Cleveland League Website Guide

Introduction

This guide explains how to use the Cleveland League website to perform the following:

1. Enter the results of matches played
2. Notification of postponed matches
3. View/print league tables
4. View/print league fixtures
5. View/print competition entry forms
6. View/buy bowls equipment

To access the website, enter **bit.ly/clev2024** into the website address bar of your internet browser. This will open the home page of the Cleveland League website which should look like one of the following, depending whether you are using a PC/laptop, iPad or mobile phone:

In the first image from a Windows Laptop the main menu is displayed just below the image allowing direct selection of the required functionality. If you select one of the dropdown options with a downward triangle (arrowhead) a list of relevant functions will be displayed for selection.

In the second image typically from a mobile phone or iPad browser, to access all available menu items select the menu icon shown as **three horizontal bars** (also referred to as the 'hamburger') in the top left-hand corner of the image.

Results Entry

To enter and submit a match result select the match result option (*Afternoon Match Result* or *Evening Match Result*) from the associated submenu. Results data should be transferred from the match result forms which should be reviewed, agreed and co-signed by **both team captains** at the end of the match.

The entry of match results is the same process for both the Afternoon and Evening leagues and requires the following data to be entered/selected.

1: **Name**	This is the name of the person submitting the result and is required in case the league secretary needs to contact the submitter.
2: **Fixture type**	Select either *Scheduled Fixture* if the match was played on the scheduled fixture date, or *Rearranged Fixture* if the match was played before or after the scheduled fixture date
3: **Your Team**	Select your team's name from the dropdown list of teams
4: **Your Points**	Select your team's points from the dropdown list of points available
5: **Your Shots**	Enter the total number of shots for your team
6: **Opposition Team**	Select the name of the opposition team from the dropdown list of teams taking care to select the correct team from clubs that have more than one team in the league
7: **Opposition Points**	Select the opposition team's points from the dropdown list of points available
8: **Opposition Shots**	Enter the total number of shots for the opposition team
9: **Fixture Day**	Select the scheduled fixture day of the month from the dropdown list
10: **Fixture Month**	Select the scheduled fixture month from the dropdown list
11: **Comments**	This optional field can be used to report any additional information relevant to the fixture and is not intended for general correspondence

Important Notes:

The combined points for the two teams **must add up** to 6 points for the afternoon league and 10 points for the evening leagues.

The Fixture Day and Month selections for fields 9 and 10 relate to the fixture date that the match was originally scheduled, **<u>NOT</u>** the date that a rearranged match is played on.

When all the result data has been entered, compare it to the recorded result on the co-signed match result form **<mark>BEFORE</mark>** selecting the *Submit* button.

Ideally, match results must be submitted as soon as possible after match is played but no later than the following Saturday.

All rink score cards and match result forms should be retained until the end of the season.

In the event of errors in a match result submission or conflicts with the opposition entry, teams will be asked to resubmit the result and may be asked to submit photo images of the rink score cards and match result forms.

···

<u>Postponed Match Notification</u>

If a match cannot be played on or before the schedule fixture date, **<mark>both teams</mark>** involved are required to notify the fixture secretary of the missed game by filling in and submitting a Postponed Match report.
The entry of postponed match notifications is the same process for both the Afternoon and Evening leagues and requires the following data to be entered/selected.

|		
1: **Name**	This is the name of the person submitting the result and is Required in case the league secretary needs to contact the submitter	
2: **Your Team**	Select your team's name from the dropdown list of teams	
3: **Opposition Team**	Select the name of the opposition team from the dropdown list of teams taking care to select the correct team from clubs that have more than one team in the league	
4: **Original Fixture Day**	Select the scheduled fixture day of the month from the dropdown list	
5: **Original Fixture Month**	Select the scheduled fixture month from the dropdown list	
6: **Reason Postponed**	Select the reason for the postponement from the dropdown list of teams	
7: **Comments**	This optional field can be used to clarify the postponement reason	

Important Note:

****

Other Website Functions

The other features provided through the website can be accessed through the menu system described above and are effectively self-explanatory.

