

BowlsDraw.co.za

User's Manual

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Version 2

Doing the Draw

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The BowlsDraw system is the system for administrating Lawn Bowls competitions in South Africa. It takes the hassle out of record keeping and makes the task of finding a competent Competition Secretary so much easier seeing that all the expertise is build into the system.

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1 The Draw

When all entries have been captured you can proceed with doing a Draw.

1.1 Draw info

Do the draw, EbWeb Men's Pairs

Number of Entries 14
Maximum section size 6
Number of sections 3
There will be 2 section(s) of 5 and 1 section(s) of 4 teams
Your account will be debited by R 36.00.
No draw was done yet

The first step provides you with information regarding the draw.

At Club level the system is used in a pre-paid fashion. Above screen will show you the amount to be debited as well as an available balance. If insufficient funds are available to do the draw the 'Do the Draw' button is not available and a payment is needed to make the draw available.

Warning: If a previous draw exists the program will warn you about this. If you proceed to do a redraw or to undo the draw you will lose all Date/Time and Venue scheduling. Your previous account debit will be reversed.

Click on the Do the Draw button.

1.2 Section names

Do the draw, EbWeb Men's Pairs

Current Name	New name
Section 1	<input style="width: 90%;" type="text"/>
Section 2	<input style="width: 90%;" type="text"/>
Section 3	<input style="width: 90%;" type="text"/>

Section names

Section names can now be altered if required by simply entering a new name in the box provided. If you do not enter a new name the current name will be used..
When satisfied click the Continue button.

Note: Section names can later also be revised in the Venue scheduling option.

Individual section names can be changed to suit your purposes. If you are satisfied with the generated names click on Continue. To change the section name(s) type the new name(s) in the space provided. Click on Continue when you have entered all the new section names.

Note: Section names can afterwards be changed in the Venues screen.

1.3 Manual Draw (Conditional)

This step is bypassed when Auto Draw was selected in the Competition Definition screen.



The screenshot shows a web interface for manual drawing. At the top, it says "Do the draw, EbWeb Men's Pairs". Below that is "Manual draw". The main instruction is "Inserting position no 1 into Section 1 .". There is a "Select team" label followed by a dropdown menu currently showing "-- Select Team --" and a small downward arrow. To the right of the dropdown is the text "14 teams to go.". Below the dropdown is a button labeled "Skip to next section". At the bottom, a red line of text reads: "Select teams until the last team has been assigned. If the list is not exhausted the process is to be started all over again."

In this step you are to place entries one by one into the sections. You will see at the top in the example the words "Inserting position 1 into Section 1". Select the player, team or side you want to have in the position indicated from the drop down menu. As soon as this position has been allocated the program will automatically skip to position 2 in the same section. This is repeated until the end of the section is reached when the program will skip to position 1 in the next section.

To leave Byes' at the end of a section you may at any point click on Skip to next section. If, for instance, you selected originally a section size of 10 and after 6 players/teams/sides were allocated to a section you click on Skip to next section that section will have four Byes'.

1.4 Warnings, clubs having more than one entry in a sections



Entrants from the same District/Club are distributed between the sections as far as possible. The ideal is that no two entrants from the same District/Club should be drawn into the same section, but this is not at all possible. Where more than one entrant from the same District/Club are drawn into the same section these entrants should preferably:

- Play each other in the first round in the case of Round Robin competitions
- Play each other as late as possible in the case of Knock Out competitions.

At the completion of the draw process the system issues a warning where duplicates occur. These sections should be inspected to determine when these entrants play each other and adjustments should be made where necessary. See Fine-Tune the draw.

Once the draw is done you are not allowed to capture more entries except Late Entries to replace Byes' or to replace Withdrawals. However, if you really need to capture more entries the draw can be undone. Click on Undo or Redo the Draw in the menu.

2 Fine-tune the Draw (Team swop)

The system does not have all information relevant to each team available when doing the draw and therefore it might be necessary to do some fine-tuning. An example of this is the positions teams ended in the previous competition. This might mean that the previous competition's winners and runners up end up in the same section.

Fine-tune consists of swopping the position in the draw of one team with another team.

