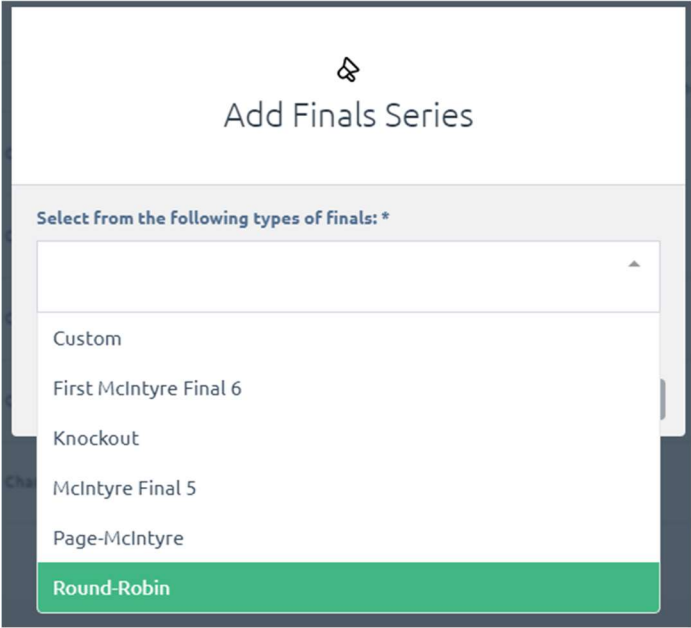
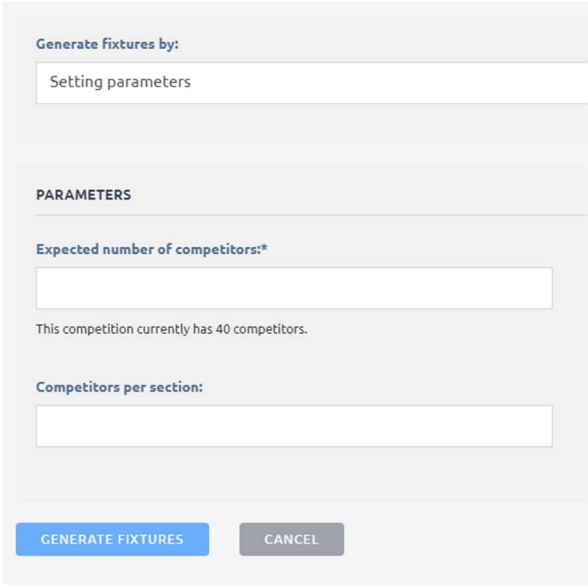
Part 3 - Fixture

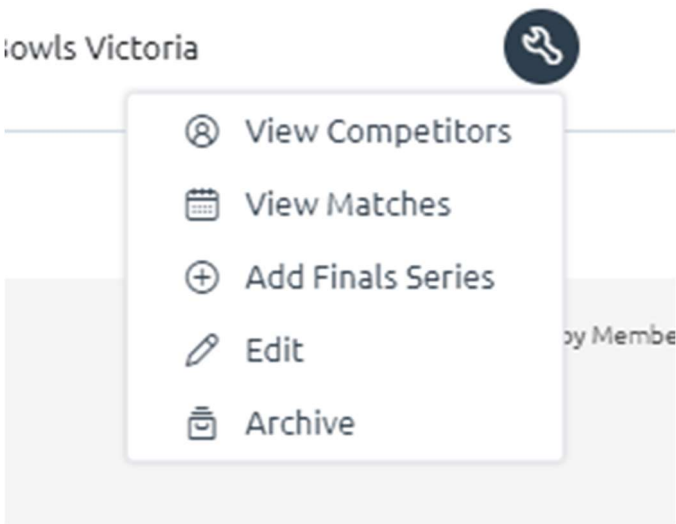
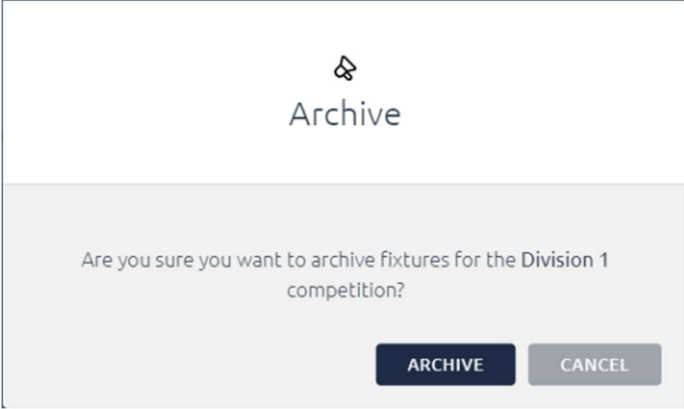
1	Click on Fixtures on the left-hand side menu.	
2	Click on NEW FIXTURES on the top right-hand side.	
3	Select the competition you would like to add a fixture to and click GET STARTED .	
4	<p>Generate fixtures by: - Setting parameters</p> <p><i>Select this option if you want the fixture to be generated based on the number of entries and your draw is random.</i></p> <p>Expected number of entries: - enter the number of entries in your comp.</p> <p>*The program will workout byes if your number of competitors isn't 2, 8, 16, 32....</p> <p>**If you want the ability to map byes in your fixture in a specific spot, increase the number of competitors so the bye becomes a competitor.</p> <p>***Useful for Knockout comps where you want a random fixture.</p> <p>****If you select Round Robin in Part 1 Step 5, you will get the option to select how many in a section and how many times they play each other.</p>	

