



# Bowls Link

## Pennant Training Guide

This document is important for Pennant Managers and/or those at your club who enter teams and results into the Bowls Link Pennant Competition area.

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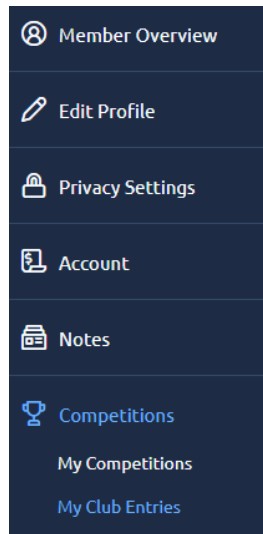
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# 1 – Logging In

Login into <https://bowlslink.com.au>

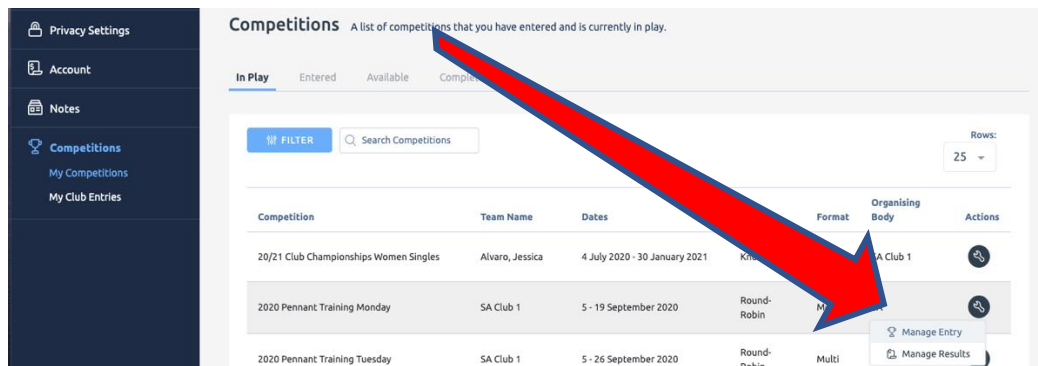
Select your Club Membership profile

Go to **Competitions – My Competitions or My Club Entries**

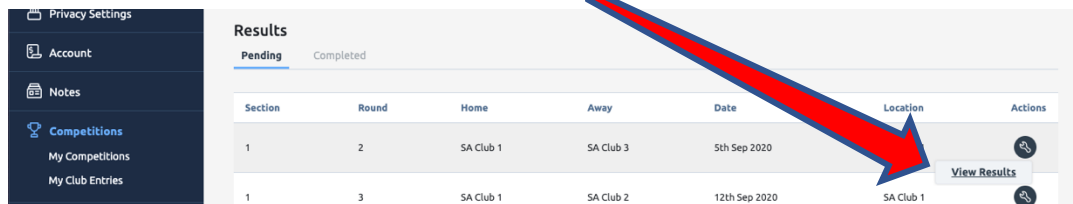


Your Pennant Competitions will appear under **ACTIVE** or **IN PLAY**

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



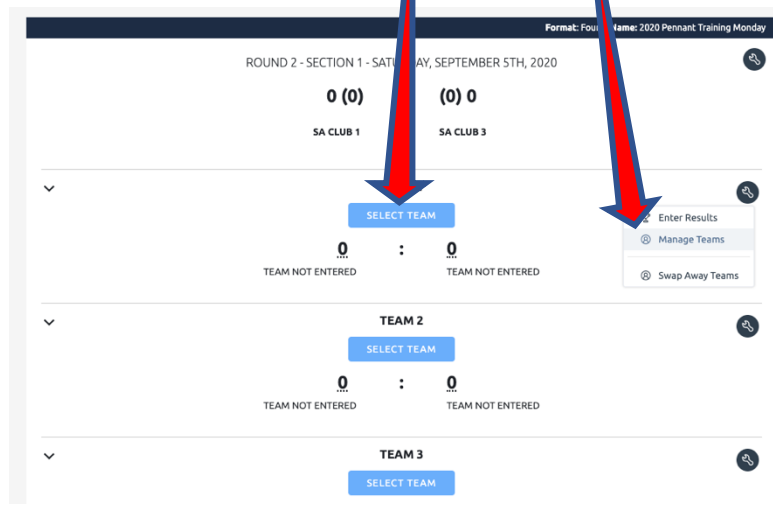
Select the appropriate Fixture with the **ACTIONS ...** and **VIEW RESULTS**



## 2 - How to Import Players

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.

