



SETTING UP COMPETITIONS IMG SPORTDESQ

Training program by BowlsSA
Winter 2014

In preparation for this training please read the articles 'Using Fixture Templates' and 'Allotting Seeding Numbers to Sides'.

If you do not have these documents they are on the web at

<http://getagameofbowls.com/ggtour.php#14>



Contents

Before you start

- 1) *Sort sides into divisions and allocate seeding numbers*
- 2) *Download fixture grids you need*

Work on Console Setting up for all competitions for your association

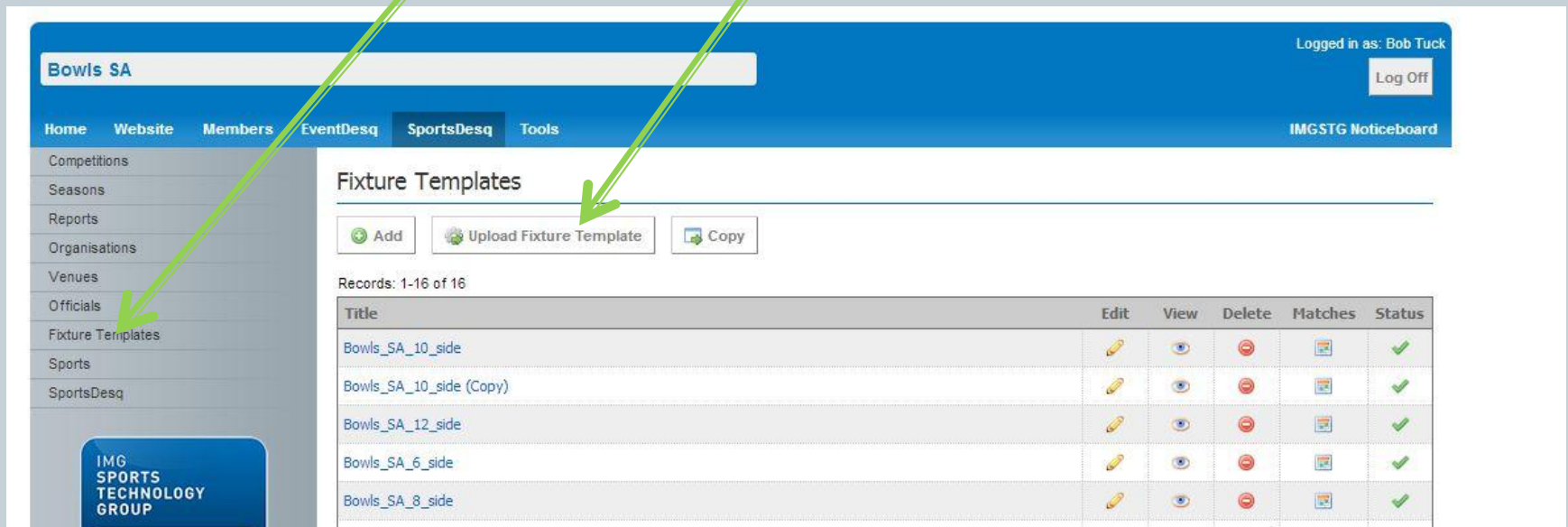
- 1) *Upload fixture grids*
- 2) *Create your venues and enter days and times*
- 3) *Set up your season dates*

Entering Your Competitions

- 1) *Competition details & selecting clubs for the competition*
- 2) *Division details, fixture, Points Allocation, Results, Ranking, Ladder*
- 3) *Add teams & Seedings*
- 4) *Generate Fixtures*
- 5) *Use fixture grid to check for clashes and correct them*
- 6) *Publish the division*

Before You Start – Uploading fixture Grids

1. Download the fixture template files you need to a folder on your computer
2. Click on **'fixture templates'** to see this screen
3. Click on **'upload fixture templates'**



Logged in as: Bob Tuck
Log Off

Home Website Members EventDesq **SportsDesq** Tools IMGSTG Noticeboard

Competitions
Seasons
Reports
Organisations
Venues
Officials
Fixture Templates
Sports
SportsDesq

IMG SPORTS TECHNOLOGY GROUP

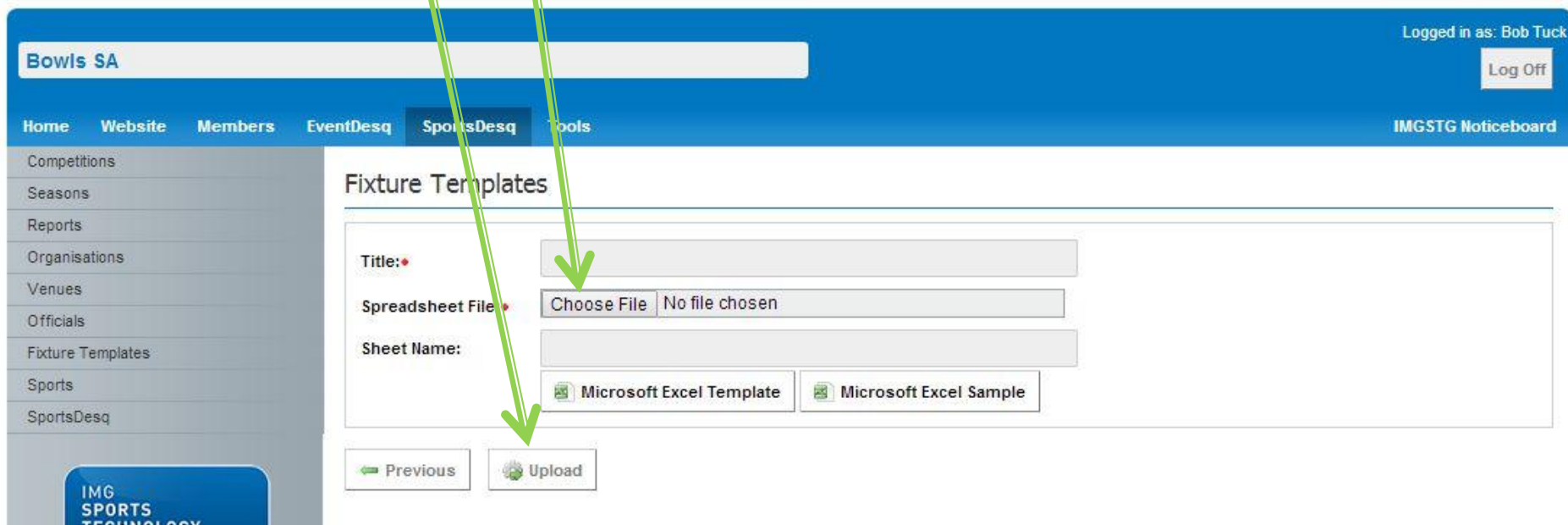
Fixture Templates

Records: 1-16 of 16

Title	Edit	View	Delete	Matches	Status
Bowls_SA_10_side					
Bowls_SA_10_side (Copy)					
Bowls_SA_12_side					
Bowls_SA_6_side					
Bowls_SA_8_side					

Uploading Fixture Grids 2

- 1) Click on **choose file** and locate the template file on your computer
- 2) Give the file a name . Sheet name not used
- 3) Click on **'upload'**



Bowls SA

Logged in as: Bob Tuck

Log Off

Home Website Members EventDesq SportsDesq Tools

IMGSTG Noticeboard

Competitions
Seasons
Reports
Organisations
Venues
Officials
Fixture Templates
Sports
SportsDesq

IMG SPORTS TECHNOLOGY

Fixture Templates

Title:

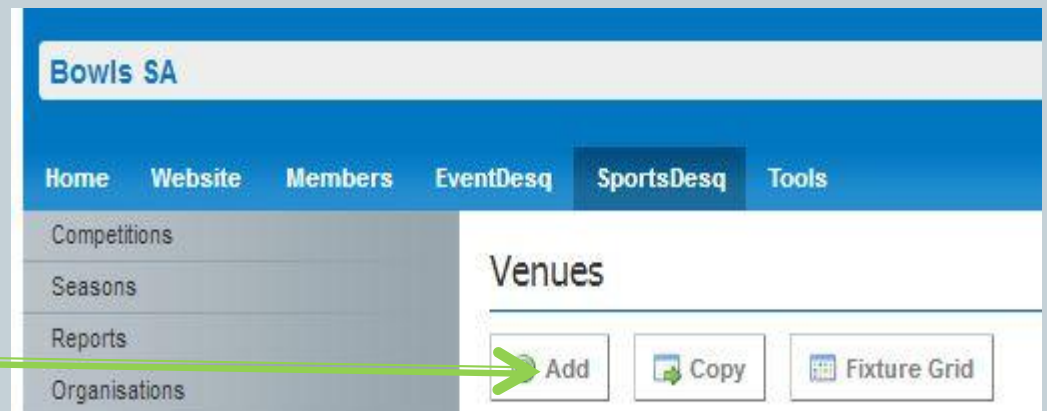
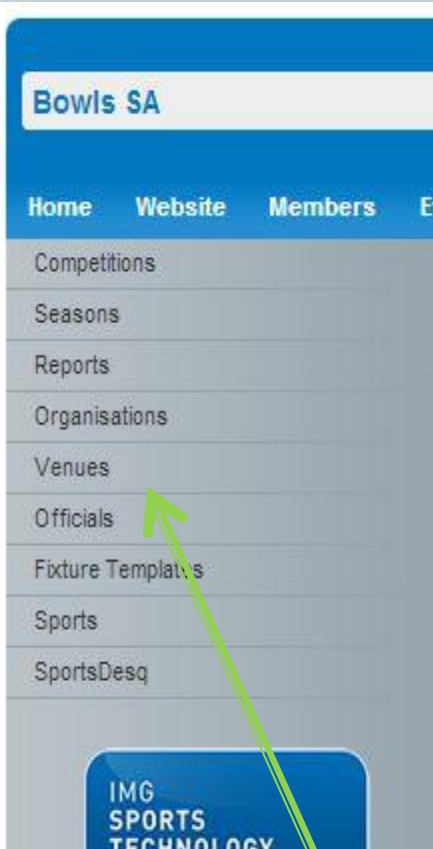
Spreadsheet File: No file chosen

