# **INSTRUCTIONS FOR ONLINE COUNTIES COMPETITION SYSTEM**

### Important notice.

Before you can run the competitions, the affiliation process **must** be completed and closed to all clubs. You cannot add late entries to competitions, once you have started the process.

### The process.

## 1. Draw the final stages.

This may seem back to front, it is because in some instances when you do the draw for a competition, there may be eight or less entries, this tends to happen with the Junior competitions, also with proportional the system needs to know how to work out the early round draw. Under Competitions, Select "Admin" Select "Gender" chose Men, Ladies or Mixed, Select "Finals" from area dropdown. Select "Draws" Click on the competition you wish to work on. You should now see a similar screen to the one below, once you have entered the details click "Save".

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Pairs Men's Finals		redraw	save	t		ĺ
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Choose a finalists Choose a finalists	Semi-Final 1					
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Quarter Final 3						1
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## 2. Blue button saying "FIX"

 Under Competitions, Select "Admin" Select "Gender" Choose Men, Ladies or Mixed, Select "Area \*" from area dropdown, Select "Draws" you should see a similar screen to the one below; -

in Media – Cabl 🚺 Mail Basic	Inbox 🏭 Surrey	County Bowls 🔯 DIB	BBC 🗮 S	Surrey County Bowl	Caterham Bowls Club	🐴 Microsoft Onel	Drive 📖	Bowls Surrey Onlin		Ct Ot	hert
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System 8	Affiliates	Competitions	Admin	Matches	Applications	My Details			La Johi		,
Competitions	t	Com	petition	Entrants	Area	Divisio	ons	Decision			
Gender		25 & L	nder Pairs	7 (2)	2 (1)	0	2 (1)	Final not drawn	fix		
Men's	~	25 & L	nder Singles	15 (1)	5 (1)	0	5 (1)	Final not drawn	fix		
Area		2-Woo	d Singles	238 (3)	62 (1)	27	35 (1)		fix		
Area 3	~	Cham	oion of Champions	81(1)	20 (1)	10	10(1)	Final not drawn	fix		
		Fours		113	38	19	19	draw div 5)			
Tabs								draw (div 6			
Competitions		Office	rs Bowl	66	15	6	9	draw (merged)	_	_	
		Pairs		286 (3)	98 (1)	46	52(1)	Final not drawn	fix		
Draws		Senior	Fours	74 (1)	28	14	14	Final not drawn			
Teams		Single	5	320 (6)	108 (3)	46	62 (3)	Final not drawn	fix		
		Triples		156	51	22	29	Final not drawn			
		United	and Cinalan	208 (2)	109 (1)	45	63(1)	Einal not drawn	fiv		

This appears usually if since the entry has been made, a player has moved clubs or a change has been made to their record. This needs to be investigated before performing the draw.

First click on FIX, this will bring up the person(s) it is querying. Go to the affiliation for the two clubs mentioned to see which club made the entry, then go to the player record to see which club it says they are playing their competition out of. Amend if necessary in the player record, if not necessary, then go back to the FIX page and click fix.

	Autor Matches My Octors			(Country)	- Website io
back	Different Club found The following players ha 'remove' to remove their	ive moved clubs since their cor entry.	t to re-register their entry with their	new club or	
	Name	Old Club	New Club		
	Scott Ballard	Purtey BC	Purley BC	fix	remove

**If no club mentioned** you need to track down the player, in the example below you will see they were removed from club. Search the surname, include lapsed in your search. If not affiliated to any club, ring them to see if it is correct, it could be that the new club they have moved to have not affiliated them.

🕈 System Affiliate Competitions Admin Ma	tches My Details				💄 logout
Q Affiliate	Submission Errors - errors we	re found in this submission			
Bristol St Andrews	Player Number	Forename	Surname		
	646	Pete	Jones	Removed from Club	fix
	640	Paul	Godfrey	Removed from Club	fix

You need to repeat this for all competitions in all Areas that have "FIX" against them.

# 4. Re-balancing a competition.

Under competitions Select **"Admin"** Select **"Gender"** chose Men, Ladies or Mixed, Select "Area \*" from area dropdown. Select **"Re-balance"**, Click on **"+"** against the Competition you wish to work on. then Click on the Area. In the following example we are using Pairs from Area 2. You should now see the screen below.

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			Competitio	n			Tota	l Inva	alid		- 1
		Ŧ	25 & Under Pa	airs			5 (7	)	2		- 1
		Ŧ	25 & Under Si	ingles			14 (15	)	1		- 1
		÷	2-Wood Single	es			191 (194	)	3		- 1
		+	Champion of C	Champions			80 (81	)	1		- 1
		Ŧ	Fours				113	3	0		- 1
		Ŧ	Officers Bowl				60	5	0		- 1
		<b>H</b>	Pairs								- 1
			🕂 Area 1				40	5	0		- 1
			🕂 Area 2								
			🛨 Divi	ision 3			33	7	0		
			🛨 Divi	ision 4			23	3	0		- 1
							60 (60	)	0		
			+ Area 3				97 (98	)	1		
			+ Area 4				80 (82	)	2		
							202 (204	\ \	2		
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In this example you will see that Division 3 is playing one more round than Division 4.

We need to move 5 competitions from D3 to D4. Click on "+" against D3, you should now see the following screen.

