



BOWLSSELECT

CLUB EDITION · 2026–27

General User Manual

Everyday selection, availability, evidence, readiness and outputs.

WHO THIS MANUAL IS FOR

Selectors and authorised club users

Plan · Select · Win

Editable source document. Exported PDF is intended for controlled publication after the QA gate is cleared.

About BowlsSelect

A familiar selection whiteboard, available wherever the committee works.

WHY IT EXISTS

BowlsSelect grew from Shaun O'Loughlin's experience of trying paper, spreadsheets and a miniature magnetic board while serving as a selector. The useful part was always the same: see every player, move the magnets and keep the decision process visible. The missing part was being able to do that work away from the club without losing records or people.

What the system is designed to do

- Keep the selection board visual and movable, without turning selection into an automatic decision.
- Carry the surrounding work—availability, round context, results, history, rankings, contacts and printable outputs—in one club workspace.
- Protect exploratory work by separating each selector's private My Board from the official Shared Master.
- Support committee judgement: warnings and rankings inform decisions; they do not replace them.

This manual's focus

The General User Manual explains everyday selection work: entering the right competition, using My Board, moving players, recording availability, reviewing evidence and checking outputs.

CREATOR'S INTENT

BowlsSelect is not here to replace selectors. It is here to let selectors spend more time selecting.

Shaun O'Loughlin · Creator, BowlsSelect

SEPTEMBER 2026 UPDATE

This updated edition also covers the current Competition Home/navigation, board sharing and discussion, Players messaging, Events, Practice Matches, Club Events, Tournament Planner, and appearance/view modes. The live deployed screen remains authoritative for exact labels.

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Before You Begin

The checks that prevent most selectors and authorised club users problems.

You need

- An active BowlsSelect identity linked to the club.
- Selector, Chairperson, Owner or Viewer access appropriate to the task.
- The correct competition and round already configured by the club Owner.

Confirm the context before editing

- 1 Open the club-supplied BowlsSelect link and sign in with the identity associated with your access.
- 2 Check the club, competition, season and round shown on screen before moving a player or changing configuration.
- 3 Confirm whether you are working in My Board or Shared Master. Treat Shared Master as the official record.

PERMISSION BOUNDARY

Selectors work in My Board. Only authorised Chairperson or Owner roles should publish the official Shared Master.

NAMES AND SCREENS

Example rosters and club details are illustrative. The live screen is authoritative when labels or ordering differ.

1. Sign In and Select the Competition

Start in the correct club and competition every time.

Do this

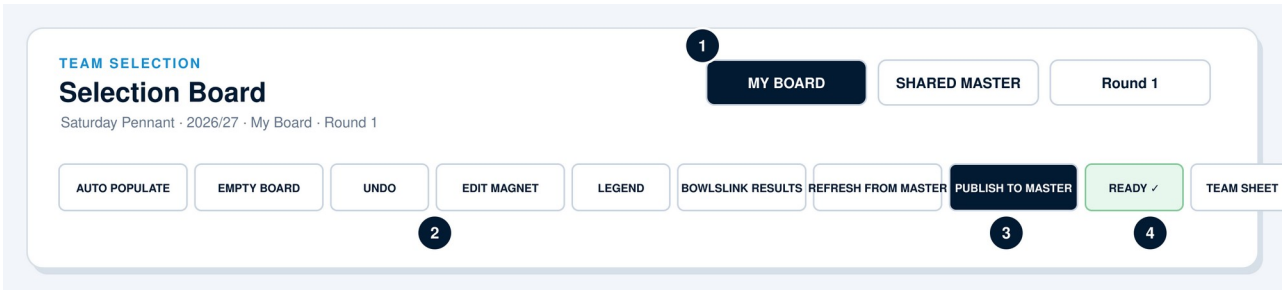
- 1 Use the club-supplied link. Google sign-in is preferred when that is the identity linked to your access.
- 2 From Selection Hub, choose the competition and season you intend to work on.
- 3 Read the context line at the top of the board and confirm the current round before making a change.

ACCESS PROBLEM

If the expected competition is absent, ask the Owner to check your role and competition assignment. Do not create a second identity.

2. My Board and Shared Master

Private working space and the official club board have different purposes.



BowlsSelect board-mode and official-board controls using demonstration data. Numbered markers match the explanations below.

1	Board mode. MY BOARD is private working space; SHARED MASTER is the official club board.	2	Working tools. Use board-building controls deliberately and review their effect immediately.
3	Master action. Only an authorised Chairperson or Owner should publish the agreed side.	4	Outputs. Readiness and Team Sheet PDF are checks and outputs; they do not submit teams to BowlsLink.