Sheet Name:

Step 1 - Create & Set Up Venues

Before you start this you need to know

- How many greens and how many rinks on each green at every club in your competitions*
- Playing day and times for each competition you will set up*



Click on 'Venues' & then on 'add'

Create & Set Up Venues 2

Complete this form for every venue in your competitions

- 1. The code is often used on screens and reports and can have up to 12 letters – hence it is sensible for most clubs to use the full name for both – abbreviate code if >12 characters*
- 2. For bowling clubs location is not a problem so there is no point in filling in address details. Your members can find a club on the bowlsSA website or through the list of clubs on getagameofbowls.com*

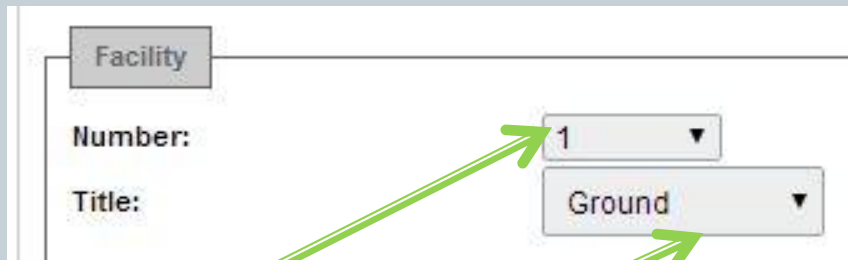
Venues

Venue

Name:

Code:

Create & Set Up Venues 3



Facility

Number: 1

Title: Ground

This form shows the 'Facility' section with a 'Number' dropdown set to '1' and a 'Title' dropdown set to 'Ground'. Green arrows point from these dropdowns to the corresponding list items in the instructions below.



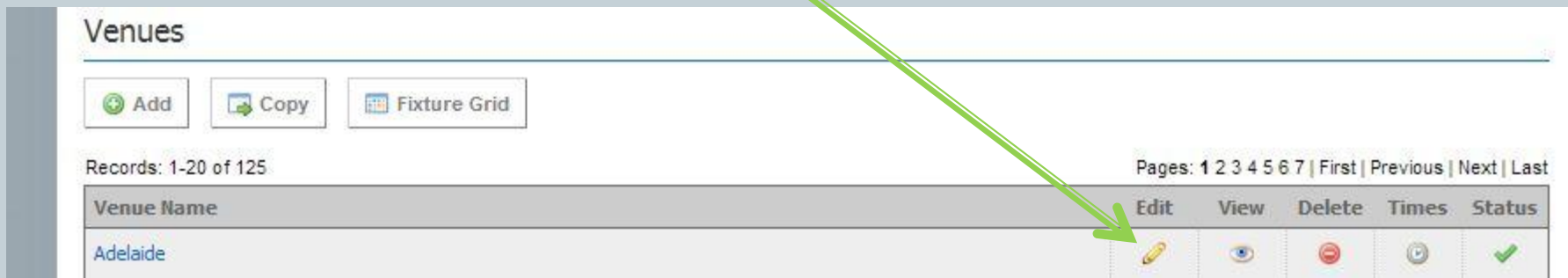
Sport

Sport Name: Bowls

Save Cancel

This form shows the 'Sport' section with 'Sport Name' set to 'Bowls'. A green arrow points from this dropdown to the 'Sport' instruction in the list below. 'Save' and 'Cancel' buttons are also visible.

- 1) **Number** means – how many greens (not rinks)
- 2) Set **ground** as ‘green’
- 3) **Sport** is always ‘bowls’
- 4) Save this – venue name will appear in list of venues
- 5) Click on the **edit arrow** alongside the club name to edit facilities








Venues

Add Copy Fixture Grid

Records: 1-20 of 125

Pages: 1 2 3 4 5 6 7 | First | Previous | Next | Last

Venue Name	Edit	View	Delete	Times	Status
Adelaide					

The table shows a list of venues. The first row is 'Adelaide'. The 'Edit' column contains a pencil icon, which is highlighted by a green arrow from the 'edit arrow' instruction in the list above. Other columns include 'View', 'Delete', 'Times', and 'Status' with their respective icons.



Create & Set Up Venues 4

1. Click on **'edit facilities'**
2. Give each green a **name** (eg A,B,C) and enter **number of rinks** on that green

Facility

Number: 3

Title: Green

Edit Facilities

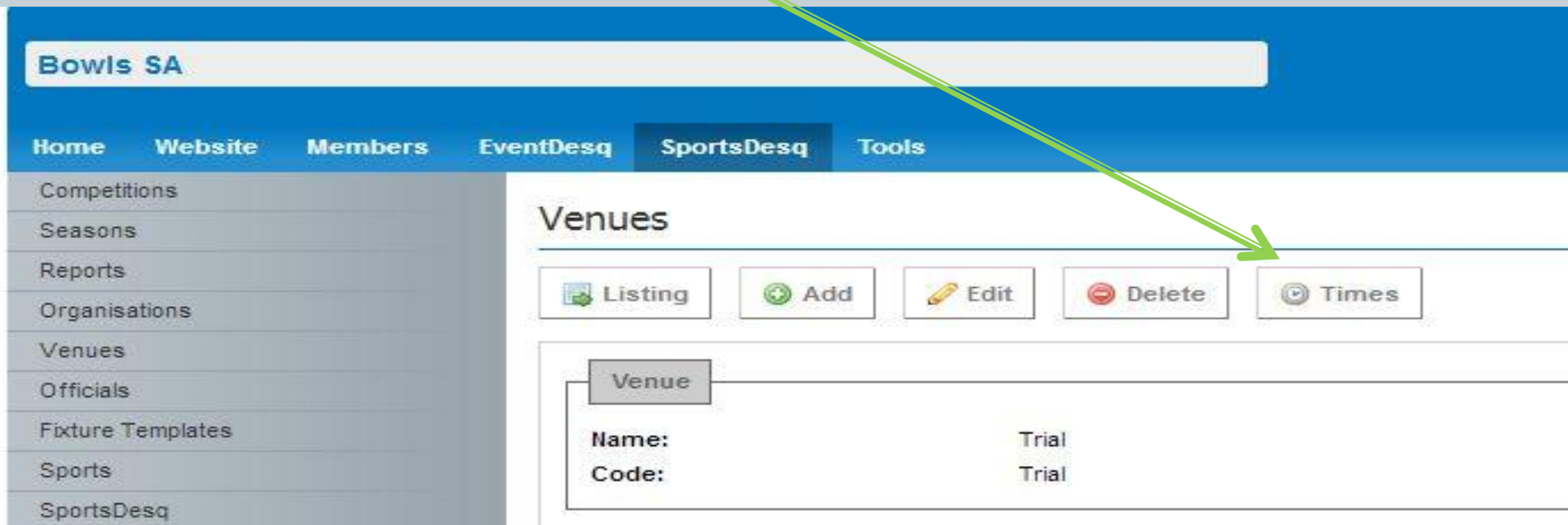
Facility #	Facility Name	Actions
1		7
2	B	7
3	C	4

When generating fixtures the program will allocate games to a rink and check when that rink is full.

