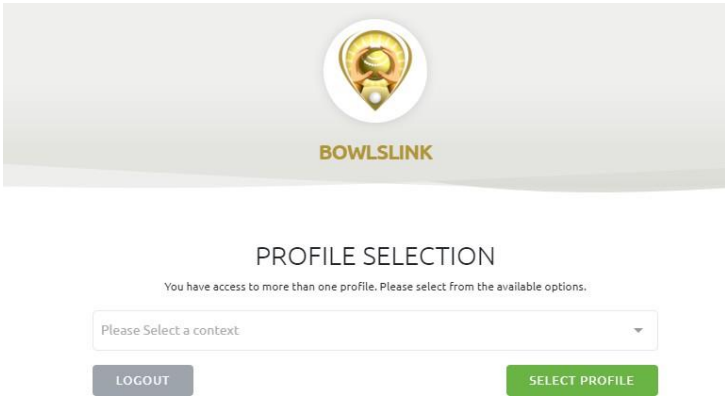
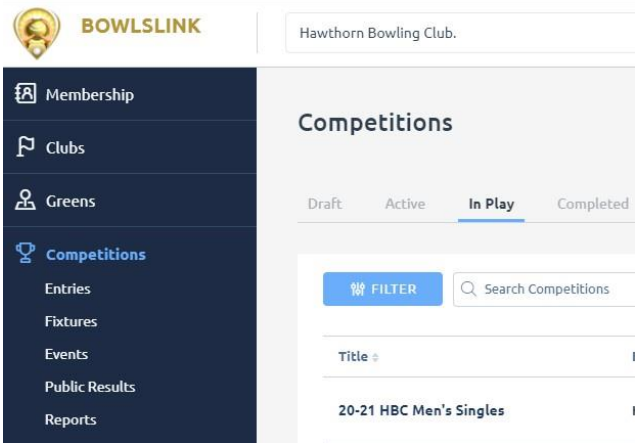
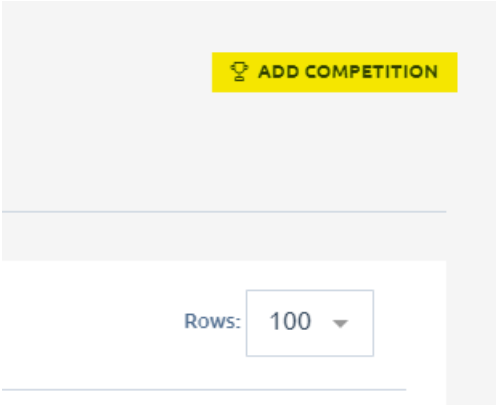
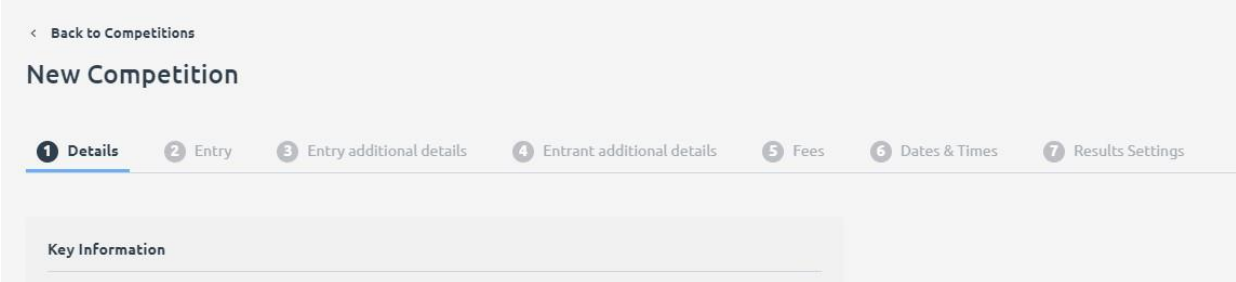
