



# Sunshine Coast District Bowls Association Incorporated

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## Bowlslink Competition – “Setup and Data Entry”

### 1. Introduction

From mid-2024 all District events and related competitions will be managed through Bowlslink (BL). Attachment A identifies most competitions to be covered (categorized by suggested event), possible competition managers and who might be responsible for team and results entry.

This will mean that all District competition draws, team player lists, match results and competition ladders will be maintained and accessed through BL from 2024.

Clubs will have more responsibility for district and inter district competition team and results entry. It will be a matter for each club how they handle this. They could have a centralized model (e.g. Bowls Link Primary Contact doing all club BL data entry), a decentralized model where Side Managers or side players are delegated to do this, or a combination of approaches.

See Attachment B for a structure for **Bowlslink Access Rights**. For any member to use their access rights, including members delegated to do team and result entry, they will have to be listed as a registered member of the Club they are doing results entry for. Only the member's name and DOB needs recording on the Register.

It would be highly desirable for anyone fulfilling one of the access rights roles to undertake the recently released **BowlsLink Pennant Manager Module** (available through the **Bowlslearn** site), which has several short training videos on data entry. The whole course can be done in less than half an hour

### 2. District Competition Setup on BL

The **SCDBA Bowlslink Management Committee (BLMC) or nominated clubs** will setup all SCDBA competitions on BL ideally two months before the start date, based on the Conditions of Play relevant to that competition. This will include inputting nominations and fixture setup (includes doing the competition draw). **Competition Managers** will take responsibility for the competition after setup.

The **Bowlslink Competition – “Creation Guide”** gives detail guidance on the steps to follow. It is broken up into 4 parts (1. Competition Setup, 2. Entries, 3. Fixture, 4. Additional Features)

### 3. Nominations for Competitions

- a) **Champion of Club Champions** - As per the current process, Clubs will need to submit competition nominations by the stated closing date on the SCDBA District Calendar, and for 2024 these will be entered into BL by the SCDBA Match Chairperson/team (refer to Part 2 **Bowlslink Competition – “Creation Guide”**) as soon as possible after closing date. By 2025 we should aim to have clubs/players doing nominations directly to BL.
- b) **Pennants** – SCDBA will generate the Pennant Competition in BL in good time for the 2024 competition and expects all Clubs to be sufficiently conversant with the BL system to enter their teams, appoint appropriate BL Managers and enter results through BL.

## 4. Team Entry for Club Side Based Competitions

Clubs should appoint a **BowlsLink Primary Contact (PC)** who will be responsible for ensuring the entry of players to each team in their club side by 5pm the day before a competition is played. Use the following SCDBA guides

- 4.1 **Registering Primary Contacts and Delegated Data Enterers**
- 4.2 **Adding Players to a Club Side**
- 4.3 **Adding Players to a Club Side Team**

The following **Pennant Manager Course** video sessions are relevant guides

- 4.4 Finding Competitions
- 4.5 Selecting Teams
- 4.6 Importing Teams
- 4.7 Assigning Permissions

Do not worry about team matchups at this stage as this will not be finalized until just before the match begins in the random card swap process. The matchups can be aligned at the result entry point before the results are entered into Bowlslink.

## 5. Results Entry

Before recording scores, the **PC (or delegate)** of the home or host club should check that all players listed in teams on BL are in line with the signed Results Sheet and the team matchups are aligned. **FIX ANY DISCREPANCIES BEFORE INPUTTING RESULTS**

The **PC (or delegate)** for the home or host side will then do result entry (when in IN PLAY mode) for each match on game day using the signed Results Sheet for side-based matches or signed Scorecards for other matches. This should be done within 2 hours of match completion. The away side then will check the data entry and confirm or otherwise the results.

An **Instructional Guide for Bowlslink Data Entry** will provide detailed guidance.

The **Bowlslink Results Entry Manual** is a good reference document.

Also, the following **Pennant Manager Course** video sessions are relevant guides (linked)

- 5.1 Align Teams and Enter Scores
- 5.2 Abandoned and Unplayed Games
- 5.3 Forfeits
- 5.4 Away Team Confirmation

All data entry and ladder positions will be reviewed by the SCDBA and if there are any issues these will be discussed and resolved with the relevant competition managers and Clubs.

## 6. Availability of Results

Immediately available through **Bowlslink Results Portal** after posting by Clubs. If Clubs are delayed in entering the data, this will be reflected in the ladders. Summary information will be made available on the SCDBA website.

## 7. Training resources

Also refer to **Bowlslink help** on the website for training video and resources that could be of assistance, as well as user manuals available through BL.