Create & Set Up Venues 5

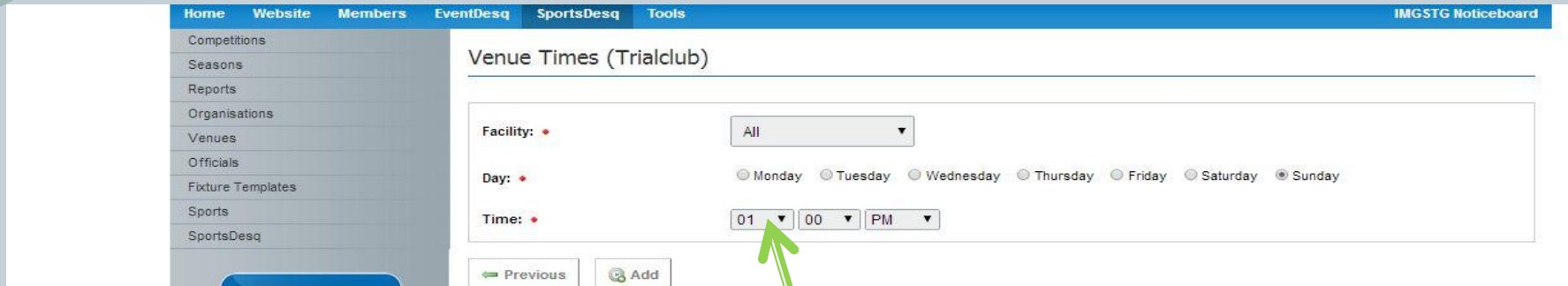
*You now enter the day of the week and the starting time for all competitions for **every venue** to be used*

*Click on **Times** for each venue you will use. This is a 'once only' process. Your venues will probably rarely need to be changed as long as you use this program*



The screenshot shows the 'Bowls SA' website interface. The top navigation bar includes 'Home', 'Website', 'Members', 'EventDesq', 'SportsDesq', and 'Tools'. A left-hand sidebar lists various menu items: 'Competitions', 'Seasons', 'Reports', 'Organisations', 'Venues', 'Officials', 'Fixture Templates', 'Sports', and 'SportsDesq'. The main content area is titled 'Venues' and contains a toolbar with five buttons: 'Listing', 'Add', 'Edit', 'Delete', and 'Times'. A green arrow points from the text above to the 'Times' button. Below the toolbar, a 'Venue' form is visible with fields for 'Name:' and 'Code:', both containing the text 'Trial'.

Create & set up venues 6



Home Website Members EventDesq SportsDesq Tools IMGSTG Noticeboard

Competitions
Seasons
Reports
Organisations
Venues
Officials
Fixture Templates
Sports
SportsDesq

Venue Times (Trialclub)

Facility:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time:

Click on a day and set the **starting time** for that day. Repeat this for every day on which you will run pennants this year. If a club has one green out of action use other than 'all'. *The days and times will be added to the bottom of the screen*

Green 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					01:15 PM 	

Green 2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					01:15 PM 	

Green 3

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					01:15 PM 	

Venues 7 - Link Venues to Clubs

You need to check that each venue is linked to a club. From the competitions screen click on **organisations** find and click on the **edit pencil** for each of your clubs



Organisations Listing

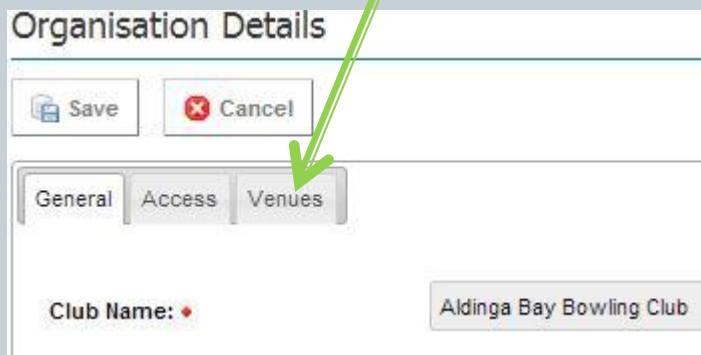
All Records ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search For: In: Name

Records: 1-20 of 233 Pages: 1 2 3 4 5 6 ... 8 9 10 11 12 | First | Previous | Next | Last

Name	Code	Edit	View	Email
Adelaide Bowling Club	ADL			
Adelaide High School O.S.	AHO			
Adelaide Oval Bowling Club	ADO			

Click on **venues** and find the venue in the drop down box

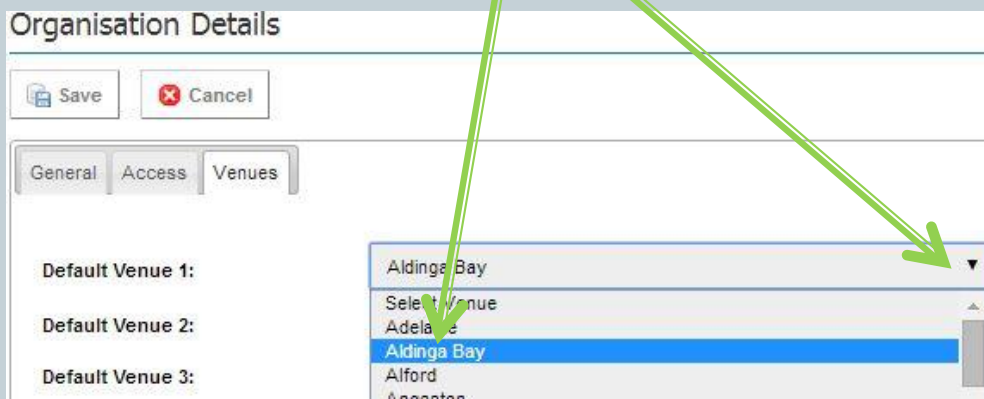


Organisation Details

Save Cancel

General Access **Venues**

Club Name: Aldinga Bay Bowling Club



Organisation Details

Save Cancel

General Access Venues

Default Venue 1:

Default Venue 2:

Default Venue 3:

- Aldinga Bay
- Select Venue
- Adelaide
- Aldinga Bay**
- Alford
- Apperpton

STEP 2 – Set Up Season Dates

1. Click on **'seasons'** and **'add'**. Give your new season a **name**, Put in a date for the **day after** the last playing date for any of your pennants,
2. Then a **date** for the day before the first playing date

The first date can not be later than the current date until a last date has been entered



Seasons

Save Cancel

Season Name: SW Pennants2015

Dates: 27-Sep-2014 To 15-Apr-2015

Sport Name: Bowls








Save Cancel

Set Up Season 2 – Exception Dates

Seasons

[Add](#) [Copy](#) [Archive](#)

Records: 1-2 of 2

Season Name	Start Date	End Date	Edit	View	Delete	Archive	Status
Summer2013	15-Oct-2013	21-Mar-2014				Archive	
SWPennants2015	13-Jul-2014	15-Apr-2015				Archive	

Records: 1-2 of 2

From the listing of seasons click the **‘view’** button (not edit!!). Then click **‘exception dates’** from the view screen

Seasons

[Listing](#) [Add](#) [Edit](#) [Delete](#) [Exception Dates](#)

Season Name: SWPennants2015

Start Date: 13-Jul-2014

End Date: 15-Apr-2015

Sport Name: Bowls



Set Up Season 3 – Exception Dates

Put in the starting and finishing date of any break in the pennant program – no pennant days will be allotted between these dates. *In this case you have to put in the starting date of a break before the finish date*

Exception Dates (SWPennants2015)

Date: ♦	<input type="text" value="19-Dec-2014"/>	<input type="text" value="19-Dec-2014"/>
Reason: ♦	<input type="text" value="Christmas Break"/>	

An exception date is required for any normal playing day on which there is no game

Set Up Season 4 – Exception Dates



Add an exception date for any normal playing day within the seasons on which competitions will not be playing (if no competition plays on Sundays they are not exceptions)

Exception Dates (SWPennants2015)

Date:

Reason:

[← Previous](#) [Add](#)

Date	Reason
19-Dec-2014 - 15-Jan-2015	Christmas Break 
31-Jan-2015	State Pairs 

You have the chance to put in exception dates (non playing days) when you are about to generate fixtures in any division. It is better to put them all in here and only use the later place if, for example, on a particular Saturday your top division has a day off but your second division is playing



Competitions or Divisions

STEP 3 Setting Up a Competition

You can set up your season by entering every one of your 'sections' as an individual 'competition' This training is based upon each playing day being a competition, and on each day the 'sections' are called 'divisions'.

Click on 'Competitions' and then on 'Add'

The screenshot shows the Bowls SA website interface. The top navigation bar includes links for Home, Website, Members, EventDesq, SportsDesq, and Tools. A sidebar on the left lists various menu items: Competitions, Seasons, Reports, Organisations, Venues, Officials, Fixture Templates, Sports, and SportsDesq. The main content area is titled 'Competitions' and features four action buttons: 'Add', 'Copy', 'Archive', and 'Display Order'. The 'Add' button is highlighted with a green arrow. Below the buttons, there is a 'Season Name:' dropdown menu currently set to 'All Seasons'. Below the dropdown, it shows 'Records: 1-20 of 24'. A table with the following content is visible:

Name
Barossa & Light Sat Div 2, 3 Thurs div 2

Setting Up Competition 2

Add Competition

Season Name:

Competition Type: Standard Round Robin Knockout

Scoring System: Pennant Traditional Sets

Teams Per Side: 2 3 4 5

Discipline: Singles Pairs Triples Fours

Competitor Type: Team Player

Clubs: No Yes

Divisions: No Yes

MemberDesq Integration: No Yes

Choose your season from the drop down menu. Then click in the setting settings you need, They will often be standard, pennant, four teams, fours, team, clubs, divisions, memberdesq integration and click on 'next'

If you are not using divisions the set up for a competition without divisions is exactly the same as for a division. One complication – because the number of rinks is set at competition level, if you have two sections on the same day with different numbers of rinks they have to be in different competitions