Team swop, EbWeb Men's Pairs

Section 1 ▼ Section 1			Section 1 ▼ Section 1		
		Team	Club		
Select	1	Du Plessis, A	Irene CC	Select	1
Select	2	Horn, J	Irene CC	Select	2
Select	3	v Niekerk, L	Innesdale	Select	3
Select	4	Erasmus, P	Wingate Park	Select	4
Select	5	v Veenhuizen, B	Pta Municipals	Select	5
Select	6	Hatton-Jones, C	Pretoria North	Select	6
Select	7	Viljoen, HB	Mooimooi	Select	7
Select	8	Hawkins, A	CBCOB	Select	8
Select	9	Rhodes, JJ	Pta Military	Select	9
Select	10	Rousseau, A	Colbyn-Oostelikes	Select	10
Select	11	vd Merwe, GJ	Pta Vriendekring	Select	11

Select a section and team on both sides. (Both may be from the same section) and press the 'Swop' button.

Swop completed

The screen consists of two halves. After selecting a section on each side (which may be the same section) select a team on each side and click on Swop.

In the sample above teams 4 and 2 of the same section are swopped.

3 Schedule Dates

Schedule dates, EbWeb Men's Pairs

During	Round	Date and Time	New date/Time
Sectional play	1	Tuesday 1 May 2012	<input type="text"/>
Sectional play	2		<input type="text" value="2012/5/2"/>
Sectional play	3		<input type="text" value="2012/5/3 09:00"/>
Sectional play	4		<input type="text"/>
Playoffs	1		<input type="text"/>
Playoffs	2		<input type="text"/>
Playoffs	3		<input type="text"/>
Finals			<input type="text"/>

Enter dates in format yyyy/mm/dd hh:mm, e.g. 2012/06/11 18:00

[Update changes](#)

The Schedule Dates facility is used to schedule a date and time for each round. These dates and times apply to all sections.

When initiated a list of rounds to be scheduled is displayed. Round 1 is automatically scheduled for the date as specified when the competition was defined, but without a time. Enter a date and time for each round. Dates and times are optional and may be omitted for specific rounds. Dates and times are to be entered in format YYYY/MM/DD HH:MM.

Click on [Update changes](#) to store the entered values.

Note: The updated value shows the day of the week for additional verification purposes. This is calculated automatically and is not to be entered.

4 Schedule Venues

Schedule venues, EbWeb Men's Pairs

Select a section

Only a venue for round 1 is mandatory. Venues for any other round that are omitted will be made the same as the venue of the previous round..

Section 1	Section Name	Section 1
Section 2	Round	Venue
Section 3	1	Venue 1
Section 4	2	
Section 5	3	Venue 2
Section 6	4	
Section 7		
Section 8		
Playoffs		
Finals		

[Update above](#)

The Schedule Venues facility is used to schedule venue(s) for each section. It can also be used to alter the section's name.

Select a section. In the sample above the Section 2 was selected.

Enter the name of the section's venue (free format) against round 1.

If the venue for the section is not the same for all rounds enter the new venue against the round number where it changes. The system will automatically complete the blanks. In the sample round 2 will be the same as round 1.

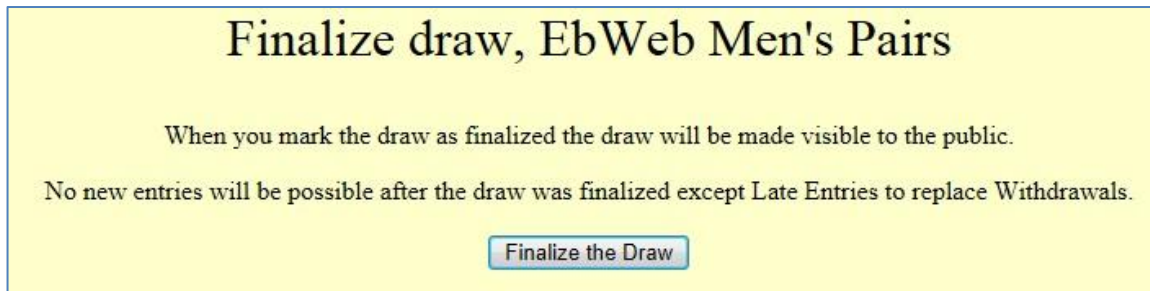
Click '[Update Above](#)'.

