# Instructions for using Bowlslink

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### Logging In

Log into Bowlslink at www.bowslink.com.au

BOWLSLINK
SIGN IN
You have been successfully logged out.
Welcome to MemberPoint. To sign in please enter your credentials in the form below.
Email Address, Mobile Phone or National ID:
catfelmingham@gmail.com
Password:
•••••••••••••••••••••••••••••••••••••••
Forgot password? Reset LOGIN

Your username is your email, phone or national ID.

If you are not sure of your password please use the forgot password to reset this.

# Authentication Code (if asked for this)

You will then be taken to the authentication code.

BOWLSLINK	
Enter the 6 digit code generated by your authenticator app below.	
SUBMIT	
	-

If you haven't set this up you will be prompted to download the Google Authentication App from your play store and set it up.



When setting up the authentication app for the first time you will open your Authenticator App, go to 'Set Up' and scan the QR code that will appear on your sign in page, this is used to link to your Authenticator App to Bowlslink.

Enter your code from the Authentication app.



Select the correct club from the list if given the option.



#### **PROFILE SELECTION**

You have access to more than one profile. Please select from the available options.

#### Profile Selection

Select your context	۸
Club Administration	
Longford Bowls and Community Club Inc (TAS)	
My Clubs	
Longford Bowls and Community Club Inc	

# **Entering Teams**

Select Competition from the menu on the left hand side.

	Longford Bowls and Community Club Inc	×			<ul> <li>CATHERINE FELMINGHAM</li> </ul>
8 Member Overview					
🖉 Edit Profile	CF Catherine Felmingham				
원 Account					
🗟 Notes	Details				
♀ Competitions	Member Details View and edit your member details.				
🛗 Events	KEY DETAILS		CERTIFICATIONS		
🖉 BowlsLearn	Primary Club Longford Bowls and Community Club Inc	Status Active	Covid 19 Certificate	•	
	Address 19 Ellison Street, Newstead, Tasmania, 7250, Australia	Member Since You do not currently have a member-since date.		0	
	Date Of Birth 20-Nov-1981	Financial To You do not currently have a financial-to date.			
	<b>Email Address</b> catfelmingham@gmail.com	Current Membership You do not currently have an active membership.			
	Mobile Number 0407045638	🗈 EMAIL CAMPAIGN CHANNELS 💮			
	Receives Invoices By Mail	There are no Email Campaign Channels's assigned to this member.			
<	Gender Female				0

You will now see the list of divisions that you have access to.

B Member Overview							
🔊 Edit Profile	CF Catherine Felmingham						
] Account	Competitions A list of competitions that you have entered and i	is currently in play.					
Notes	In Play Entered Available Completed						
Competitions							
My Competitions My Club Entries	FILTERS Q Search Competitions						50 👻
ີງ Events	Competition	Team Name	Dates	Туре	Format	Organising Body	Actions
7 BowlsLearn	2023-24 Bowls North Saturday Pennant - Division 1	Longford	21 October 2023 - 20 April 2024	Round-Robin	Multi	North Tasmania	es.
	2023-24 Bowls North Saturday Pennant - Division 2	Longford	21 October 2023 - 20 April 2024	Round-Robin	Multi	North Tasmania	Ś
	2023-24 Bowls North Saturday Pennant - Division 4	Longford	21 October 2023 - 20 April 2024	Round-Robin	Multi	North Tasmania	3
	2023-24 Bowls North Saturday Pennant - Division 6	Longford	21 October 2023 - 20 April 2024	Round-Robin	Multi	North Tasmania	4
	4 Total Results						

To enter your team, click on the spanner on the right hand side and select 'Manage Results'



You now will see all games for that division. Click on the spanner and select 'View Results'

Results						
Pending C	ompleted					
Section	Round	Home	Away	Date	Location	Actions
1	1	Lilydale (Shots: 0, Points: 0)	Longford (Shots: 0, Points: 0)	21-Oct-2023	Lilydale Bowls Club	
1	2	Longford	Cosgrove Park	28-Oct-2023	Longford Bowls and Community Club Inc	View Results
1	3	BYE	Longford	11-Nov-2023		٩
1	4	Longford	Trevallyn	12-Nov-2023	Longford Bowls and Community Club Inc	٩
1	5	Ravenswood	Longford	18-Nov-2023	Ravenswood Bowls Club	٩
1	6	Longford	Kings Meadows	25-Nov-2023	Longford Bowls and Community Club Inc	٩

#### Click on 'Select Team'



Enter each person in their correct position by selecting from the drop down list.

LONGFORD Lead		
Please Select	-	Ē
Second		
Please Select	-	Ę
Third		
Please Select	-	1
Skip		
Please Select	~	Ē

If someone is not listed, click on the blue button next to the drop down list. Select from the drop down list and save.



Once you have entered the rink selections, click on 'Save'

오 Enter Side Match Teams		×
LONGFORD Lead		
Cain, Robert	~	Ξŧ
Second		
Hawkins, Lesley	~	Ē
Third		
Keenan, Judith	~	μĒ
Skip		
Harper, Pauline	-	μĒ
SAVE CLOSE		

These will then appear in the main page.



Once complete click on Log Out.



### **Import Teams**

If this is after the first week, you can then click on the spanner at the top of the page and select 'Import Teams'

		Format: Fours   Name: 2023-24 Bo	wls North Saturday Pennant - Division 4
	ROUND 1 - SECTION 1 - SATUR	DAY, OCTOBER 21ST, 2023	
	0 (0) :	(0) 0	Mark as Un-played
	LONGFORD	ST HELENS	Import Teams
>	TEAM	1	es,
	SELECT T	EAM	
	<u>o</u> :	<u>0</u>	

You can then select which game you want to import your team from (where the players were overall the same), then click 'Import'. – This will import the players in the positions that they played in the selected game.