Competition Set Up 3 – Name

Check carefully that the details are correct and enter the **name** for the competition. Cancel and fix if any wrong. It is hard to change incorrect details later

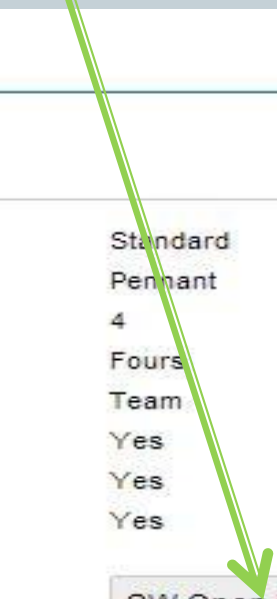
■

Add Competition

Competition Type:	Standard
Scoring Method:	Pennant
Teams Per Side:	4
Discipline:	Fours
Competitor Type:	Team
Clubs:	Yes
Divisions:	Yes
MemberDesq Integration:	Yes

Competition Name:

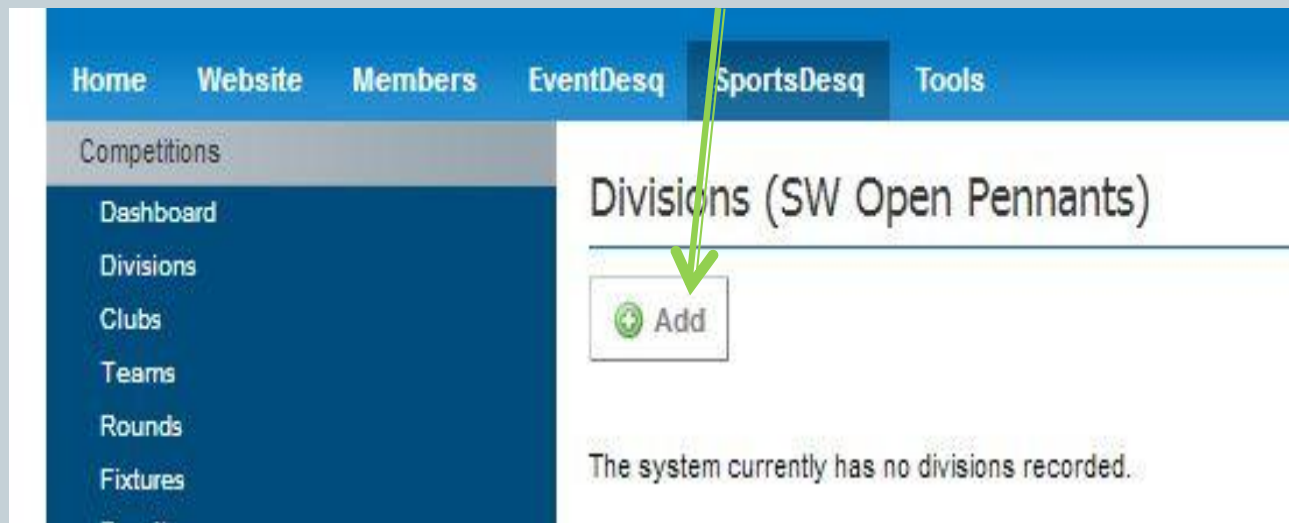
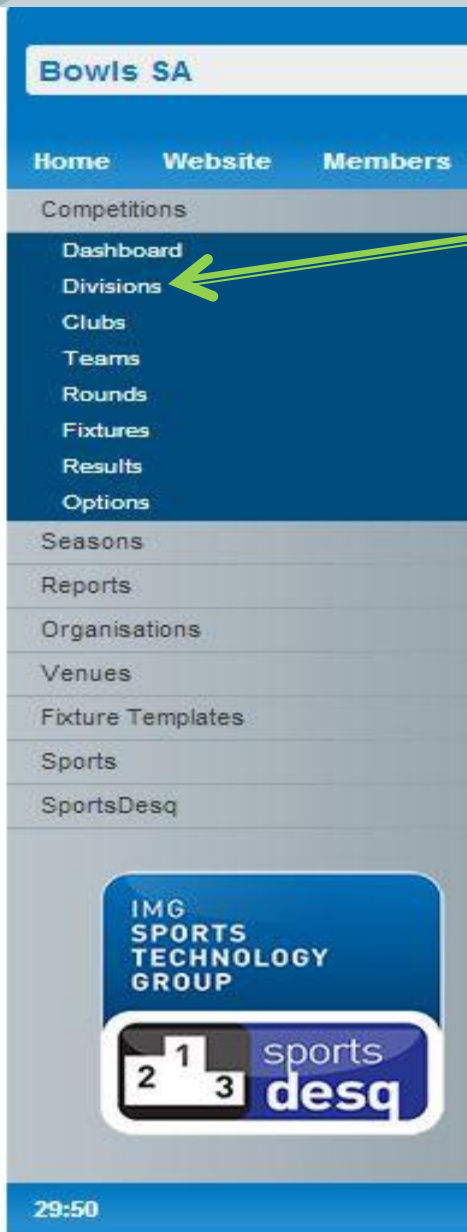
Mobile: No Yes



*When you are sure the details and the name are correct, click yes for mobile and save – **All competitions should be available on mobiles.** The next screen gives you another chance to check the details*

STEP 4 Division Set Up

Click on 'divisions' in the side menu, then on 'add'



Fill in all the following screens carefully. The information should be copied to any other division you create in the competition, but always check them

Division Set Up 2 -General

Name the division carefully and check the three boxes – then click on **‘fixture’** – don’t save now

Divisions (SW Open Pennants)

 Save  Cancel

General **Fixture** Points Allocation Results Ranking Ladder

Division Name:

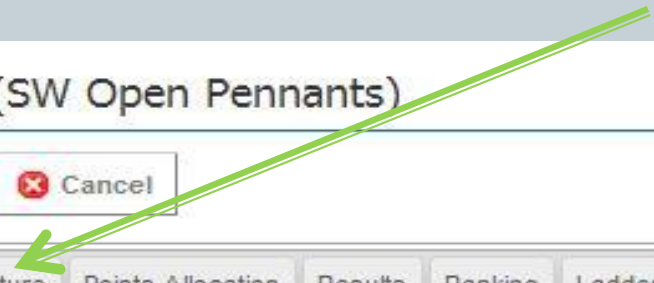
Division Code:

Gender: Male Female Mixed

Age Level: Junior Senior Veteran

Final Series: No Yes

 Save  Cancel



Division Set Up 3 – Fixtures

entDesq SportsDesq Tools

Divisions (SW Open Pennants)

Save Cancel

General Fixture Points Allocation Results Ranking Ladder

General

Sides Required:

Rounds To Play:

Inter-Division Fixtures: No Yes

Days

Monday: No Yes

Tuesday: No Yes

Wednesday: No Yes

Thursday: No Yes

Friday: No Yes

Saturday: No Yes

Sunday: No Yes

Default Start Time:

Save Cancel

- 1) Put in the expected number of sides. If there is to be a bye put in 8 or 10 or 12
- 2) Remember to click **no** for all non playing days
- 3) Put in your **start time**
- 4) Then click on '**points allocation**'
- 5) Do not save

Division Set Up 4 – Points

The points shown are default points for the system. Get your points right!

‘Side withdrawal’ is different from ‘bye’.

Because earlier opponents may have received forfeits side withdrawals later normally attract full or nearly full points

Click on **Results**

Divisions (SW Open Pennants)

General Fixture **Points Allocation** Results Ranking Ladder

Points Allocation

Team Win	<input type="text" value="2"/>
Team Loss	<input type="text" value="0"/>
Team Draw	<input type="text" value="1"/>
Side Win	<input type="text" value="10"/>
Side Loss	<input type="text" value="0"/>
Side Draw	<input type="text" value="5"/>

Default Scores

	Points	Shots
Side Forfeit Win	<input type="text" value="18"/>	<input type="text" value="10"/>
Side Forfeit Loss	<input type="text" value="0"/>	<input type="text" value="-10"/>
Washout / Heatout	<input type="text" value="18"/>	<input type="text" value="18"/>
Bye	<input type="text" value="0"/>	<input type="text" value="0"/>
Side Withdrawal	<input type="text" value="0"/>	<input type="text" value="0"/>