- **COMPETITIONS AREA** – will have the latest Cleveland League Competition Entry Details and competition draw (when made).
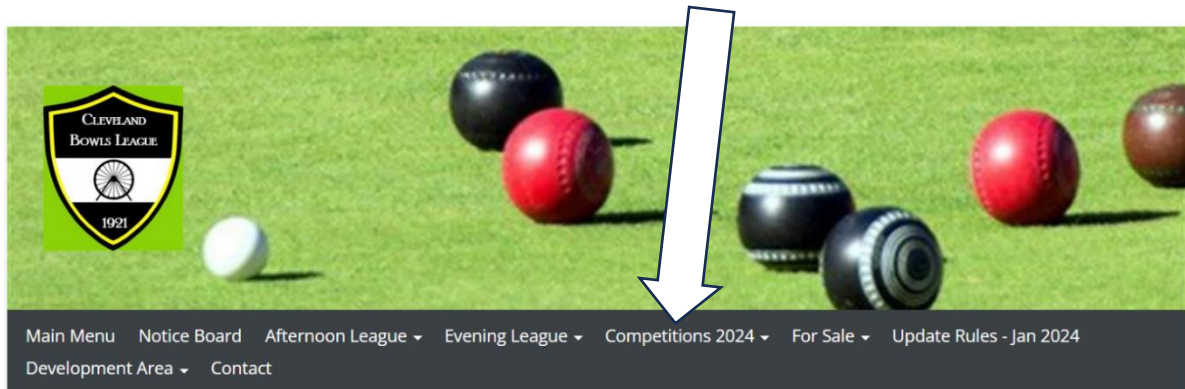
- **FOR SALE** – Click on **SELLING** dropdown and complete the on-line form. When you **submit,** an email will be sent to the League Secretary, who will put your advert on the website. However, it will **NOT** show your name, email or telephone (that will only be given to anyone interested in contacting you about your FOR-SALE item).

  ITEMS FOR SALE – select the dropdown and items for sale will be listed. If you are interested in any of the items, fill in the **Buying Request** form (ensuring you **quote the Item Reference Number** eg 001/24) then click **Submit.** An email will be sent to the Cleveland League Secretary, who will email you back with the details of the seller, for you to contact.
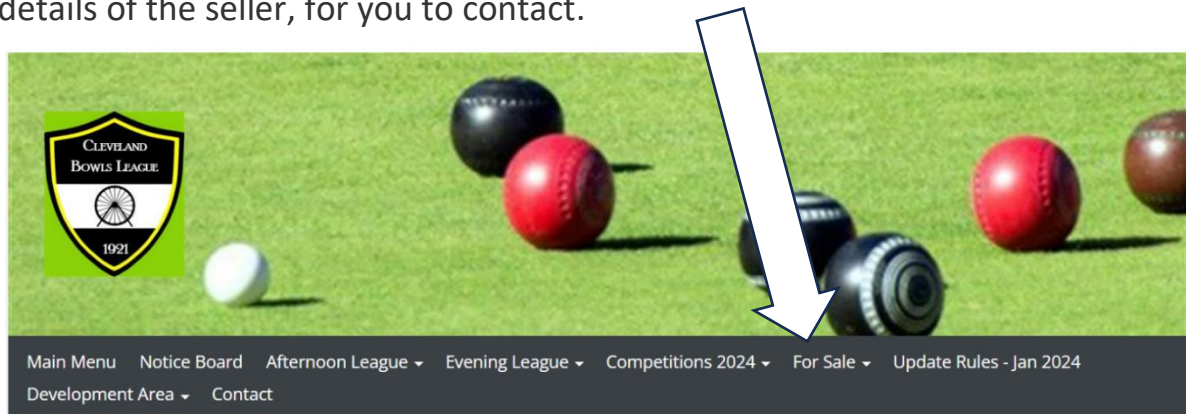
  If the item is then sold, could the buyer please email the Secretary back to let him know, so the item can then be removed from the website. Thank You