



BOWLSSELECT

CLUB EDITION · 2026–27

Owner & Administrator Manual

Configure the club, protect identities and maintain access.

WHO THIS MANUAL IS FOR

Club Owners and delegated administrators

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 Owner & Administrator Manual covers club and competition setup, roster and contact integrity, roles, access, verification, maintenance and handover.

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 adds the current Players workspace, messaging permissions/privacy, Events data boundaries, Practice Match administration, Club Events, Tournament Planner, device/appearance QA and public support-page checks.

Contents

Use the page numbers below or search the exported PDF by feature name.

About BowlsSelect	2
Contents	3
Before You Begin	4
1. Owner Responsibilities and Boundaries	5
2. Selection Hub and Club Context	6
3. Club Identity and Branding	7
4. Create a Competition Safely	8
5. Divisions, Rinks and Positions	9
6. Competition Isolation and Board Verification	10
7. Maintain the Player Roster	11
8. Contacts and Availability Data	12
9. Link Identities and Resolve Duplicates	13
10. BowlsLink History and Smart Build Data	14
11. Roles and Permissions	15
12. Invite, Extend, Change and Revoke Access	16
13. Manage Access Layout	17
14. Verify Boards, Outputs and Role Behaviour	18
15. Maintenance and Season Changeover	19
16. Owner Handover and Troubleshooting	20
17. Current Players Workspace and Contact Controls	21
18. Message Playing Group Permissions and Privacy	22
19. Events Domain and Data Separation	23
20. Practice Match Administration	24
21. Club Events Administration	25
22. Tournament Planner Administration	26
23. Appearance, View Modes and Device QA	27
24. Public Information and Support Pages	28
Quick Reference	29
Feature Index	30

Before You Begin

The checks that prevent most club owners and delegated administrators problems.

You need

- Owner access to the intended club.
- Authoritative season structure and current roster/contact sources.
- A test plan for Owner, Chairperson, Selector and Viewer roles.
- A named incoming Owner or continuity contact.

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

Owner access is powerful. Use a test competition for destructive checks and grant the least role and competition scope required.

NAMES AND SCREENS

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

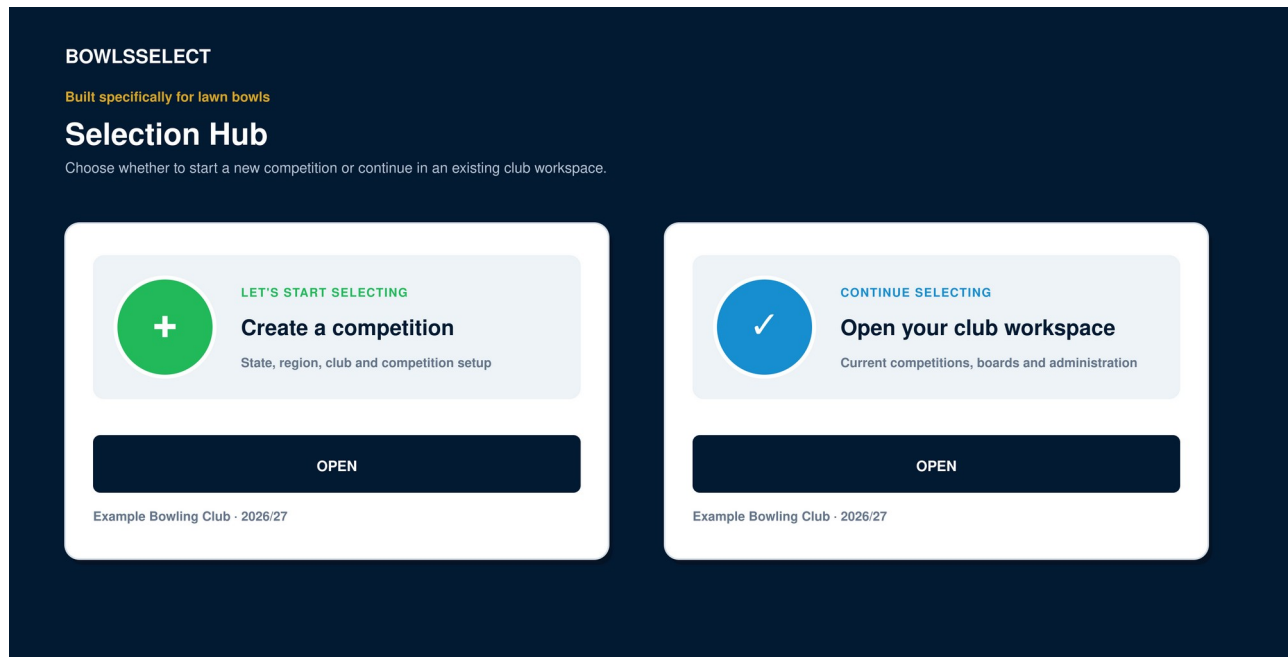
1. Owner Responsibilities and Boundaries