Division Set Up 5 – Results

General Fixture Points Allocation **Results** Ranking Ladder

Result & Scores

Basic Score Entry: No Yes

Cut Off: Days Time

Auto Disable: No Yes

Match Statistics

Mandatory: No Yes

Cut Off: Days Time

Auto Disable: No Yes

Players

Mandatory: No Yes

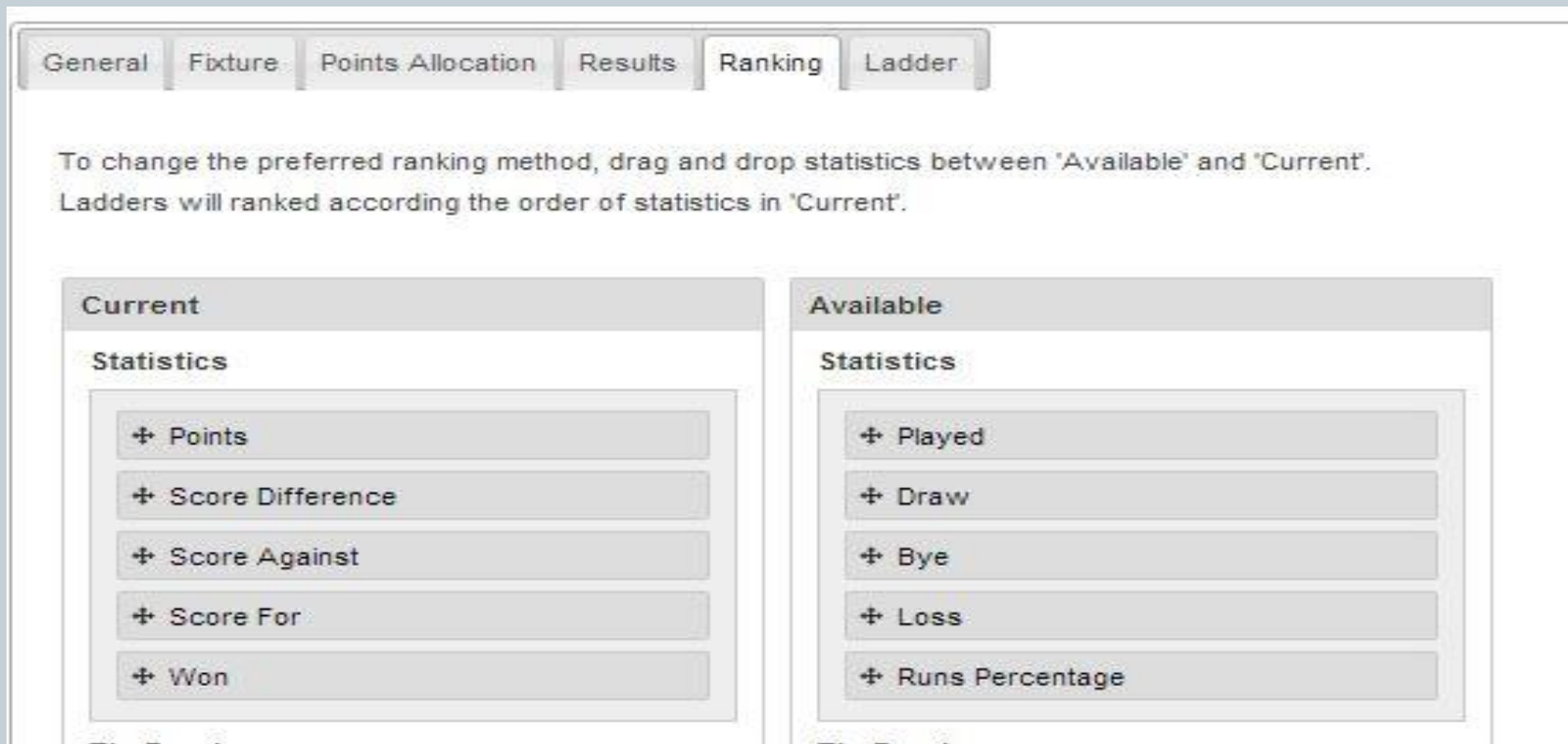
Cut Off: Days Time

Auto Disable: No Yes

If you intend to make results and team entry online mandatory then you need to set the closing time for entering them . Click on 'ranking'

Division Set Up 6 - Ranking

Order shown here is normal for bowls. Click on 'Ladder'



General | Fixture | Points Allocation | Results | Ranking | Ladder

To change the preferred ranking method, drag and drop statistics between 'Available' and 'Current'. Ladders will ranked according the order of statistics in 'Current'.

Current	Available
+	+
Points	Played
+	+
Score Difference	Draw
+	+
Score Against	Bye
+	+
Score For	Loss
+	+
Won	Runs Percentage

Drag & drop means hold down mouse button over the item you want to move, move it to the other column and release the button. Practise this if you need to



Division Set Up 7 - Ladder

*IMG offers users two styles of ladder for each division. In this screen you can decide which type to show by default and what to show in each type. Click **basic** or **detail** button. The ladder name would normally be the competition name*

Divisions (SW Open Pennants)

 Save Cancel

General Fixture Points Allocation Results Ranking Ladder

Name

Ladder Name:

Ladder Type:

Basic Detail

Division Set Up 8 - Ladder

Preferences

Bye In Games Played: No Yes
Bye In Games Won: No Yes
Forfeit Win In Games Played: No Yes
Forfeit Loss In Games Played: No Yes
Forfeit Win In Games Won: No Yes
Forfeit Loss In Games Lost: No Yes
Washouts In Games Played: No Yes
Washouts In Games Drawn: No Yes

Layout

Position: Basic Detail
Played: Basic Detail
Won: Basic Detail
Loss: Basic Detail
Draw: Basic Detail
Bye: Basic Detail
Score For: Basic Detail
Score Against: Basic Detail
Score Difference: Basic Detail
Points: Basic Detail
Runs Percentage: Basic Detail

Lines

Top: ▼
Bottom: ▼

Check the buttons to get the ladders you want.

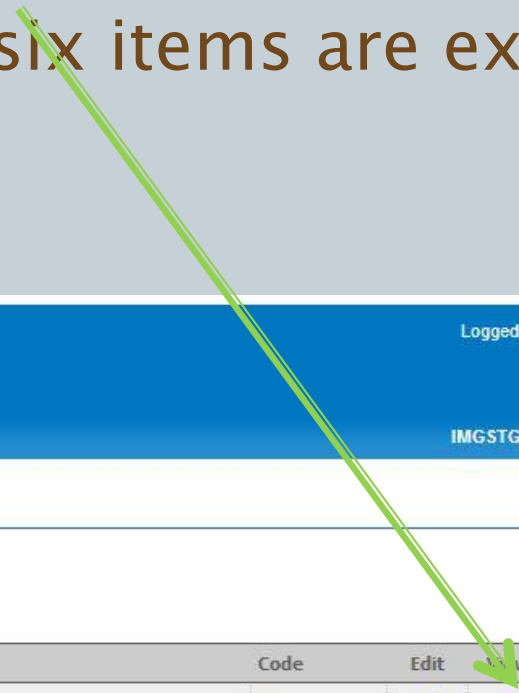
The settings shown here are OK for most bowls competitions. You would only want to show byes in the ladder if a bye exists

When you are happy with this click on 'save'

 Save  Cancel

Division Set Up 9 - Check Details

Before moving on click **'view'** from the listing of divisions and check that all six items are exactly the way they should be



Bowls SA Logged in as: Bob Tuck
[Log Off](#)

[Home](#) [Website](#) [Members](#) [EventDesq](#) [SportsDesq](#) [Tools](#) IMGSTG Noticeboard



Competitions

- Dashboard
- Divisions
- Clubs
- Teams
- Rounds
- Fixtures
- Results
- Finals
- Options
- Seasons
- Reports

Divisions (SW Open Pennants)

[Add](#)

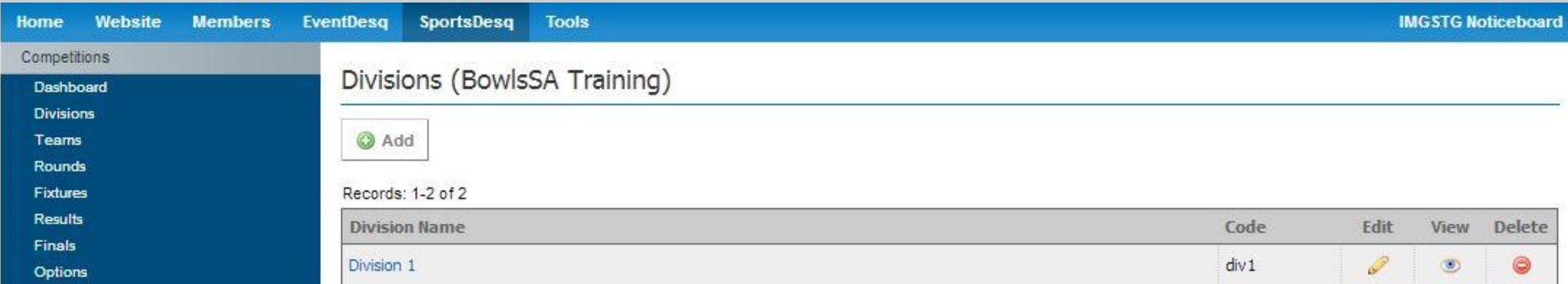
Records: 1-1 of 1

Division Name	Code	Edit	View	Delete
Division 1	spd1			

Records: 1-1 of 1

Add Another Division

In the division screen click on 'add'