5	<p>Generate fixtures by: Importing a template</p> <p><i>Select this option if you want to generate a pre-determined fixture.</i></p> <p>Apply the template to how many sections? – is the number of sections you have in your pre-determined fixture.</p> <p>Import from a local file: - click on the link below to learn how to import a template.</p> <p>How to import a template</p> <p>*Click Choose File to upload your template and click Generate Fixture. **This type of fixture is useful for Pennant or Round Robins where a set fixture is in place.</p>	
6	<p>Details</p> <p>Is publishable? – select Yes if you want your fixture to be seen in your result portal. Tick No if you want to hide your fixture. This button can be switched to Yes or No at any time.</p>	
7	<p>Section Settings</p> <p>Here you can set the name for your sections. You only have the choice of Section or Pool and the number.</p>	
8	<p>Round Settings</p> <p>Here you can set the Dates and Times for your matches in set rounds.</p> <p>*The blue Quick-fill rounds button is useful to quickly generate dates and times. **Make sure you click the Save & Apply blue button on the bottom right.</p>	

9	<p>Parameters</p> <p>If you chose to generate your fixture by parameters, you can change your parameter settings here.</p> <p>Irrelevant if you chose to generate your fixture by importing a template.</p> <p>*Click Save to save all your settings.</p>	
10	<p>Draft Fixture</p> <p>Click Fixture on the left-hand side menu to find your fixture as a Draft.</p> <p>*Only make your fixture Final when you're completely happy.</p> <p>**You can make changes to a final fixture without results.</p> <p>***You can always create a new fixture, but you must archive the previous fixture.</p>	
11	<p>Draft Fixture Actions Button</p> <p>View Competitors – click to map the competitors, refer to Part 3 Steps 12 - 14 below.</p> <p>View Matches – click if you want to edit your matches, refer to Part 3 Step 15 below.</p> <p>Make Final – click when you're completely happy with the fixture and ready for results.</p> <p>+ Add Finals Series – click if you want to add a finals series to a fixture, refer to Part 3 Steps 16 – 18.</p> <p>Edit – click if you want to edit the steps from Part 3 Steps 6 – 9 above.</p> <p>Delete – click if you want to delete a draft fixture, not available if you make the fixture final.</p>	

