

BowlsLink User Manual – Jack Attack

This manual will give you an overview of how to setup a Jack Attack Competition. As there are more variables with Jack Attack, we will look at the different options available to setting up the competition.

1. Public Registration – Allowing teams to register themselves Online
2. Private Registration – Clubs responsible for inputting registered teams

BowlsLink Competition Overview

When you are in the competitions section you will be provided with an overview list of all competitions that you have permission to administer.

The competitions list is further divided into different tabs depending on the status of the competition. You will also be able to perform the following actions.

The screenshot displays the BowlsLink Beta interface for a user named Danielle Montague. The main section is titled 'Competitions' and shows a list of competitions under the 'In Play' status. A table lists the following competition:

Title	Event	Dates	Format	Type	Entries	Organising Body	Actions
Jack Attack Competition August		30 Aug - 27 Sep 2020	Triples	Round-Robin	6	BV Demo Club	

1. You will be able to add and create a new competition
2. You will be able to view competitions based on their current status
 - Draft
 - Active
 - In Play
 - Completed
 - Cancelled
3. You will be able to apply filters and search for a particular competition.
4. You will be able to change the amount of rows displayed
5. You will be able to perform further actions for each competition based on their status

Competition Setup – Allowing for Self-Registration/Online Entries

1. Go to the Competitions option in the menu on the left of screen.
2. Click on **Add Competition** to create a new competition.
 1. Mandatory fields are marked with an asterisk "*" and you will also find more information for specific fields when hovering over fields that are marked with a blue "i".