ENTER SIDE MATCH TEAMS

WA CLUB 7

SKIP

PLEASE SELECT

LEAD

PLEASE SELECT

SECOND

PLEASE SELECT

THIRD

PLEASE SELECT

ENTER SIDE MATCH TEAMS

WA CLUB 1

SKIP

DENNIS WALTER

Abigayle Altenwerth

Vince Corkery

Clive Adams

Tommy Tester

June Stockwell

Lenna Boyle

UN-PLAYED

SUBSTITUTE

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



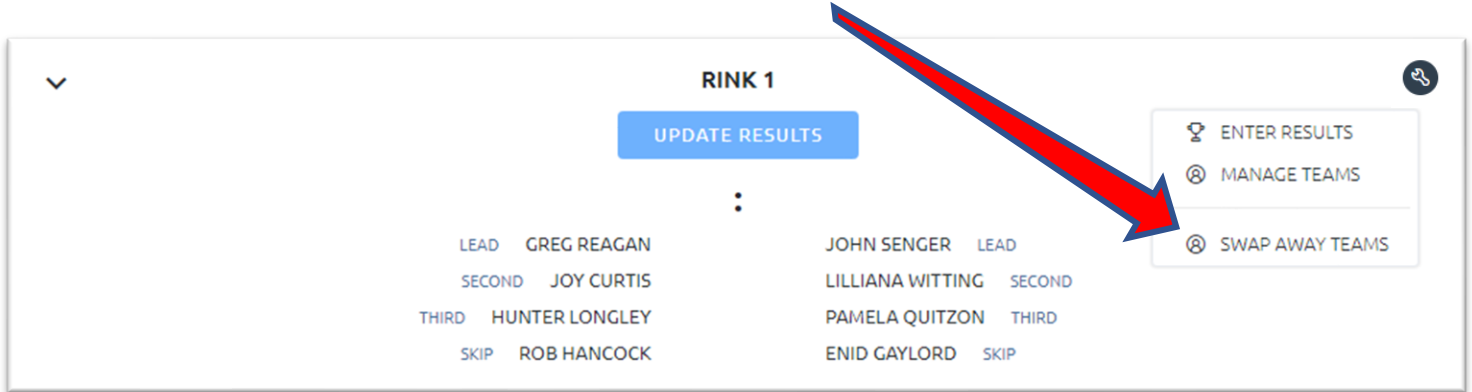
[VIDEO LINK – HOT TO IMPORT PLAYERS](#)

### 3 – Matching Skips

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

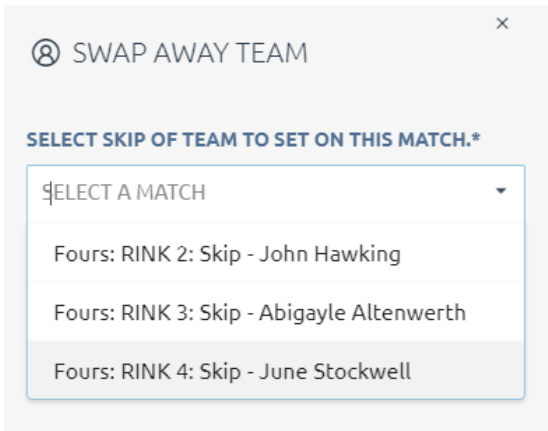
If the teams in the system do not match then