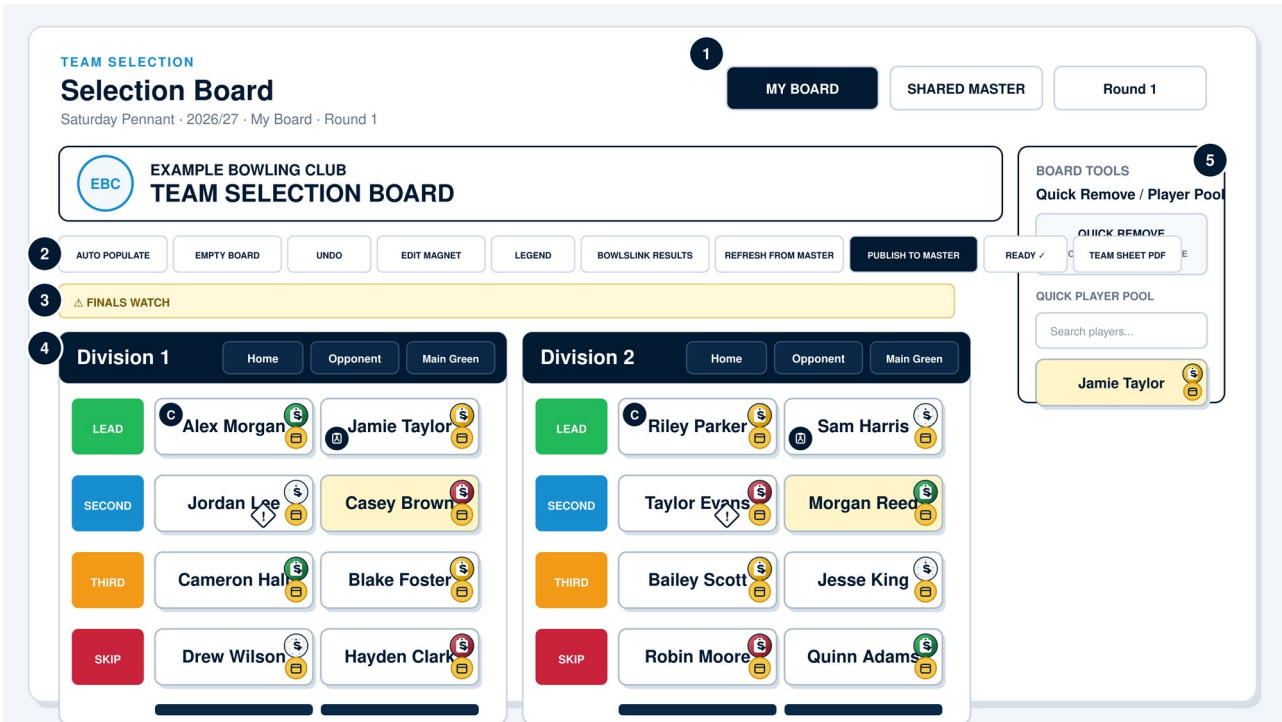
Area	Purpose	Safe behaviour
My Board	Your private, autosaved working selection.	Experiment here. Other selectors' private boards are not assumed visible.
Shared Master	The official committee selection for the competition.	View without overwriting; edit or publish only if your role permits.
Refresh from Master	Copies the current Shared Master into My Board.	Use deliberately: it replaces the current My Board state.

AUTOSAVE

My Board changes save automatically. Autosave does not make them official.

3. Understand the Selection Board

Read the board from context to controls, divisions, teams and player pool.

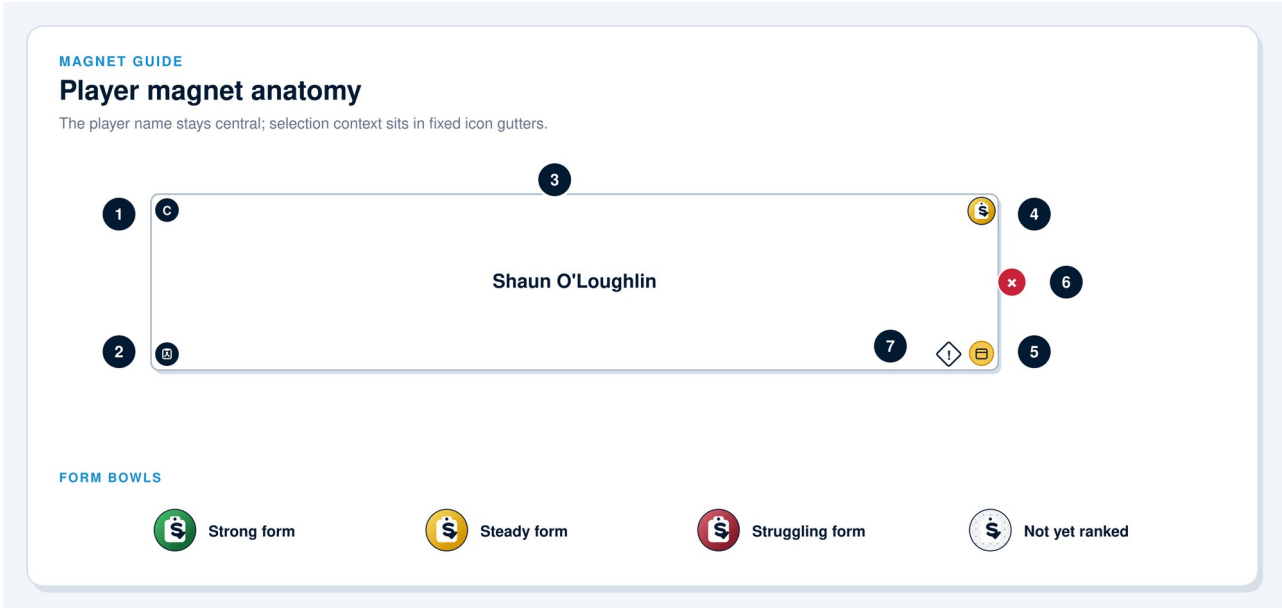


BowlsSelect Selection Board using demonstration data. Every marker has a matching explanation below.

1	Board and round. Confirm My Board or Shared Master and the active round before making a change.	2	Board toolbar. Auto Populate, Empty Board, Undo, Edit Magnet, Legend, results, publication and output controls sit together.
	Finals Watch. Current-season results can surface an eligibility warning for human review.		Divisions and magnets. Lead, Second, Third and Skip positions use the same rectangular BowlsSelect player magnets throughout.
	Full Board Tools. Quick Remove and the compact Player Pool remain available beside a large full-club board.		
3		4	
5			

4. Player Magnet and Icon Guide

The close-up guide to the real BowlsSelect magnet layout.



Authentic BowlsSelect player magnet anatomy and form-bowl states. Numbered markers match the explanations below.

1	Captain. The C marks the Division Captain; it is a role, not a player rating.	2	Manager. The clipboard/person icon marks the Division Manager and remains distinct from Captain.
3	Player name. The roster display name stays centred in a dedicated lane.	4	Form bowl. The BowlsSelect clipboard-S-tick bowl shows current-season form when enough games exist.
5	Unavailable calendar. Open the quick unavailable workflow for the active round.	6	Red X. Return the player to the Player Pool without marking them unavailable.
7	Other competition alert. The diamond warns that a Full Availability player may be unselected in another competition.		