Own club configuration, identities and access; keep selection decisions with the committee.

Owner responsibility	Owner does	Owner does not
Club and competitions	Maintain structure, seasons, divisions and context.	Choose players for the selection committee.
Roster and contacts	Keep one clean identity per person and current contact data.	Create duplicate players to solve a sign-in problem.
Access	Grant the minimum role and correct competition scope.	Share accounts or widen permissions for convenience.
Continuity	Document setup and handover for the next administrator.	Leave the club dependent on one person's memory.

2. Selection Hub and Club Context

The hub is the safe starting point for club-wide administration.



Selection Hub interface guide using a clean BowlsSelect club-workspace layout.

Do this

- 1 Confirm the club identity displayed in the hub.
- 2 Open the intended competition or administration area.
- 3 Read the season and competition context again before changing structure, roster or access.

3. Club Identity and Branding

Use one canonical club identity across the hub, board and outputs.

What to know

- Confirm club name, short name and any displayed emblem or colour settings.
- Use the same identity in the Selection Board heading and printed outputs.
- Avoid seasonal dates or competition names in the permanent club identity.
- After changing branding, inspect the hub, board and Team Sheet PDF for truncation or contrast problems.

MANUAL IDENTITY

The BowlsSelect manuals use the canonical clipboard–S–tick logo and navy #031A33. Club branding must not replace that product mark in manual navigation pages.

4. Create a Competition Safely

Build the competition in the correct club and season before inviting selectors.

Do this

- 1 From the club administration area, start a new competition in the intended season.
- 2 Choose Smart Build from the most recent season when historical structure is suitable; otherwise build the structure manually.
- 3 Review every proposed division, rink and position before making the competition active.
- 4 Set the recurring playing context and confirm the first round baseline.
- 5 Open Selection Hub and verify that the new competition is isolated from existing competitions.

IRREVERSIBLE RISK

Promotions, relegations and rink-size changes can make historical structure unsuitable. Review the proposed build before continuing.

5. Divisions, Rinks and Positions

The structure controls board size, readiness and outputs.

Level	Define	Verify
Competition	Season, playing day and shared settings.	Correct club and no collision with another competition.
Division	Division name/number and order.	Matches the coming season, not merely last season.
Rink / team	How many teams each division carries.	Home/Away and result summaries align with the fixture model.
Positions	Lead, Second, Third, Skip or the configured rink size.	Selection Board and Team Sheet PDF show every required slot.

6. Competition Isolation and Board Verification

Each competition must keep its own board, round and access context.

Do this

- 1 Open each competition from Selection Hub in turn.
- 2 Confirm the competition name, season, round and divisions displayed on its Selection Board.
- 3 Check that a role scoped to one competition does not gain unintended access to another.
- 4 Create a small test selection in My Board and verify that Shared Master is unchanged until authorised publication.
- 5 Generate a test Team Sheet PDF and inspect headings, divisions and positions.