Home Website Members EventDesq SportsDesq Tools IMGSTG Noticeboard

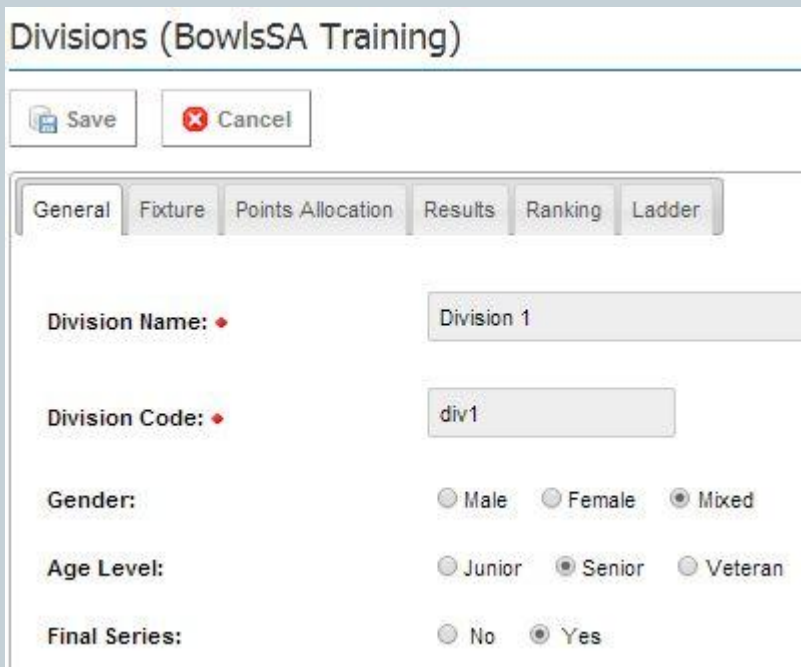
Competitions

- Dashboard
- Divisions
- Teams
- Rounds
- Fixtures
- Results
- Finals
- Options

Divisions (BowlsSA Training)

Records: 1-2 of 2

Division Name	Code	Edit	View	Delete
Division 1	div1			



Divisions (BowlsSA Training)

General Fixture Points Allocation Results Ranking Ladder

Division Name:

Division Code:

Gender: Male Female Mixed

Age Level: Junior Senior Veteran

Final Series: No Yes

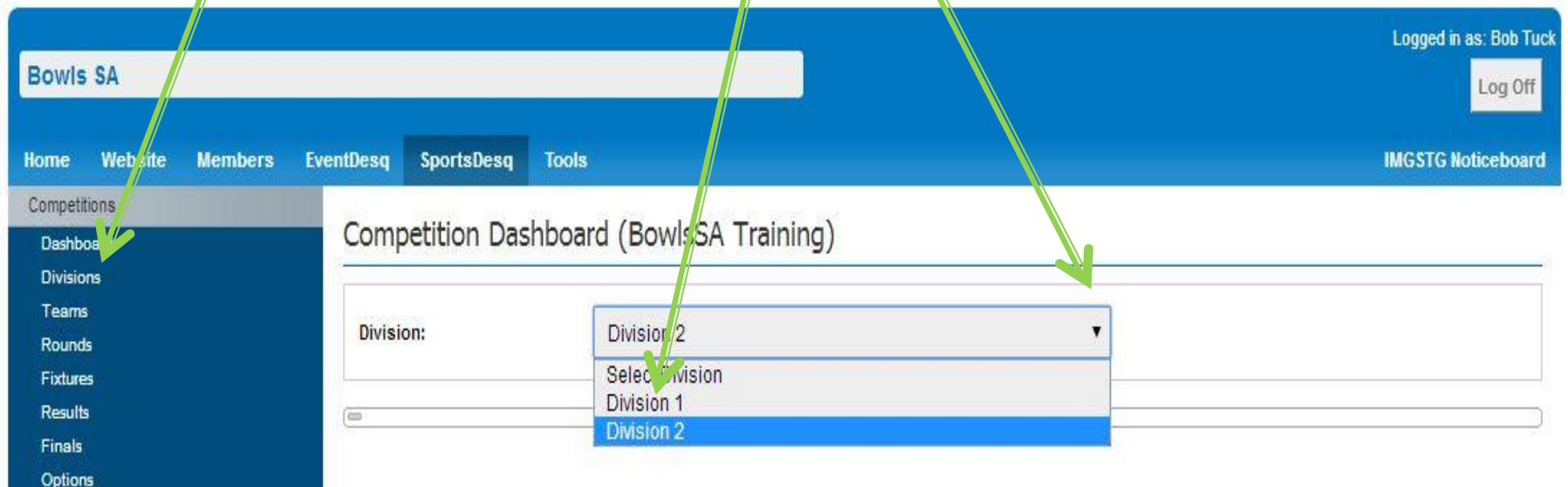
Give the new division its name and code.

The new division will have exactly the same features as the previous division . If it has the number of sides there may be no need to alter it in any way.

STEP 5 Teams (sides)

In IMG what we call sides, they call teams

In the competition 'BowlsSA Training', click on 'teams' and set the 'division'



The screenshot shows the Bowls SA website interface. At the top right, it says "Logged in as: Bob Tuck" and "Log Off". The navigation menu includes "Home", "Website", "Members", "EventDesq", "SportsDesq", and "Tools". The "SportsDesq" menu is expanded, showing "Competitions", "Dashboard", "Divisions", "Teams", "Rounds", "Fixtures", "Results", "Finals", and "Options". The "Teams" option is highlighted with a green arrow. The "Competition Dashboard (BowlsSA Training)" is displayed, featuring a "Division:" label and a dropdown menu. The dropdown menu is open, showing options: "Division 2", "Select Division", "Division 1", and "Division 2". A green arrow points to the "Division 2" option in the dropdown. Another green arrow points to the "Teams" option in the navigation menu.

Teams 2 – Adding Teams

Teams (BowlsSA Training)

Division Name:

All Records ABCDEFGHIJKLMNOPQRSTUVWXYZ

The system currently has no teams recorded.

Click on 'add organisations' and click on the green cross for each club in the division

Add all of the organisations for the teams in the division. If a club has two teams in the division add it twice

Add Organisations

All Records ABCDEFGHIJKLMNOPQRSTUVWXYZ

Name
Adelaide High School O.S.





















































Teams 3 – Editing Teams

Return to the list of teams and click on the edit pencil for each team in turn

Teams (BowlsSA Training)

Division Name:
Division 1

All Records ABCDEFGHIJKLMNOPQRSTUVWXYZ
Records: 1-10 of 10

Team Name	Division	Seeding	Venue	Edit	View	Delete	Email	Status
Adelaide Bowling Club	div 1		Adelaide					
Blackwood Bowling Club	div 1		Blackwood					
Brighton Bowling Club	div 1		Brighton					
Brighton Bowling Club	div 1		Brighton					
Clarence Gardens Bowling Club	div 1		Clarence					
Edwardstown Bowling Club	div 1		Edwardstn					
Hawthorn Bowling Club	div 1		Hawthorn					
Henley Bowling Club	div 1		Hawthorn					
Marion Bowling Club	div 1		Marion					
Somerton Bowling Club	div 1		Somerton					

Records: 1-10 of 10

Change the name of the club to the team name you want to appear in the ladders and fixtures. Check that the correct venue is shown

Teams 4 – Checking Teams

Make sure this screen is correct – then click on 'seeding',

Teams (BowlsSA Training)



























 Add  Add Multiple  Add Organisations  Add All Organisations  Delete All  Seeding

Division Name:

Division 1

All Records ABCDEFGHIJKLMNOPQRSTUVWXYZ

Records: 1-10 of 10

Team Name	Division	Seeding	Venue	Edit	View	Delete	Email	Status
Adelaide	div 1		Adelaide					
Blackwood	div 1		Blackwood					
Brighton Red	div 1		Brighton					
Brighton White	div 1		Brighton					
Clarence Gdns	div 1		Clarence					
Edwardstn	div 1		Edwardstn					
Hawthorn	div 1		Hawthorn					
Henley	div 1		Henley					
Marion	div 1		Marion					
Somerton	div 1		Somerton					

Records: 1-10 of 10

STEP 6 Seeding

Drag and drop each team to its number

Seeding (BowlsSA Training)

Seeding	Teams
1	Adelaide
2	Blackwood
3	Brighton Red
4	Brighton White
5	Clarence Gdns
6	Edwardstn
7	Hawthorn
8	Henley
9	Marion
10	Somerton
11	Bye

1. Edwardstown
2. Blackwood
3. Brighton White
4. Brighton Red
5. Somerton
6. Marion
7. Adelaide
8. Henley
9. Clarence Gdns
10. Hawthorn

Seeding (BowlsSA Training)

Seeding	Teams
1	
2	Blackwood
3	Brighton White
4	Brighton Red
5	
6	Somerton
7	
8	Adelaide
9	
10	Hawthorn
11	

← Previous Save


Before starting this procedure you have allocated numbers to sides in all divisions played on the same day to ensure that home game requests from clubs have been satisfied and no venues are overloaded.