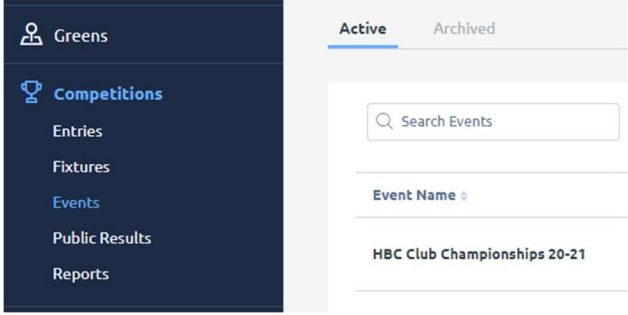
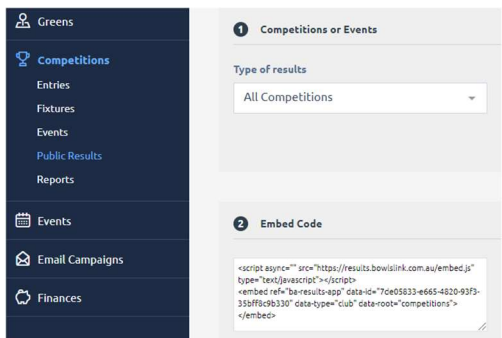
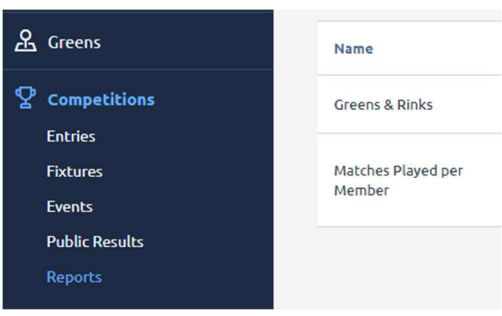
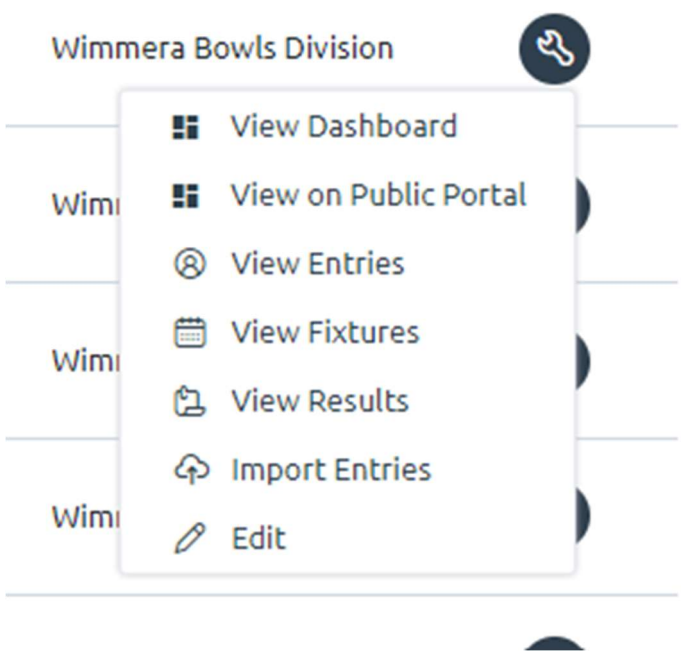
12	<p>View Competitors</p> <p>When you first click on Competitors you will find all your competitors are Unmapped. The steps 13 and 14 below will explain the two methods of mapping.</p>	
13	<p>Map Competitor</p> <p>Click on your Unmapped competitors.</p> <p>Click the Action for each competitor and click Map Competitor and select your mapping value and click MAP.</p> <p>*Useful if you want a competitor to have a specific mapping number in the fixture. **Map position 1 and 2 are the top mapping positions, 15 and 16, 31 and 32, 63 and 64 are the bottom mapping positions of your fixture.</p>	
14	<p>Map Bye and Auto Map Competitors</p> <p>Click Map Bye if you want the bye to have a mapping value.</p> <p>Click Auto Map Competitors if you want the program to randomly map the competitors.</p> <p>*Both found top right, Auto Map Competitors will create a random fixture.</p>	
15	<p>View Matches</p> <p>Click Edit if you want to change the Date, Time and Location of a match.</p> <p>Click Switch Home/Away if you want to swap the Home and Away competitors.</p>	