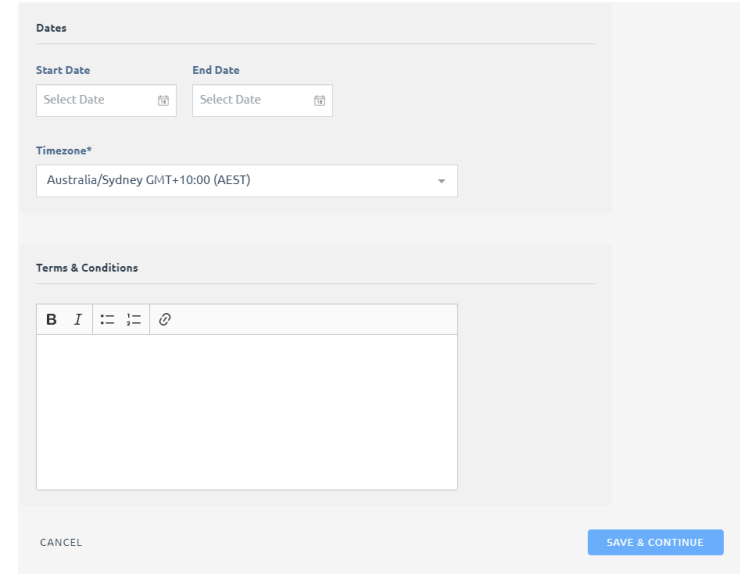
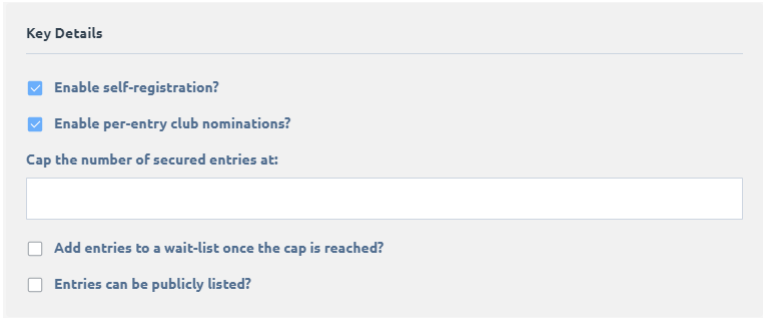
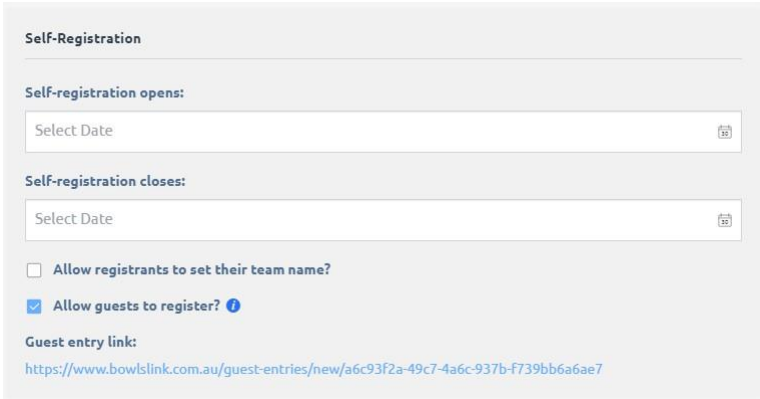
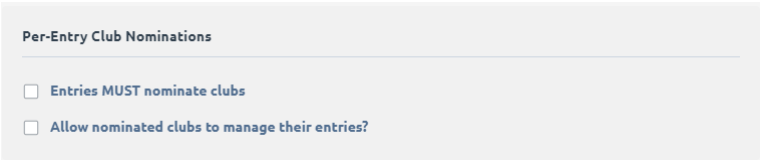