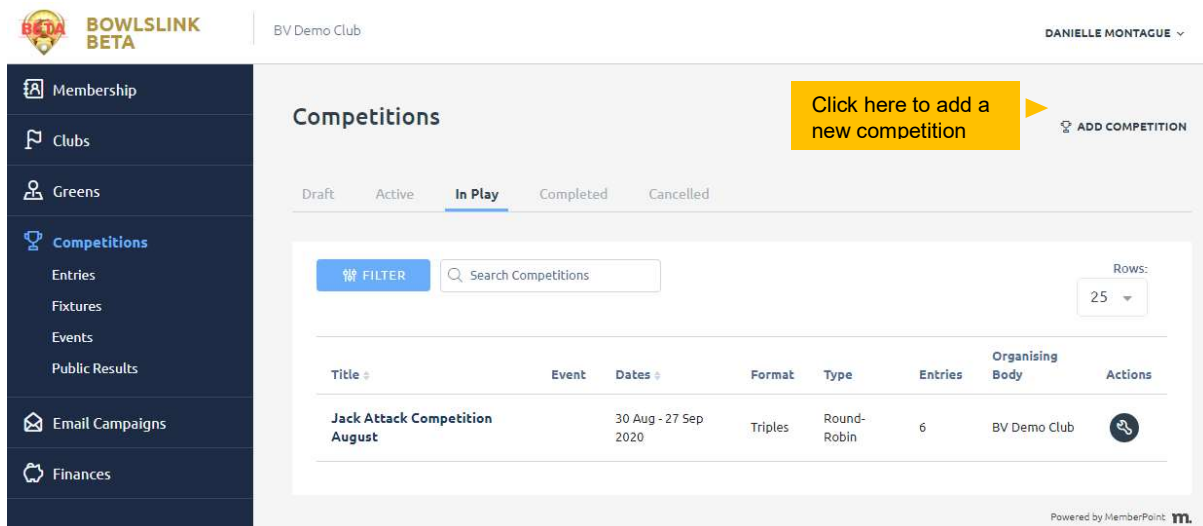


Figure 1 - Competitions Page

3. A Jack Attack competition won't have a previous stage, so this should be left as **No**. Click **Next** to continue.

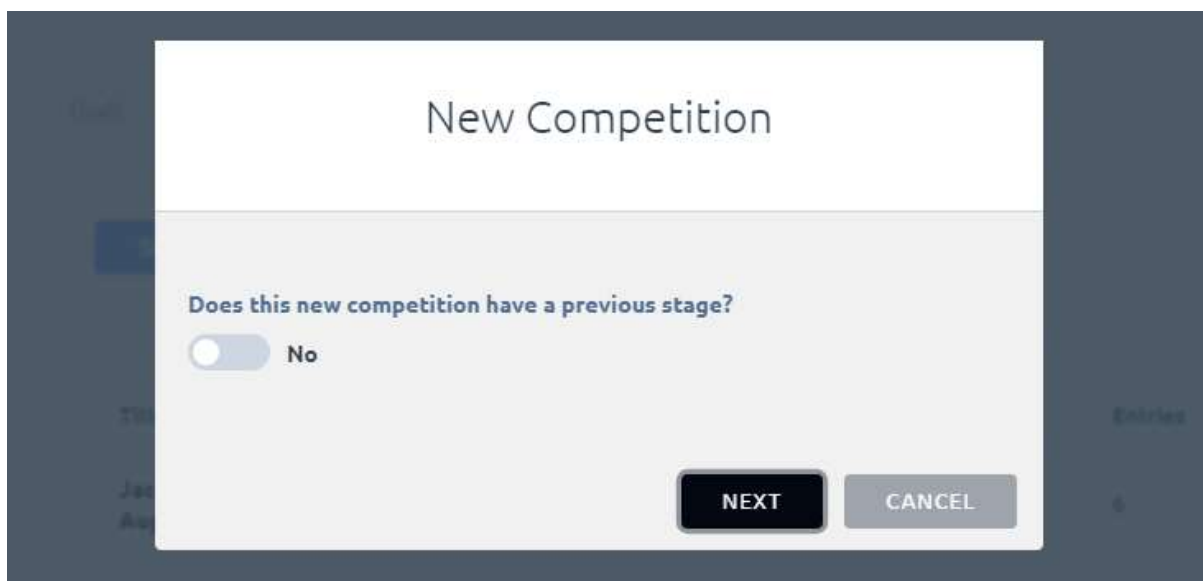


Figure 2 - New Competition Pop out Menu

4. For the **Details tab**, there will be a number of fields to complete.
 1. **Title** → "Jack Attack Competition Month". As there may be multiple competitions for the year enter the starting month so each competition can be identified easily.
 2. **Type** → Round Robin
 3. Give the competition a description that identifies it.
 4. **Organizing body** → will always be your club, this will not need to change. Leave supplemental organizing bodies blank.

5. **Status** → Active (choose draft if still in preparation, once finalized you can change it to Active)
6. **Event** → if you have setup events within Bowls Link you can select it here, otherwise leave blank
7. **Format** → Even though Jack Attack is a competitions with sides, this can be left unchecked.
8. **Format** → Triples
9. **Start and End Date** → enter the date range for the competition.
10. **Terms & Conditions** → useful to include for online entry registrations. Enter any T&C's you may have for the competition.
11. Click **Next**

The screenshot shows the 'Details' tab of a competition creation form. At the top, there are five tabs: 1 Details (selected), 2 Entry, 3 Entry additional details, 4 Entrant additional details, and 5 Fees. Below the tabs is the 'KEY INFORMATION' section. It contains the following fields and callouts:

- Title***: A text input field containing 'Jack Attack - September 2020'. A yellow callout box points to it with the text 'Enter a Title for the competition'.
- Type***: A dropdown menu showing 'Round-Robin'. A yellow callout box points to it with the text 'Set Type to Round Robin'.
- Description***: A text area containing 'Jack Attack - September 2020'. A yellow callout box points to it with the text 'Enter a competition Description'.
- Organising Body***: A text input field containing 'BV Demo Club'.
- Supplemental Organising Bodies (Optional)**: A dropdown menu showing 'Select supplemental organising bodies'.
- Status***: A dropdown menu showing 'Active'. A yellow callout box points to it with the text 'Choose the competition Status'.
- Event** (Optional): An empty dropdown menu.

At the bottom of the form is a button labeled 'ADD EVENT'.

Figure 3 – Competitions – Details Tab, Key Information

FORMAT

Is this a 'sides' competition?

No Leave sides unchecked

Format*

Set Format to Triples

DATES

Start Date x

End Date x Set the competition date range

Timezone*

TERMS & CONDITIONS

B *I*

Figure 4 – Competitions – Details Tab, Format

5. **Entries Tab** → After providing the main details for the competition the second tab will be the **Entries tab** where you will be able to choose how you would like to handle entries for this competition. In this competition setup we are allowing for Self-Registration/Guest Registration which means competitors/teams can register themselves online. You can still add manual entries using this setup.
 1. **Key Details**
 - i. Check the tick box for Enable Self Registration
 - ii. You can also cap the entry numbers and add a waitlist to your completion.
 2. **Self-Registration**
 - i. **Registration Open/Close Date** → Set an open and closing date/time that teams can register.