FORM BOWL BANDS

Green is 71%+ wins, amber is 40-70%, dark red is under 40%, and the speckled bowl means fewer than four current-season games. Form bowls appear on My Board and its player pools, not Shared Master.

5. Select Players on Desktop

Drag and drop keeps the familiar magnetic-board behaviour.

Do this

- 1 Find the player in the Player Pool or on another board position.
- 2 Drag the player magnet to the destination position and release it when the target is highlighted.
- 3 Check that the player appears once and that the displaced player, if any, returns to the expected location.
- 4 Pause after a sequence of moves and confirm the round, division and board mode have not changed.

What to know

- Moving a player changes the selection; it does not create a new roster record.
- Use Undo immediately when the most recent board action was unintended.

COMMITTEE JUDGEMENT

BowlsSelect supports selection; it does not decide the side. Rankings and warnings are evidence, not instructions.

6. Select Players on Touch Devices

Use a tap-then-destination pattern on phones and tablets.

Do this

- 1 Tap the player magnet you want to move. Confirm it is visibly selected.
- 2 Tap the destination position or player pool target.
- 3 Check the completed move before selecting the next player.

What to know

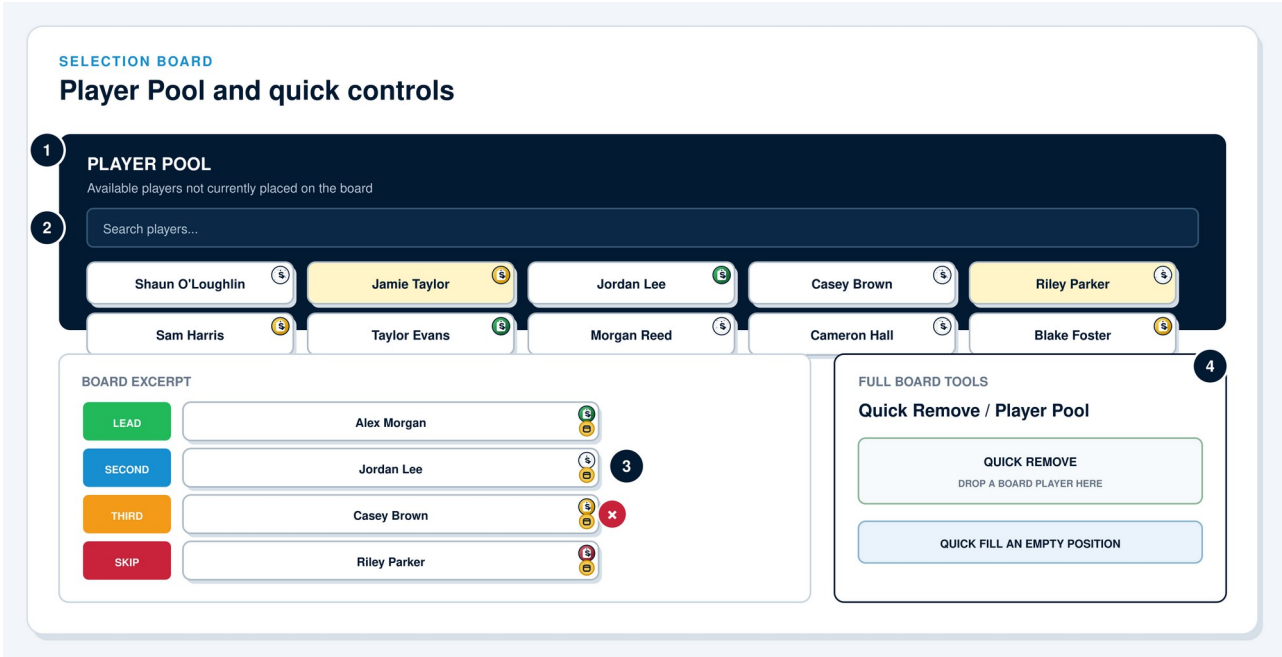
- Do not rely on desktop drag behaviour on a touch-only screen.
- A single-division view can reduce scrolling and accidental placement on smaller devices.

RELATED GUIDANCE

For the board layout and icon meanings, see 3. Understand the Selection Board and 4. Player Magnet and Icon Guide.

7. Player Pool and Quick Controls

Find unplaced players and make deliberate bulk changes.



BowlsSelect Player Pool and board-side quick controls using one coherent interface guide.

1	Player Pool. Available players not currently placed on the board; Fill-in Only magnets remain gold.	2	Search. Filter the pool by player name without changing availability or roster records.
3	Return from board. Use the red X or Quick Remove to return a selected player to the pool.	4	Full Board Tools. Use Quick Remove or Quick Fill when the complete pool is far below the visible divisions.

SELECTION REMAINS HUMAN

Quick Fill proposes an available player for an empty position. Review suitability before accepting the placement.

8. Auto Populate, Empty Board and Undo

Speed controls are useful when their effect is checked immediately.

Action	Effect	Use with care
Auto Populate	Conservatively fills available empty positions.	Review every placement; it is not an automatic team-selection decision.
Empty Board	Clears placed players from the current working board.	Confirm board mode, competition and round first.
Undo	Reverses the most recent supported board action.	Use immediately; do not assume a full multi-step history.

PROTECT OFFICIAL WORK

Test bulk controls in My Board. Do not use them on Shared Master unless you are authorised and intend the change.

9. Division Focus and Board Views

Change what is visible without changing the selection.