DATA PROTECTION

BowlsSelect access is enforced through role-aware data rules. UI visibility is helpful, but the Owner must still test the actual role and competition scope.

7. Maintain the Player Roster

One clean roster identity per person protects selections, results and history.

CLUB ADMINISTRATION

Players

Maintain one clean roster identity per person.

SEARCH PLAYERS

ADD PLAYER

Search by name, email or BowlsLink identity...

PLAYER	AVAILABILITY	BOWLSLINK	EMAIL	STATUS	ACTION
Alex Morgan	Full Availability	Linked	alex@example.com	Active	<button>EDIT</button>
Jamie Taylor	Fill-in Only	Linked	jamie@example.com	Active	<button>EDIT</button>
Jordan Lee	Full Availability	Linked	jordan@example.com	Active	<button>EDIT</button>
Casey Brown	Full Availability	Review	casey@example.com	Active	<button>EDIT</button>
Riley Parker	Fill-in Only	Not linked	riley@example.com	Inactive	<button>EDIT</button>

Players administration interface guide using neutral demonstration data.

Do this

- 1 Search before adding a player, including known spelling variants.
- 2 Confirm BowlsLink identity or membership reference where available.
- 3 Update the existing record when contact or status changes.
- 4 Retire or deactivate a player through the supported action; do not delete history casually.

8. Contacts and Availability Data

Import carefully, preview matches and leave unmatched records unresolved rather than guessed.

IMPORT PLAYER CONTACTS

Preview the import before applying changes

Matched records can update email and mobile details. Ambiguous rows remain unresolved.

MATCHED	UNMATCHED	UPDATED	UNCHANGED
118	2	127	6

PREVIEW MATCHES

IMPORT ROW	ROSTER MATCH	EVIDENCE	STATUS
Alex Morgan	Alex Morgan	Exact member ID	Ready
Jamie Taylor	Jamie L. Taylor	Name + mobile	Review
Jordan Lee	Jordan Lee	Exact email	Ready
Casey Brown	—	No confident match	Unmatched

CANCEL **APPLY 127 UPDATES**

Contact import preview rebuilt as one coherent demonstration-data panel.

Do this

- 1 Prepare the supported BowlsLink or club contact export without altering unique identifiers.
- 2 Open the contact import and review matched, unmatched and unchanged counts.
- 3 Preview proposed matches; resolve only when the identity is unambiguous.
- 4 Apply the import, then spot-check email, mobile and membership details in the roster.

NO GUESSING

A wrong match can attach access, availability or history to the wrong person. Leave ambiguous records unmatched and investigate.

9. Link Identities and Resolve Duplicates

Repair the identity chain rather than creating another account or player.

Symptom	Likely cause	Owner action
User signs in but sees no club	Login identity is not linked to access.	Verify email/identity, then link or resend the correct invitation.
Two roster entries for one person	Manual addition preceded an import or used a spelling variant.	Confirm the authoritative record and merge/resolve through the supported workflow.
History split across names	BowlsLink and roster identities are not aligned.	Repair the identity link before importing more history.
Invitation goes to wrong person	Stale or mistyped contact detail.	Revoke the incorrect access and correct the roster/contact record.

10. BowlsLink History and Smart Build Data

Historical data can accelerate setup, but it remains evidence to review.

What to know

- Smart Build scans the most recent usable season and proposes divisions and rink structure.
- History and appearance imports should be processed in manageable division-based chunks when the live workflow presents that pattern.
- Review counts, unmatched records and season labels before accepting an import.
- After import, open a sample of players and rounds to confirm that history is attached to the correct identities.

SCOPE BOUNDARY

BowlsLink team submission is not claimed. The verified project scope covers history/results support and Smart Build, subject to the live import screen.

11. Roles and Permissions

Grant the least access needed for the person's actual job.

Role	Typical capability	Owner check
Owner	Full club administration, competitions, roster and access.	Keep the number of Owners small; maintain a continuity plan.
Chairperson	Edit and publish Shared Master for assigned competition(s).	Confirm the competition scope and season.
Selector	Use a private My Board and selection tools.	Do not grant Shared Master publication by assumption.
Viewer	Read-only access to the permitted club/competition view.	Test that no edit controls or data writes are possible.