- ii. **Allow registrants to set their team name** → Enable this if you want to allow teams to create their own team name
 - iii. **Enable guests to register** – this allows anybody to register a team
 - iv. **Guest entry link** → this link is how teams register online for the competition
3. **Restrictions** → Remove any restrictions
4. **Advanced**
- i. **Entries must identify at least how many players** → If the competition require teams to identify a minimum number of players put this in the box, e.g. 3 for triples.
 - ii. **Entries should capture** → tick/untick what information you require and want shown on the registration page for each participant.
 - iii. **Team Name Format** → leave blank
 - iv. Click **Next**

1 Details 2 **Entry** 3 Entry additional details 4 Entrant additional details 5 Fees

Key Details

Enable self-registration? **Enable self-registration for the competition**

Enable per-entry club nominations?

Cap the number of secured entries at:

Add entries to a wait-list once the cap is reached?

Self-Registration

Self-registration opens: **Set Self-registration open and close dates**

Sun, Aug 30th 2020 00:00 am

Self-registration closes:

Mon, Aug 31st 2020 00:00 am

Allow registrants to set their team name? **Choose whether team names can be set. Enable Allow guests to register**

Allow guests to register? ⓘ

Guest entry link: **This link is the online registration portal**

<https://beta.wos.bowslink.com.au/guest-entries/new/633d8b02-1a9b-437b-b906-bce87b32b70e>

Figure 5 - Entry Tab: Key Details, Self-Registrations

Restrictions Remove any restrictions

Restrict entry to club(s):

Restrict entry to clubs belonging to group(s):

Restrict entry to financial members?

Restrict entry to members having playing-rights?

Restrict entry to players aged ...

... from: ... to: ... as of date:

Restrict entry to players of gender:

Male

Female

Other

No Restriction

Restrict entry to players holding certification(s):

Figure 7 - Entry Tab: Restrictions

Advanced

Entries must identify at least how many players? Identify if a minimum number of players details are required. Leave blank for none.

Entries should capture:

E-mail addresses	<input type="checkbox"/> Required	<input type="checkbox"/> Show
Phone numbers	<input type="checkbox"/> Required	<input type="checkbox"/> Show
Player DOB's	<input type="checkbox"/> Required	<input type="checkbox"/> Show
Player genders	<input type="checkbox"/> Required	<input type="checkbox"/> Show
Player nominated clubs	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Show

Select which details of each player you require/show

Entries must capture player locales

Team name format: Leave blank SHOW PATTERNS

Help on how to properly specify a format is available at [the Help Centre](#).

Select next to continue

CANCEL BACK NEXT

Figure 6 - Entry Tab: Advanced

6. **Additional Entry Details Tab** → If you require any additional details you can create a form here to collect them. → click **Next**
7. **Additional Entrant Details Tab** → Leave Empty → click **Next**