Import Teams	×
LONGFORD	
Previous Match Date	
Please Select a match	-
IMPORT TEAMS CLOSE	

Make any required updates to the teams by clicking on select teams and making any adjustments.

오 Enter Side Match Teams		×
LONGFORD Lead		
Cain, Robert	*	Ē
Second		
Hawkins, Lesley	~	ŧ≣
Third		
Keenan, Judith	*	Ē
Skip		
Harper, Pauline	Ŧ	Ę
SAVE CLOSE		

Once complete click on Log Out.



### Swapping Teams

On the day of pennant you should ensure that your team are entered at least **30 minutes** prior to the game.

The home team should swap teams to match what is drawn on the cards.

Go to the spanner where you select your team and click on 'Swap Away Teams'

	SELECT TEAM		Manage Teams     A  A     A
			8 Swap Away Team
0	:	0	
TEAM NOT ENTERED		ROBERT CAIN LEAD	
		LESLEY HAWKINS SECOND	
		JUDITH KEENAN THIRD	
		PAULINE HARPER SKIP	

From the dropdown select which skip you would like to swap it with.



Once complete click on Log Out.



# **Entering Scores**

Entering on the scores can only be done by the home club.

To enter scores go back to your selections view (see instruction on entering your team)

Select 'Update Results' under each rink.

	RINK 1	
UPC	ATE RESI	ILTS
0	:	0
EAD MERVYN BURGES		COLIN AYLING LEAD
SECOND LES WILLIS		BARRY SCADDEN SECOND
THIRD JOHN O'BRIEN		DANNY ALTINIER THIRD
SKIP HUNTER LONGLEY		BILL TATTON SKIP

Enter the scores for each rink, then save.

${f Q}$ ENTER MATCH SCORES	×
TAS CLUB 1	12
TAS CLUB 8	4d
SAVE CLOSE	

Once you have entered all the scores in, click on 'Complete'

				MATCH	H SCORES	5				
TP	RP	Ρ	w	s		s	w	Ρ	RP	TP
5	2	3	2	86		72	1	0	1	1
		TI	P: TOTAL POINTS		P: POINTS	W: RINK WINS	S: SHOTS			

### **Confirming Scores**

If you are the away team then you will need to confirm that the scores are correct.

Go to your selections view (see instruction on entering your team) and scroll to the bottom of the page. Select 'Confirm' if correct.

				MATCH	H SCORES	5				
ТР	RP	Ρ	w	s		s	w	Р	RP	TP
5	2	3	2	86		72	1	0	1	1
		TE	P: TOTAL POINTS		P: POINTS	W: RINK WINS	S: SHOTS			

If incorrect please discuss with the home team and update correctly, then confirm. Once complete click on Log Out.

v	CATHERINE FELMINGHAM
	Profile Settings
	Logout

# Unplayed

If you are the home team and need to mark a game as unplayed, you need to go to the spanner at the top and select unplayed.

	Format: Fours   Name: 2023-24 Bowls North Satur	day Pennant - Division 4
ROUND 1 - SECTION 1 -	SATURDAY, OCTOBER 21ST, 2023	<u>→                                    </u>
	4-4 -	⊗ Mark as Un-played
0 (0)	: (0) 0	P Forfeit Match
		Ø Import Teams
LONGFORD	ST HELENS	
、 、	TEAM 1	
,	TEAMT	र
S	ELECT TEAM	
0	: 0	
	•••	

Complete the reason for the game being un-played and click ok.



Once you have finished scroll to the bottom of the page and click on 'Complete'.

#### MATCH SCORES



If you are the away team, go to your selections view (see instruction on entering your team) and scroll to the bottom of the page and select 'Confirm'.

					MATCH SCORE	S				
	TP	RP	Ρ	w	s	s	w	Р	RP	ТР
	5	2	3	2	86	72	1	0	1	1
			TP: TO	TAL POINTS	RP: RINK POINTS P: POINTS	W: RINK WINS	S: SHOTS			
					CONFIRM	-				
Once comp	olete clic	k on Log	g Out.							



### Forfeit

If you are the home team and need to mark a game as a forfeit, you need to go to the spanner at the top and select forfeit.

	Format: Fours   Name: 2023-24 Bow	vls North Saturday Pennant - Division 4
	ROUND 1 - SECTION 1 - SATURDAY, OCTOBER 21ST, 2023	
		Mark as Un-played
	0(0) : (0)0	P Forfeit Match
		Import Teams
	LONGFORD ST HELENS	
>	TEAM 1	es.
	SELECT TEAM	•
	0 : 0	

Select the team that is forfeiting from the drop down and click on OK.



Once you have finished scroll to the bottom of the page and click on 'Complete'.

				MATCH	I SCORES	5				
TP	RP	Р	w	s		s	w	Р	RP	TP
4.50	0	4.50	0	0		0	0	4.50	0	4.50
		TP:	TOTAL POINTS	RP: RINK POINTS	P: POINTS	W: RINK WINS	S: SHOTS			
				Сом	APLETE					

If you are the away team, go to your selections view (see instruction on entering your team) and scroll to the bottom of the page and select 'Confirm'.

				MATCH	I SCORES	5				
TP	RP	Р	w	S		S	w	Р	RP	TP
5	2	3	2	86		72	1	0	1	1
		TP	TOTAL POINTS	RP: RINK POINTS	P: POINTS	W: RINK WINS	S: SHOTS			
				CON	IFIRM	-				

Once complete click on Log Out.

v	CATHERINE FELMINGHAM
	Profile Settings
	Logout
/	