ACCESS RULE

Role labels describe intended capability. Verify with the actual account after every grant or scope change.

12. Invite, Extend, Change and Revoke Access

Use a consistent identity-first process for every access change.

Do this

- 1 Search the roster/contact record and confirm the person's current email or sign-in identity.
- 2 Choose the minimum role and the exact club/competition scope required.
- 3 Send or extend access through the supported live action; ask the recipient to use the same identity when signing in.
- 4 Test access with the user: expected competition visible, prohibited competitions absent, correct edit/read behaviour.
- 5 Revoke promptly when the role ends; record the handover of any Owner responsibilities.

PREFERRED SIGN-IN

Google sign-in is preferred when available. Invitation or email fallback must still be linked to the intended identity; an invite code is not treated as the primary model.

13. Manage Access Layout

Use a clear role-and-scope view to review who can do what.

What to know

- Example names are neutral demonstration data and do not represent club accounts.
- The live Manage Access screen remains authoritative for action labels and status wording.
- Confirm each person's role, competition scope, status and safe next action together.

Person	Role	Scope	Status	Safe next action
Alex Morgan	Owner	Whole club	Active	Retain only while club administration duty continues.
Jamie Taylor	Chairperson	Saturday Pennant	Active	Verify Shared Master publication and no unrelated competition access.
Riley Parker	Selector	Saturday Pennant	Active	Verify My Board access and no publication permission.
Casey Brown	Viewer	Midweek Pennant	Pending	Confirm identity before resending the invitation.

14. Verify Boards, Outputs and Role Behaviour

Administration is not complete until the working experience is tested.

Do this

- 1 Sign in with or test alongside one account for each role used by the club.
- 2 Confirm Selection Hub visibility and competition isolation.
- 3 Check My Board privacy, Shared Master read/write behaviour and Chairperson publication scope.
- 4 Run readiness on a controlled test round and verify warning behaviour.
- 5 Generate Team Sheet PDF and any configured sticker output; inspect names, divisions, scale and club identity.

NO LIVE-DATA EXPERIMENT

Use a test competition or controlled preseason round for destructive checks such as Empty Board or bulk imports.

15. Maintenance and Season Changeover

Close the season cleanly, then create the new structure from reviewed evidence.

What to know

- Review active users and revoke people whose duties have ended.
- Resolve unmatched identities and roster duplicates before importing another season.
- Confirm final round results and history are complete enough for future reference.
- Use Smart Build only after checking whether divisions, promotions, relegations or rink sizes changed.
- Verify the first new-season board, roles and printed output before selection starts.

16. Owner Handover and Troubleshooting

The club should be able to continue safely when the administrator changes.

Handover item	Record	Verify together
Club context	Club identity, active competitions and season state.	Selection Hub and each board.
Access	Current Owners, Chairs, Selectors and Viewers with scope.	One account per role.
Roster/imports	Last contact/history import and unresolved identity issues.	Sample player history and contact data.
Outputs	Team Sheet/sticker configuration and print settings.	One test PDF/print.
Product variance	Pending support issue or control whose label varies by deployment.	Record the current screen and the agreed club procedure.

RESULTS SCREEN

Results / Season History guidance is intentionally outcome-based. The current deployed screen remains authoritative for labels, ordering and available import actions.

17. Current Players Workspace and Contact Controls

Maintain the roster through the current Active, Inactive and Contacts views without breaking identity history.