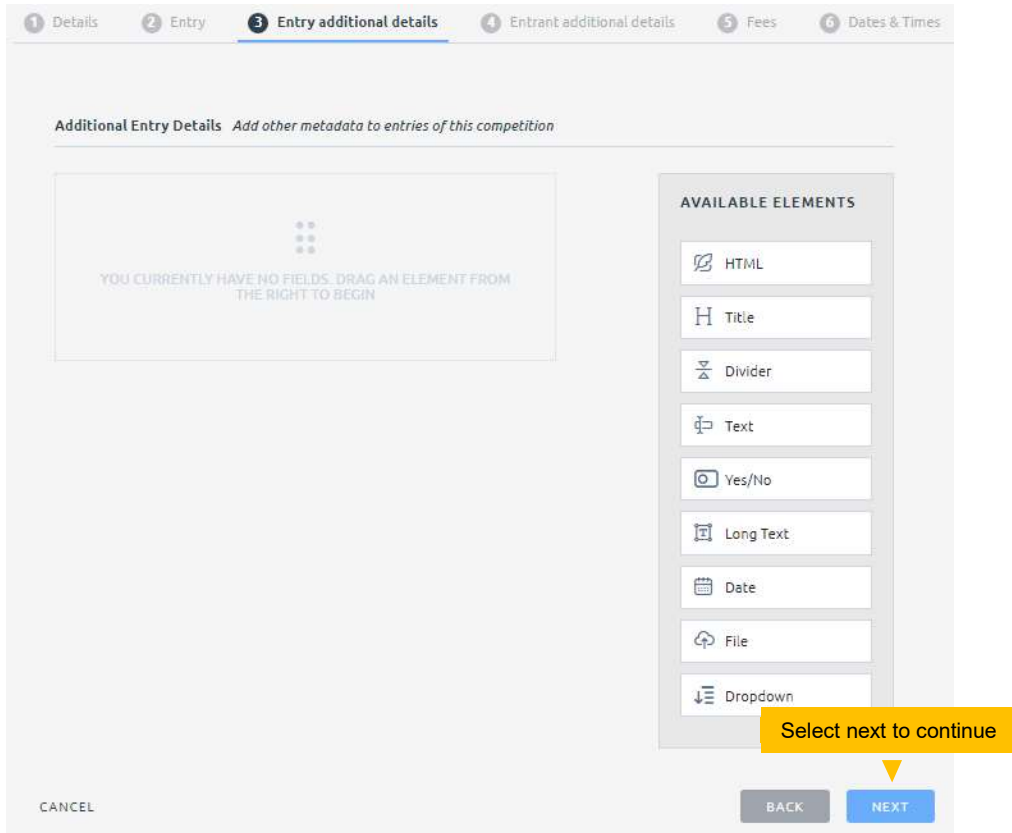
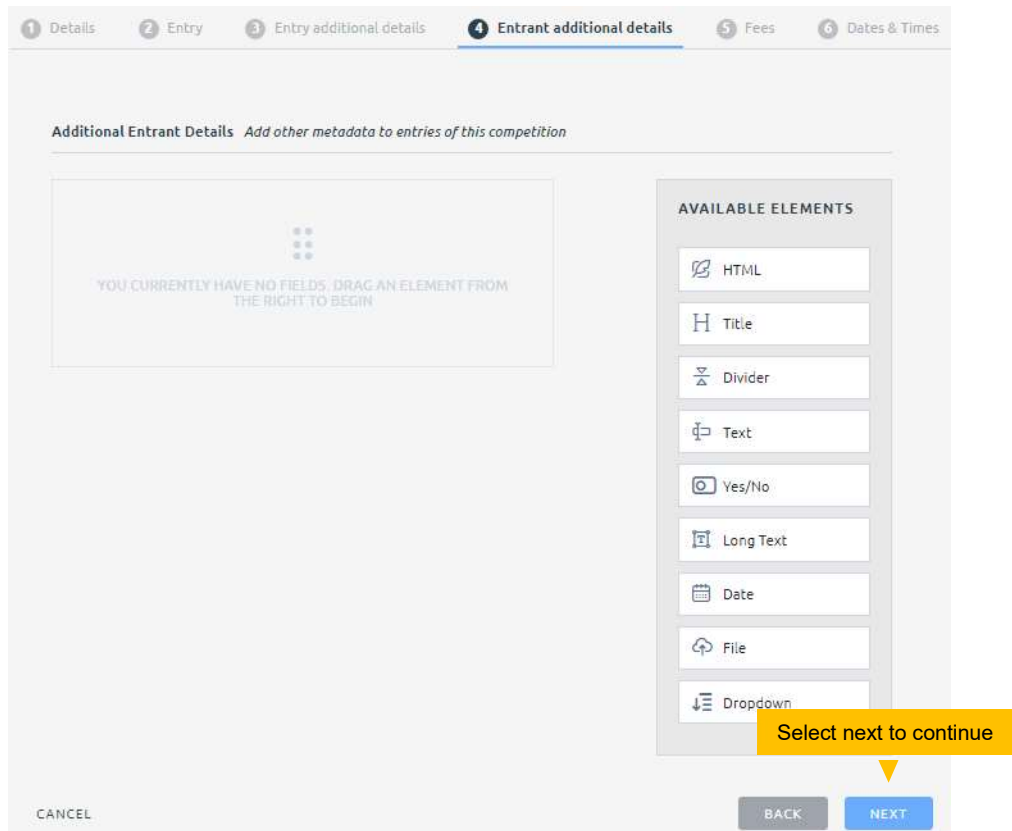


Figure 8 – Entry Additional Details Tab



Bowlslink – Ja Figure 9 – Entrant Additional Details Tab

8. The next tab is the **Fees Tab**, under here you will be able to specify any fees related to this competition. If you do not want to add any fees for your competition click **Next**.
 1. Click **Add Entry Type** → Give a Name and Description to your Entry Type e.g. “Jack Attack Month”