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

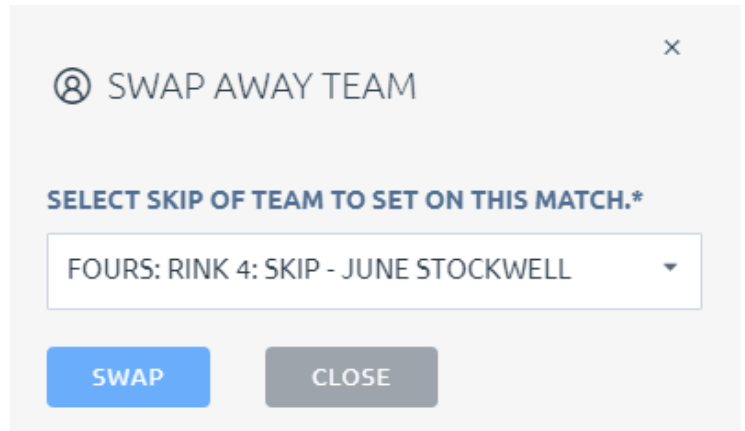


The screenshot shows the RINK 1 interface. At the top center is a blue button labeled "UPDATE RESULTS". Below it is a colon separator. On the left side, the HOME team members are listed: LEAD GREG REAGAN, SECOND JOY CURTIS, THIRD HUNTER LONGLEY, and SKIP ROB HANCOCK. On the right side, the AWAY team members are listed: LEAD JOHN SENGER, SECOND LILLIANA WITTING, THIRD PAMELA QUITZON, and SKIP ENID GAYLORD. A red arrow points from the text above to a menu on the right side of the interface. The menu contains three options: "ENTER RESULTS", "MANAGE TEAMS", and "SWAP AWAY TEAMS", with the last option being selected.

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

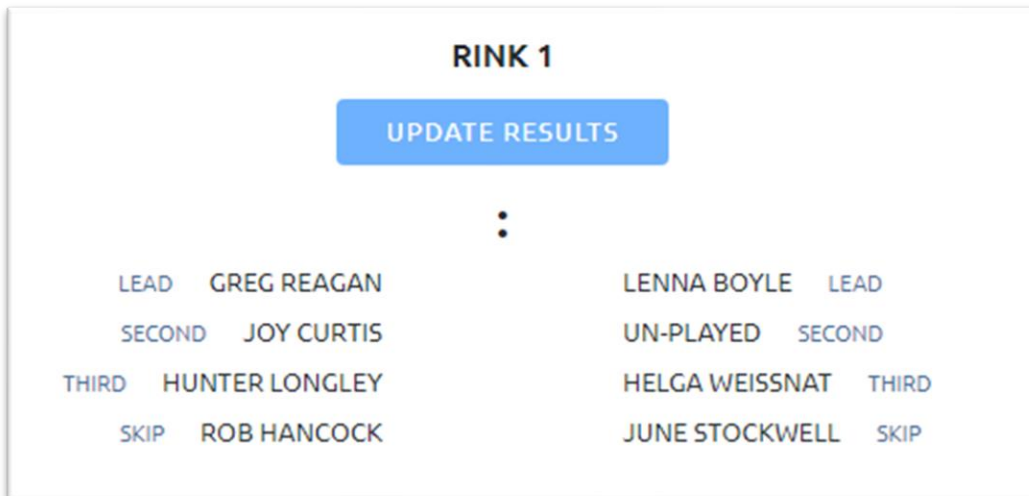


The screenshot shows the "SWAP AWAY TEAM" dialog box. It has a title bar with a close button (X) and a menu icon. Below the title is the instruction "SELECT SKIP OF TEAM TO SET ON THIS MATCH.\*". A dropdown menu is open, showing a search field with the text "SELECT A MATCH" and three options: "Fours: RINK 2: Skip - John Hawking", "Fours: RINK 3: Skip - Abigayle Altenwerth", and "Fours: RINK 4: Skip - June Stockwell".



The screenshot shows the "SWAP AWAY TEAM" dialog box. The dropdown menu is now closed, and the selected option "FOURS: RINK 4: SKIP - JUNE STOCKWELL" is displayed in the input field. Below the input field are two buttons: a blue "SWAP" button and a grey "CLOSE" button.