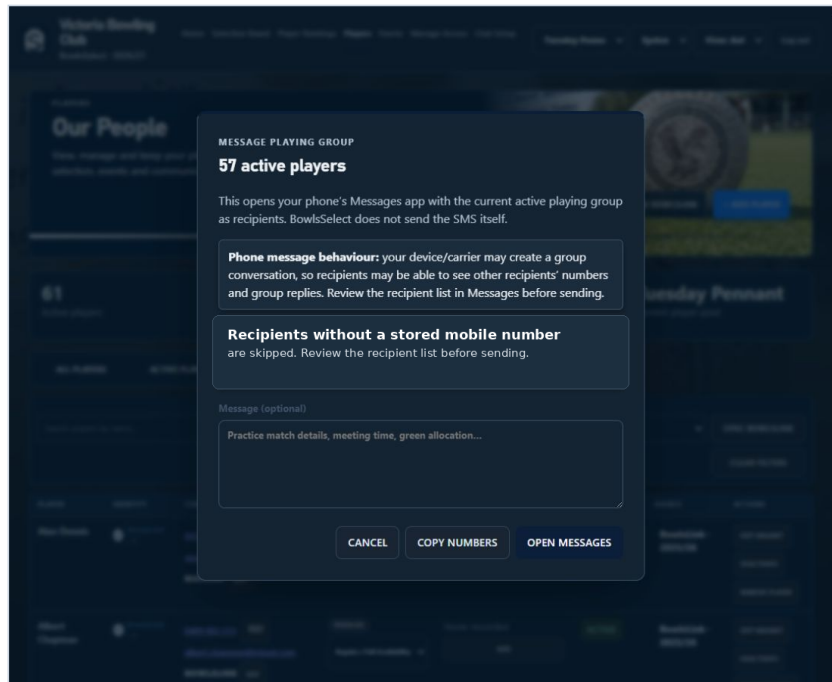
- The current Players workspace separates All Players, Active Players, Inactive Players and Contacts. Search before adding or reactivating a person.
- Use the supported Add Player, Edit Magnet, contact editor and known-unavailability actions against the existing canonical player identity.
- Deactivate/retire a player when appropriate rather than deleting historical identity or results links casually.
- Availability dates and displayed club dates should use the Australian day/month/year convention in the current deployment.
- Treat phone and email details as personal information. Give access only to roles that need it.

IDENTITY FIRST

Do not create a duplicate person to solve an access, availability or contact problem. Repair the existing identity/link instead.

18. Message Playing Group Permissions and Privacy

Enable group messaging deliberately because it exposes member contact data to the device messaging workflow.



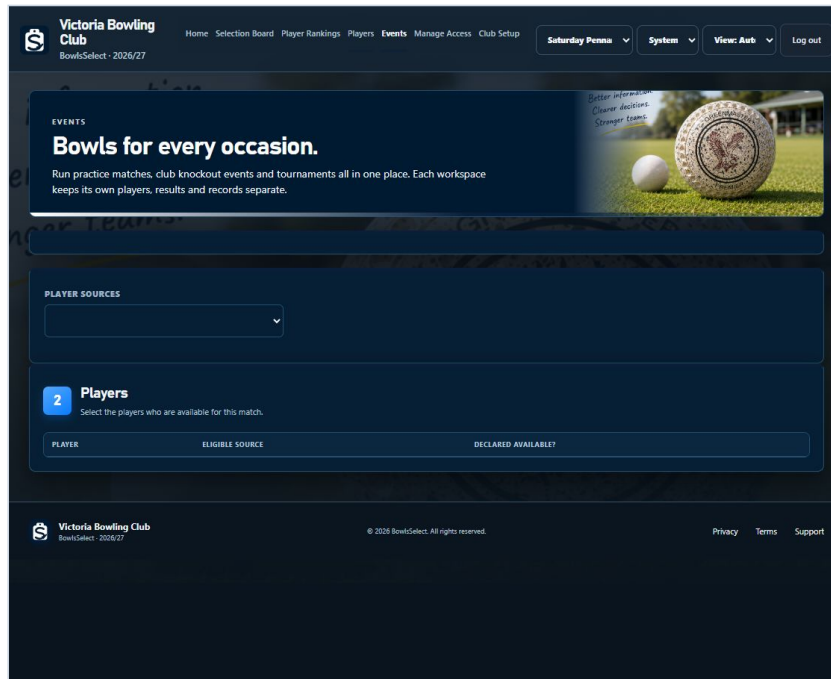
Message Playing Group opens the user's phone messaging workflow; personal names have been removed.