Do this

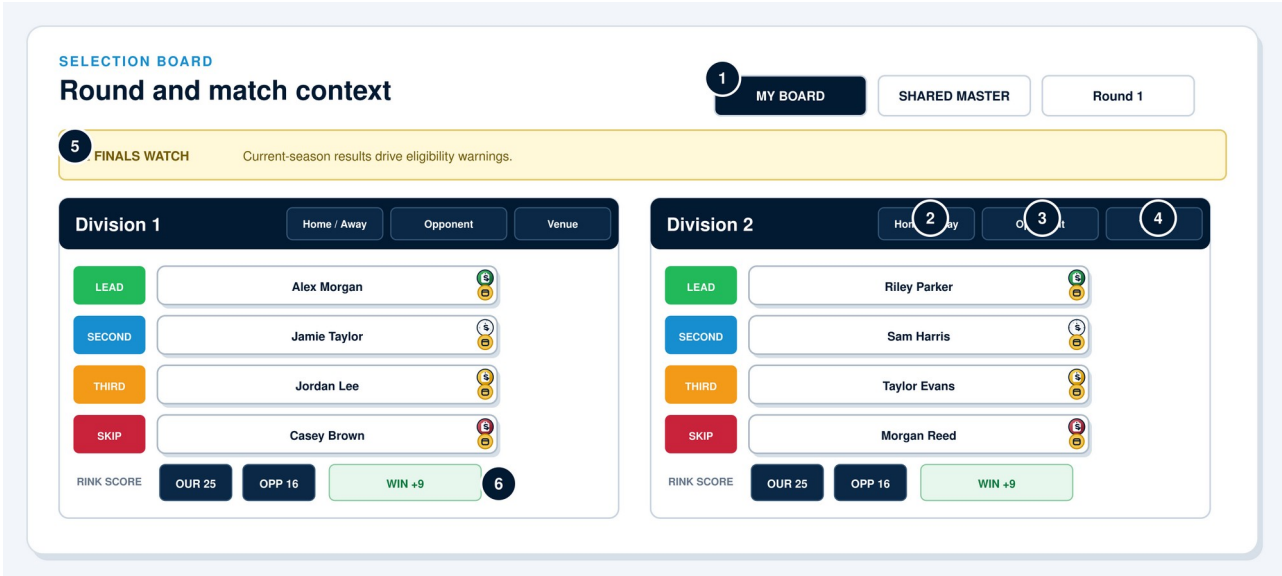
- 1 Choose All Divisions to review the full competition board.
- 2 Choose a division to focus on one working area, especially on smaller screens.
- 3 Return to All Divisions before final review so missing or duplicated placements are easier to spot.

VIEW ONLY

Division focus is a viewing control. It does not move players or create a separate selection.

10. Round and Match Context

Every selection and result belongs to a specific round.



Round, fixture and score context shown in one clean BowlsSelect interface guide.

1	Board and round. Confirm My Board or Shared Master and the active round.	2	Home / Away. Record the playing context for each division.
3	Opponent. Use the official fixture opponent name.	4	Venue. Confirm the home green or away venue used for the fixture.
5	Finals Watch. Review any current-season eligibility warning before finalisation.	6	Rink score and result. OUR and OPP shots produce the rink and division result summary.

What to know

- Confirm round label, opponent and Home/Away status before selecting.
- Use the venue and rink context when the screen provides it; do not reconstruct match details from memory.
- If the context is incorrect or locked, ask the Chairperson or Owner to correct the underlying setup.

11. Availability and Player Information

Keep availability attached to the correct roster identity and round.

QUICK UNAVAILABLE

Mark Shaun O'Loughlin unavailable

This changes availability for the active round and returns the player to the pool.

1

ROUND

Round 1

2

DATE

Saturday 10 October 2026

REASON / NOTE

Away for the weekend

3

☐

Block the player from selection for this round

CANCEL

MARK UNAVAILABLE

4

Quick Unavailable workflow using one clean, demonstration-data panel.

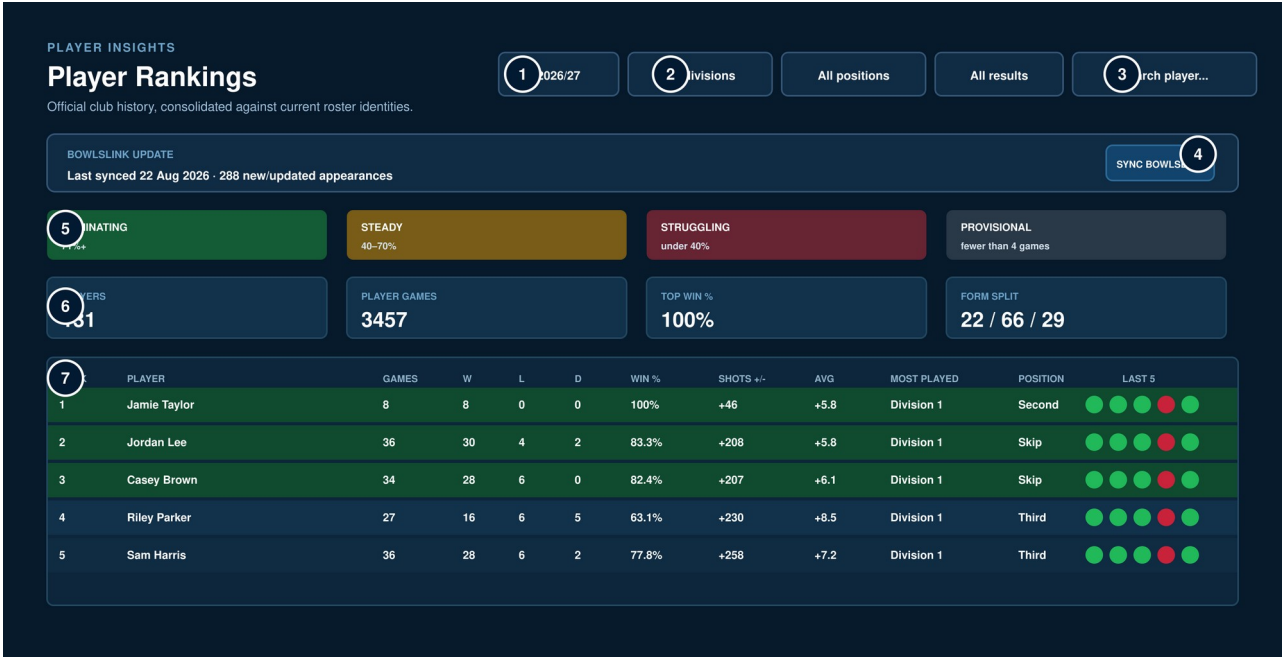
1	Round. Confirm the active round that will be changed.	2	Date and reason. Record the correct date and a concise useful note.
3	Block selection. Prevent reselection for the affected round when the absence requires it.	4	Mark Unavailable. Save only after confirming the player identity and context.