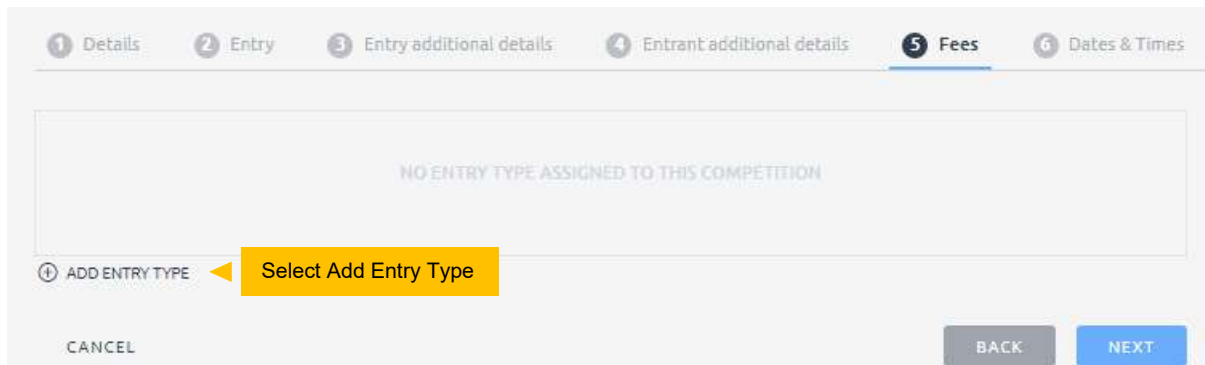


Figure 10 – Fees Tab

2. **Admin use only** → leave this unticked, if it is ticked entries will not be able to complete payments. → **Save**