- Message Playing Group prepares the active playing-group recipient numbers and opens the user's phone Messages app. BOWLSSELECT does not send SMS directly.
- Players without a stored mobile number are skipped and should be followed up separately where necessary.
- The production permission model includes an explicit messaging capability for Viewer competition memberships; existing Viewer rows are not automatically granted that capability.
- Selector/Chairperson contact permissions remain governed by the current access model. Test the actual account after any permission change.
- Because group messaging can expose recipient numbers/replies, provide the feature only to people who genuinely need it.

LEAST PRIVILEGE

Do not broaden contact or messaging access merely for convenience. Verify both the role and competition scope after every change.

19. Events Domain and Data Separation



Current Events workspace chooser.

- Practice Match data is multi-tenant and practice-only. Results/rankings must never write into Pennant/BowlsLink ranking or history tables.
- Club Events stores event definitions/editions, entrants/teams, bracket state and final winner; it deliberately does not require a normal digital results table.
- Tournament Planner uses event-local teams, fixtures, surfaces/rinks, results and ladders. Tournament results must not affect Pennant or Practice Match statistics.
- The modules may reuse authentication, club identity, branding, shared UI and Events navigation, but their data boundaries remain separate.
- When testing Events, verify club/tenant scoping and the role boundary as well as the visible UI.

SECURITY BOUNDARY

A shared Events menu is not a reason to merge schemas, permissions or ranking data. Preserve the approved domain boundaries.

20. Practice Match Administration

Keep Practice Matches usable by selectors while protecting canonical player identities and official data.

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 includes fields for Match name, Date, Match type, Format, Number of rinks, and Primary competition. The 'Match Details' section is currently active, showing a 'Practice Match' setup for '13/09/2026' with 'Intraclub - Side A vs Side B' match type, 'Fours' format, '1' number of rinks, and 'Saturday Pennant' primary competition.

Practice Match setup in the current application.

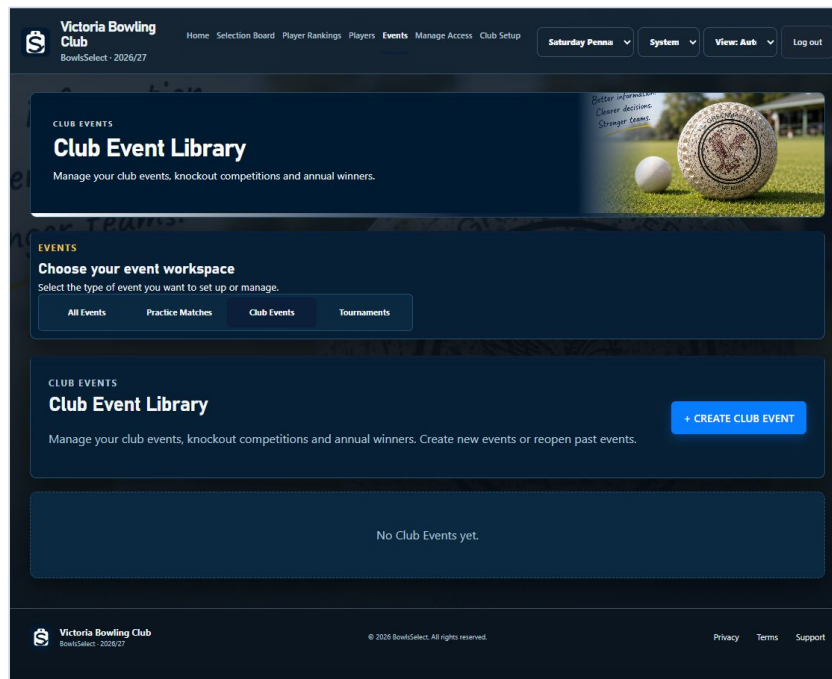
- Practice Matches use the actual club player sources from Saturday, Tuesday or both and canonical identity deduplication.
- Only active/eligible source players should be offered according to the configured competition rules; the practice availability checklist starts unticked.
- Persist match metadata, selected source/availability snapshot, rink workspaces, placements, results/margins and practice-only ranking context under the club tenant.
- Auto Build is a suggestion and manual moves remain authoritative. Test both desktop drag/drop and touch tap/select/place/swap/return behaviour.
- Verify Practice Results, Practice Rankings, Played With context, season grouping and any exports without writing official Player Rankings.