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



The screenshot shows the RINK 1 interface after the swap. The "UPDATE RESULTS" button is still at the top. The HOME team members remain the same: LEAD GREG REAGAN, SECOND JOY CURTIS, THIRD HUNTER LONGLEY, and SKIP ROB HANCOCK. The AWAY team members are now: LEAD LENNA BOYLE, SECOND UN-PLAYED, THIRD HELGA WEISSNAT, and SKIP JUNE STOCKWELL.

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

## 4 – How to Enter Results

Using the **ACTIONS ...** select **UPDATE RESULTS** or **ENTER RESULTS**

TE 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 21

WA CLUB 2 19

SAVE CLOSE

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	6

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

COMPLETE



[VIDEO LINK – HOW TO ENTER RESULTS](#)

## 5 – 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		Completed				
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		Completed				
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	<a href="#">View Results</a>

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	
<b>34 (2)</b>	<b>11</b>
LEAD NAOMIE HERMAN SECOND LEE PRATT	LEAD MELISSA MRAZ SECOND JOHN DOUGHTY
<a href="#">Manage Teams</a>	<a href="#">Swap Away Teams</a>

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: WINS S: SHOTS										
<a href="#">CONFIRM</a>										



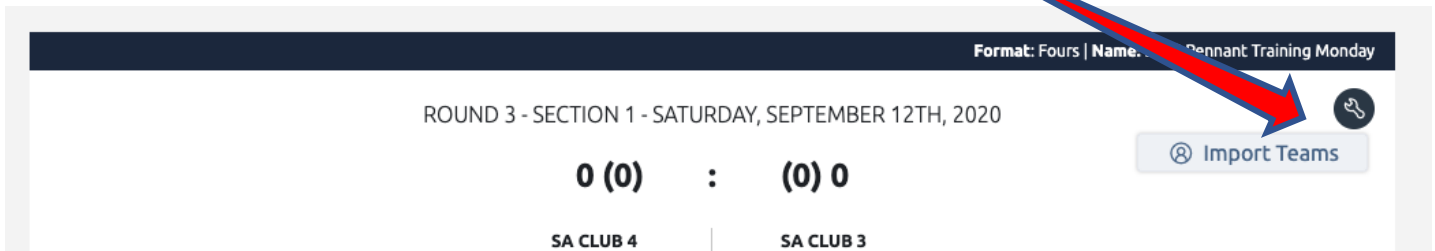
[VIDEO LINK – HOW TO CONFIRM RESULTS](#)

## 6 – Import a Previous Team

After Week 1 of a Pennant Competition Teams can be Imported from Previous Rounds

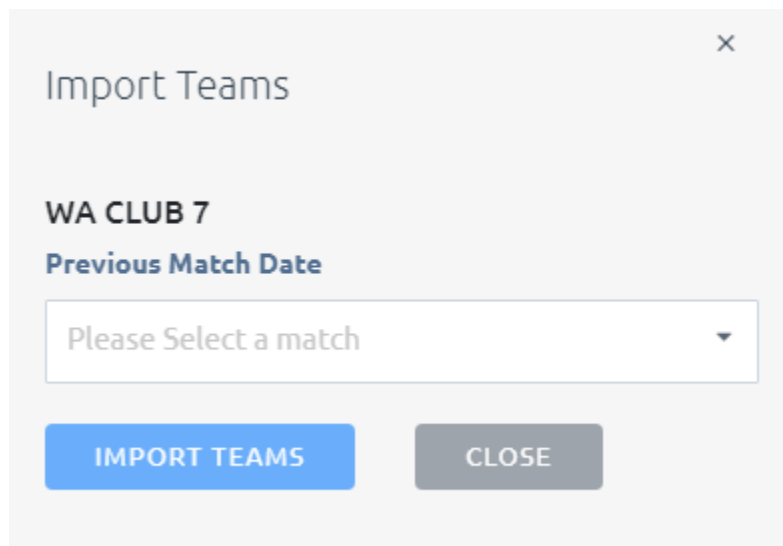
Login to the upcoming fixture as per previous steps

Use the **ACTIONS ...** (at the top of the page) select **Import Teams**



The screenshot shows a fixture page for 'ROUND 3 - SECTION 1 - SATURDAY, SEPTEMBER 12TH, 2020'. The score is '0 (0) : (0) 0' between 'SA CLUB 4' and 'SA CLUB 3'. A red arrow points to the 'Import Teams' button in the top right corner of the fixture area. The page header includes 'Format: Fours | Name...' and 'Pennant Training Monday'.