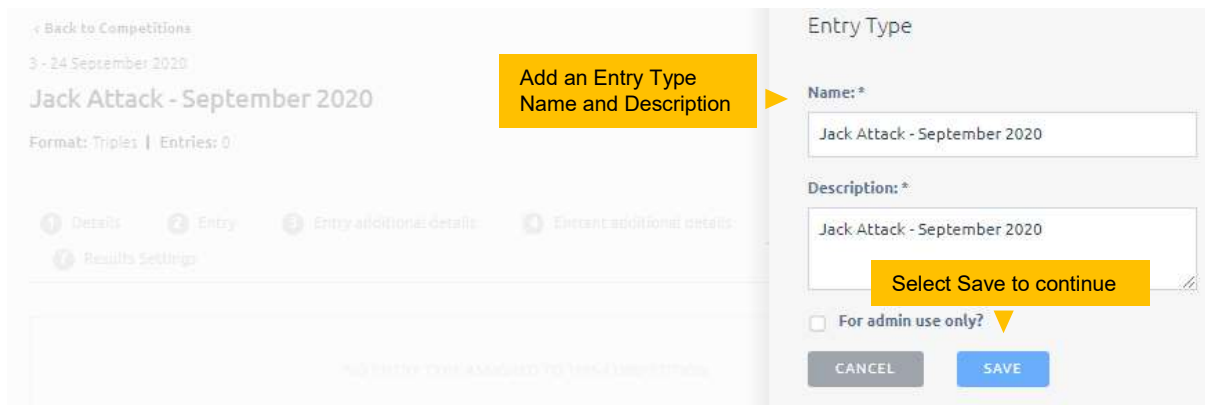


Figure 12 – Fees Tab: Add Entry Type

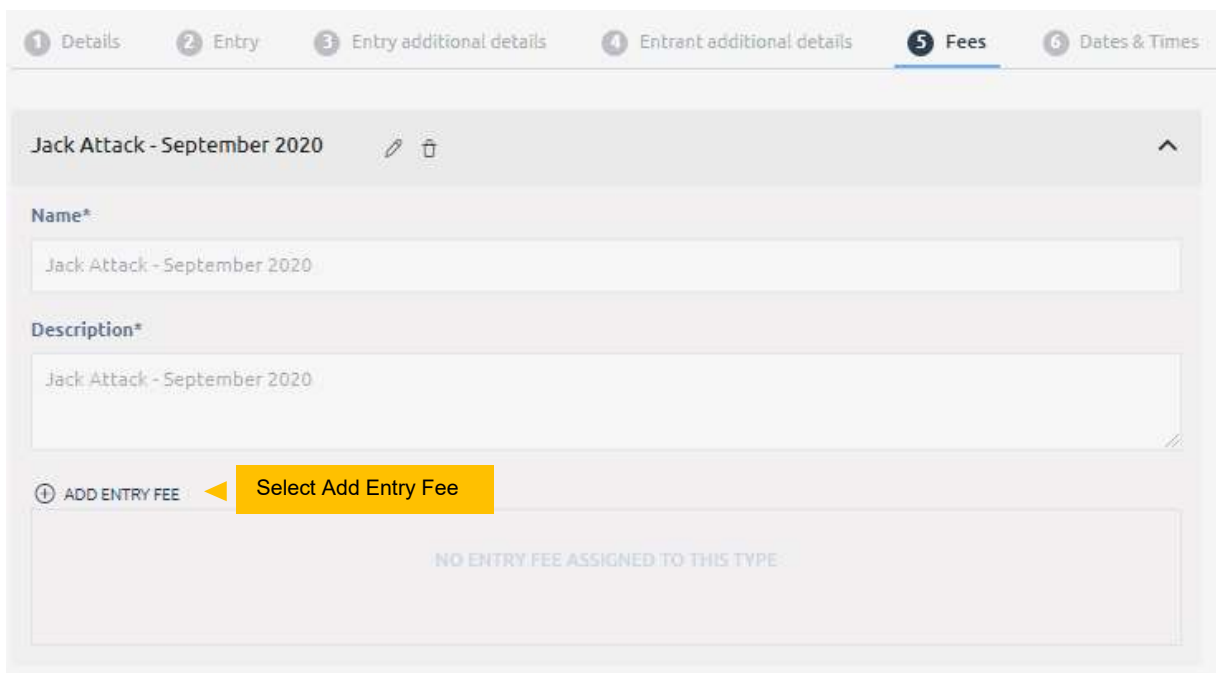


Figure 11 – Fees Tab: Entry Type Added – Add Entry Fee

3. Click **Add Entry Fee**
 - i. Give a name and Description to your Entry Type e.g. “Jack Attack Month”
 - ii. Enter the Price per team
 - iii. Select the Start and End Date/Time, this is the period you want to allow registrations to occur, this must match the Self-Registration timeframe in the **Details Tab**.
 - iv. **Save → Next**

Jack Attack - September 2020 From: 30 Aug 2020 12:00:00 To: 31 Aug 2020 12:00:00 Price: \$ 30

Name* Add an Entry Fee Name and Description
Jack Attack - September 2020

Description*
Jack Attack - September 2020

Price* Add Entry Price
30 includes GST

Start Date Time Set Start and End Date/Time
Sun, Aug 30th 2020 00:00 am

End Date Time
Mon, Aug 31st 2020 00:00 am

SAVE Select Save

ADD ENTRY TYPE Select next to continue

CANCEL BACK NEXT

Figure 13 - Fees Tab: Add Entry Fee

9. **Dates & Times Tab**, Here you will be able to setup details for the fixtures for the competition
 1. **Assign Times, Greens & Rinks**
 - i. If you want to assign times, greens and rink check the checkbox.
 - ii. If you don't want to assign times, greens and rinks leave the box unchecked.

1 Details 2 Entry 3 Entry additional details 4 Entrant additional details 5 Fees 6 Dates & Times 7 Results Settings

ASSIGN TIMES, GREENS & RINKS

Fixtures require times, greens, and rinks assigned Click to select times, greens & rinks.

Figure 14 - Dates & Times Tab: Tick to Assign Times

2. **Dates & Times** (if above box is checked)
 - i. Enter approx. match duration – typically games will last between 60 - 75 minutes, so 1:15 should be fine.
 - ii. Competition Starts & Ends will auto populate from the Start and End Date set in the Details Tab.
 - iii. Set the Game Start From and Finish By time. For example this competition might be a Thursday night competition, starting at 7pm. So we can setup a two hour window for the competition, 7pm - 9pm.

