

# Sunshine Coast District Bowls Association Incorporated



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## Instructional Guide for Bowlslink Data Entry

### FOR SIDE/TEAM BASED EVENTS

#### Introduction



The **SCDBA Bowlslink Management Committee (BLMC)** will setup all SCDBA competitions on BL 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.

Clubs will have more responsibility for district and inter district competition teams and results entry into BL. It will be a matter for each club how they handle this. They could have a centralized model (e.g. BL 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.

#### Useful Guidance Resources after logging in to Bowlslink

The following training resources available through the Bowlslink System

- BowlsLearn –  click at bottom of blue left bar (Dashboard) in main screen.
- BL User Manuals by clicking  at bottom right hand corner, then clicking on “View User Manuals” and selecting the Manual you want to look at. The [Club Membership Admin](#) (section 1.1.1) and [BowlsLink Pennant Training Guide](#) are particularly relevant.

#### Summary of Key Steps for Clubs to follow

1. All team players selected for sides to be registered on Bowlslink BEFORE being assigned to teams at least including the specified priority data outlined in the Attachment.
2. Ensure Primary Contact (and any Delegated Data Enterer) are registered on Bowlslink
3. Primary Contact (or delegate) to enter team players for their club sides by 5pm the day before match day.
4. Any team changes on match day, including team matchups, should be made to Bowlslink **BEFORE** any recording of results.
5. **HOME** Side Managers, in consultation with the Away Side Managers, **are still required to complete and sign a Results Sheet** and send this to [scdba.match2@gmail.com](mailto:scdba.match2@gmail.com) by 5.30 pm on match day.
6. The **HOME SIDE** is to record and FINALIZE results on BL by 5.30pm, using the information on the Results sheet. Score entry for a match should only take a few minutes.
7. The **AWAY SIDE** should check home side BL entries and if any discrepancies resolve them with home side manager first. Where they cannot be resolved, it should be referred to the relevant match committee.

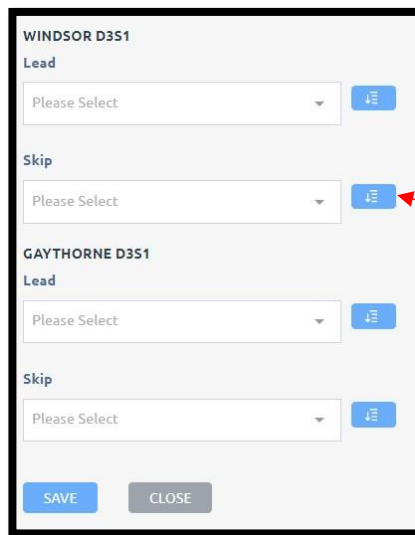
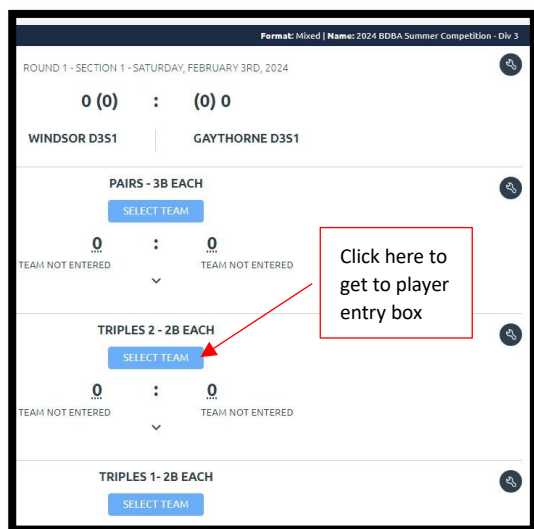
- Show club members how they can access the results through the BL Results Portal.