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



The 'Import Teams' dialog box is shown. It has a title bar with a close button (X). Below the title, it says 'WA CLUB 7'. Underneath, there is a section titled 'Previous Match Date' with a dropdown menu that currently displays 'Please Select a match'. At the bottom of the dialog, there are two buttons: 'IMPORT TEAMS' (in blue) and 'CLOSE' (in grey).

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



The screenshot shows a fixture page for 'RINK 1'. On the left, player names are listed: LEAD JOY CURTIS, SECOND LORRAINE SARTORI, THIRD LEANNE HIGGINS, and SKIP CLARE SMITH. In the center, there is a blue 'SELECT TEAM' button above a colon ':'. To the right of the colon, it says 'TEAM NOT ENTERED'. On the far right, there is a menu with three options: 'ENTER RESULTS' (with a trophy icon), 'MANAGE TEAMS' (with a gear icon), and 'SWAP AWAY TEAMS' (with a swap icon). A three-dot menu icon is visible in the top right corner of the fixture area.

## 7 – Heat Out/Wash Out

Once logged into Bowls Link go to the relevant fixture.

Use the **ACTIONS** (at the top of the page) and select **MARK AS UN-PLAYED**

For... 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

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 Bowls Link system will then allocate Points to both teams.

Make sure you click **FINALIZE** or **CONFIRM**



[VIDEO LINK – HOW TO ENTER A HEAT OUT/WASH OUT](#)

