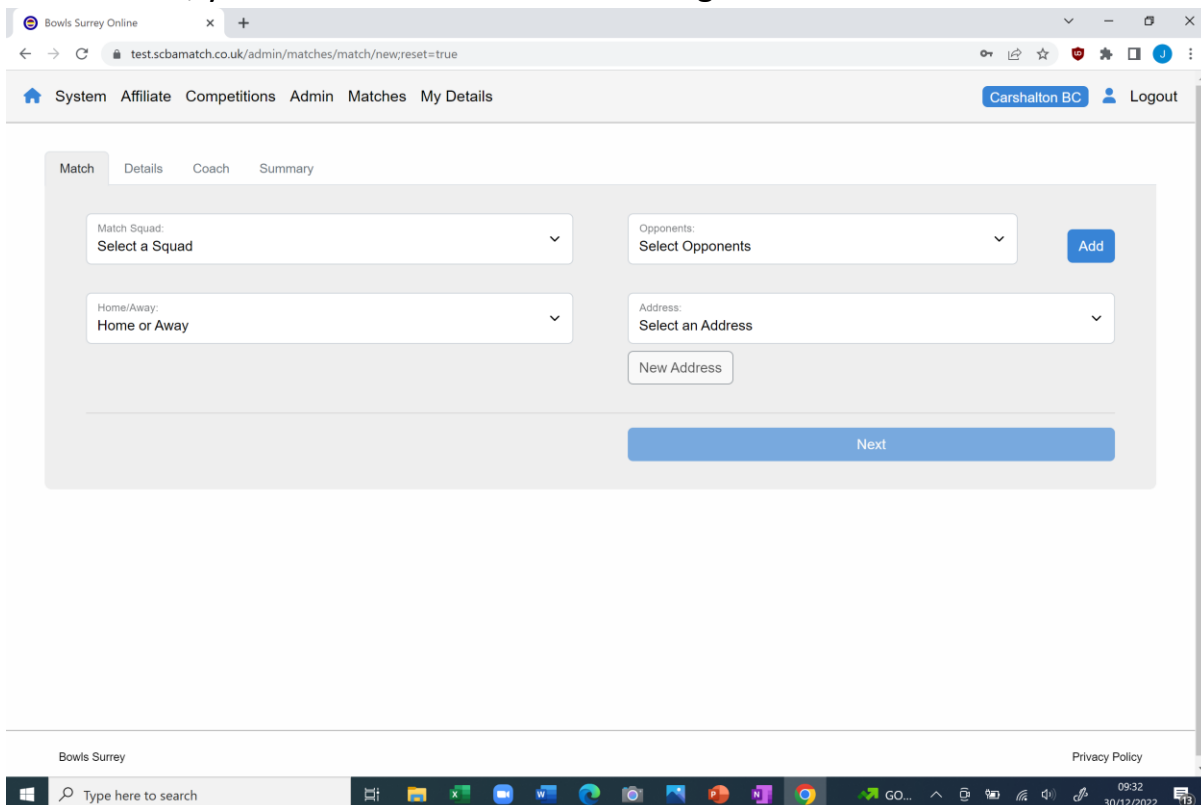


INSTRUCTIONS FOR ONLINE CLUB MATCH SYSTEM

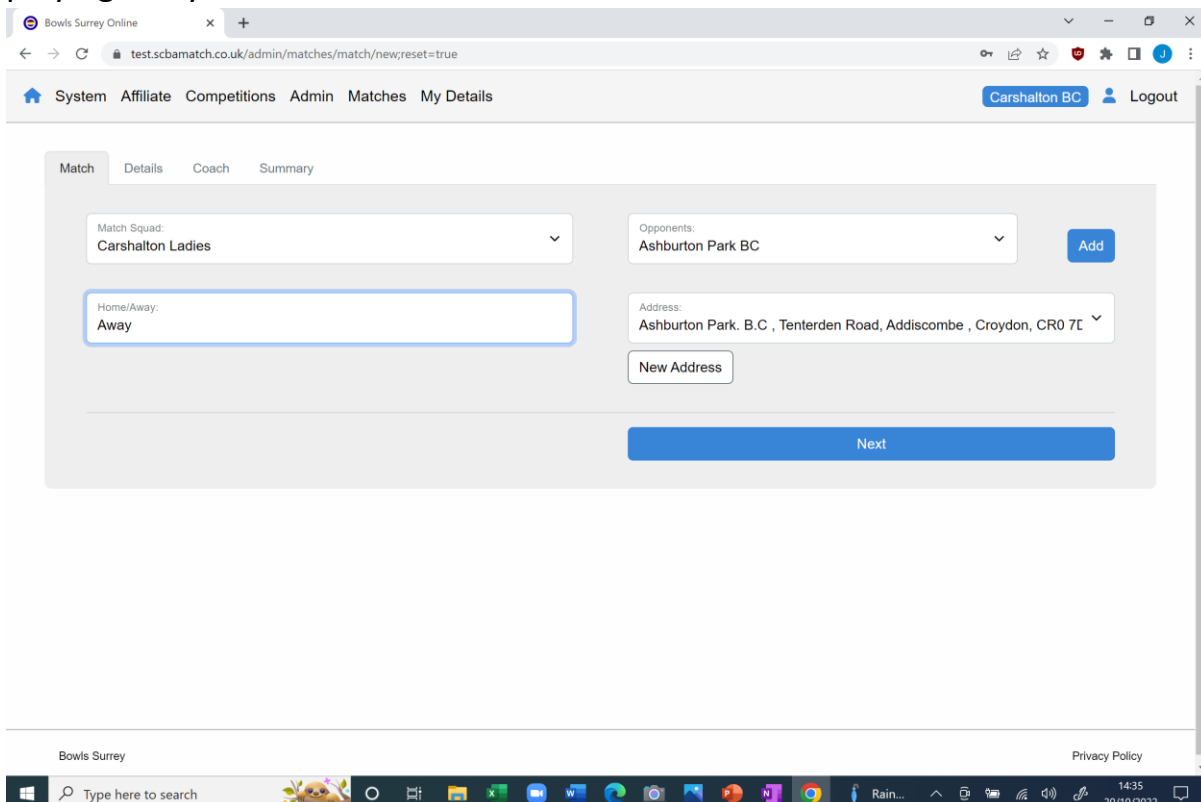
Login to system via Bowls Surrey website www.bowlssurrey.co.uk or enter www.scbamatch.co.uk

1. The County IT System Administrator will assist you at the initial setting up of the system at your club. Once the system is up and running, they will be your point of contact for any queries / problems you may have / encounter. If the programmer needs to be involved it will be through the IT Administrator.
2. The system is linked to the affiliation system, so it is essential that you affiliate everyone who plays bowls at any level at your club. You can add new bowlers to your club onto the system throughout the year.
3. Determine who is to have the admin authority and who will have Match administration authority. To give a person authority do the following: - Click on "ADMIN" then select "PLAYER", type in the name in the "search" field, click on "EDIT" against the name, then click "USER" then click on "CLUB ROLES", select from dropdown the role you are giving. They also need to be added to each squad, go to "MATCHES" then click on "SQUADS", select the squad required, then click "ADMINS" and add the person to the squad.
4. You need to set up your documents, this will be done with the help of the County IT System Administrator.
5. Ensure that everyone in your club that has an email address, has it recorded on the system.
Each member will have to activate their account when they login for the first time. Their USERNAME = email address, PASSWORD = make up their own, minimum of 8 characters, at least 1 Uppercase letter, 1 lowercase, 1 numeric. Do not use any symbols
6. You are now able to ARRANGE matches. To arrange a match, do the following: -
Please note for these instructions Carshalton BC is being used as the administrating club.

On the top line click on “MATCHES”, then from dropdown click on “MATCHES”, you should now see the following screen: -



Fill in the appropriate details, you will see the following, in the example below we selected “**Carshalton ladies**, opponents **Ashburton Park**, and playing **away**”: -



By clicking next you get the following, in the example we have selected “ match-date 31/12/22, 1 Triple, match time 2:00pm, match fee £5 visitor fee £3”, Dress code = Club Colours

BOWLS SURREY ONLINE

test.scbamatch.co.uk/admin/matches/match/new;reset=true

System Affiliate Competitions Admin Matches My Details

Carshalton BC Logout

Match Details Coach Summary

Match Date: 31/12/2022

Match time: 2:00 pm

Number of rinks: 1

Rinks/Triples: Triples

Match Fee: 5

Visitor Fee: 3

Dress Code: CLUB COLOURS

Next

By clicking next you get the following, you may at sometime use a coach, just click “NO COACH” if not required

BOWLS SURREY ONLINE

test.scbamatch.co.uk/admin/matches/match/new;reset=true

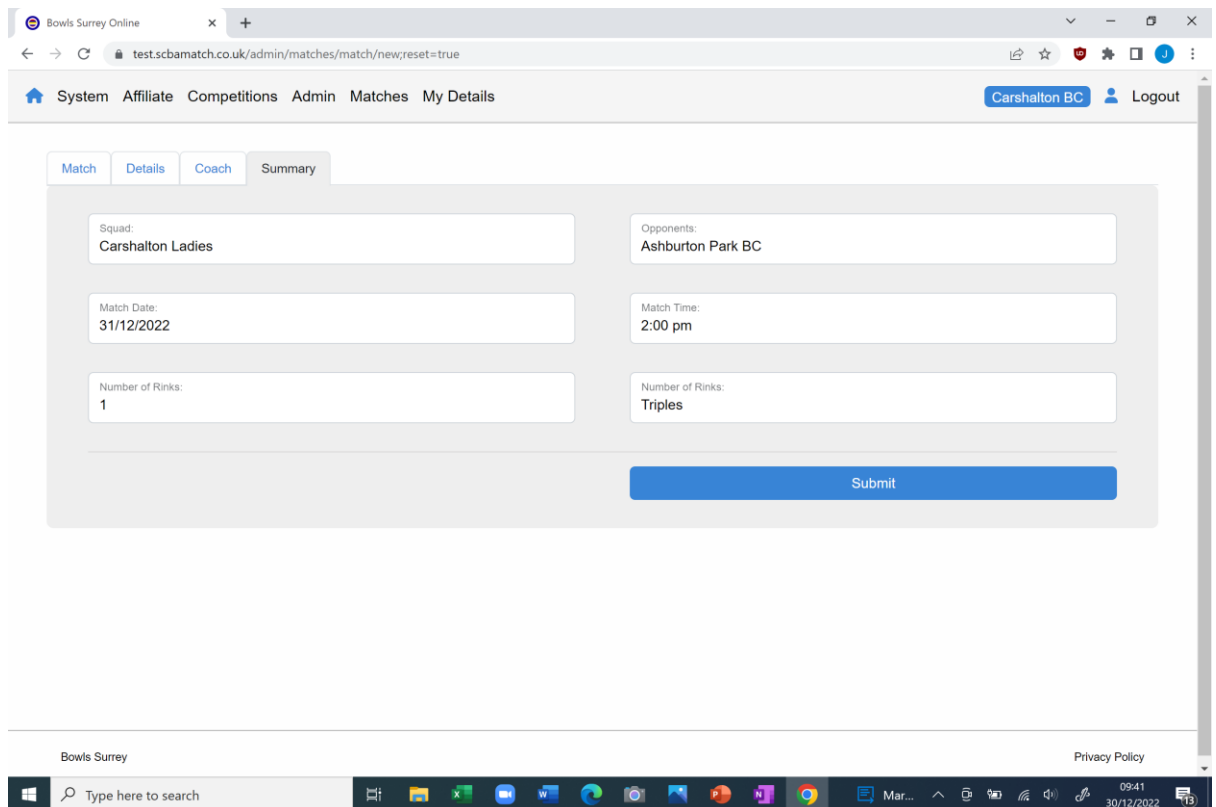
System Affiliate Competitions Admin Matches My Details

