



# A BowlsDraw Guide 2026/2027

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## 1. 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.

## 2. Registering for BowlsDraw

Your club should have a userid and password to log on to BowlsDraw.

If you do not have it, or have forgotten your password, contact [competitions@wpbowls.co.za](mailto:competitions@wpbowls.co.za) or [admin@wpbowls.co.za](mailto:admin@wpbowls.co.za)

### 3. Logging in to BowlsDraw

1. Go to the BowlsDraw site: <http://www.bowlsdraw.co.za>
2. On the left side of the screen click on **Select Current Tournaments**
3. Click on “Drill down” select **District**

Select Current Tournaments  
Select History Tournaments  
Register a New Tournament

(Changed selection format)

Select Level ▼  
Select Level  
National  
Provincial  
District  
Club

☒ Full system  
☐ Cell phone friendly functions

4. Click on “Drill down” select **Western Province Bowling Association**

Select Current Tournaments  
Select History Tournaments  
Register a New Tournament

(Changed selection format)

District ▼  
<Select District>  
<Select District>  
Border Bowls  
Bowls Gauteng North  
Eastern Province Bowls  
Ekurhuleni Bowls  
Kingfisher Bowling Association  
Kwazulu Natal Country Bowls  
Limpopo Bowling Association  
Mpumalanga Bowling Association  
Natal Inland Bowling Association  
North West Bowls  
Northern Cape Bowls  
Port Natal Bowls  
Sables Bowling Association  
Sedibeng Rolbal/Bowls  
Southern Free State Bowling Association  
Virtual BSA  
Western Province Bowling Association

☒ Full system  
☐ Cell phone friendly functions

5. Click on “Drill down” select **WP 2026/2027**

Select Current Tournaments  
Select History Tournaments  
Register a New Tournament

☒ Full system  
☐ Cell phone friendly functions

District ▼  
Western Province Bowling Association ▼  
<Select Tournament>  
<Select Tournament>  
WP 2026/2027  
Edgemoor Bowls Club Comps 2025 / 2026  
WP 2025/2026  
WP 2024/2025  
WP ABBA Singles PBA Qualifier 2025  
WP 2023/2024

6. Under **Select a topic** click on **Log In**

Select a topic: [1 Fours / Midweek](#) [2 Trips](#) [3 All Pairs](#) [4 League](#) [5 All Singles](#) [6 Masters](#) [7 Fives](#) [General Reports](#) [Switch Tournament](#) [Log In](#) [New features](#)

In **Select Administrator** click on the down arrow to select your club

Type in your **Password**

Click **Log In**

Select Administrator

Provide Password

[Log In](#)

## 4. Adding your Club's Entries for a Competition

### 4.1 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 – Men and Ladies, as well as Mixed Pairs
- Trips – Men and Ladies
- Fours – Men and Ladies / Midweek
- Singles CoC – including Men and Ladies for Novice, Open and Veteran

**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
- Pro-10 Pairs
- Fives

### 4.2 How to Capture Entries

1. Follow the steps in **3. Logging in to BowlsDraw** to log in
2. Under the listed competitions, click on the one you want to enter results for

Select a topic: [1 Fours / Midweek](#) [2 Trips](#) [3 All Pairs](#) [4 League](#) [5 All Singles](#) [6 Masters](#) [7 Fives](#) [General Reports](#) [Switch Tournament](#) [Infrastructure](#) [Log out](#) [New features](#)

3. Click on **Competition Update**

4. Click on **Entries**

|                      |            |      |            |                          |                 |        |
|----------------------|------------|------|------------|--------------------------|-----------------|--------|
| Team Name (Optional) |            |      |            |                          |                 |        |
|                      | BSA Number | Name | Contact No | Allow sponsor contact    | Current club(s) | Errors |
| Skip                 |            |      |            | <input type="checkbox"/> |                 |        |
| Third                |            |      |            | <input type="checkbox"/> |                 |        |
| Second               |            |      |            | <input type="checkbox"/> |                 |        |
| Lead                 |            |      |            | <input type="checkbox"/> |                 |        |
| Reserve              |            |      |            | <input type="checkbox"/> |                 |        |

5. Please **DONT** enter a Team Name (highlighted in RED)

6. Type in the BSA numbers of all the players in the team and click on **Verify**

|                                           |                      |                                 |                        |                          |                      |                               |
|-------------------------------------------|----------------------|---------------------------------|------------------------|--------------------------|----------------------|-------------------------------|
| <a href="#">Main Menu</a>                 | <a href="#">Help</a> | <a href="#">Find BSA number</a> | <a href="#">Insert</a> | <a href="#">Verify</a>   | <a href="#">Next</a> | <a href="#">Cancel action</a> |
| Team Name (Optional) <input type="text"/> |                      |                                 |                        |                          |                      |                               |
|                                           | BSA Number           | Name                            | Contact No             | Allow sponsor contact    | Current club(s)      | Errors                        |
| Skip                                      | 29216                |                                 |                        | <input type="checkbox"/> |                      |                               |
| Third                                     | 67515                |                                 |                        | <input type="checkbox"/> |                      |                               |
| Second                                    | 65561                |                                 |                        | <input type="checkbox"/> |                      |                               |
| Lead                                      | 67514                |                                 |                        | <input type="checkbox"/> |                      |                               |
| Reserve                                   |                      |                                 |                        | <input type="checkbox"/> |                      |                               |