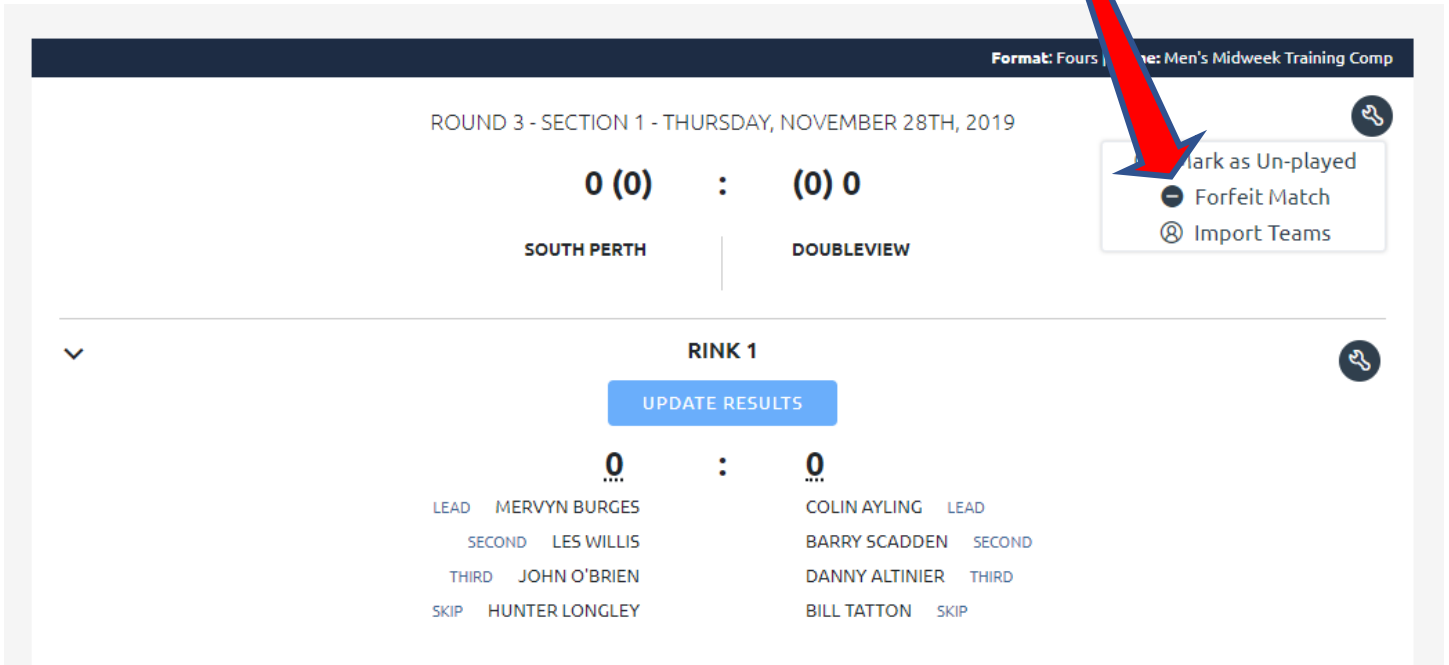


## 8 – Forfeits

Once logged into Bowls Link go to the relevant fixture.

Use the **ACTIONS** (at the top of the page) and select **FORFEIT MATCH**

**NOTE: This can only be performed by the HOME team**



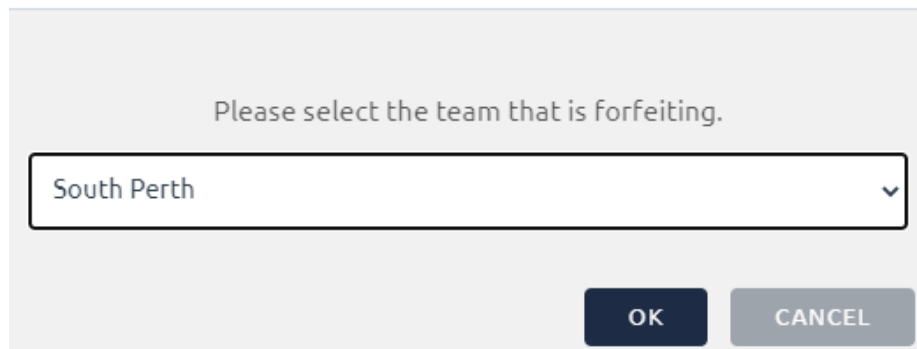
The screenshot shows a match page for 'ROUND 3 - SECTION 1 - THURSDAY, NOVEMBER 28TH, 2019'. The match is between 'SOUTH PERTH' and 'DOUBLEVIEW', both with a score of 0 (0). The format is 'Fours' and the event is 'Men's Midweek Training Comp'. A red arrow points to the 'Forfeit Match' option in the actions menu, which also includes 'Mark as Un-played' and 'Import Teams'. Below the match details, the 'RINK 1' section shows an 'UPDATE RESULTS' button and a list of players for both teams: South Perth (Lead: Mervyn Burges, Second: Les Willis, Third: John O'Brien, Skip: Hunter Longley) and Doubleview (Lead: Colin Ayling, Second: Barry Scadden, Third: Danny Altinier, Skip: Bill Tatton).

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 Bowls Link system will then allocate Points to the other team as per the competition rules.

Make sure you click **FINALIZE** or **CONFIRM** if required



[VIDEO LINK – HOW TO ENTER A FORFEIT](#)