Carshalton BC Logout

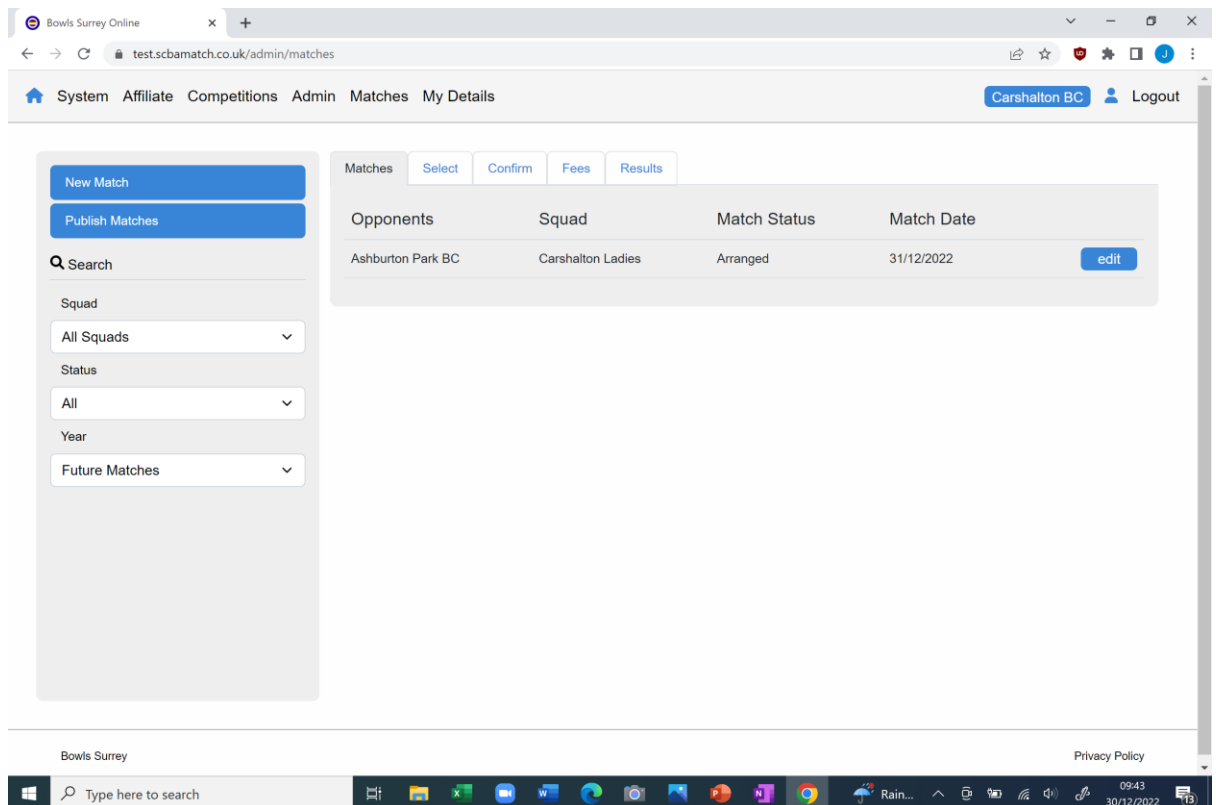
Match Details Coach Summary

No coach Add Coach

7. The next page you will see is the “SUMMARY”, check that the details are correct.



8. click “SUBMIT”, this will now appear in your list of arranged matches see below. **Please note at this stage your members are not aware of the match.**



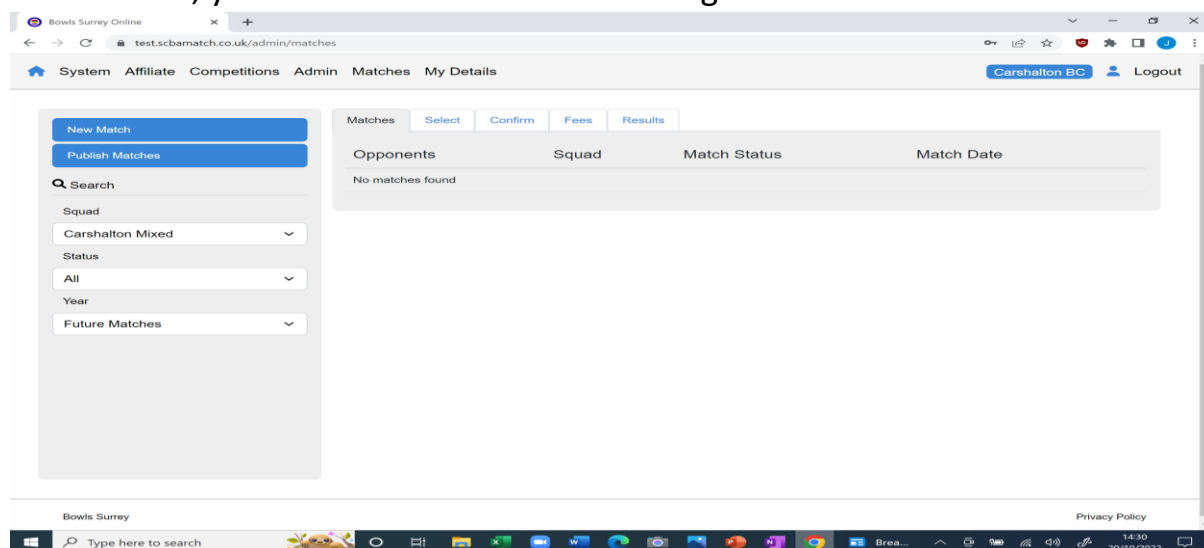
9. Repeat the process until you have set up all your matches for the season.

Once you have set up all your matches for the season, the next part of the process is to publish them.

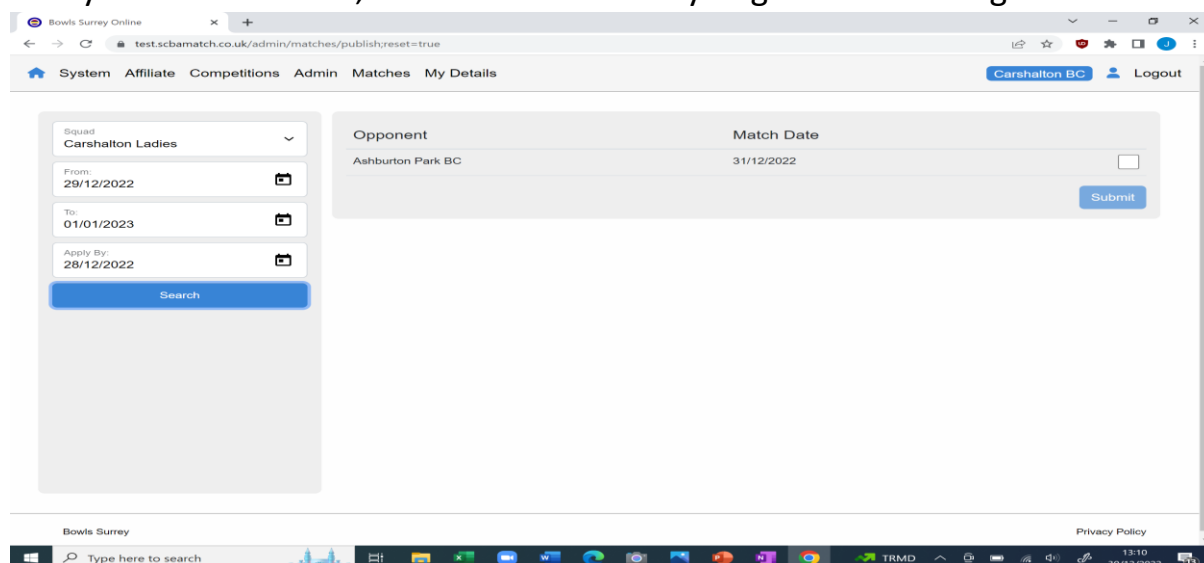
We advise that you publish them in manageable batches, so that you can provide “apply dates” as close to matches as possible. Or you may wish to allow players to apply right up to the last minute.