REGRESSION CHECK

After a Practice Match change, re-test Selection Board, Player Rankings and Players so the Events module has not changed the core Pennant workflow.

21. Club Events Administration

Run lightweight club knockouts from the shared Player Bank while keeping privacy and draw state controlled.



Current Club Event Library.

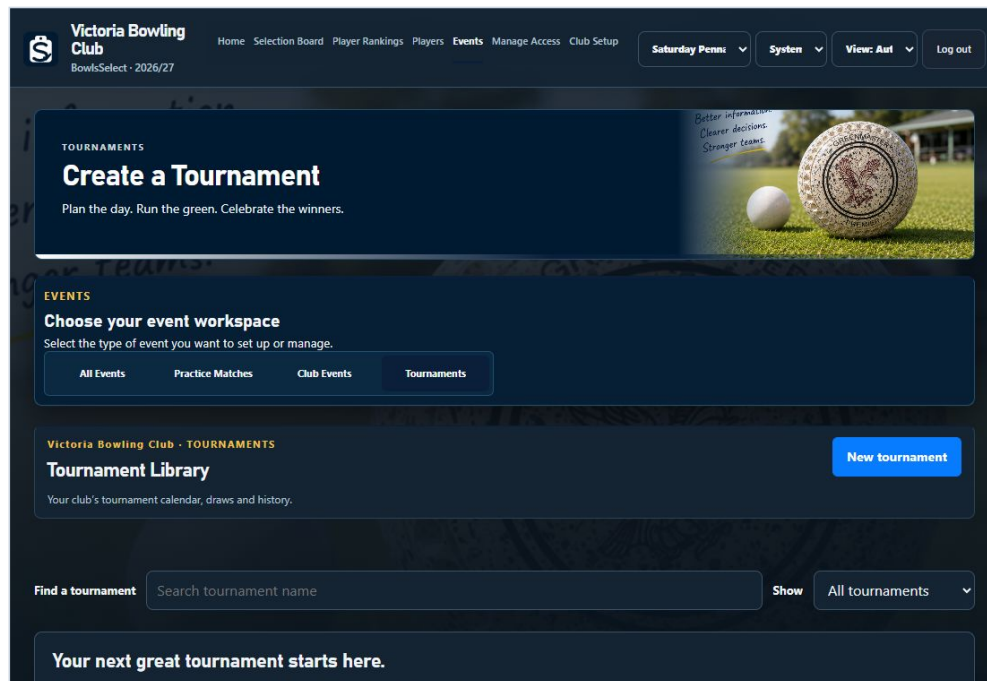
- Maintain reusable Club Event definitions and annual/season editions with Draft, Published and Completed status.
- Use the shared Player Bank: participant checkboxes start OFF; linked member identities remain references rather than copied player/contact records.
- For team events, require complete team assignment before draw generation. Support touch movement and reordering in the team builder.
- Publishing locks the draw. Reopening an event must not silently redraw it.
- Contact numbers are optional output and default OFF. Generate the approved A3 portrait fixture through the controlled PDF/download workflow.
- Completion records the final winning entry; do not add a full match-results system unless a later approved version changes the scope.

PRIVACY DEFAULT

Include Contact Numbers defaults OFF. Only expose authorised contact information when the event organiser deliberately enables it.

