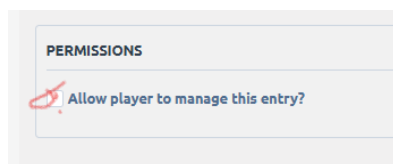**SUNSHINE COAST DISTRICT BOWLS ASSOCIATION**

BOWLSLINK INFORMATION – HOW TO RECORD AND CONFIRM A GAME RESULT.

Amended process 22nd July 2024

1. **This will only work if both sides have already entered their teams into the appropriate Division In bowlslink.**
2. **The only person who can record the results, is the person who has had their name included as a member of that team AND, if not already a Club Administrator, had their name authorised within that team as**

1. Therefore, 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. Please take the time to view that module in Bowls Learn. Bowlslink Results Entry – BowlsLearn

AFTER THE GAME AND BEFORE YOU GO HOME.

SCDBA has decided to allow the Home Team to enter the Results AND Finalise them without the added process of Confirmation by the Away Team. This action is to be based on both teams having completed and signed the paper results sheet.

1. HOME Side Managers, in consultation with the Away Side Managers, are required to complete and sign a Results Sheet and email this to scdba.match3@gmail.com by 5.30 pm on match day.

2. HOME SIDE MANAGER IS THE ONLY ONE WHO CAN PUT THE SCORES IN as follows: -

a) Log into your BowlsLink personal profile level.
b) Select "Competitions". Your teams/division will appear.
c) Click on the spanner at the right side. Select "Manage Results"
d) Find the game you have just finished and click on that spanner. Click on "View Results"
e) All the teams will appear. Review and make sure all is correct. The spanner at each team will allow you to amend if required.
f) Now click on the Blue Button "Update Results" for one team at a time.
g) A small window pops up at the top right named "Enter Match Scores". Enter the scores for that game. THEN SAVE.
h) Repeat step (g) for each game in that division remembering to click "SAVE" for each game.
i) The system will accumulate/tally as data is saved and show it at the top. It will also build data at the bottom.
j) If all is satisfactory, at the bottom, click the Blue Button "COMPLETE." Log Out.

Please make sure that the Manager of the Home Side enters the results in the presence of the other manager **AT THE VENUE IMMEDIATELY AFTER THE GAME IS FINALISED**.