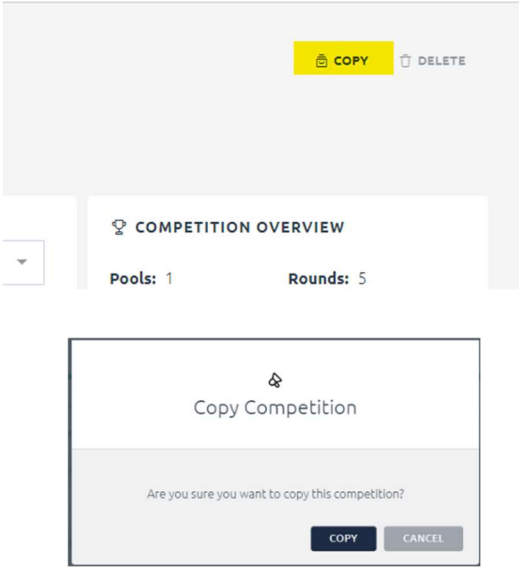
16	<p>+ Add Finals Series</p> <p>By clicking + Add Finals Series you can add a finals series to any final fixture.</p>	
17	<p>Once you click + Add Finals Series you get the option of adding the following finals.</p> <p>Custom – this option allows you to build your own matches based on the parameters, you can also import a template.</p> <p>First McIntyre Final 6 –</p> <p>Knockout – a knockout fixture based on your parameters or an imported template.</p> <p>McIntyre Final 5 –</p> <p>Page-McIntyre – 1v2, 3v4, L1v2 vs W3v4, W1v2 vs W(L1v2 vs W3v4)</p> <p>Round-Robin – a Round-Robin fixture based on your parameters or an imported template.</p>	
18	<p>Once you have selected your finals series, you will need to select how the fixture is going to be generated.</p> <p>Setting parameters – when you would like the fixture to be based on your numbers.</p> <p>Importing template – when you would like the fixture based on a set template.</p> <p>*Click Generate Fixtures and repeat the steps from Part 3 steps 4 – 9.</p>	

19	<p>Final Fixture Actions Button</p> <p>View Competitors – useful if you need to edit your mapping positions or unmap a competitor.</p> <p>View Matches – same as Part 3 Step 15.</p> <p>+ Add Finals Series – same as Part 3 Steps 16 – 18.</p> <p>Edit – same as Part 3 Steps 6 – 9.</p> <p>Archive – click if you want to archive this fixture and apply a new fixture. Please refer to Part 3 Step 20 below.</p>	 <p>The screenshot shows a web interface for 'Howls Victoria'. A dark blue circular button with a white icon is in the top right. A white dropdown menu is open, displaying five options with corresponding icons: 'View Competitors' (person icon), 'View Matches' (calendar icon), 'Add Finals Series' (plus icon), 'Edit' (pencil icon), and 'Archive' (box with checkmark icon).</p>
20	<p>Archive a Fixture</p> <p>Once you click Archive on a Final fixture you will be asked 'Are you sure you want archive?'</p> <p>Click Archive to archive the fixture.</p> <p>*Archive is similar to delete; you will lose the fixture. **Don't archive unless you prepared to add a new fixture.</p>	 <p>The screenshot shows a confirmation dialog box titled 'Archive'. It contains the text 'Are you sure you want to archive fixtures for the Division 1 competition?' and two buttons at the bottom: 'ARCHIVE' (dark blue) and 'CANCEL' (light grey).</p>

BowlsLink Competition Creation Guide

Part 4 – Additional Features

1	<p>Events</p> <p>Click on Add Competition Event to create an event that you want to add to a competition.</p> <p>*Event is a great way to link related comps together.</p>	
2	<p>Public Results</p> <p>Here you can grab an Embed Code for a particular competition or event.</p> <p>*Great way of embedding the Result Portal in your website.</p>	
3	<p>Reports</p> <p>Here you can configure two types of Reports, Greens and Rinks and Matches Played per Member.</p> <p>*Allows Regions to create a report on the number of matches played per member.</p>	
4	<p>In-Play Competition Action Button</p> <p>View Dashboard – great way to view entries, enter match results, copy the Result Portal URL and copy comps.</p> <p>View on Public Portal – gives you access to the Result portal.</p> <p>View Entries – quick way to view or edit entries.</p> <p>View Fixture – quick access to the fixture.</p> <p>View Results – access to the matches and entering results.</p> <p>Import Entries – allows you to import entries from a completed comp.</p> <p>Edit – allows you to edit the comp settings.</p>	

<p>Copy Competition</p> <p>Click on the Competition Dashboard of the comp you want to copy.</p> <p>Click Copy in the top right and click COPY.</p> <p>A copied comp will automatically sit as a draft.</p> <p>*Fixtures, entries, and dates will not copy over.</p>	 <p>The screenshot shows a web interface for managing competitions. At the top right, there are two buttons: a yellow 'COPY' button with a document icon and a grey 'DELETE' button with a trash icon. Below these, a 'COMPETITION OVERVIEW' card displays 'Pools: 1' and 'Rounds: 5'. A modal dialog box is open in the foreground, titled 'Copy Competition' with a document icon. It contains the question 'Are you sure you want to copy this competition?' and two buttons at the bottom: a dark blue 'COPY' button and a grey 'CANCEL' button.</p>
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