## 8. Key Tasks and Dates Summary

Task	Who	When (time before Start Date)
1. Competition Creation	SCDBA or Nominated Club	2 months
2. Send Nominations	Clubs	Usually 1 week. Check SCDBA Calendar
3. Enter Nominations	SCDBA	Immediately after receipt after
4. Finalize Draw	SCDBA	On completion of entry receipts
5. Team entry for sides	Club PC or delegated member	5pm day before
6. Results recording and team alignment	Home or Host Club PC or delegated member	2 hours after match completion
7. Audit of results recorded on BL.	SCDBA	24 hours after match completion
8. Match Reports, with BL links, on Facebook and website	SCDBA	24 hours after match completion

## ATTACHMENT A

Event	Competition	Competition Manager	Team and result entry
2024 SCDBA Men's Pennants	<ul style="list-style-type: none"> <li>Divisions 1 to 6 (Men)</li> <li>Divisions 7 – 10 t.b.a.</li> <li>Group Playoffs Division 1</li> </ul>	Pennants Sub- Committee (New Chair and members t.b.a.)	PC or delegated Side Managers or team member
2024 SCDBA Ladies Pennants	<ul style="list-style-type: none"> <li>Divisions 1 to 8 (Ladies)</li> <li>Divisions 9 – 10 t.b.a.</li> <li>Group Playoffs Division 1</li> </ul>	Pennants Sub- Committee (New Chair and members t.b.a.)	PC or delegated Side Managers or team member
2024 SCDBA Men's Champion of Club Champions	<ul style="list-style-type: none"> <li>Singles</li> <li>Pairs</li> <li>Fours</li> </ul> Group 4 playoffs	SCDBA or Nominated Clubs	Host Club PC for each comp
2024 SCDBA Ladies Champion of Club Champions	<ul style="list-style-type: none"> <li>Singles</li> <li>Pairs</li> <li>Fours</li> </ul> Group 4 playoffs	SCDBA or Nominated Clubs	Host Club PC for each comp
2024 SCDBA Ladies District Championships	<ul style="list-style-type: none"> <li>Singles</li> <li>Pairs – old system for 2024</li> <li>Fours – cancelled 2024</li> </ul>	SCDBA or Nominated Clubs	Host Club PC for each comp
2024 SCDBA District Sides	2024 SCDBA 8-A-Side 2024 Group 4 Playoff 8-A-Side 2024 SCDBA Mixed Pairs 2024 Group 4 Mixed Pairs Playoff 2024 SCDBA Over 60's 2024 SCDBA – Other Group 4 Comps.	SCDBA or Nominated Clubs SCDBA or Group Host SCDBA or Nominated Clubs SCDBA or Group Host SCDBA or Nominated Clubs T. B. A.	Side Managers Host Club PC Side Managers Host Club PC Side Managers T. B. A.

## ATTACHMENT B

### BOWLSLINK ACCESS RIGHTS

The following access rights are based on SCDBA adopting Bowlslink platform for competitions it runs in 2024. It is a matter for Clubs to decide whether they want to use BL for their own competitions (e.g. club championships and special club events). The SCDBA will provide whatever assistance it can in helping clubs use BL

#### SCDBA Competitions

Access	District Positions
District Competitions and Membership Data (but not member input)	SCDBA Positions <ul style="list-style-type: none"> <li>• Secretary</li> <li>• Match Chairperson and nominated assistant.</li> <li>• District Chairperson of Selectors</li> <li>• Bowlslink Manager (Asst.Dist.Sec.)</li> </ul>
Specified District Competitions	Identified Competition Managers (as many as needed)
District Team and Data Entry	<ul style="list-style-type: none"> <li>• Host Club Primary Contact and people delegated</li> <li>• District Chairperson of Selectors</li> </ul>

#### Club Competitions (Suggestions only as it is a matter for Clubs to decide)

Access	Club Positions
Club Competitions and Membership Data	<ul style="list-style-type: none"> <li>• President (but not member input)</li> <li>• Secretary (but not member input)</li> <li>• Membership Officer (1 per club)</li> </ul>
All Club Competitions	<ul style="list-style-type: none"> <li>• Bowling Co-Ordinator/Games Director</li> </ul>
Specified Club Competitions	Identified Competition Managers (as many as needed)
Club Team and Data Entry	As delegated by relevant Primary Contact
Club Details	<ul style="list-style-type: none"> <li>• President</li> <li>• Secretary</li> </ul>
Greens	<ul style="list-style-type: none"> <li>• Bowlslink State Rep. (Jessica Alvaro)</li> </ul>
Bowlslearn	All members