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		Competit	ion			Iotai	invalic		
	Ŧ	25 & Under	Pairs			5 (7)	2	ŧ.	
	Ŧ	25 & Under	Singles			14 (15)	1		
	Ŧ	2-Wood Sir	gles			191 (194)	3	\$	
	Ē	Champion	of Champions			80 (81)	1		
		champion	Champions			00(01)			
	±	Fours				113	C		
	±	Officers Bo	wl			66	0		
	+	Pairs							
		🕂 Area 1				46	C	1	
		🛨 🛛 Area 2							
		🛨 C	Division 3						
			Malden Lime Grove BC		move to 🗸 🔘	2	C	<i>,</i>	
			Malden Manor BC		move to 🗸 🖸	2	0	)	
			Mid Surrey BC		move to V	2	C		
			North Sheen BC		move to V	7	0		
			Putney Town BC		move to V	7	0	1	
			Raynes Park BC		move to V	3			
			Supreme BC		move to X	3			
			West Wimbledon BC		move to ~ O	5	0	,	
		-				37 (37)	(		
			Vivision 4			23	(	,	
						60 (60)	(	5	

You will now see all the clubs that have entered from Division 3.

For this exercise we are going to move West Wimbledon, it happens to have 5 entries.

Click on the Drop-down Arrow **"Move to"** Select Division 4, Then Click on the black Arrow, a green message will appear on bottom left of screen to say **"Club moved"**, it clears very quickly.

You will now see that Division 3 has gone from 37 to 32 and Division 4 has gone from 23 to 28, this now means they play the same number of rounds in both divisions.

# 5. Performing the main draw.

Once you have publish the finals you can now perform the draw for the early rounds. Click on COMPETITIONS / ADMIN / DRAWS, then select the competition you wish to draw, it will do the draw as soon as you click on it, it will give you the option to REDRAW.

Gender		Competitions Draws	Teams				
Men's	~	Competition	Entrant	s Area	Division		Decision
Area							Draw Div 1
Area 1	~	2-Wood Singles	171	42	17	25	Draw Div 2
Merge Draws		25 & Under Pairs	3	0	0	0	Final only
Re-Balance		25 & Under Singles	9	1	0	1	Merged Draw
		Champion of Champions	67	10	5	5	Area drawn
		Fours	88	15	8	7	Area drawn

## 6. Publishing the competitions.

Under competitions select "Admin" you should see something similar below

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System Affiliate Competitions				County	
Gender	Competitions Draws Tex	ams			
Men's	✓ Competition	Draw Type			
Area	2-Wood Singles	Division	1	publish	view
Area 1	✓ 2-Wood Singles	Division	2	publish	view
Merge Draws	25 & Under Pairs				Final only
Re-Balance	25 & Under Singles	Merged		published	view
	Champion of Champions	Area		published	view
	Fours	Area		published	view
	Officers Bowl	Area		published	view
	Pairs	Division	2	published	view
	Pairs	Division	1	published	view
	Senior Fours	Area		published	view
	Singles	Division	2	published	view
	Singles	Division	1	published	view
	Top Four Men	Area		published	view
	Triples	Division	2	published	view
	Triples	Division	1	published	view

### 7. Deleting a draw.

You are able to delete a draw by going into COMPETITIONS / VIEW / EDIT there is an option to delete.

< back	Fours				
	Date	Venue		Rule	
	Round 1				
	16/06/2024	Challenger's Green	~	Played on	~
	Round 2				
	23/06/2024	Challenger's Green	~	Played on	~
	Round 3				
	30/06/2024	Challenger's Green	~	Played on	~
	Update				

### 8. Merging Areas.

In some instances you may find that due to lack of entries, you want to run the competition as one draw across the county. To do this go to COMPETITIONS / ADMIN / MERGE DRAWS, you will see the following, you will see that the under 25's have been merged, you will also see that the pairs areas 1 & 2 have been selected to be merged.

 	Merge Area draws. If needed, you can m with the two remaining areas operating a Only draws whose finals have already be	erge two Areas into one. In this case, the two merged Areas will operate as one draw, is normal. You can also choose to merge all Areas together if required. een drawn will appear in the list below.
	Competition 25 & Under Singles	Area 1, Area 2, Area 3, Area 4 delete
	New Merge Group Competition Pairs First Area Area 1	<ul> <li>Second Area</li> <li>Area 2</li> </ul>
	Merge	

## 9. Blue button saying "FIX"

This appears usually if since the entry has been made, a player has moved clubs or a change has been made to their record. This needs to be investigated before performing the draw.

First click on FIX, this will bring up the person(s) it is querying. Go to the affiliation for the two clubs mentioned to see which club made the entry, then go to the player record to see which club it says they are playing their competition out of. Amend if necessary in the player record, if not necessary, then go back to the FIX page and click fix. **If no club mentioned** you need to track down the player, in the example below you will see they were removed from club. Search the surname, include lapsed in your search. If not affiliated to any club, ring them to see if it is correct, it could be that the new club they have moved to have not affiliated them.

Q Affiliate		Submission Errors - errors we	ere found in this submission			
Bristol St Andrews	~	Player Number	Forename	Surname		
	ŕ	646	Pete	Jones	Removed from Club	fix
		640	Paul	Godfrey	Removed from Club	fix

## 10.Finally.

If you come across any issues not mentioned in these instructions or they need further explanation, please contact John Tucker.