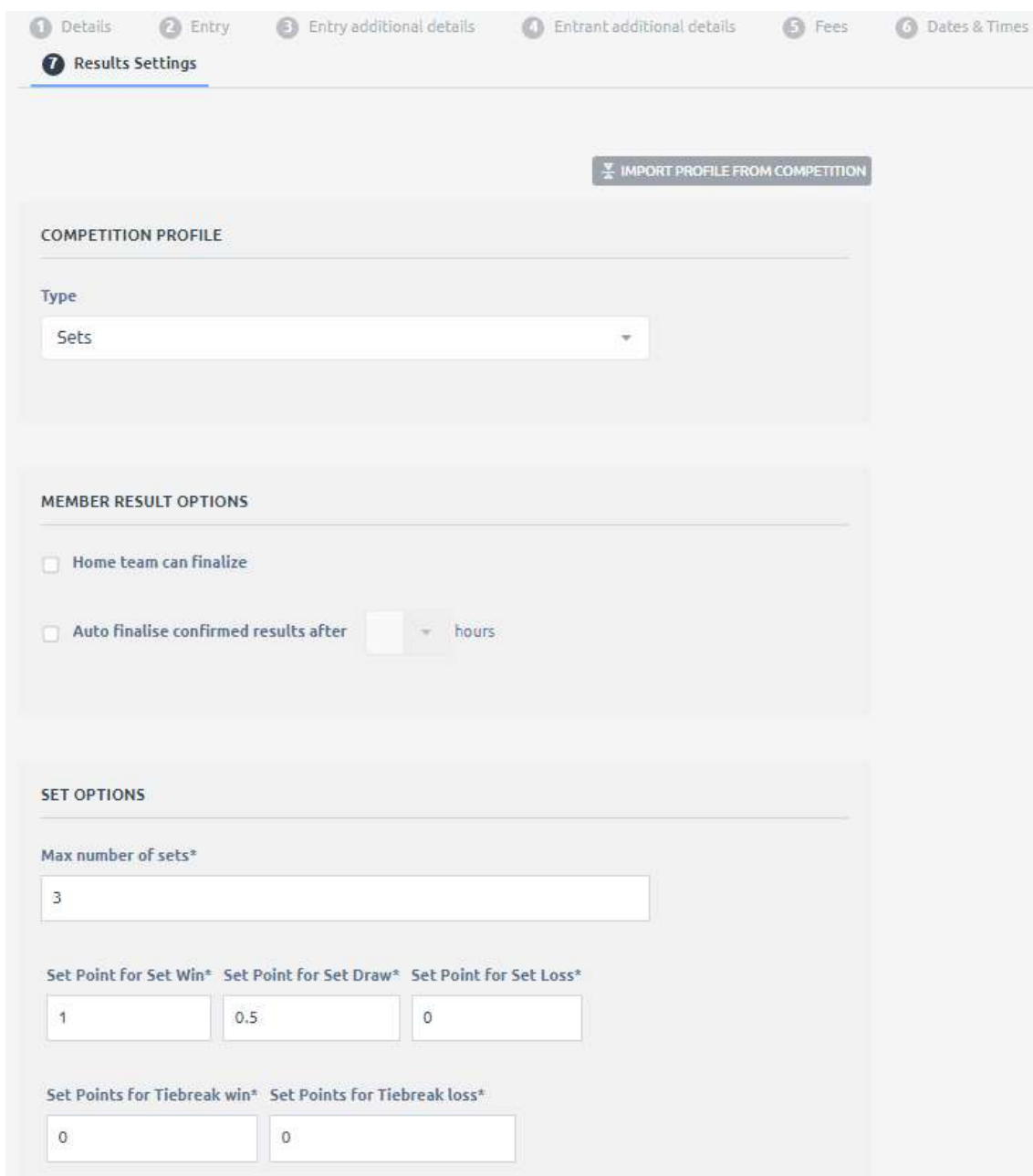
Figure 15 – Dates & Times Tab: Assign Timings

3. **Greens & Rinks** – Select the greens and rinks that will be available for the competition.
 - i. **Add Green** → select the green/s from drop down list
 - ii. Select how many Rinks are in play for each green (1-8)
 - iii. Next

Figure 17

Figure 16

10. **Results Tab** – Here you will be able to set up the ladder information for your upcoming competition. You will be able to specify the points per match, scores per match and ladder criteria or you can import ladder settings from a previous competition.
1. **Competition Profile** → Jack Attack is a Sets competition so select Sets
 2. **Member Result Options** → Leave options unchecked
 3. **Set Options**
 - i. Input Max Number of sets, Jack Attack has 2 sets, plus a tiebreaker. This needs to be set a 3 sets.
 - ii. Input how many points are allocated for Set Win, Set Draw, Set Loss, and Tiebreaker. Example:
 1. Set Won – 1
 2. Set Draw – 0.5
 3. Set Loss – 0
 4. Tiebreaker Won/Loss – 0