10. You are now going to PUBLISH matches. To publish a match, do the following: -

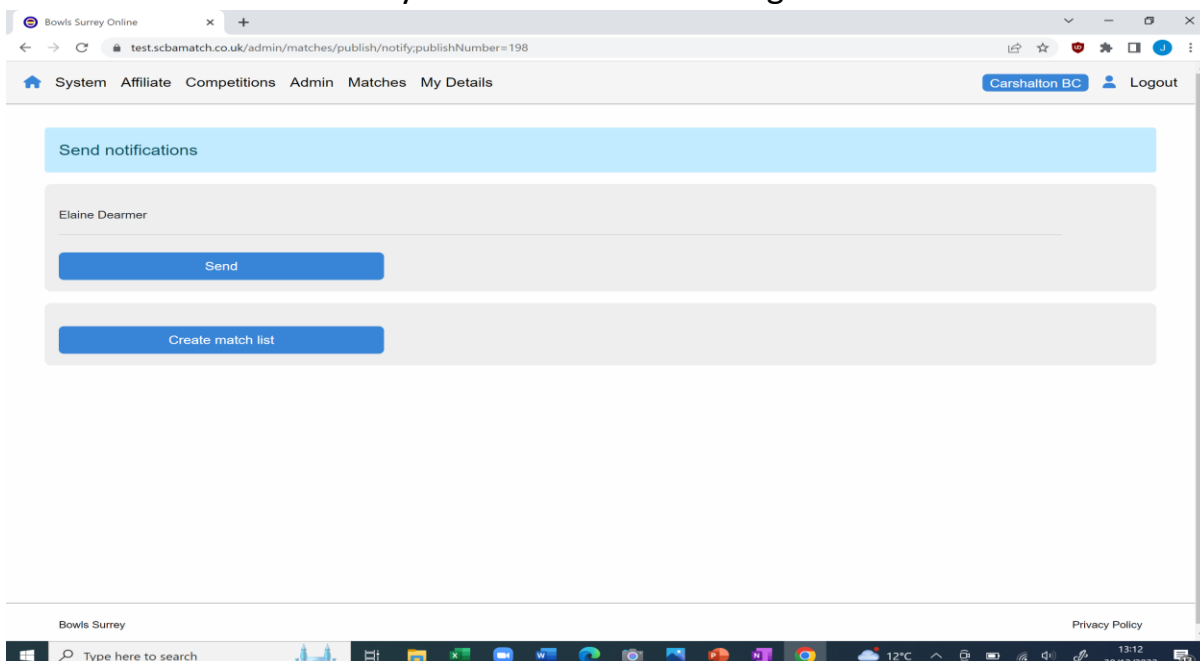
On the top line click on “MATCHES,” then from dropdown click on “MATCHES”, you should now see the following screen: -



Click on “PUBLISH MATCHES” you will see the following, I have selected 29/12/22 as my “FROM” date, 01/01/ 23 as my “TO” date and 29/12/22 as my “APPLY BY” date, then click “SEARCH” you get the following screen



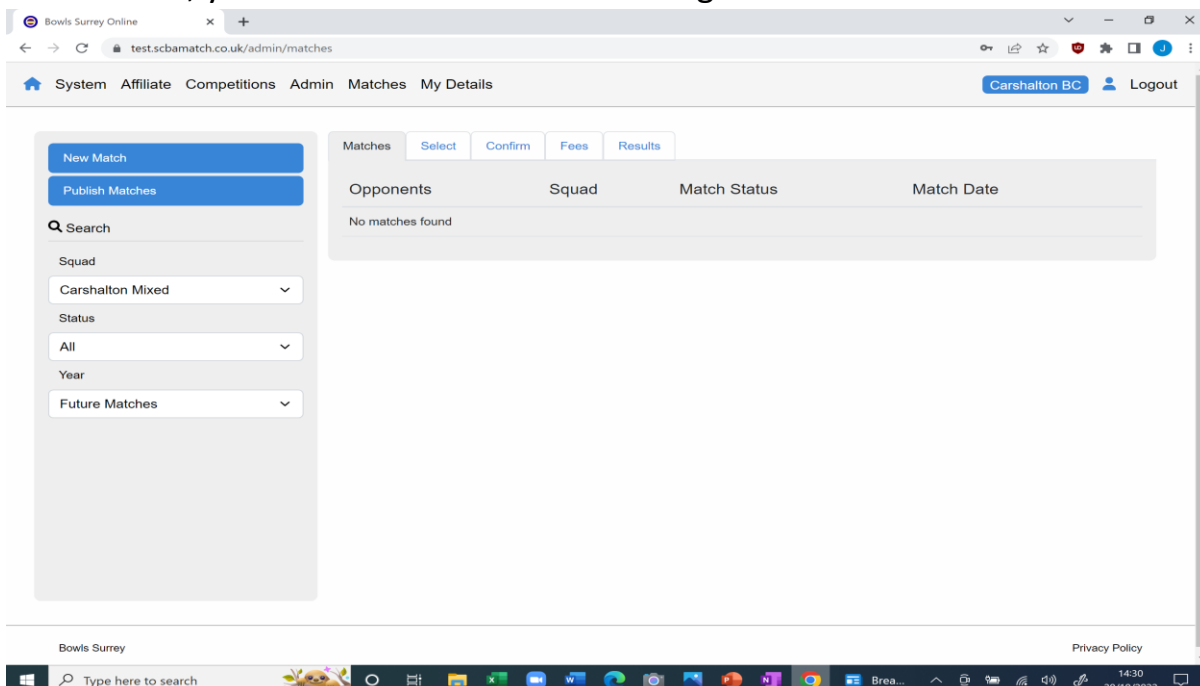
As you can see above it is showing the match that we set up earlier, if you are happy with your selection **click the empty box, this will put a tick in the box “SUBMIT”** you will see the following: -



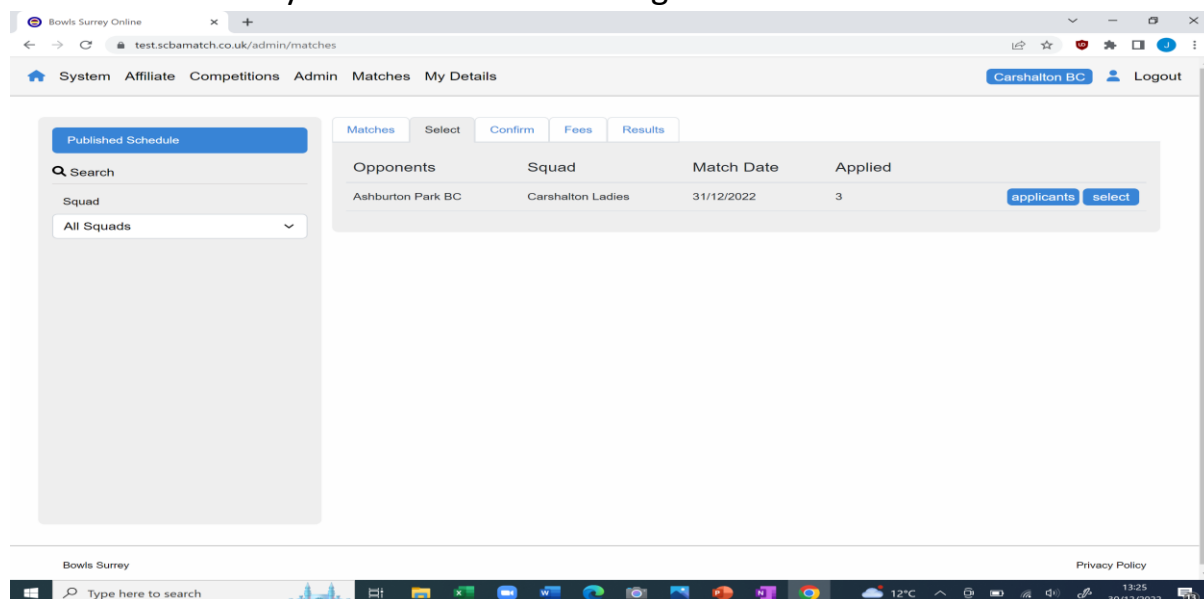
By clicking “SEND” it will inform all the “**Ladies**” that are listed, that they can now apply for that game.

11. We now need to cover the **SELECTION**. To perform a selection, do the following: -

On the top line click on “MATCHES” then from dropdown click on “MATCHES”, you should now see the following screen: -