IDENTITY FIRST

If two names appear similar, stop and have the Owner resolve the roster identity. Do not create a duplicate.

12. Rankings, History and Finals Watch

Use evidence to inform judgement, not replace it.



BowlsSelect Player Rankings using demonstration data. Numbered markers match the explanations below.

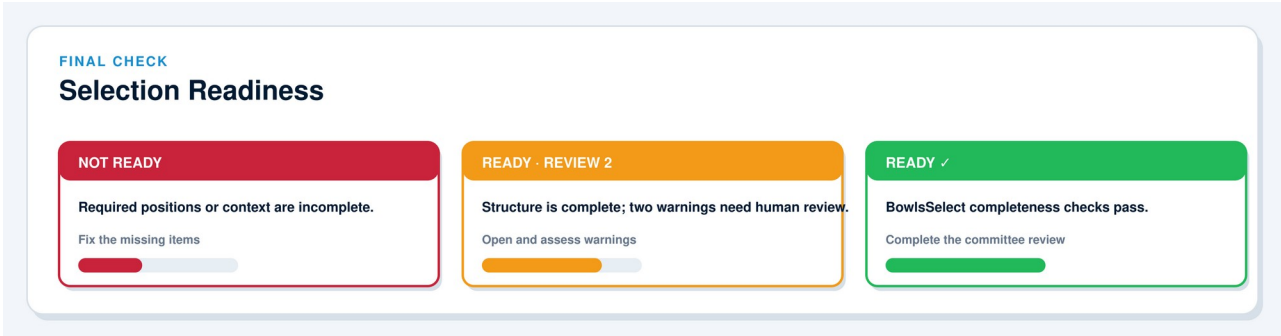
1	Season. Choose the relevant season before comparing players.	2	Scope filters. Limit the view by division, position and result where useful.
3	Player search. Find one roster identity without changing the ranking scope.	4	BowlsLink update. Shows sync context and the current authorised update action.
5	Form bands. Dominating, Steady, Struggling and Provisional use current-season evidence.	6	Summary cards. Players, games, top win percentage and form split summarise the selected scope.
7	Ranking table. Read games, outcomes, shot data, role history and Last 5 together.		

What to know

- Choose the relevant season and scope before comparing players.
- Read rankings in context: role, availability, combinations and committee knowledge still matter.
- Finals Watch surfaces eligibility risk from recorded current-season results; it is a warning, not a ruling.
- Season and round history is only as reliable as the selections and results recorded in the system.

13. Scores, Results and Selection Readiness

Complete the round record and distinguish structural readiness from match results.



Selection Readiness states, rebuilt as one clean BowlsSelect status guide.

State	Meaning	Action
NOT READY	Required structural information is incomplete.	Fix the missing board, match or selection details.
READY · REVIEW N	Structure is complete but warnings require human review.	Open and assess each warning before treating the side as final.
READY ✓	The completeness checks pass.	Still perform the committee's final human review.

IMPORTANT

Selection Readiness is a BowlsSelect completeness check. It is not confirmation that a team has been submitted to BowlsLink.

14. Team Sheet PDF and Team Stickers

Produce committee and noticeboard outputs only from the confirmed board.

EXAMPLE BOWLING CLUB				
SATURDAY PENNANT · ROUND 1 · 10 OCTOBER 2026				
DIVISION 1 · HOME · MAIN GREEN				
RINK	LEAD	SECOND	THIRD	SKIP
1	Alex Morgan	Jamie Taylor	Jordan Lee	Casey Brown
2	Cameron Hall	Blake Foster	Drew Wilson	Hayden Clark
Opponent: Demonstration Club Venue: Main Green Manager: Jamie Taylor				
DIVISION 2 · AWAY · CENTRAL BOWLS CLUB				
RINK	LEAD	SECOND	THIRD	SKIP
1	Riley Parker	Sam Harris	Taylor Evans	Morgan Reed
2	Bailey Scott	Jesse King	Robin Moore	Quinn Adams
Opponent: Demonstration Club Venue: Main Green Manager: Jamie Taylor				
Generated from Shared Master · Review every name and position before publication.				

Team Sheet PDF output using neutral demonstration data and one coherent print layout.

Do this

- 1 Confirm the competition, round and official board state.
- 2 Generate the Team Sheet PDF and review every division, position and player name before printing or sharing.
- 3 Where Team Stickers is enabled, confirm the configured label stock and print at Actual Size / 100%, not Fit to Page.

PRINT SETUP

Where Team Stickers is enabled, the Owner should keep the configured label stock and one approved Actual Size / 100% alignment test with the printer setup.

15. Everyday Workflow and Troubleshooting

A short, repeatable routine keeps private work and the official board distinct.