1 Details 2 Entry 3 Entry additional details 4 Entrant additional details 5 Fees 6 Dates & Times

7 Results Settings

IMPORT PROFILE FROM COMPETITION

COMPETITION PROFILE

Type

Sets

MEMBER RESULT OPTIONS

Home team can finalize

Auto finalise confirmed results after hours

SET OPTIONS

Max number of sets*

3

Set Point for Set Win* Set Point for Set Draw* Set Point for Set Loss*

1 0.5 0

Set Points for Tiebreak win* Set Points for Tiebreak loss*

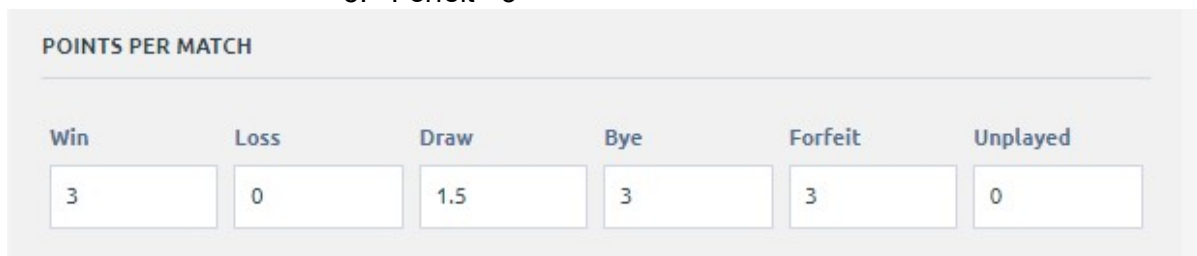
0 0

Figure 18 - Results Settings Tab

4. Points Per Match

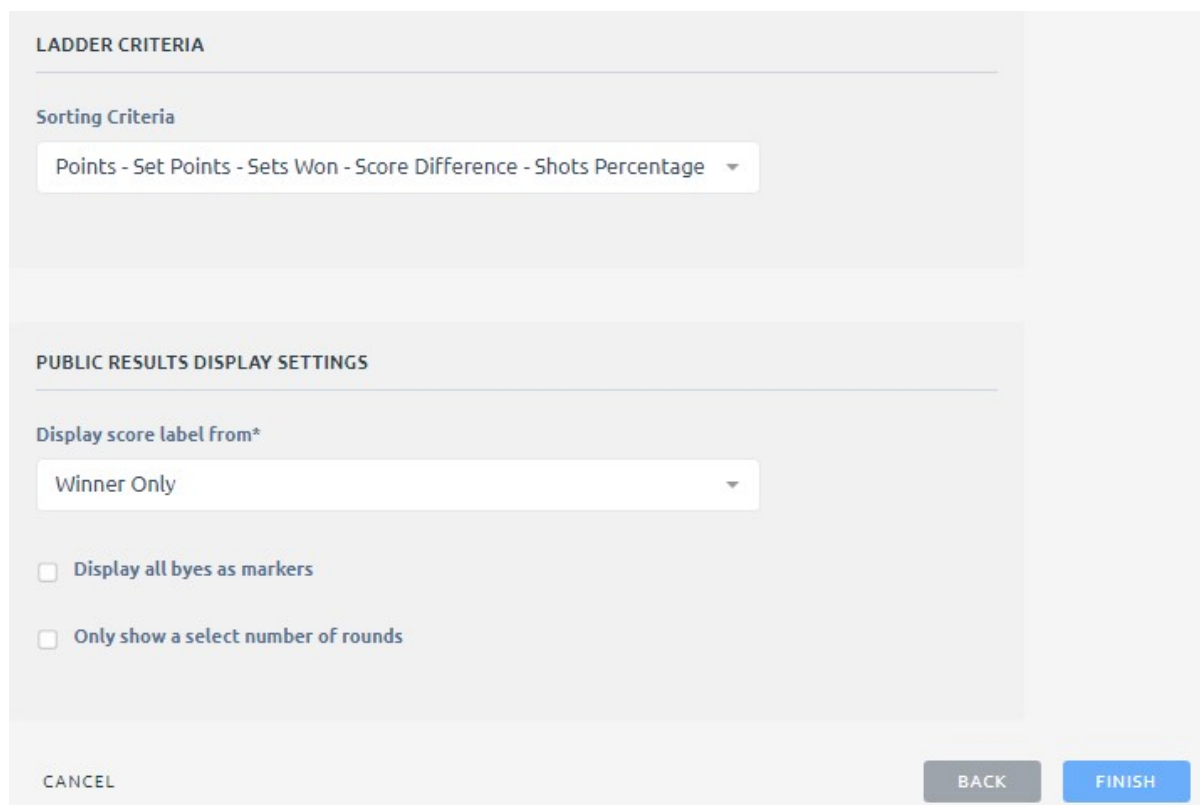
i. Input how many points are allocated to Win, Loss, Draw, Bye, Forfeit and Unplayed. Example:

1. Win – 3
2. Loss – 0
3. Draw – 1.5 (can't have a draw in Jack Attack due to Tiebreaker)
4. Bye – 3
5. Forfeit - 3



Win	Loss	Draw	Bye	Forfeit	Unplayed
3	0	1.5	3	3	0

5. **Scores Per Match** → leave blank
6. **Ladder Criteria** → select from the drop down box how you want to sort your ladder
7. **Public Results Display Settings** – this is how the results will display on the public portal → Choose Winner from the drop down list to display only the name of the winner.
8. Click **Finish**



LADDER CRITERIA

Sorting Criteria

Points - Set Points - Sets Won - Score Difference - Shots Percentage

PUBLIC RESULTS DISPLAY SETTINGS

Display score label from*

Winner Only

Display all byes as markers

Only show a select number of rounds

CANCEL BACK FINISH

Figure 19 -

11. The competition will now appear in the active list (or draft, depended on what status was chosen at the beginning)