Repeat this action for each section.

Note: This function is not available for competitions played at club level.

5 Publish Draw

Up to now the draw was invisible to the public, giving the administrator time to prepare all aspects of the draw.



After clicking on Finalize the Draw the information is public. No further entries can be added except replacements of withdrawals. In Round Robin competitions Late Entries can also be entered to replace Byes'.

Note: When the competition is finalised the Menu needs to be refreshed.

6 Withdrawals

The list can be sorted in any order required by clicking on the column heading.

	<u>Team</u>	<u>Club</u>	<u>Dist</u>
Withdraw	Bridges, NV	Capital Park	BGN
Withdraw	Casillo, G	CBCOB	BGN
Withdraw	Coombe, R	CBCOB	BGN
Withdraw	Geldenhuis, E	Brits	BGN
Withdraw	Gumede, O	Centurion	BGN
Withdraw	Hawkins, A	CBCOB	BGN
Withdraw	Jackson, D	Centurion	BGN
Withdraw	Jansen V Vuuren, L	Capital Park	BGN
Withdraw	Mills, W	Capital Park	BGN
Withdraw	Nell, D	CBCOB	BGN
Withdraw	Ranier, A	CBCOB	BGN
Withdraw	Rousseau, A	Colbyn-Oostelikes	BGN
Withdraw	Scholtz, E	CBCOB	BGN
Withdraw	vd Heiden, N	CBCOB	BGN

Please confirm the withdrawals of Ranier, A, CBCOB

[Cancel withdrawal](#)

The Withdrawal function lists entered teams in alphabetical sequence. However, by clicking on a column heading the sort sequence can be changed. Example: Click on the Club heading and clubs are sorted alphabetically A to Z. Click Club heading again and clubs are sorted Z to A.

To mark the team as withdrawn, scroll down to find the team. Click on the [Withdraw](#) link next to the team. You will be asked to confirm the withdrawal.

Please note that teams are not removed but marked as withdrawn. Only if, at a later stage, a late entry is entered to replace a withdrawal the team will no longer appear in any reports.

Please note further that in Knock Out competitions the opponent of a withdrawn team will only be advanced to the next round when the scores for the particular round are entered.

7 Late Entries

Late Entries can be added after the draw was finalised and before the competition starts.

Late entries, EbWeb Men's Pairs				
Section 7 ▾				
		Team	Club	Status
	1	Minnaar, K	Innesdale	
	2	Fox, R	Wonderboom	
	3	Williams, D	Pta Sunnyside	
	4	Swart, M	Pta Military	
	5	Geldenhuis, E	Brits	
	6	Havenga, H	Lynnwood	
Late Entry	7	Mynhardt, G	Irene CC	Withdrawn
	8	Rowe, J	Harlequins	
	9	Coetzee, J	Wingate Park	
	10	Bench, R	PHSOB	
	11	Robbertse, P	Pta Vriendekring	
	12	Casillo, G	CBCOB	
Late Entry	13	Additional First Round entry		

In Round Robin competitions Late Entries can be added to replace Withdrawals and Byes'.

In Knockout competitions Late Entries can be added in vacant spots in the First Round before the draw is published. Late Entries can also be added to replace any Withdrawals, even after the draw was published.

Select a section where you want to enter the Late Entry and click on the Late Entry link. If there is no Late Entry link this means that the section is full and late entries cannot be accepted into this section.

A screen will be opened to enter the team. See [BowlsDraw.Entries](#) for more detail on entering a team.