# BowlsLink Competition Creation Guide

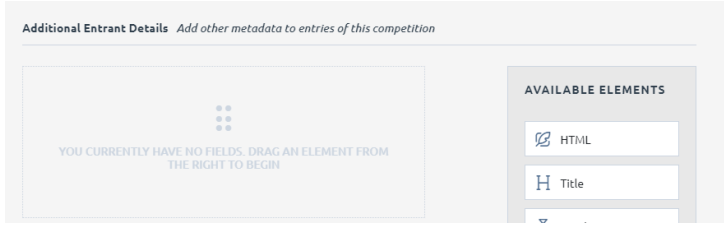
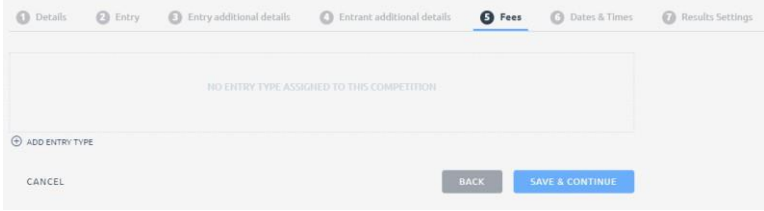
## Part 1 - Competition Setup

1	<p>Login to your personal Bowlslink account.</p> <p><a href="http://www.bowlslink.com.au">www.bowlslink.com.au</a></p> <p>Select your Club name that appears underneath "Club Administration" OR</p> <p>If the comp is a District Run Event:- Select your District name that appears underneath "Club Group"</p>	
2	<p>Click on <b>Competitions</b> on the left-hand side menu.</p> <p><b>Draft</b> – used for when you copy a comp. <b>Active</b> – when your comp is ready for entries. <b>In Play</b> – when your comp is ready for results. <b>Completed</b> – when you comp has finished. <b>Cancelled</b> – when your comp was cancelled and never started.</p>	
3	<p>Click <b>ADD COMPETITION</b> on the top right-hand side.</p>	
4		
<p>*You need to complete the seven steps above when setting up a new comp!!</p>		

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

8	<p><b>Dates</b> – enter your start and finish dates for your comp.</p> <p><b>Time zone</b> – choose your time zone for the comp.</p> <p><b>Terms &amp; Conditions</b> – here you can add the T&amp;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 &amp; Continue before moving to step 2.</p>	
9	<p><b>Step 2 – Entry</b></p> <p><b>Enable self-registration?</b> – tick if you would like your members to enter the comp themselves.</p> <p><b>Enable per-entry club nomination</b> – 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><b>Entries can be publicly listed</b> – TBC</p>	
10	<p><b>Self-registration opens:</b> set the date when you would like your self-registration to open.</p> <p><b>Self-registration closes:</b> set the date when your self-registration would like to close.</p> <p><b>Allow registrants to set their team's name?</b> Yes, if you want the entries to create their team's name, no if you do not.</p> <p><b>Allow guests to register?</b> – tick if you do not want the entries to enter using their Bowlslink account. You can send members the URL link to register.</p>	
11	<p><b>Entries MUST nominate clubs</b> – tick if you want the entries to nominate their club.</p> <p><b>Allow nominated clubs to manage their entries?</b> – tick if you want the club to enter teams and results. This will allow Club Administrators access to teams/results.</p>	

<p>12</p>	<p>Here you can apply several <b>Restrictions</b> to allow only certain people to enter:</p> <ul style="list-style-type: none"> <li>-Only nominated Clubs can enter.</li> <li>-Only Clubs within nominated Regions can enter.</li> <li>-Members in Bowlslink must be financial.</li> <li>-Members in Bowlslink must have playing rights.</li> <li>-You can restrict your comp to certain ages, U18 or Over 60.</li> <li>-You can restrict your comp to certain genders.</li> <li>-You can also restrict your comp to only members who have a certain certification added to their Bowlslink profile.</li> </ul>	
<p>13</p>	<p><b>Entries must identify at least how many players?</b> – useful when you want all members identified in a team entry.</p> <p><b>Entries should capture</b> – tick what you would like to members to identify when entering your comp.</p> <p>*Clubs <u>cannot</u> select players in a side if they do not have what you ticked required.</p> <p><b>Entries must capture player locales</b> – useful if you want to capture State, Country, and Postcode of your entries.</p> <p><b>Team name format</b> – here you can apply a pattern on how you would like your team’s name to appear.</p> <p>*Click on the down arrow to apply a pattern.  ** Make sure you click Save &amp; Continue to move to Step 3.</p>	
<p>14</p>	<p><b>Step 3 – Entry additional details</b></p> <p>Here you can apply elements that you would like the <b>WHOLE</b> entry to complete.</p>	

15	<p><b>Step 4 – Entrant additional details</b></p> <p>Here you can apply elements that you would like <b>EVERY</b> member of the entry to complete.</p> <p>*Useful for dietary requirements.</p>	
16	<p><b>Step 5 – Fees</b></p> <p>Here you can apply a fee type that you would like the entry to pay.</p> <p>*You must contact BA to setup a fee payment.</p>	
17	<p><b>Step 6 – Dates &amp; Times</b></p> <p>Tick if you would like to add a specific green and rink to a match in your fixture.</p> <p>You must select a green and at least one rink.</p> <p>*Do not forget to click Save &amp; Continue. **Contact SCDBA if your green is not available.</p>	