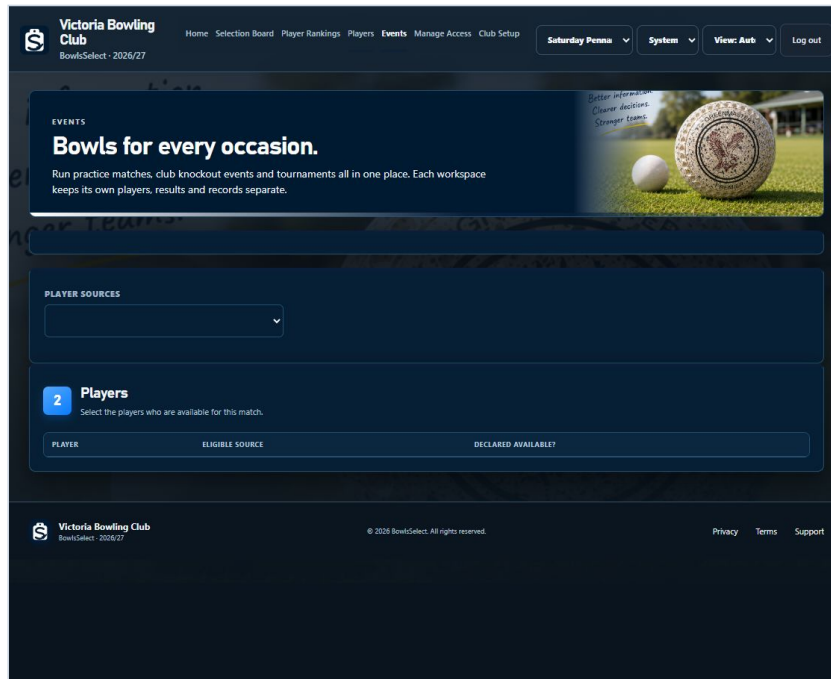
Do this

- 1 Sign in; confirm club, competition, board mode and round.
- 2 Refresh My Board from Shared Master only when you intend to replace the private working state.
- 3 Record availability and review rankings, history and Finals Watch.
- 4 Build and check the selection in My Board; report the agreed proposal through the committee's established process.
- 5 After authorised publication, reopen Shared Master and verify the official board and outputs.

Symptom	First check	Escalate to
Competition missing	Correct sign-in identity and Selection Hub.	Owner
Move did not land	Touch method, target highlight and connection.	Chairperson, then Owner
Board differs from committee decision	My Board versus Shared Master and round.	Chairperson
Player duplicated or absent	Search roster identity; do not add another record.	Owner

16. Competition Home, Sharing and Discussion

Use the new navigation and collaboration tools without confusing a proposal with the official side.



Current BOWLSSELECT shell: the top navigation now links Selection, Rankings, Players and Events.

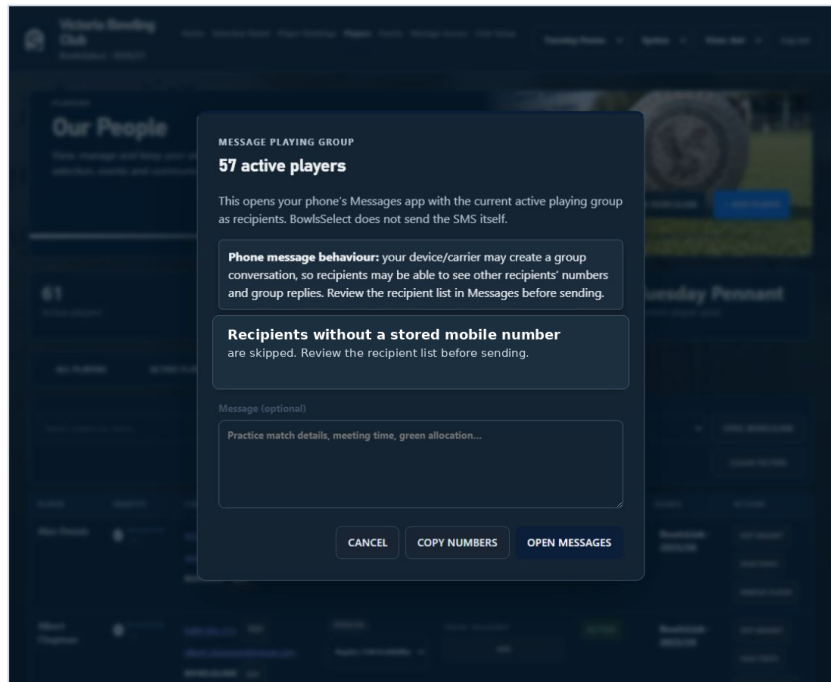
- Competition Home is the starting point for the selected competition. Confirm the competition selector before opening Selection Board, Player Rankings, Players or Events.
- On My Board, Share My Board and Selector Shares can be used where your role permits. A shared snapshot is a view of a proposal; it does not become Shared Master automatically.
- Discussion is associated with Shared Master where enabled. Use it for selection context, but keep formal committee reasons or minutes in the club's normal records.
- Do not assume that sharing a board grants another selector permission to edit your private My Board.

OFFICIAL RECORD

Shared Master remains the official competition board. Sharing, viewing or discussing a proposal does not publish it.

17. Players, Contacts and Playing-Group Messaging

Use the player workspace for current roster information and authorised communication.



Message Playing Group opens the phone messaging workflow; personal names have been removed from this manual image.

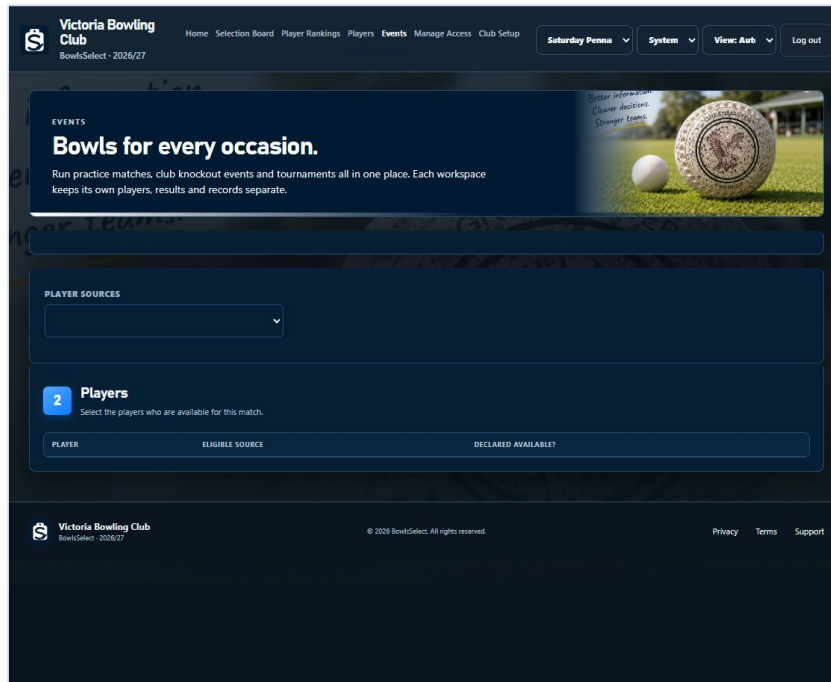
- The Players workspace separates All, Active, Inactive and Contacts views so roster status and contact details can be checked without creating duplicate player records.
- Where your role is permitted to use Message Playing Group, BowlsSelect prepares the recipient numbers and opens your phone's Messages app. BowlsSelect does not send the SMS itself.
- Players without a stored mobile number are skipped. Review the recipient list in Messages before sending.
- A carrier or device may create a group conversation, which can expose recipient numbers or replies to other recipients.