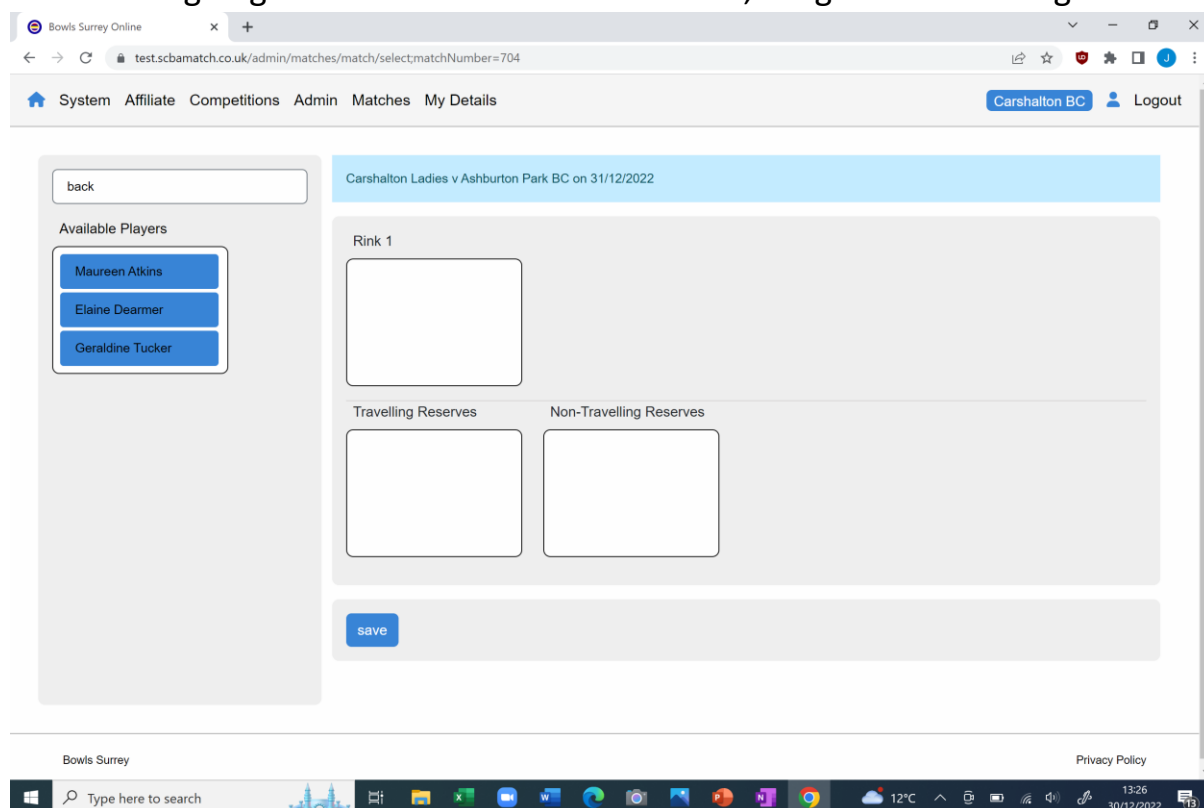


Click on “SELECT” you will see the following: -

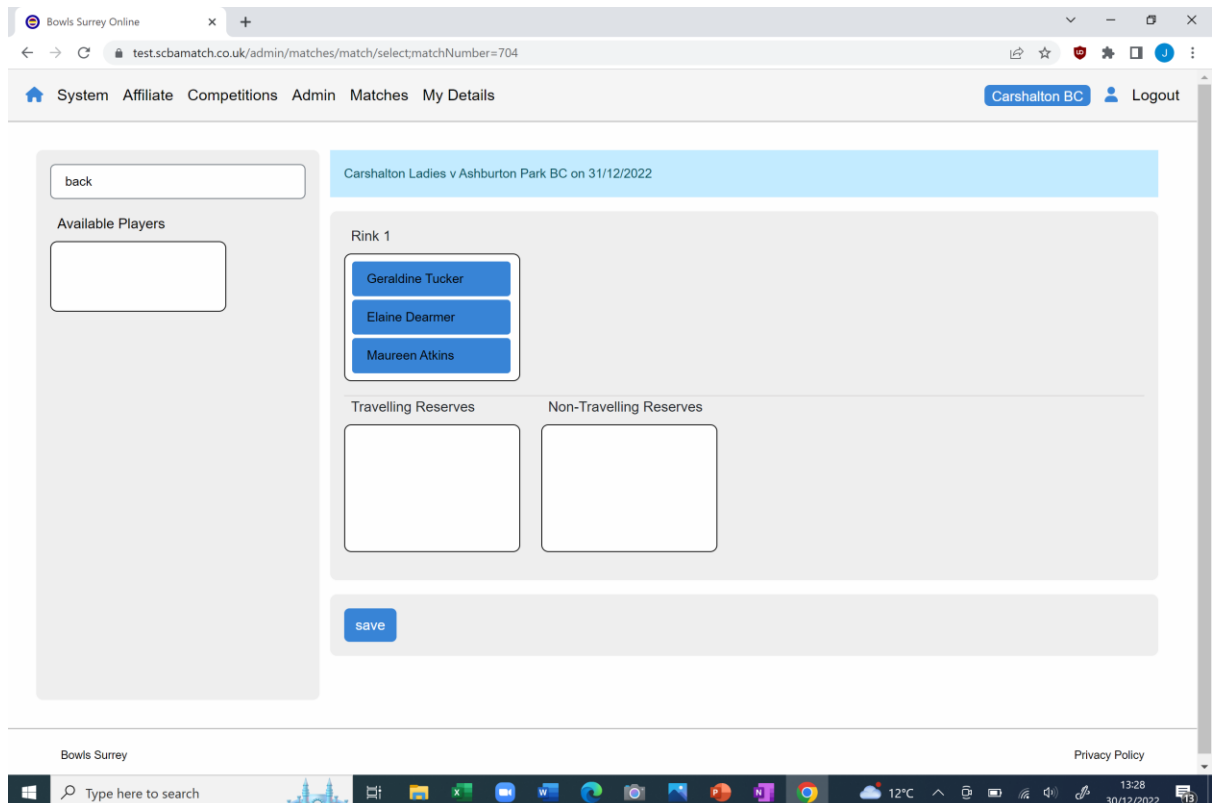


As you can see the Ashburton match is showing, it has two blue buttons “applicants” & “Select”, if there were not enough players for the match the “select” button would be white, you can see who has already applied, by clicking the “applicants” button.

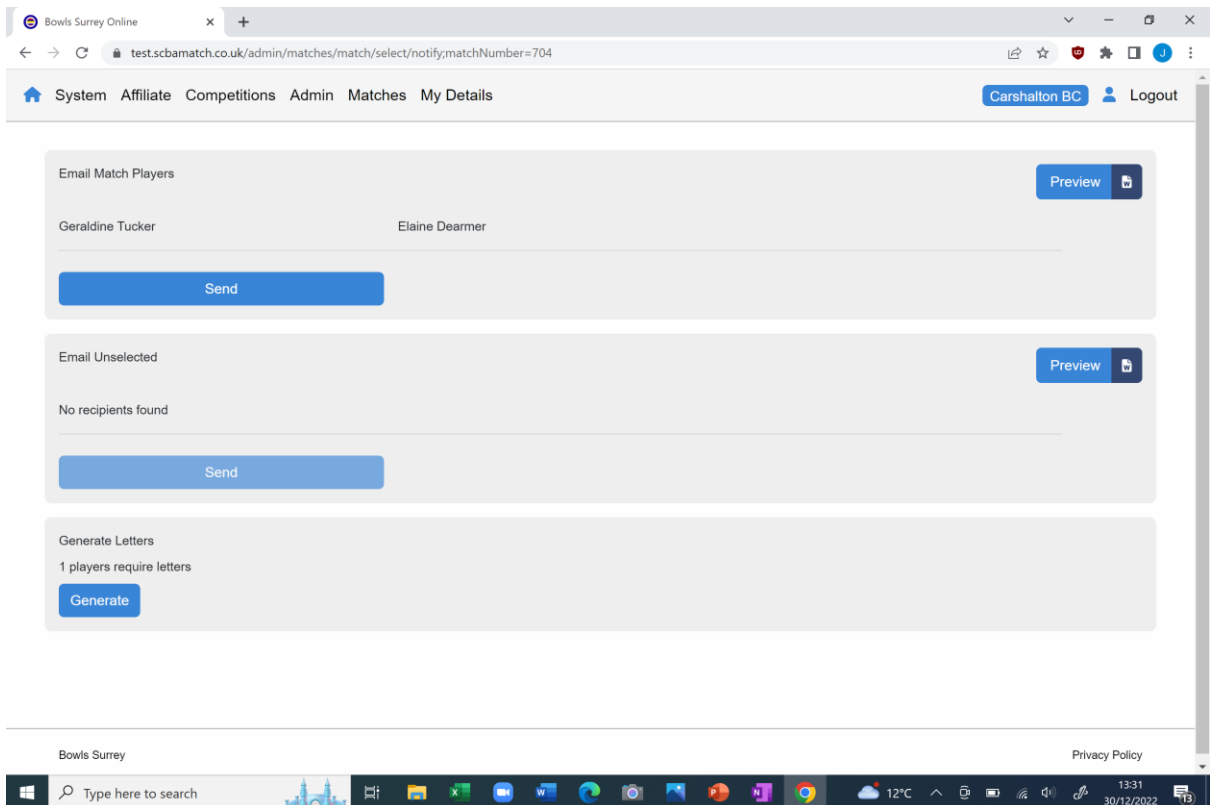
Now we’re going to click the **SELECT** blue button, we get the following: -



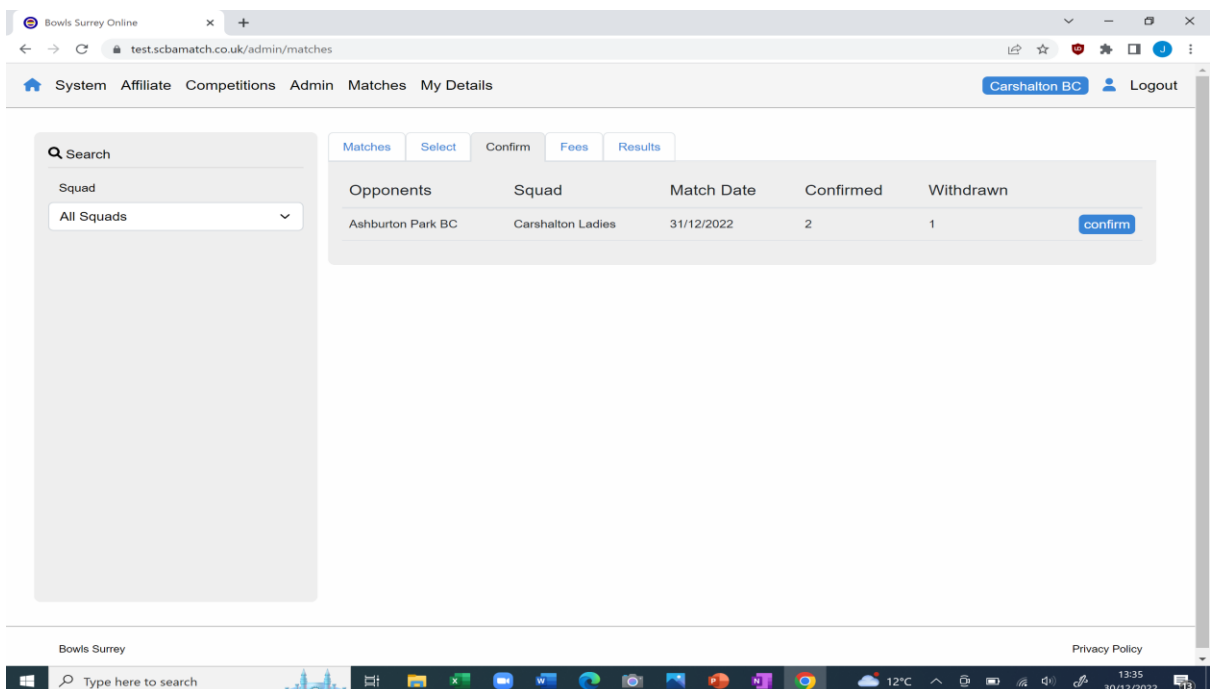
We are now going to “drag & Drop” the names into the rink 1 box.



This is a Triples match consisting of one rink. We only had three applicants, so no reserves. Even if there were reserves **DO NOT USE THE RESERVE** boxes. By clicking "SAVE" this will save the selection and will send emails to the selected players and any reserves, providing them with all the details, and asking players to confirm their availability. It also identifies who has not got an email address and produces a letter, to get the name(s) click "GENERATE" this will produce the letter, which you may wish to send or you may wish to phone the individual instead.