STEP 7A Generating Fixtures

Having checked that the seedings show correctly, click on 'fixtures'

- Clubs
- Teams
- Rounds
- Fixtures
- Results
- Finals
- Options

- Seasons
- Reports
- Organisations
- Venues
- Fixture Templates
- Sports
- SportsDesq



+ Add
+ Add Clubs
+ Add All Clubs
- Delete All
+ Seeding

Division Name:

Division 1

All Records ABCDEFGHIJKLMNOPQRSTUVWXYZ

Records: 1-10 of 10

Team Name	Club Name	Division	Seeding	Venue	Edit	View	Delete	Email	Status
Adelaide	Adelaide Bowling Club	div 1	7	Adelaide					
Blackwood	Blackwood Bowling Club	div 1	2	Blackwood					
Brighton Red	Brighton Bowling Club	div 1	3	Brighton					
Brighton White	Brighton Bowling Club	div 1	4	Brighton					
Clarence Gardens	Clarence Gardens Bowling Club	div 1	9	Clarence					
Edwardstown	Edwardstown Bowling Club	div 1	1	Edwardstn					
Hawthorn	Hawthorn Bowling Club	div 1	10	Hawthorn					
Henley	Henley Bowling Club	div 1	8	Hawthorn					
Marion	Marion Bowling Club	div 1	6	Marion					
Somerton	Somerton Bowling Club	div 1	5	Somerton					

Records: 1-10 of 10

Generating Fixtures 2

Before generating fixtures you can add an **exception date** here if there is a day when this division is not playing but others on the same day are playing.

Click on **generate fixture**

Fixtures (BowlsSA Training)

Division:

Club:

Round:

Results Entry Locked: Yes No Both

Side/Team:

Venue:

If one round for this division is being played on a different day, (for example a round is played on a Friday night instead of Saturday), it is best to generate the fixtures including the normal day and edit the round later

Generate Fixtures 3

Set the **start date** for the division - *Dates before the first date of the season or a day not a play day are not allowed*

Generate Fixture (BowlsSA Training)

Division Name: • Division 1

Start Date: • 

Round From:

Round To:

Round Interval:


Earliest Start Time: •

Latest Start Time: •

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Generate Fixture (BowlsSA Training)

Division Name: • Division 1

Start Date: • 


Round From:


Round To:

Round Interval:

Earliest Start Time: •

Latest Start Time: •

Fixture Template: 

Existing Fixtures: 

Include Teams:

Random Fixture Time:

- Bowls_SA_10_side
- Select Template
- Bowls_SA_10_side**
- Bowls_SA_10_side (Copy)
- Bowls_SA_12_side
- Bowls_SA_6_side
- Bowls_SA_8_side
- ens10team


Most bowling divisions will have only one start time, and rounds and round interval will have been determined by play day set previously. Select your fixture template from the **drop down list**

Generating Fixtures 4

You will normally overwrite existing fixtures and include teams . *If you are not using a fixture template because you have a previously formed draw instructions follow the next screen*

Random fixture time is usually 'no' , and the default rinks have been set for the competition

Generate Fixture (BowlsSA Training)





































Division Name: *	Division 1
Start Date: *	11-Oct-2014 
Round From:	1 ▼
Round To:	18 ▼
Round Interval:	7 Days ▼
Earliest Start Time: *	01 ▼ 15 ▼ PM ▼
Latest Start Time: *	01 ▼ 15 ▼ PM ▼
Fixture Template: ⓘ	Bowls_SA_10_side
Existing Fixtures: ⓘ	<input checked="" type="radio"/> Overwrite <input type="radio"/> Extend
Include Teams:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Random Fixture Time:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Default Rinks Required:	4

When you have carefully checked this screen click 'generate fixtures' **ONCE** The process may take 30 seconds – be

Generating Fixtures 5

After a wait of 30 seconds or so the fixtures will appear. For your first use you need to check all playing dates – but always check first and last

Records: 1-20 of 90 Pages: 1 2 3 4 5 | First | Previous | Next | Last

Round Name	Round	Home	Home Icon	Away	Away Icon	Date	Time	Venue	Edit	View
	1	Edwardstown		Marion		11-Oct-2014	01:15 PM	Edwardstn Green (4 Rinks)		
	1	Brighton Red		Henley		11-Oct-2014	01:15 PM	Brighton Green (4 Rinks)		
	1	Somerton		Hawthorn		11-Oct-2014	01:15 PM	Somerton Green (4 Rinks)		
	1	Adelaide		Blackwood		11-Oct-2014	01:15 PM	Adelaide Green (4 Rinks)		
	1	Clarence Gardens		Brighton White		11-Oct-2014	01:15 PM	Clarence Green (4 Rinks)		
	2	Blackwood		Clarence Gardens		18-Oct-2014	01:15 PM	Blackwood Green (4 Rinks)		
	18	Blackwood		Marion		14-Mar-2015	01:15 PM	Blackwood Green (4 Rinks)		
	18	Somerton		Henley		14-Mar-2015	01:15 PM	Somerton Green (4 Rinks)		
	18	Clarence Gardens		Hawthorn		14-Mar-2015	01:15 PM	Clarence Green (4 Rinks)		

Records: 81-90 of 90 Pages: 1 2 3 4 5 | First | Previous | Next | Last

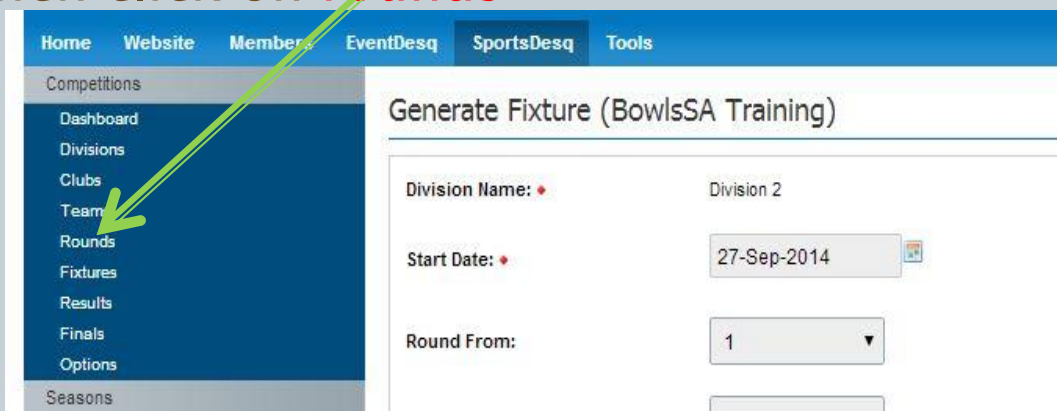
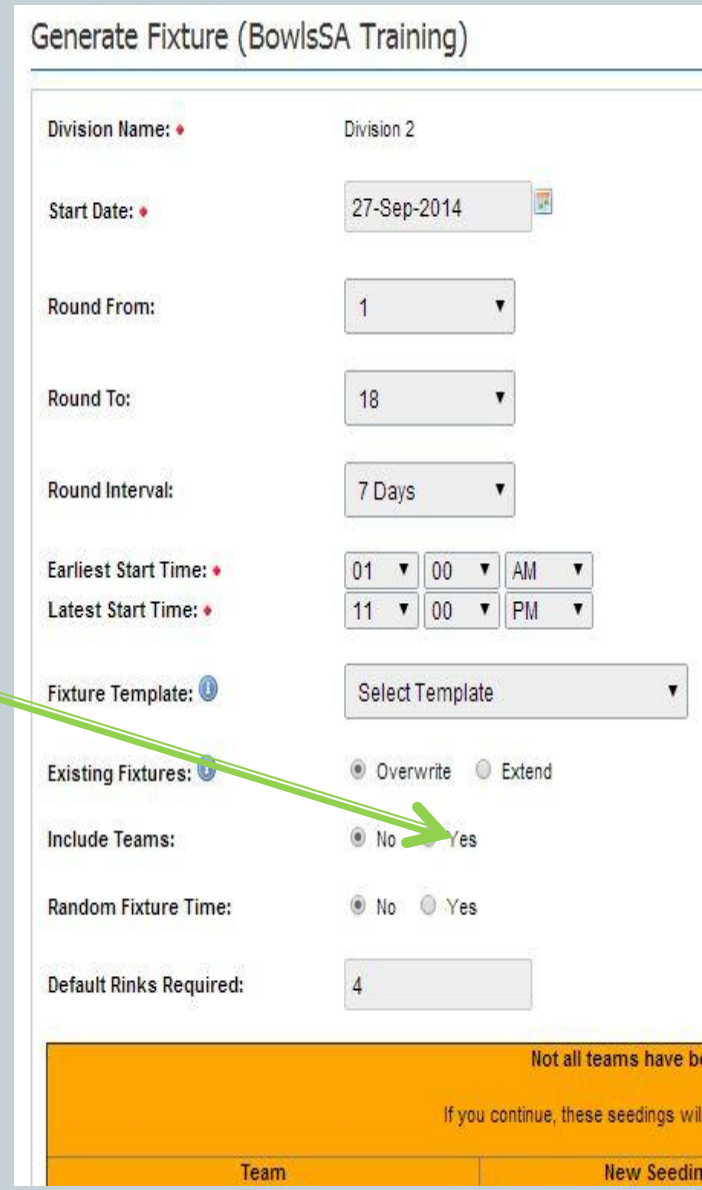
STEP 7B Generating fixtures

– without fixture template

You may have already done the draw for your competition and wish to enter if on the IMG system. In this case you set up the season, competition, divisions and teams as before and do not seed the teams

When generating you still leave the box for 'include teams' as 'yes' and generate the competition (it will use the default fixture template)

Check that the dates generated are correct – then click on **rounds**



Manual Fixture Entry 2

To enter your own fixtures click on rounds then *for every round* click on the green 'grid' button

Rounds (BowlsSA Training)

Division Name: Division 2

Records: 1-18 of 18

Round Name	Round	Date	Division	Edit	Grid	Officials	Delete	Results Entry	Fixture	Fixture Status	Result	Result Status
	1	27-Sep-2014	div2									
	2	04-Oct-2014	div2									
	3	11-Oct-2014	div2									
	4	18-Oct-2014	div2									
	5	25-Oct-2014	div2									
	6	01-Nov-2014	div2									
	7	08-Nov-2014	div2									

Drag and drop the side so that the fixtures are correct – (hint – place the home teams first)
 When you have placed all sides the box below will come up – mark this as **yes** each time.