8 Team Composition Changes

Team Composition, EbWeb Men's Pairs

Section 1 ▼

		Team	Club	Status
Change	1	Du Plessis, A	Irene CC	
Change	2	Horn, J	Irene CC	
Change	3	v Niekerk, L	Innesdale	
Change	4	Erasmus, P	Wingate Park	
Change	5	v Veenhuizen, B	Pta Municipals	
Change	6	Hatton-Jones, C	Pretoria North	
Change	7	Viljoen, HB	Mooiooi	
Change	8	Hawkins, A	CBCOB	
Change	9	Rhodes, JJ	Pta Military	
Change	10	Rousseau, A	Colbyn-Oostelikes	
Change	11	vd Merwe, GJ	Pta Vriendekring	

When the team changes due to circumstances, e.g. one of the players is sick, it is not necessary to withdraw the team and to enter a new team with the changed personnel. Select the Team Composition option which will render above screen. Select the appropriate section and team.

A screen will be opened to update the team. See [BowlsDraw.Entries](#) for more detail on updating a team.

9 Available reports

9.1 Draw

The provisional Draw is available before the draw has been published. The Section Draw is the same report after the draw has been published.

9.1.1 Section Draw (Round Robin)

EbWeb Handbook Test / EbWeb Men's Pairs										
Round Robin Provisional Draw										
Section 3	Round	1	2	3	4	5	6	7	8	Total
Venues	Date	01/05/12 13:00	03/05/12 13:00	03/05/12	04/05/12	05/05/12				
1	Castillo, G									
Opponent		2	3	4	5	6				
For										0
Against										0
Points										0
2	Hawkins, A									
Opponent		1	6	5	3	4				
For										0
Against										0
Points										0
3	Mills, W									
Opponent		4	1	6	2	5				
For										0
Against										0
Points										0
4	Coombe, R (Disqualified)									
Opponent		3	5	1	6	2				
For										0
Against										0
Points										0
5	Schoffz, E									
Opponent		6	4	2	1	3				
For										0
Against										0
Points										0
6	vd Heiden, N									
Opponent		5	2	3	4	1				
For										0
Against										0
Points										0

9.1.2 Section Draw (Knockout)

EbWeb Handbook Test / EbWeb Men's Pairs			
Provisional Draw	Section 7		
01/05/2012	02/05/2012 09:00	03/05/2012 09:00	04/05/2012
Minnear, K / Odendaal, JJ - Innesdale			
Mynhardt, G / Fenton, L - Irene CC (Withdrawn)			
	Geldenhuis, E / Smit, GG - Brits		
	Robbertse, P / Snyman, JG - Pta Vriendekring		
Coetzee, J / Rom, GJ - Wingate Park			
Williams, D / Bothma, J - Pta Sunnyside			
Swart, M / Bothma, B - Pta Military			
Bench, R / Shekell, E - PHSOB			
	Castillo, G / Tshvase, N - CBCOB		
	Havenga, H / Odendaal, LC - Lynnwood		
Rowe, J / Jacobs, P - Harlequins			
Fos, R / v Green, RV - Wonderboom			
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9.2 Section List

EbWeb Handbook Test / EbWeb Men's Pairs		
Section List Provisional Draw		
Team/Player	Draw	Status
Section 1		
Jackson, D / Robinson, RI - Centurion	1	
Nell, D / Mccarthy, R - CBCOB	2	
Geldenhuys, E / Smit, GG - Britz	3	
Gumede, O / Venter, A - Centurion	4	
Section 2		
Jansen V Vuuren, L / Paul, T - Capital Park	1	
Ranier, A / Guard, CB - CBCOB	2	
Bridges, NV / v Dyk, FJ / Bridges, NV - Capital Park	3	
Rousseau, A / Bomman, CF - Colbyn-Oostelikes	4	
Section 3		
Castillo, G / Tshivhase, N - CBCOB	1	
Hawkins, A / Hammond, A - CBCOB	2	
Mills, W / Loots, JG - Capital Park	3	
Coombe, R / Steyn, GE - CBCOB	4	Disqualified
Scholtz, E / vd Berg, JJ - CBCOB	5	
vd Heiden, N / Botha, D - CBCOB	6	
Report generated by BowlsDraw.co.za 2/25/2012 11:01 AM Page 1 of 1		

9.3 Reports from the previous phases still available

Team List and Entry Summary reports are still available.

These reports are described in detail in the handbook [BowlsDraw.Entries](#).