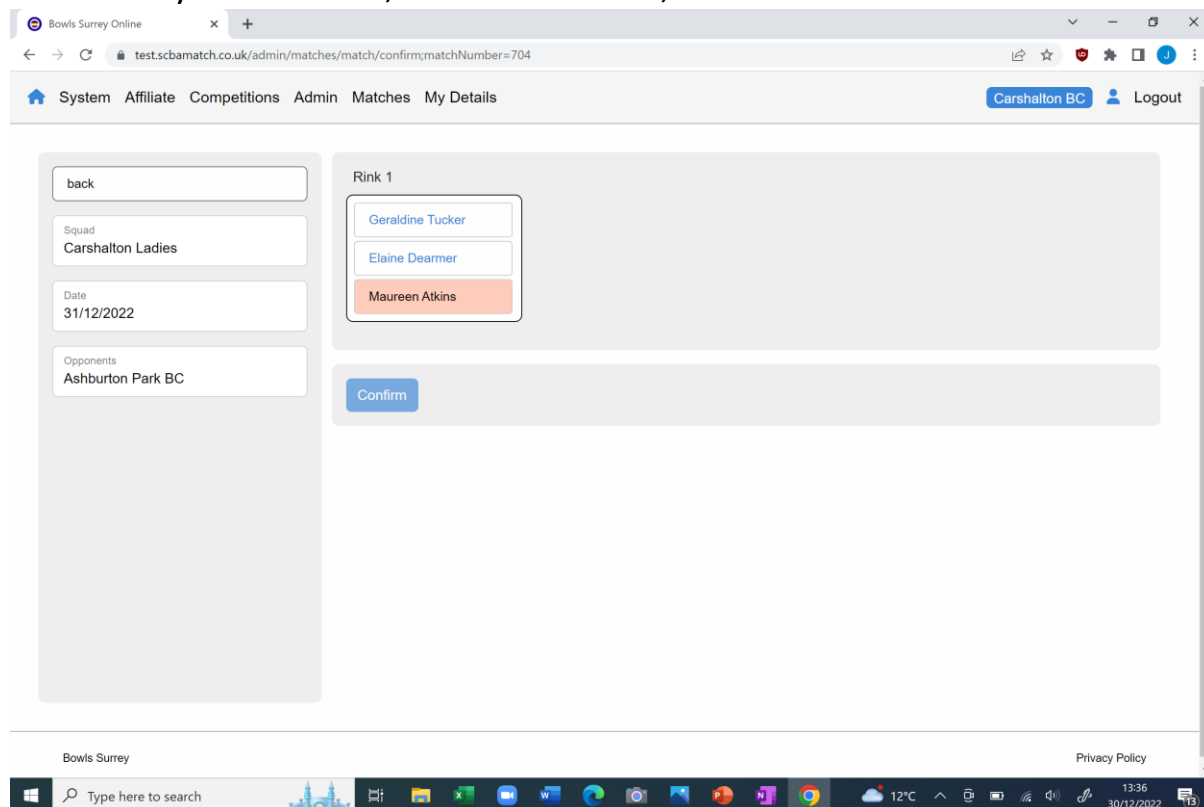
12. Now we come on to "CONFIRM". To confirm, do the following: -
 On the top line click on "MATCHES" then from dropdown click on "MATCHES", Click on "Confirm" This will bring up a list of matches that have been published, with the responses from players, in the screenshot below you will see that one player has confirmed, another has withdrawn.



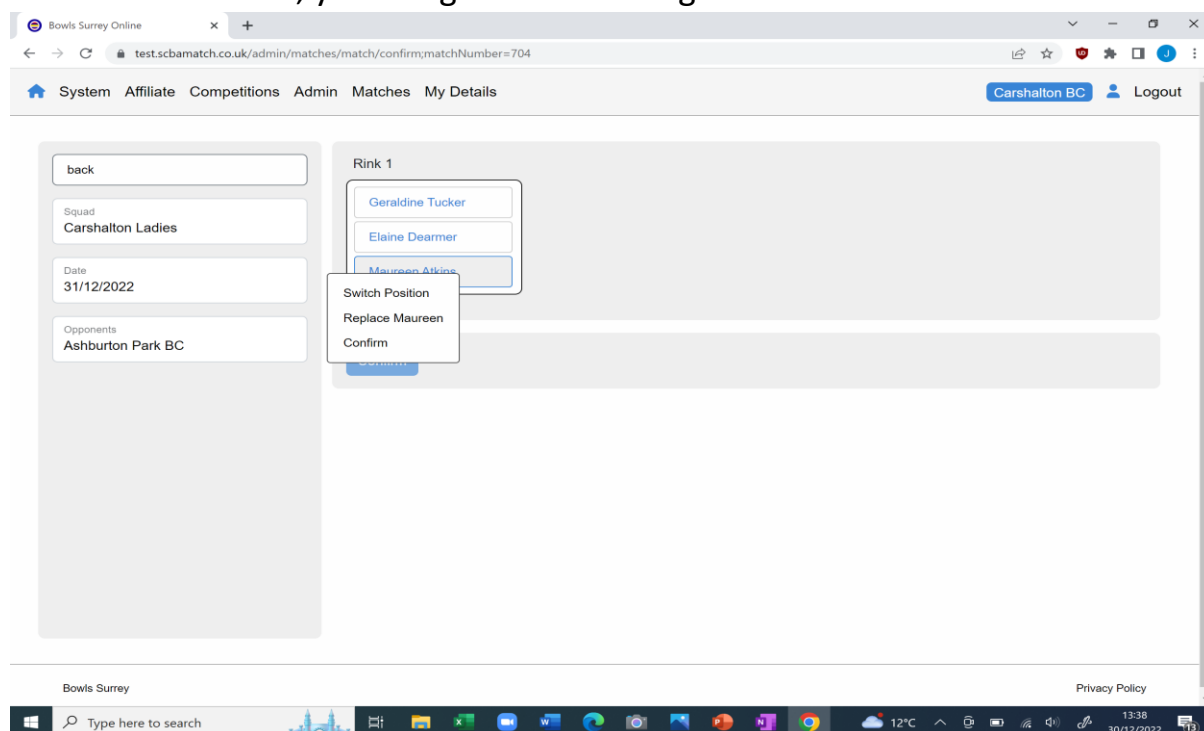
We will now click on the blue “CONFIRM” button, this will give us the status of each player in each rink.

Below you will see one name in RED, and one in WHITE.

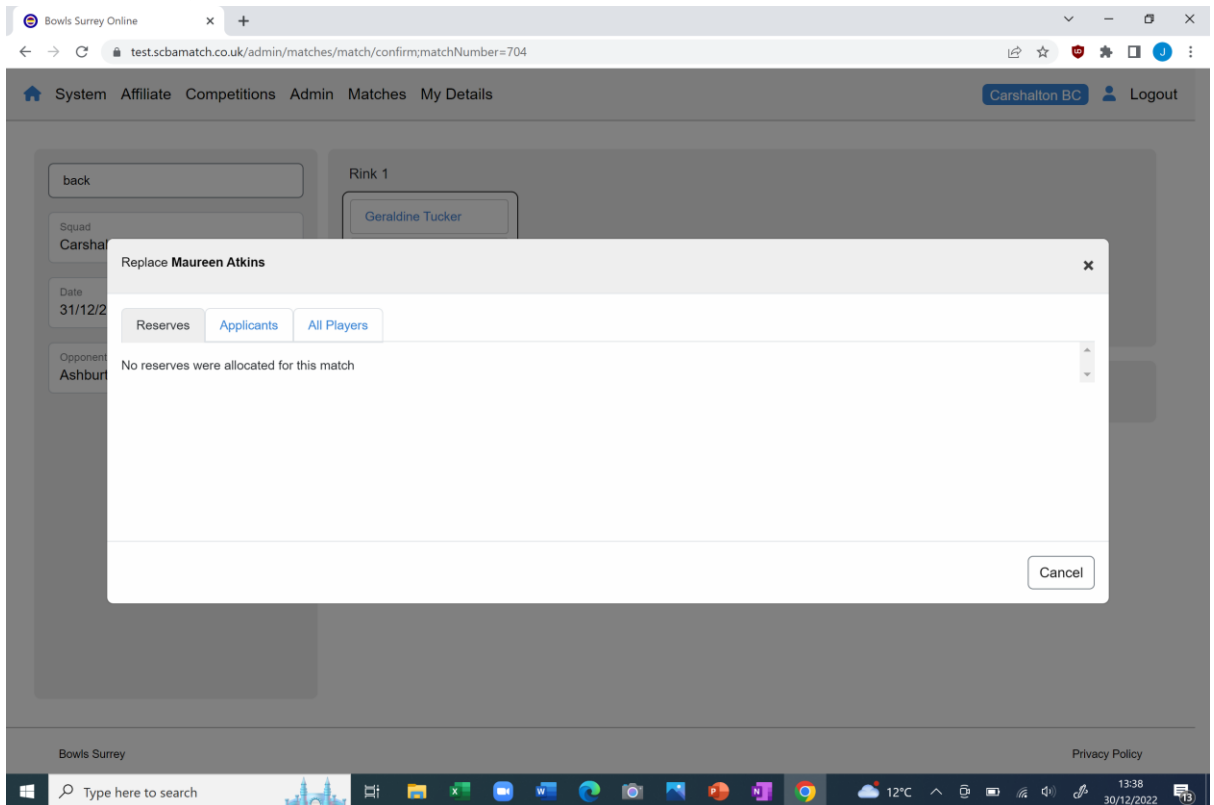
Blue = not yet confirmed, Red = withdrawn, White = confirmed.