PRIVACY

Use club contact details only for legitimate club communication and only when your role is authorised to view/use them.

18. Events Overview

Practice Matches, Club Events and Tournaments now have their own BowlsSelect workspaces.



Events workspace chooser in the current BowlsSelect application.

- Open Events from the main navigation, then choose Practice Matches, Club Events or Tournaments.
- Events data is kept separate from official Pennant selection and ranking data unless a feature explicitly states otherwise.
- Use the event library/workspace for the event you are running; do not try to store tournament or practice results in Pennant results.
- The current deployed screen is authoritative for availability of each Events feature and the exact action labels.

DATA SEPARATION

Practice results do not feed official Pennant Player Rankings. Tournament and Club Event records also stay in their own Events domain.

19. Practice Matches

Build a practice side from the right playing groups, then adjust it manually like a selection board.

The screenshot shows the 'Victoria Bowling Club BOWLSSELECT' interface. The top navigation bar includes links for Home, Selection Board, Player Rankings, Players, Events, Manage Access, and Club Setup. The main content area is titled 'PRACTICE MATCHES' and 'Create a Practice Match'. Below this, there's a section for 'EVENTS' with a 'Choose your event workspace' dropdown. The 'Match Details' section is active, showing fields for Match name (Practice Match), Date (13/09/2026), Match type (Intraclub - Side A vs Side B), Format (Fours), Number of rinks (1), and Primary competition (Saturday Pennant). There are also buttons for '+ NEW MATCH' and 'SAVE DRAFT'.

Practice Match setup: match details, event tabs and rink format controls.

- Create or open a Practice Match, set the date, match type, format, number of rinks and primary competition.
- Choose player sources from Saturday, Tuesday or both. BOWLSSELECT deduplicates the same person when they belong to both competitions.
- Practice availability starts with players unticked. Tick only the players available for this practice match; only selected players should reach the working pool.
- Use Intraclub or Against Opposition as required. Standard formats include Singles, Pairs, Triples and Fours, with the configured rink workspaces kept visible even when not every rink is full.
- Auto Build is a starting suggestion only. Manual moves, swaps and returns to the pool remain authoritative.

SELECTION REMAINS HUMAN

Competitive, Mix & Match and Against Opposition build methods help organise a starting point. They do not lock the board or replace selector judgement.

20. Practice Results and Practice Rankings

Record practice outcomes without changing official Pennant statistics.

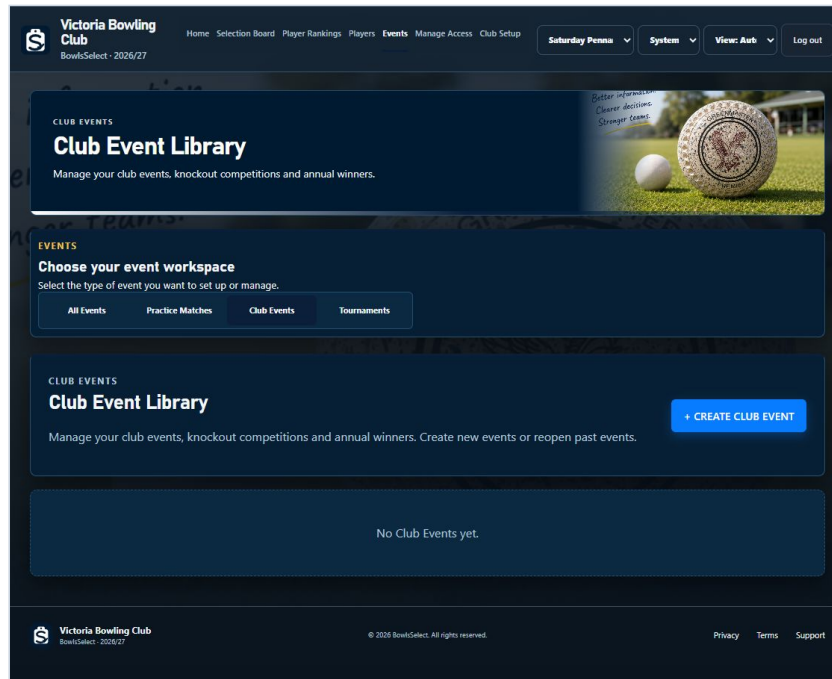
- After play, use the Practice Results area to enter rink scores for the rinks that were actually used. Blank unused rinks should not require a result.
- BowlsSelect derives the practice win/loss/draw and margin information from the practice result.
- Practice Rankings are calculated from Practice Match results only. They remain separate from official Pennant Player Rankings and BowlsLink history.
- Use the list-first Practice Rankings view to review players, then open the player detail to see practice games and Played With / teammate context where available.
- Season Summary and CSV exports may be available in the deployed workflow; use the live screen as the authority for the exact export action.

SEPARATE EVIDENCE

Practice Match evidence can inform selection discussions, but it must never be merged silently into official Pennant ranking/history data.