7. Player's names will appear in the **Name** column and if any errors will appear in the **Errors** column on the right

|                           |                      |                                 |                        |                        |                      |                               |                                    |
|---------------------------|----------------------|---------------------------------|------------------------|------------------------|----------------------|-------------------------------|------------------------------------|
| <a href="#">Main Menu</a> | <a href="#">Help</a> | <a href="#">Find BSA number</a> | <a href="#">Insert</a> | <a href="#">Verify</a> | <a href="#">Next</a> | <a href="#">Cancel action</a> | Please fix the errors And resubmit |
|---------------------------|----------------------|---------------------------------|------------------------|------------------------|----------------------|-------------------------------|------------------------------------|

Guide to

|                                           |            |                               |            |                          |                 |        |
|-------------------------------------------|------------|-------------------------------|------------|--------------------------|-----------------|--------|
| Team Name (Optional) <input type="text"/> |            |                               |            |                          |                 |        |
|                                           | BSA Number | Name                          | Contact No | Allow sponsor contact    | Current club(s) | Errors |
| Skip                                      | 29216      | <a href="#">Player detail</a> |            | <input type="checkbox"/> | Plumstead       |        |
| Third                                     | 67515      | <a href="#">Player detail</a> |            | <input type="checkbox"/> | Plumstead       |        |

8. Correct the wrong numbers and again click on **Verify**

Main MenuHelpFind BSA numberInsertVerifyNextCancel action

Entry is valid

Team Name (Optional)

|         | BSA Number                                                       | Name         | Contact No           | Allow sponsor contact    | Current club(s) | Errors |
|---------|------------------------------------------------------------------|--------------|----------------------|--------------------------|-----------------|--------|
| Skip    | <input type="text" value="29216"/> <a href="#">Player detail</a> | Atkinson, DN | <input type="text"/> | <input type="checkbox"/> | Plumstead       |        |
| Third   | <input type="text" value="67515"/> <a href="#">Player detail</a> | James, DH    | <input type="text"/> | <input type="checkbox"/> | Plumstead       |        |
| Second  | <input type="text" value="65561"/> <a href="#">Player detail</a> | Broom, JM    | <input type="text"/> | <input type="checkbox"/> | Plumstead       |        |
| Lead    | <input type="text" value="67513"/> <a href="#">Player detail</a> | Base, Paul   | <input type="text"/> | <input type="checkbox"/> | Plumstead       |        |
| Reserve | <input type="text"/>                                             |              | <input type="text"/> | <input type="checkbox"/> |                 |        |

9. If no errors are listed **and the correct names are displayed**, click on **Insert**

Main MenuHelpFind BSA numberInsertVerifyNextCancel action

10. The system should now display:

*1 entries have been captured.*

11. If you wish to enter another team, click on **New Entry**

Main MenuHelpFind BSA numberNew entry

2 entries have been captured

|                        | TeamName   | When Entered     | Status |
|------------------------|------------|------------------|--------|
| <a href="#">Select</a> | Patrick, G | 2025/10/08 17:28 |        |
| <a href="#">Select</a> | Ravells, C | 2025/10/08 09:48 |        |

12. Repeat these steps for each team that your club is entering into the competition.

### 4.3 Possible Errors

|              |                                                                                                                                                                           |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Error</b> | <b>BSA Number required</b>                                                                                                                                                |
| Correction   | Type in the player's BSA Number and resubmit ( <b>Verify</b> ).                                                                                                           |
| <b>Error</b> | <b>Player Not Found</b>                                                                                                                                                   |
| Correction   | Type in the player's correct BSA Number and resubmit ( <b>Verify</b> ).                                                                                                   |
| Note         | If you know the BSA Number is correct, please check the steps below.                                                                                                      |
| .            |                                                                                                                                                                           |
| <b>Error</b> | <b>Wrong Gender</b>                                                                                                                                                       |
| Correction 1 | If the incorrect BSA Number was entered, correct it and resubmit ( <b>Verify</b> ).                                                                                       |
| Correction2  | If the BSA Number is correct, click on <b>Player Detail</b> .<br>Then click the checkbox to change the <b>Gender</b> .<br>Now click on <b>Update Player</b> .             |
| <b>Error</b> | <b>Not a member of this club</b>                                                                                                                                          |
| Correction 1 | If the BSA Number is correct, click on <b>Player Details</b> .<br>If the wrong club is displayed, select the correct <b>Club</b> .<br>Now click on <b>Update Player</b> . |
| Correction 2 | If the player is a <b>dual member</b> of your club, please follow the steps in <i>All other errors</i> below                                                              |

#### **All other errors or problems you struggle with**

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

## 5. Entering scores in BowlsDraw

1. Under **Select a topic** click on **WP 2026/2027 Season**
2. Under the listed competitions, click on the one you want to enter results for
3. Click on **Competition Update**
4. Click on **Enter Section Results**



5. Select the **Section number**

Capture scores, WP Trips - Ladies, WP 2025/2026

Main Menu Help Update

Section Section 2 Round 1 due

Round 1

Normally the scores determine the results. However there are other circumstances which may determine the outcome of a game. Click on the More option next to a game to select these circumstances.

|    | Scores               | More options         | Points               | Team                                              |
|----|----------------------|----------------------|----------------------|---------------------------------------------------|
| B1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | Smocilac, K, Constantia vs Kiely, Kim Durbanville |

6. Select the **Round**
7. Select the **Skip**
8. Enter the **scores** in the boxes and press **Update**
9. After you complete a round press **Main Menu**
10. Repeat steps 6 to 10 (as appropriate) for each team and each round

## 6. Notes

- Provided you are very careful to enter the scores in the order requested and don't swap 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 to be captured 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.