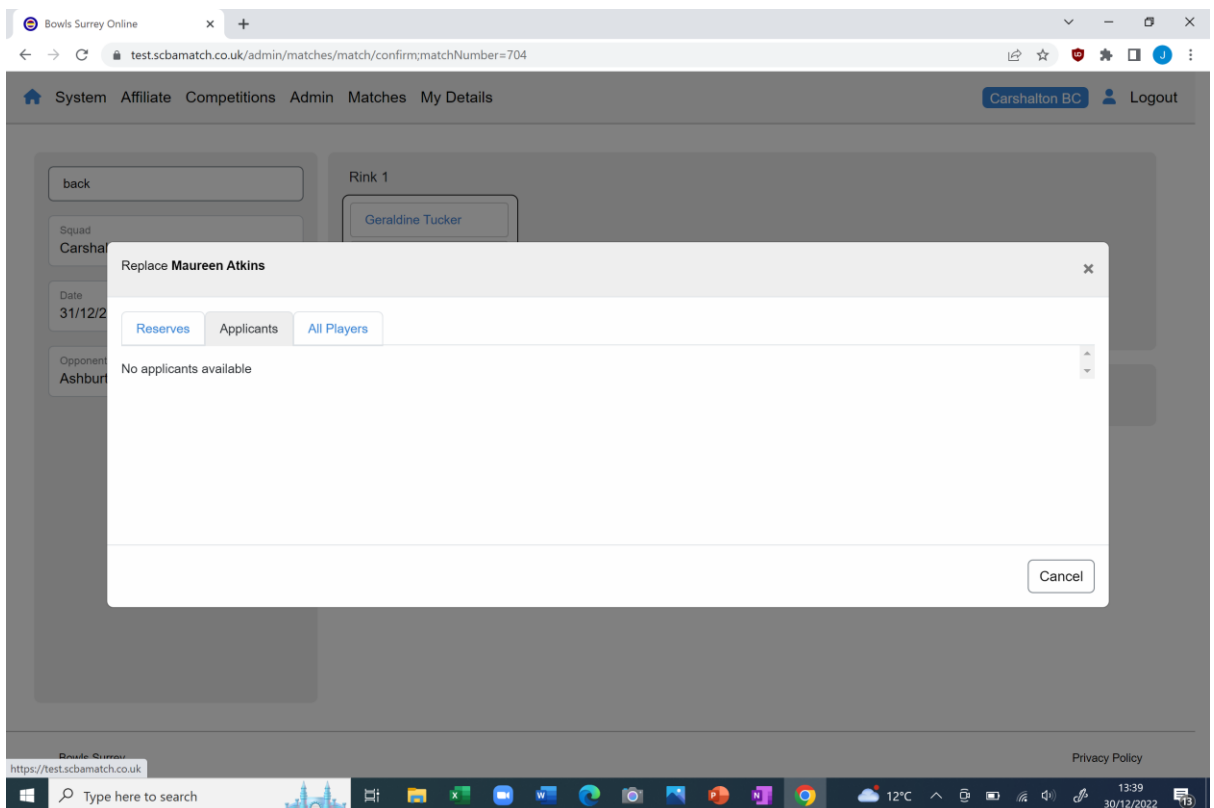
13. We now need to replace the person that has withdrawn. Do a RIGHT CLICK on the name, you will get the following: -



Click on “Replace Maureen”

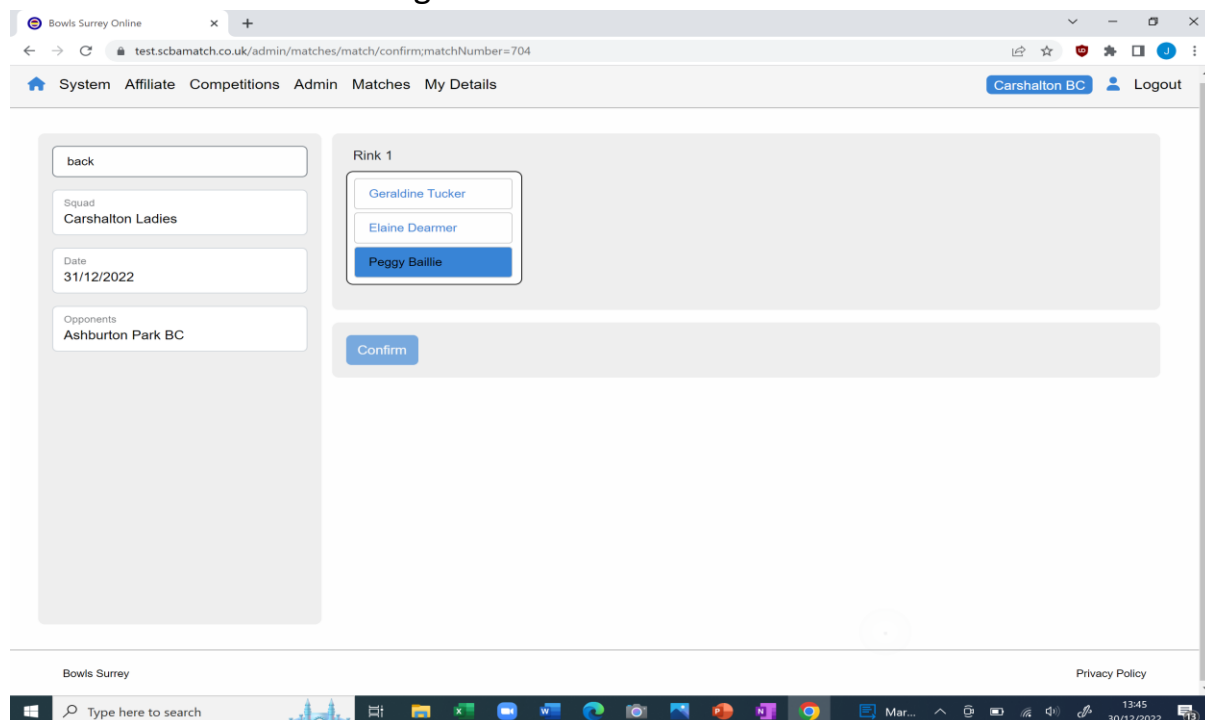


Now click on “APPLICANTS”



As you can see there are no applicants, so click on “All Players” enter a members name from the club, having already contacted them to see if they were available, and Click “SELECT” you will see that we have

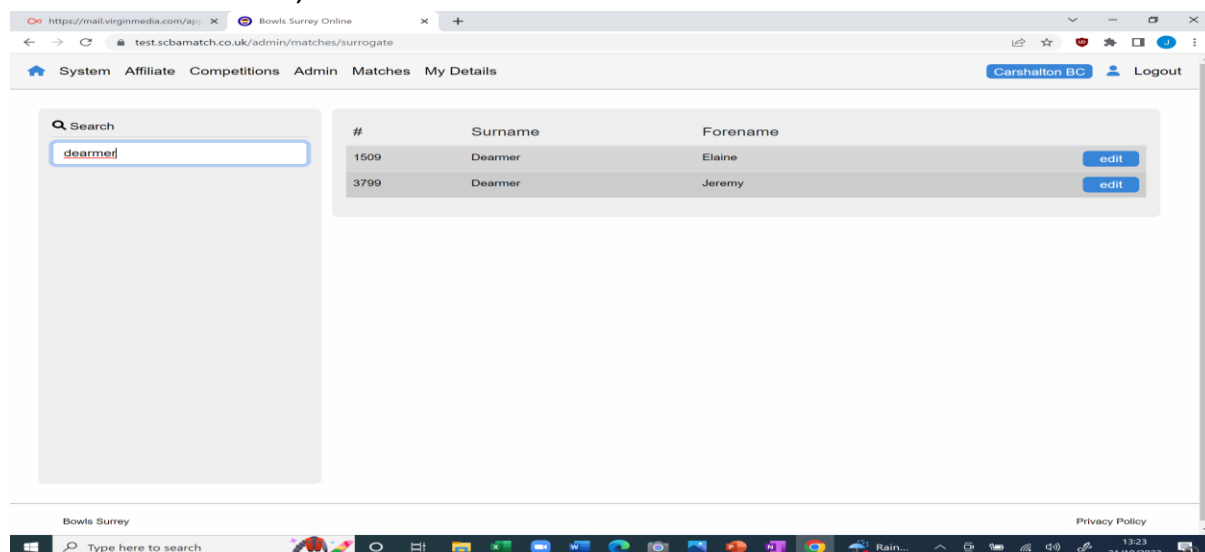
selected Peggy Baillie and replaced Maureen Atkins, see below, she will either have to confirm herself or you can do it for her, by doing a right click on her name & clicking “confirm”

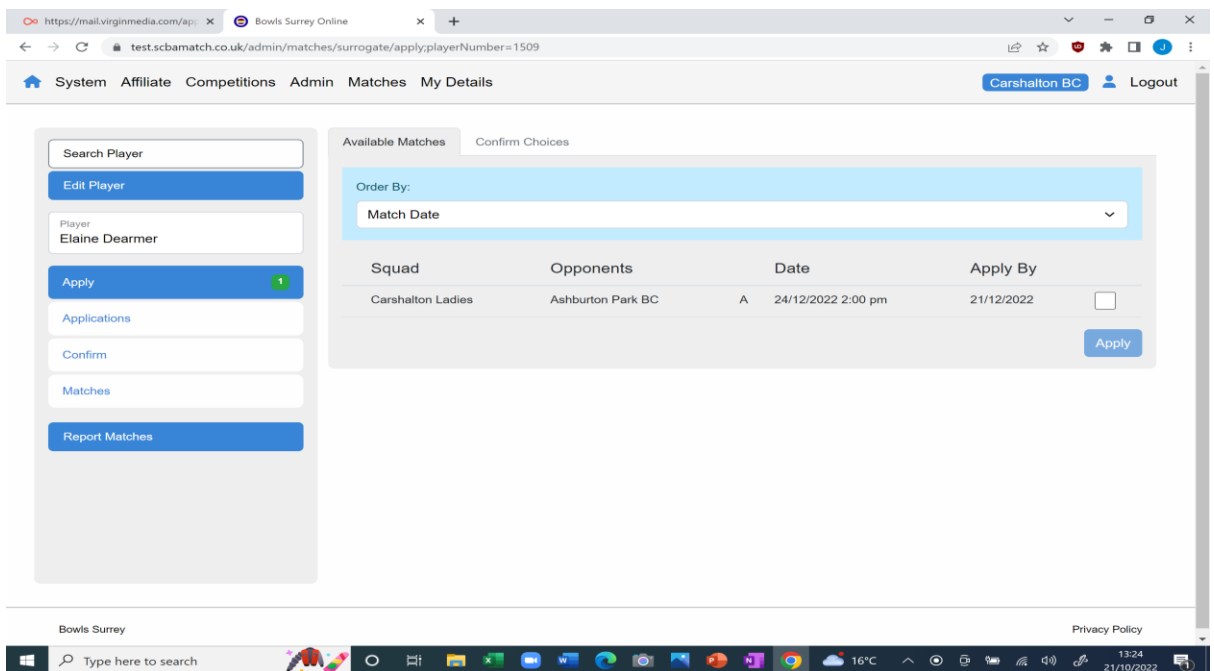


14. Applying for a player.

In most clubs there are members who are not computer literate, or do not have access to the internet. It is essential that they do not feel disenfranchised. So, you can apply for / confirm / withdraw from matches on their behalf. The process is as follows: -