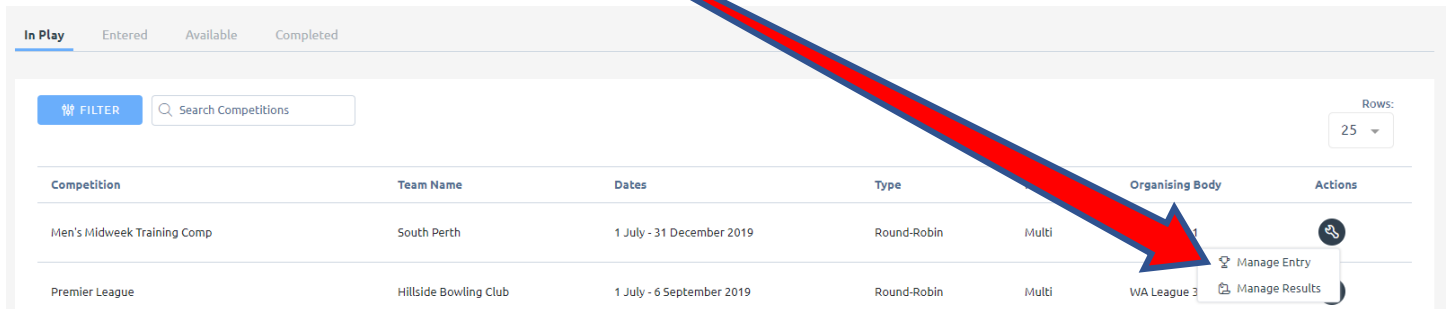
## 9 – Adding Team Managers



**NOTE: This process can only be performed by a CLUB ADMINISTRATOR or a TEAM MANAGER.**

**TEAM MANAGERS must have an email address in the Bowls Link System.**

Once logged in go to the relevant Competition and Team Entry

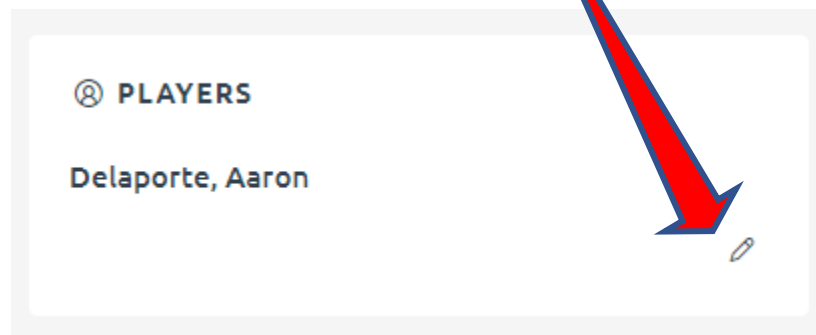
Select **MANAGE ENTRY** using the **ACTIONS** button



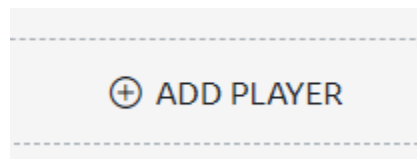
Competition	Team Name	Dates	Type	Organising Body	Actions
Men's Midweek Training Comp	South Perth	1 July - 31 December 2019	Round-Robin	Multi	 Manage Entry  Manage Results
Premier League	Hillside Bowling Club	1 July - 6 September 2019	Round-Robin	Multi	WA League 3

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

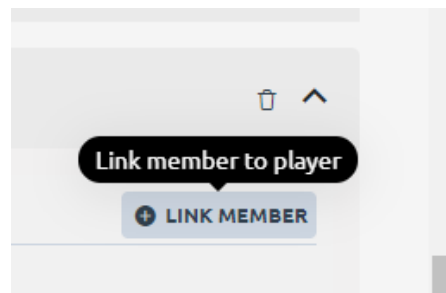
Under the **PLAYERS** list select the **EDIT** pencil.