Rounds (BowlsSA Training)

Ascot Park VS Toorak Burnside

Lockleys VS

Beaumont VS

Henley VS

Trinity Gardens VS

Hawthorn

Adelaide Bench

Clarence Gardens Brighton

Finished

Do this carefully – the screen does not show the number of the round you are editing

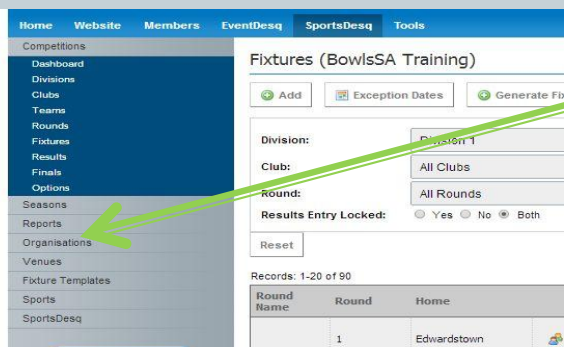
Change Fixture Venue?

Do you wish to change the Venue assigned with the home team's preferred Venue?

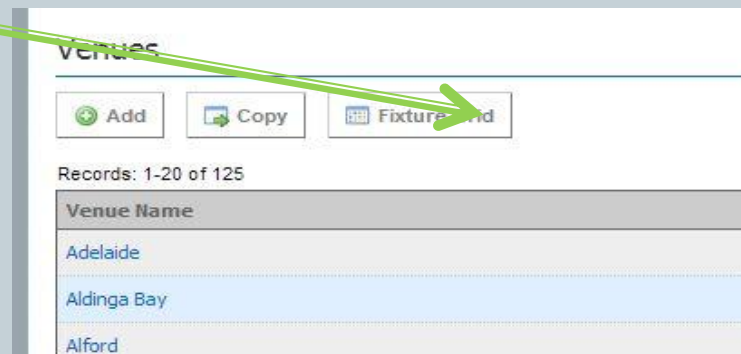
Note: Fixture time may change. Preferred venues may not be available.

STEP 8 Check For Venue Clashes

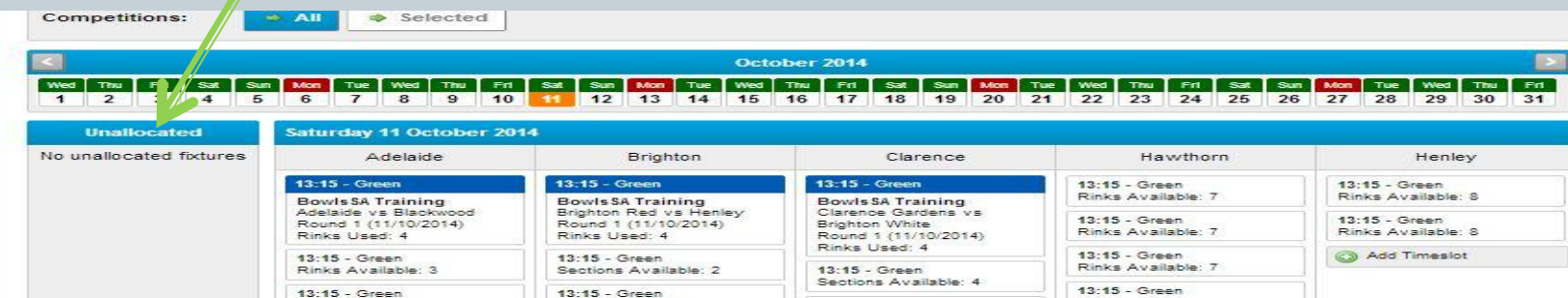
After generating each division click on **venues** and then on **'fixture grid'**



If **'no unallocated fixtures'** appears on this screen proceed to next step



Where a problem occurs you use the fixture grid to troubleshoot – selecting the venues you need to see and the dates – then dragging and dropping fixtures in available venues



STEP 9

Publishing Fixtures



Click on **rounds** then then double click on the **green buttons** at the top of the fixture and result columns . Green buttons appear in the fixture status and results status columns

Division Name:

Records: 1-18 of 18

Round Name	Round	Date	Division	Edit	Grid	Officials	Delete	Results Entry	Fixture	Fixture Status	Result	Result Status
	1	11-Oct-2014	div1									
	2	18-Oct-2014	div1									
	3	25-Oct-2014	div1									

These fixtures will now appear on your website when the competition has been uploaded. Clubs will be able to enter results and player's names

Rounds (BowlsSA Training)

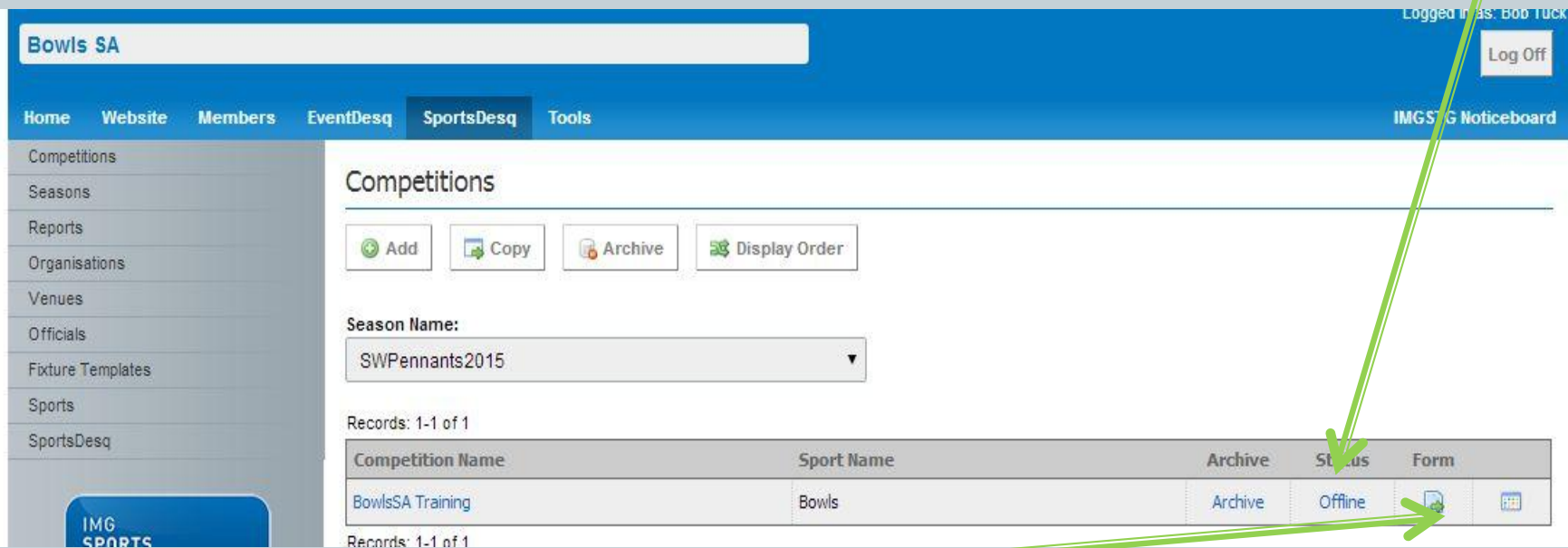
Division Name:

Records: 1-18 of 18

Round Name	Round	Date	Division	Edit	Grid	Officials	Delete	Results Entry	Fixture	Fixture Status	Result	Result Status
	1	11-Oct-2014	div1									
	2	18-Oct-2014	div1									
	3	25-Oct-2014	div1									

Publishing Fixtures 2

Return to the list of competitions page . Click on the word **offline** in your competition. It will change to **online** and your competition has been published



Logged In As: Bob Tuck
Log Off

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IMGS/G Noticeboard

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Venues

Officials

Fixture Templates

Sports


SportsDesq

IMG SPORTS

Competitions

Season Name:
 SWPennants2015

Records: 1-1 of 1

Competition Name	Sport Name	Archive	Status	Form
BowlsSA Training	Bowls	Archive	Offline	

Records: 1-1 of 1

*Click on the **green button** to go to this competition on your website. It will open a new window. Depending on how busy the site is at the time the fixtures may take a few seconds to appear*