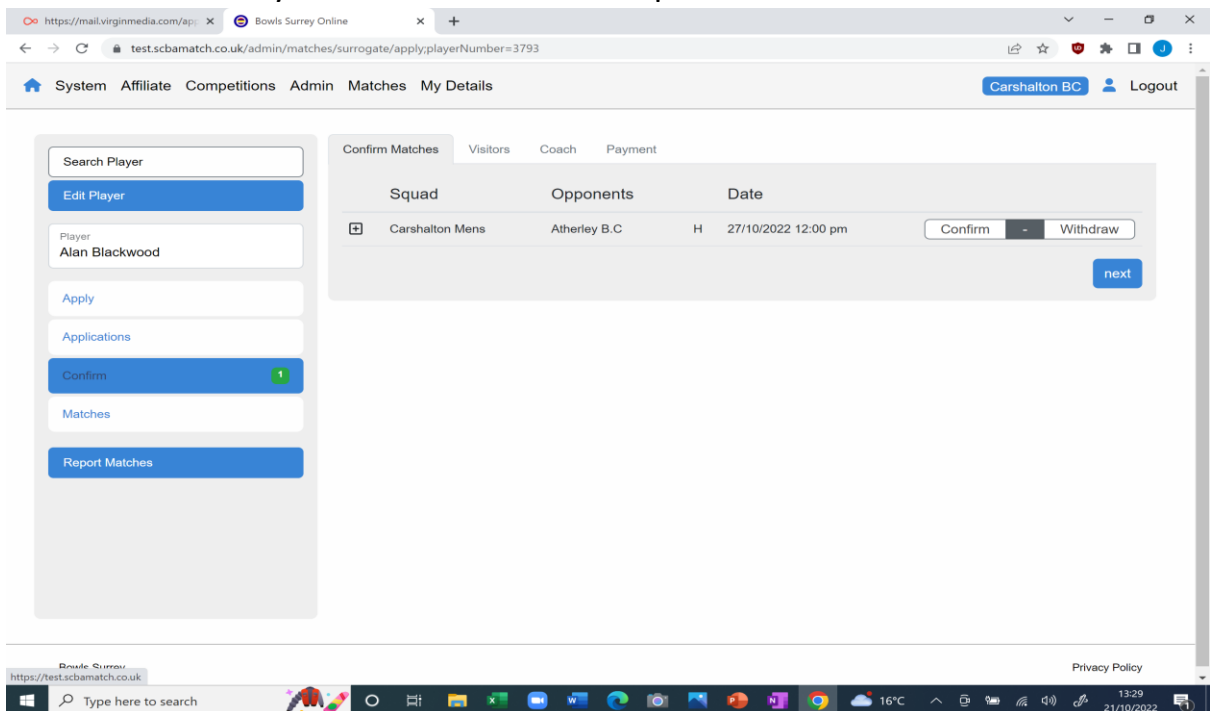
On the top line click on “MATCHES” then from dropdown click on “MATCHES”, Click on “APPLY FOR ” This will bring up a blank screen asking you to enter a SURNAME, I have used Dearmer, and selected Elaine from the list, see below





You will see that she can apply currently for one match. You can do this on her behalf by clicking the white box, clicking “Apply” then clicking “confirm” on the next screen.

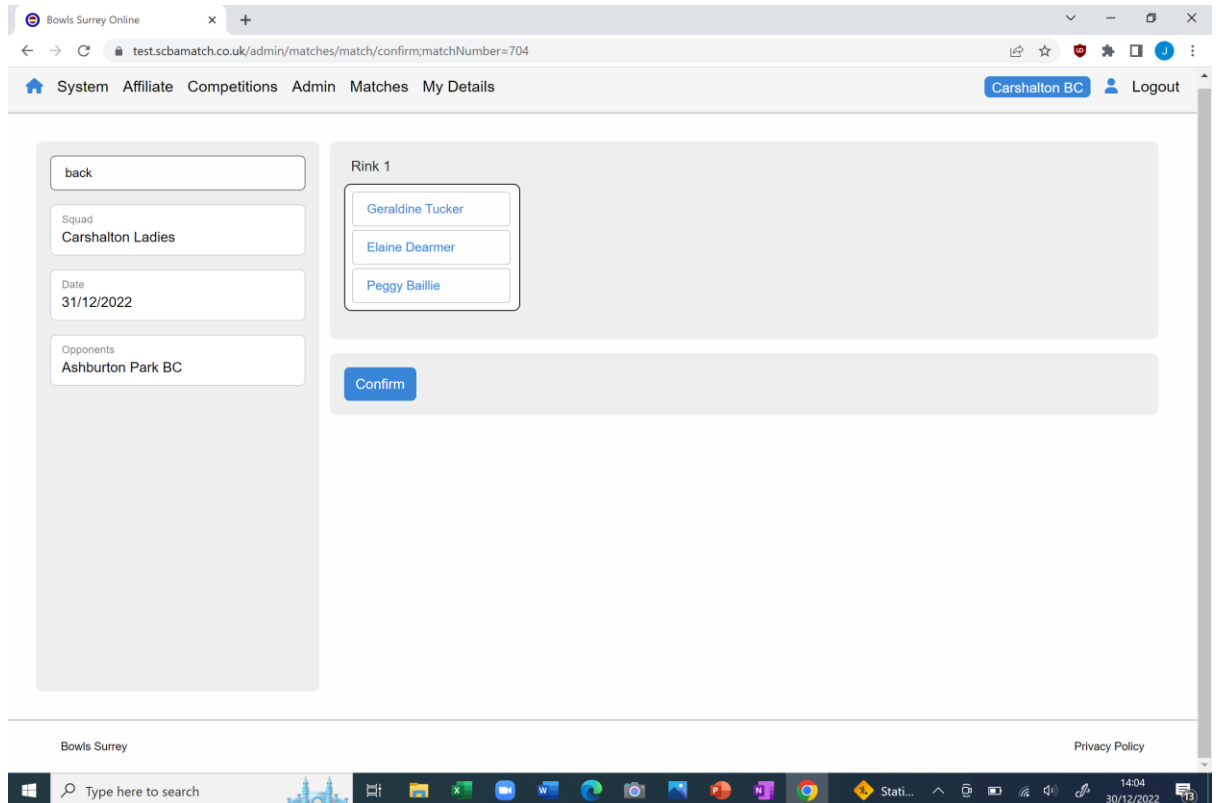
- Now we are going to confirm / withdraw in this example it is for Alan Blackwood. click on the appropriate button on left side of screen, you will see the following, remember to keep clicking and completing the information until you reach the end of the process: -



16. Confirming a Match

It is advisable to confirm a match at late as possible, as once you have confirmed it you cannot change the team or details of the match.

To be able to confirm a match, all the players need to confirm their availability, so all the names need to be in WHITE, as shown below: -

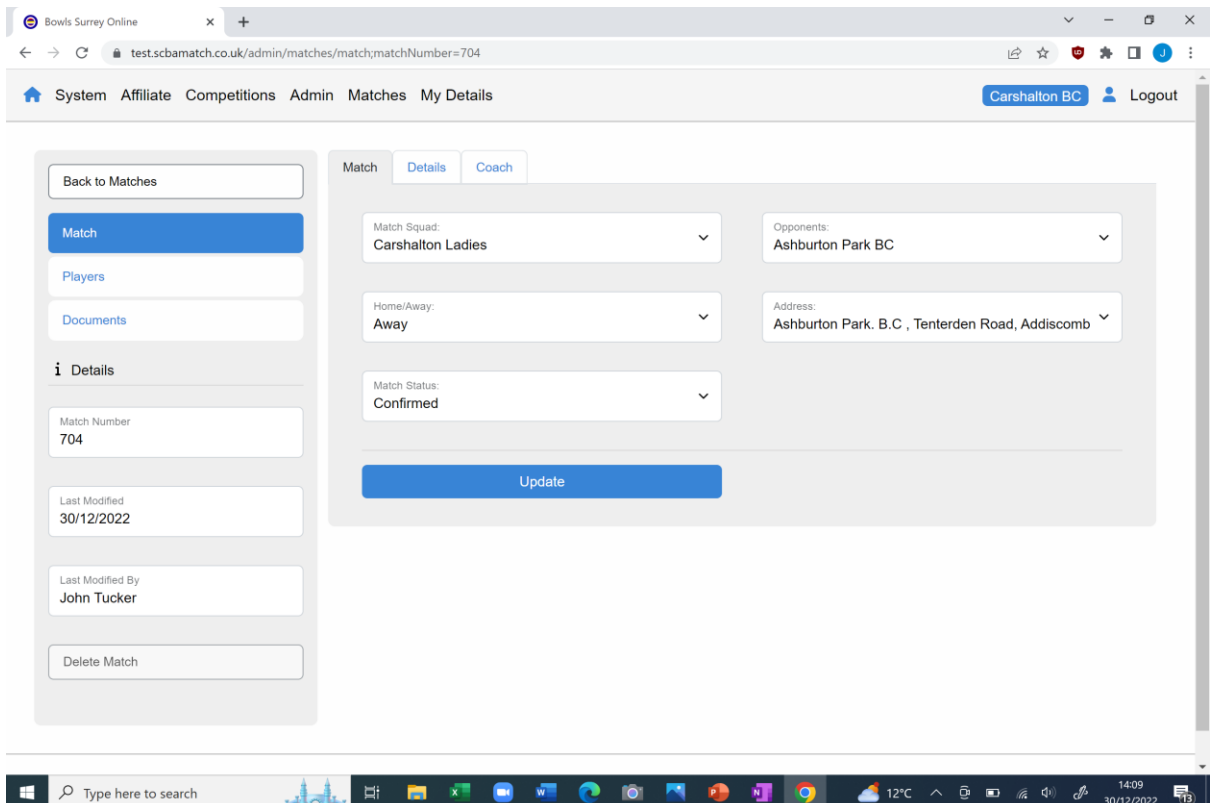


The screenshot shows a web browser window with the URL `test.scbamatch.co.uk/admin/matches/match/confirm;matchNumber=704`. The page has a navigation menu with items: System, Affiliate, Competitions, Admin, Matches, My Details. The user is logged in as 'Carshalton BC' and has a 'Logout' button. The main content area is divided into two columns. The left column contains a 'back' button, a 'Squad' dropdown menu showing 'Carshalton Ladies', a 'Date' field with '31/12/2022', and an 'Opponents' dropdown menu showing 'Ashburton Park BC'. The right column is titled 'Rink 1' and contains three player names in white text: 'Geraldine Tucker', 'Elaine Dearmer', and 'Peggy Baillie'. Below these names is a blue 'Confirm' button. The footer of the page includes 'Bowls Surrey' on the left and 'Privacy Policy' on the right. The Windows taskbar is visible at the bottom of the browser window.