21. Club Events

Create and publish simple knockout club events without turning them into a full results system.



Club Event Library in the current BOWLSSELECT Events workspace.

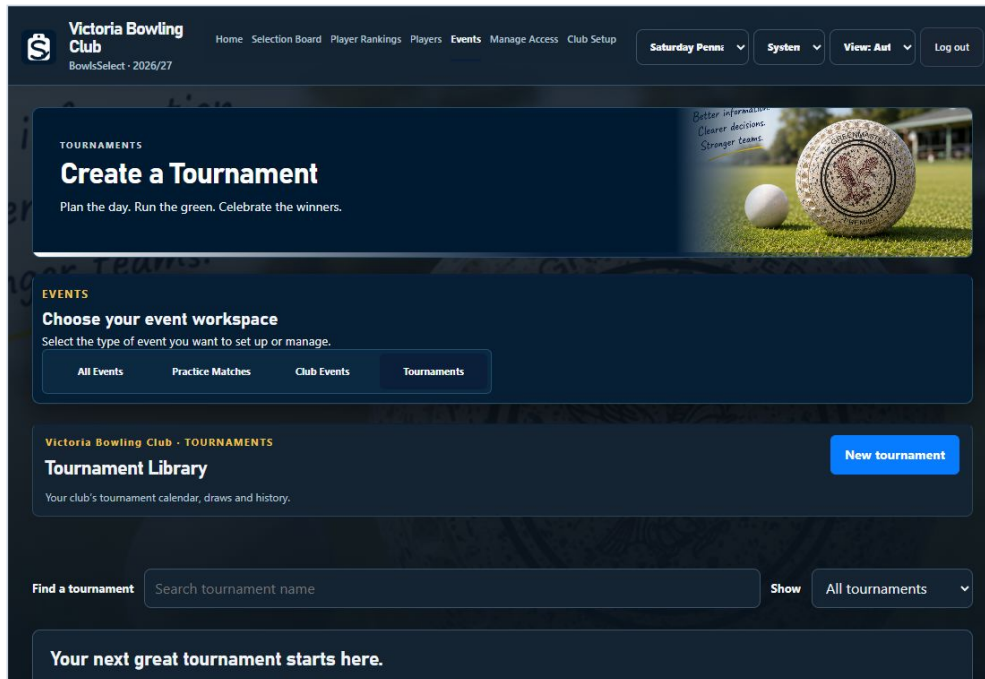
- Club Events supports Singles, Pairs, Triples, Fours and approved custom individual/team events through an Event Library.
- Select the participants for the event. For team events, build complete teams from the selected people before generating the draw.
- The random knockout draw handles non-power-of-two entry counts with byes. Draft redraw is deliberate; publishing locks the draw.
- Generate/download the A3 portrait fixture where enabled. The fixture is designed for club display and handwriting progression rather than digital entry of every match score.
- After the event, record the final winner so the completed edition can appear in the Event Library/past winners.

LIGHTWEIGHT BY DESIGN

Club Events does not require digital score/result entry for every match. It keeps the draw, fixture and final winner.

22. Tournament Planner

Set up a bowls tournament, validate the draw, run the day and keep the tournament record separate.



Tournament Library and New Tournament entry point.

- Tournament Planner uses a Tournament Library. A recurring tournament is a reusable definition; each running is a separate edition.
- The normal workflow is: Tournament Details, Format & Scoring, Playing Surfaces & Rinks, Teams, Draw Validation, Generate & Review, Tournament Control, Live Display, then Tournament Library/history.
- Supported tournament concepts include Open Tournament Draw and Sectional Play, configurable scoring, club surfaces/rinks and validation before the draw is generated.
- Tournament results and ladders are event-local. They do not update Pennant Player Rankings, Pennant results or Practice Match rankings.
- If a later step remains blocked, return to Draw Validation and complete the prerequisite rather than forcing progression.

DIRECTOR REMAINS AUTHORITATIVE

BowlsSelect validates and automates the approved tournament rules, but the Tournament Director remains responsible for the competition decisions and any unresolved exact tie.

23. Appearance and View Modes

Change how BowlsSelect is presented without changing the club data.

- Appearance can be set to System, Light or Dark where the current shell provides those choices.
- View mode can use Auto, Touch or Desktop. Auto follows the device context; Touch and Desktop let the user force the preferred interaction layout.
- Desktop selection continues to support drag-and-drop. Touch selection uses tap/select/place behaviour designed for Surface, iPad and phone use.
- Changing appearance or view mode does not change the selection, competition or player data.
- If controls appear cramped on a small screen, use the focused division view and the Touch layout rather than relying on desktop dragging.

ACCESSIBILITY

Important states use labels and symbols as well as colour. Do not rely on colour alone when reading readiness, warnings or results.

Quick Reference

The shortest safe path through the most common tasks.

Task	Where / action	Check before you finish
Confirm context	Home / competition selector / board header	Club, competition, season and round
Work privately	Selection Board -> My Board	Shared Master stays unchanged
Share a proposal	My Board -> Share My Board / Selector Shares	Sharing is not publication
Record availability	Player / Quick Unavailable	Correct player, date and round
Message group	Players -> Message Playing Group	Review recipients in Messages
Build practice match	Events -> Practice Matches	Only tick available players
Review practice evidence	Practice Results / Practice Rankings	Never mix with Pennant rankings
Run club event	Events -> Club Events	Publish locks draw; record final winner
Run tournament	Events -> Tournaments	Complete validation before progression
Create outputs	Shared Master / Event output action	Use the verified current record

SAFE DEFAULT

If the club, competition, round or feature context is wrong, stop before editing and return to the appropriate BowlsSelect workspace.

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Fast lookup by the words used in BowlsSelect.

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TERMINOLOGY

My Board is private working space. Shared Master is the official board. Practice Match, Club Event and Tournament data stay separate from official Pennant rankings/results unless the live product explicitly says otherwise.