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**



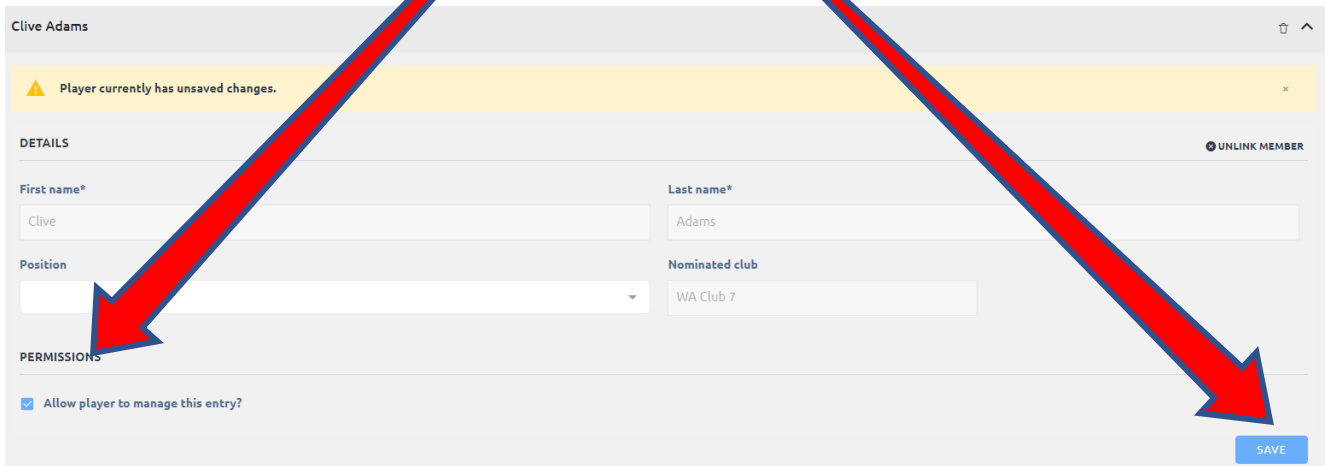
Make sure you **LINK MEMBER** (top right) which will require the Member ID number or further information.



The person will then appear in your Players list.

Make sure you give them **PERMISSION** to manage the team entry by selecting the check box.

Remember to **SAVE**



The screenshot shows the player profile for Clive Adams. At the top, there is a yellow warning banner that says "Player currently has unsaved changes." Below this is the "DETAILS" section with fields for "First name\*" (Clive), "Last name\*" (Adams), "Position", and "Nominated club" (WA Club 7). At the bottom is the "PERMISSIONS" section with a checked checkbox labeled "Allow player to manage this entry?". A blue "SAVE" button is located in the bottom right corner. Two large red arrows with blue outlines point from the text above to the "Allow player to manage this entry?" checkbox and the "SAVE" button.

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

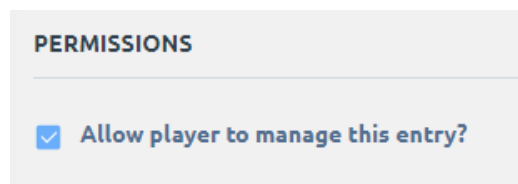
From the list of players use the **DOWN ARROW** v



The screenshot shows a list of ten players. Each player's name is on the left, and on the right of each name is a trash icon and a downward-pointing arrow. A large red arrow with a blue outline points from the text above to the downward arrow next to the name "Hunter Longley".

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

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



The screenshot shows a close-up of the "PERMISSIONS" section. It has a title "PERMISSIONS" and a checked checkbox labeled "Allow player to manage this entry?".

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 Bowls Link.



[\*\*VIDEO LINK – HOW TO ADD A TEAM MANAGER\*\*](#)

## 10 – Errors/Disputes

AWAY teams should check the display Portal to ensure the HOME team has entered teams and scores correctly.

If these are not correct the PENNANT RESULT sheet should be forwarded to the appropriate Controlling Body.

## 11 – Further Tips

Use the side arrows to expand the results area to show teams.

ROUND 17 - SECTION 1 -		WA CLUB 7		WA CLUB 1	
<b>RINK 1</b>					
<b>UPDATE RESULTS</b>					
<b>19</b>		:	<b>22 (1)</b>		
LEAD	GREG REAGAN		LENNA BOYLE	LEAD	
SECOND	JOY CURTIS		UN-PLAYED	SECOND	
THIRD	HUNTER LONGLEY		HELGA WEISSNAT	THIRD	
SKIP	LYN COLMER		JUNE STOCKWELL	SKIP	
> RINK 2	<b>22 (0.5)</b>	:	<b>22 (0.5)</b>		...
> RINK 3	<b>21 (1)</b>	:	<b>19</b>		...
> RINK 4	<b>20 (1)</b>	:	<b>17</b>		...

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**

de

Peter Van der Ende

Barry Scadden

Aaron Delaporte

**THIRD**

PLEASE SELECT

**SKIP**

PLEASE SELECT

SAVE CLOSE