



## A BowlsDraw Guide

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## Introduction

The two most labour-intensive aspects of competition administration have been the capturing of entries and the capturing of results.

With the move to the BowlsDraw system, these tasks can be mostly decentralised, allowing for competition draws to be completed far more quickly, and results to be available almost instantly.

This manual outlines the basics of submitting the entries for your club to most competitions and entering the results when your club is hosting.

If you are stuck at any time, please contact the WPB Office and we will arrange for assistance and training.

## Registering for BowlsDraw

To register on BowlsDraw please contact the WP Office ([admin@wpbowls.co.za](mailto:admin@wpbowls.co.za)) and we will setup your club registration and give you the password.

## Logging in to BowlsDraw

1. Go to the BowlsDraw site: <http://www.bowlsdraw.co.za>
2. Under **What do you want to do?** click on **Select Current Tournaments**.
3. In **Tournament Level** select **District**.
4. In **District** select **Western Province**.



What do you want to do?  
(See help)

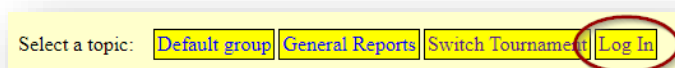
Select Current Tournaments  
Select History Tournaments  
Register a New Tournament  
Go to the Ranking System

Tournament Level: District

District: Western Province

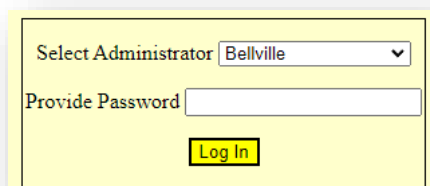
Tournament:  WP 2021/2022  
 WP 2022/2023  
 WP Fours - 2021

5. Under **Tournament** select the current year of the competition, **WP 2022/2023**.
6. Under **Select a topic** click on **Log In**.



Select a topic: [Default group](#) [General Reports](#) [Switch Tournament](#) [Log In](#)

7. In **Select Administrator** click on the down arrow to select your club,
8. Type in your **Password**.
9. Click **Log In**.



Select Administrator: Bellville

Provide Password:

[Log In](#)

## Adding your Club's Entries for a Competition

### Competition Breakdown

You should enter your club's entries to the following competitions on **BowlsDraw**:

- Singles – including Men and Ladies for Novice, Open and Veteran
- Pairs – including Men and Ladies
- Trips – including Men and Ladies
- Fours – including Men and Ladies
- Fives
- Midweek

For the following competitions, you should complete the entry form in the Competition Entry Book and submit it to the WP Office:

- League – including Flag, Muter and Trips
- Power Trips
- Champion of Champions – including Singles and Pro-10 Pairs

### How to Capture Entries

1. Follow the steps in **Logging in to BowlsDraw** to log in.
2. Under **Select a topic** click on **WP Competitions 2022**.
3. Under the listed competitions, click on the one you want to enter results for.
4. Click on **Competition Update**.
5. Click on **Entries**.
6. Type in the BSA numbers of all the players in the team and click on **Verify**.
7. Players' names will appear in the Name column and any errors will appear in the Errors column.

Name	Contact No	Allow sponsor contact	Current club(s)	Errors
Burger, NJ		<input type="radio"/> Yes <input type="radio"/> No	Bellville	
Collier, G		<input type="radio"/> Yes <input type="radio"/> No	Bellville	
Conradie, K		<input type="radio"/> Yes <input type="radio"/> No	Bellville	
		<input type="radio"/> Yes <input type="radio"/> No		Player Not found
Barnard, Lombard		<input type="radio"/> Yes <input type="radio"/> No	Durbanville	Not a member of this club

8. Correct the wrong numbers and again click on **Verify**.
9. If no errors are listed **and the correct names are displayed**, click on **Insert**.
10. The system should now display:  
*1 entries have been captured.*
11. If you wish to enter another team, click on **New Entry**.
12. Repeat these steps for each team that your club is entering into the competition.

## Possible Errors

### **Error**            **BSA Number required**

Correction        Type in the player's BSA Number and resubmit (**Verify**).

### **Error**            **Player Not Found**

Correction        Type in the player's correct BSA Number and resubmit (**Verify**).

Note                If you know the BSA Number is correct, please check the steps below.

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### **Error**            **Wrong Gender**

Correction 1      If the incorrect BSA Number was entered, correct it and resubmit (**Verify**).

Correction2      If the BSA Number is correct, click on **Player Detail**.

Then click the checkbox to change the **Gender**.

Now click on **Update Player**.

### **Error**            **Not a member of this club**

Correction 1      If the BSA Number is correct, click on **Player Details**.

If the wrong club is displayed, select the correct **Club**.

Now click on **Update Player**.

Correction 2      If the player is a **dual member** of your club, please follow the steps in **All Other Errors** below

### **All other errors**

Contact the system administrators (competitions@wpbowls.co.za and admin@wpbowls.co.za) and request one of them to assist you with your problem.

Please provide the following details:

- Club name
- Competition name
- The BSA Number(s) of the person(s) you wish to enter
- A description of your problem

## Entering scores in BowlsDraw

1. Follow the steps in **Logging in to BowlsDraw** to log in.
2. Under **Select a topic** click on **WP Competitions 2022**.
3. Under the listed competitions, click on the one you want to enter results for.
4. Click on **Competition Update**.
5. Click on **Enter Section Results**.
6. Select the **Section number**.
7. Select the **Round**.
8. Select the **Skip**.
9. Enter the **scores** in the boxes and press **Update**
10. After you complete a round press **Main Menu**
11. You repeat steps 3 to 6 (as appropriate) for each team and each round.

### Notes

- Provided you are very careful to enter the scores in the order requested and don't swop scores around that's all you need to do! If you make a mistake (and we all do and will) just go back to that game/session and re-enter the correct scores.
- To prevent an unpleasant overload of scores we recommend you enter the scores at the completion of each round and don't wait for the end of the day.
- To see your results (and all the results from other venues) click on the + sign next to Competition Reports on the main menu choose **All Sections** or **Sections from a Venue**.
- **Logout** of BowlsDraw between rounds or it will automatically log you out after a period of inaction.