### **REGISTERING PLAYERS, PRIMARY CONTACTS AND DELEGATED DATA ENTERERS**

- All club members participating in a SCDBA event are to be registered as a member on BL with a username and password. This includes Primary Contacts (PC), delegated data enterers and players.
- To register a member on BL just follow the detailed instructions in section 1.1.1 of the [User Manual – Club Admin – BowlsLink Support](#)
- All actions can be done while in **Active** or **In Play** mode.
- Using existing data held by the club wherever possible, the club is to record at least the specified priority data outlined in the Attachment. **Names should match exactly what is on the BQ membership database**
- Once the PC is registered, the Club or Contract Administrator should enter the PC to the relevant active competitions. The PC can login to BL (using their **My Club Profile**), click on **Competitions/My Entries** and see the competitions they are PC for.
- To add a data enterer (DDE), the CA or PC can then click on the **Manage Entry** tab, and you will see a player box on the left. You can either make one of the listed players as a DDE or input another. In both cases you need to open the players box by clicking on the **pencil**. Also, important to link the member by using **Link Member**
- To use an existing listed player, scroll down the screen until you find the player, then open the player details box and do 2 things – firstly click the **Link Member** box and then scroll to permissions at the bottom and tick the box to **Allow this player to manage this entry**. Hit the **Save** button.

### **ADDING PLAYERS TO A CLUB SIDE TEAM**

- You need to be registered on BL as a Club or Competition Administrator, a Primary Contact, or a Delegated Data Enterer (the latter two Linked to your Member Account) for the competition you are entering player names for.
- Make sure you are using **My Club** Profile and are **In Play** mode.
- Follow the instructions in the [BowlsLink Pennant Training Guide](#) (Applies to the new SCDBA 2024 Competition).
- The important thing is to record a side's team members through the **Enter Results** box.



## **RECORDING RESULTS**

1. You need to be registered on BL as a Club or Competition Administrator, a Primary Contact, or a Delegated Data Enterer (the latter two Linked to your Member Account) for the competition you are recording results for.
2. The [BowlsLink Pennant Training Guide – BowlsLink Support](#) gives very good guidance on recording results for matches with multi team sides (but ignore section on confirmation).
3. The first step is to setup which teams played each other. Home Side to match up teams in the team/result entry screen by using **Swap Away Team**. The away team is not able to do this in the system.
4. HOME Side Managers, in consultation with the Away Side Managers, **are still required to complete and sign a Results Sheet** and send this to [scdba.match2@gmail.com](mailto:scdba.match2@gmail.com) by 5.30 pm on match day.
5. The HOME SIDE is also to record and FINALIZE results on BL by 5.30pm, using the information on the Results sheet. Score entry for a match should only take a few minutes.
6. When all scores have been recorded, the HOME SIDE should notify the AWAY SIDE, who should then check the scores through the team/result entry screen. If they agree no further action is required. If there are issues these should be discussed between the 2 clubs and if agreement cannot be reached contact the Chair of the Match Committee.

## **Recommended Data for Member Registration on Bowlslink**

- Personal Data
  - Mandatory - **Name, DOB, gender, email, phone** o Name and DOB are essential to be BL registered. The name should exactly match what is on the BQ Register
    - o Entry to SCDBA competitions also requires email and phone contacts.
  - Desirable – emergency contact
  - Optional – home address
- Club Data - Club membership number. Having BL and Club membership numbers recorded in the Register allows reports that identify competition eligibility checks.
- System Data - financial status, **BQ Number**, certifications (eg umpire, marker, coach, RSA, RSG, Blue Card)
- **Member Categories** - For registered members, it is advised to follow what BQ, Cunningham, and Brisbane Districts have done by having the following categories:
  - o Declared
  - o Non-Declared
  - o Life Declared
  - o Life Non- Declared
  - o Junior Declared
  - o Junior Non-Declared
  - o Under Suspension

In relation to couples who may share the same email address, only one of them should include this in the Key Details section with the other couple member leaving it blank but including the email address in their Personal Information section.

Data highlighted in **yellow** is the priority data we should aim to enter for both existing and new BL registrations. Other data can be done later.