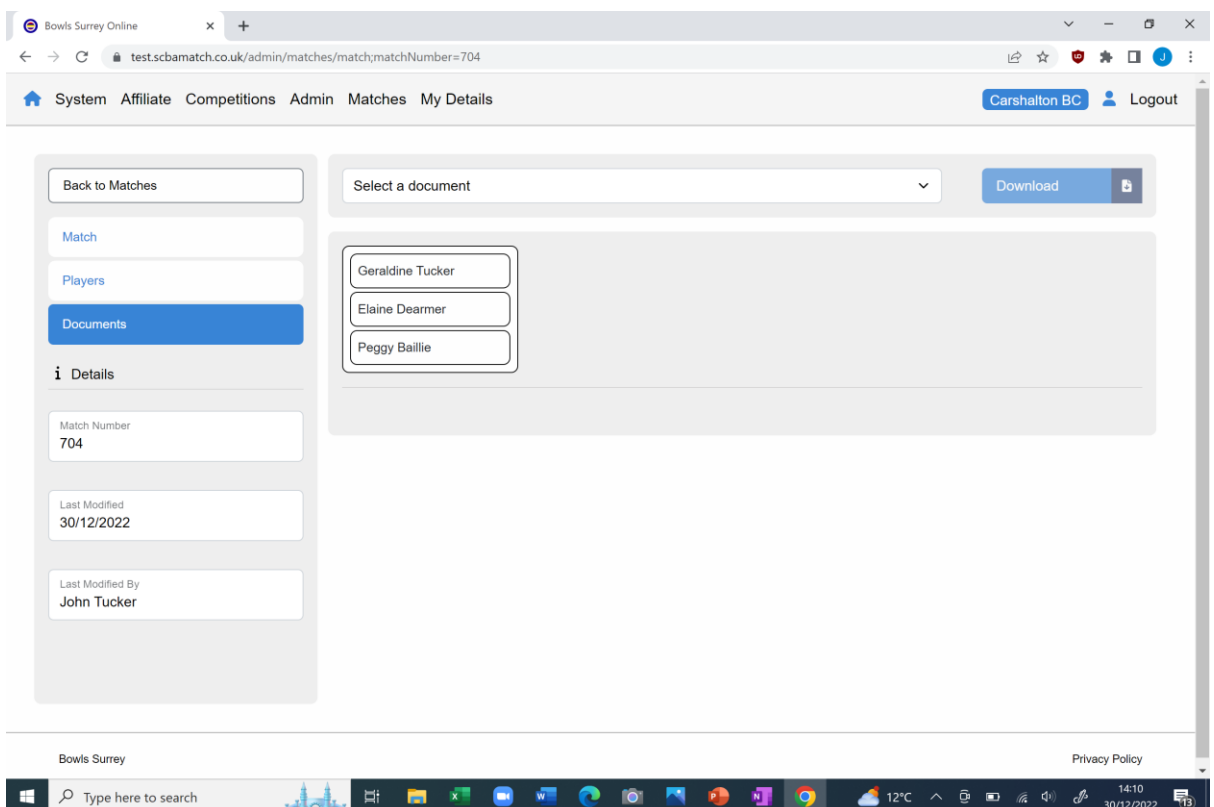
Now it is simply a case of clicking the Blue CONFIRM button at the bottom.

17. Printing the Match sheet / Rink cards / labels.

On the top line click on "MATCHES" then from dropdown click on "MATCHES", Click on "EDIT" against the match you wish to print the documents. You will now see the following: -



Now click on "DOCUMENTS" on left side of screen, you will now see the team, and a box above asking you to "select a document", click on the drop-down, I have selected "match card", now click on the Blue "DOWNLOAD" button.

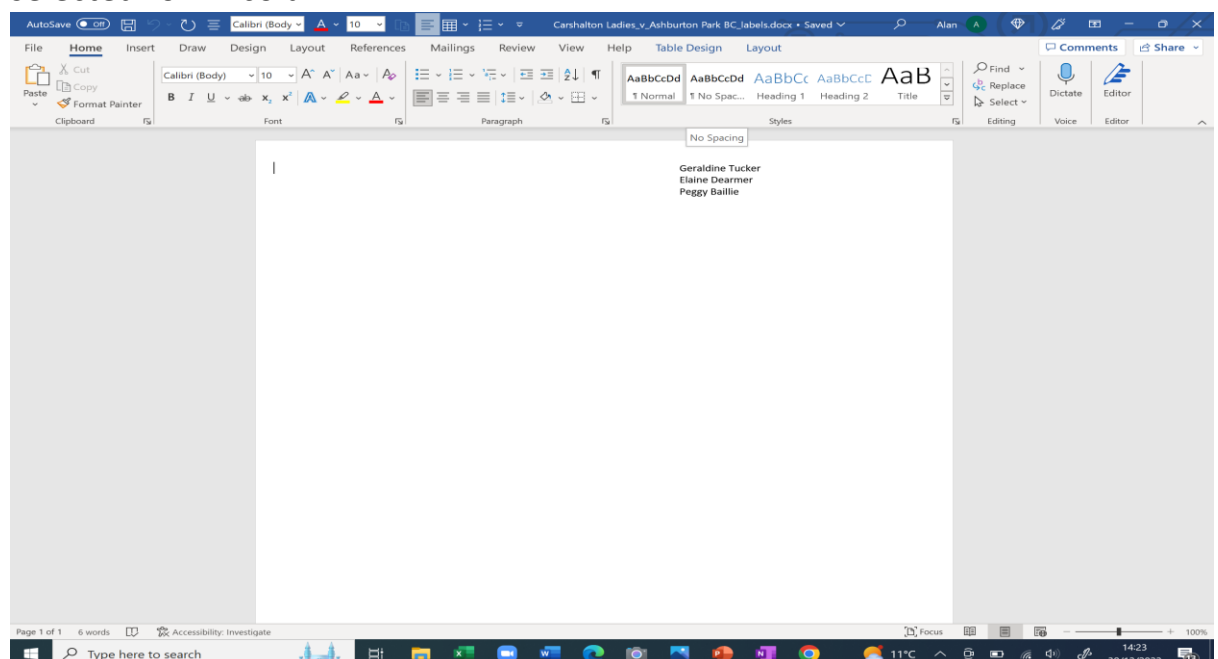


This will download a file to your computer, (I suggest you get 160 gsm paper to print the cards on) open it and it should look like this (please ensure you got to top of page if scorecard not showing.)

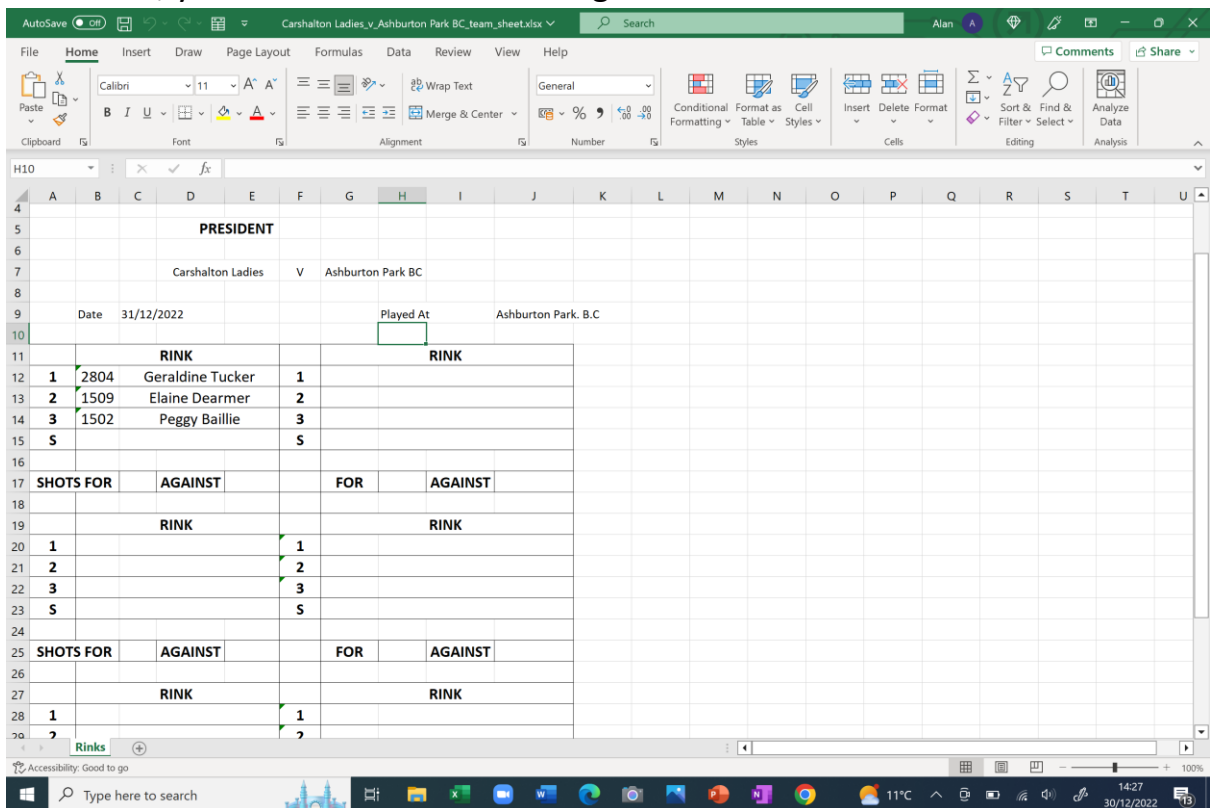
Carshalton Ladies					Carshalton Ladies					Carshalton Ladies				
Carshalton Ladies v Ashburton Park BC					Carshalton Ladies v Ashburton Park BC					Carshalton Ladies v Ashburton Park BC				
Rink	Date	31/12/2022			Rink	Date	31/12/2022			Rink	Date	31/12/2022		
Geraldine Tucker	1													
Elaine Dearmer	2													
Peggy Baillie	3													
	4													
Shots	Total	End	Shots	Total	Shots	Total	End	Shots	Total	Shots	Total	End	Shots	Total
		1					1					1		
		2					2					2		
		3					3					3		
		4					4					4		
		5					5					5		
		6					6					6		
		7					7					7		
		8					8					8		
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		21					21					21		

Now we are going to select the Labels. The Labels are to go on your opponents' cards. You need 65 labels to a page.

When you hit the download, you will see the following screen it asks you which row & column you wish to start printing the labels, we have selected row 1 column 4.



Finally, we will produce the “Team sheet” this is used to tick players off as they arrive. Again, click on select document, select Team sheet, click download, you should see the following



18. Any queries please contact the IT system administrator John Tucker
 Email: secretary@surreycountybowls.co.uk Mobile: 07846 367034