22. Tournament Planner Administration

Protect the tournament solver, surfaces, results and Live Display as a separate event domain.



Tournament Library and New Tournament workflow.

- A Tournament Library definition is reusable; each running is a separate tournament edition. Recreate copies reviewed configuration, not the old draw/results.
- The creation flow keeps Tournament Details, Format & Scoring, Playing Surfaces & Rinks, Teams, Draw Validation and Generate & Review as explicit stages before Tournament Control.
- V1 can use up to three active playing surfaces for one tournament while the club may store more. Physical rink identity must remain surface-specific even when visible numbers repeat.
- Open Tournament Draw prevents repeat opponents; Sectional Play validates equal-sized sections and scheduled-bye rules. The solver should fail clearly rather than silently break a hard rule.
- Tournament Control records shots and final tournament points for each game, validates point logic and ranks by Tournament Points, Ends Won, Shots Difference and Percentage.
- Live Display is a read/display surface; do not expose private administration data, service credentials or private sponsor-file metadata.

NO HIDDEN TIEBREAK

If teams remain exactly tied after the approved ranking hierarchy, require a Tournament Director decision rather than inventing alphabetical order or another hidden rule.

23. Appearance, View Modes and Device QA

Treat desktop, Surface, tablet and phone use as release requirements, not optional polish.

- Verify System, Light and Dark appearance after user-facing changes; important states must retain text/symbol cues and usable contrast.
- Verify Auto, Touch and Desktop view modes. Touch tap/select/place and desktop drag/drop are separate first-class interaction paths.
- For Selection Board and Practice Match movement, test swap, pool return, scrolling and narrow-screen behaviour on representative touch sizes.
- A user-facing release is not complete merely because desktop Chrome looks correct. Include Surface/iPad/iPhone-sized checks where relevant.
- Do not let the mobile shell or appearance setting change club, competition, role or board context.

RELEASE QUALITY

A mouse-only pass is not sufficient for BowlsSelect. Touch and non-colour status cues are permanent product requirements.

24. Public Information and Support Pages

Keep the club-facing legal and support routes visible and current.

- The application shell currently exposes Privacy, Terms and Support pages in the footer. Keep these routes available after shell/navigation changes.
- Club Owners should direct users with access, identity or competition-assignment problems through the club Owner/admin workflow before creating duplicate accounts.
- Global policy text belongs to BowlsSelect, not individual club configuration. Do not edit legal wording casually from a club setup screen.
- When the public website sign-in route changes, verify the distributed club link and manuals rather than hard-coding an old VBC-only address.

SUPPORT BOUNDARY

Document club-specific procedure separately from product-wide policy. Escalate legal/privacy changes for appropriate review.

Quick Reference

The shortest safe path through the most common tasks.

Task	Where / action	Check before you finish
Confirm context	Selection Hub / Competition Home	Correct club, season and competition
Maintain player	Players -> search before add/edit	One canonical identity
Maintain contact	Contacts / contact editor	Authorised data only
Grant access	Manage Access -> Invite/role/scope	Least role + exact competition
Enable messaging	Competition membership capability	Viewer rows not auto-enabled
Verify practice data	Events -> Practice Matches	No writes to Pennant rankings
Run Club Events	Events -> Club Events	Contact numbers OFF by default
Run tournament	Events -> Tournaments	Validate solver/surfaces/results domain
Device QA	System/Light/Dark + Auto/Touch/Desktop	Desktop and touch both pass
Handover	Owner continuity checklist	Another Owner can continue safely

SAFE DEFAULT

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

Feature Index

Fast lookup by the words used in BowlsSelect.

Feature	Page
Active Players	21
Appearance	27
Club Events	25
Club Setup	7
Contacts	21
Events	23
Inactive Players	21
Manage Access	17
Message Playing Group	22
Player identity	13

Feature	Page
Practice Match	24
Practice Rankings	24
Privacy	28
Roles	15
Support	28
Terms	28
Touch mode	27
Tournament Planner	26
View mode	27

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.