



# CONGRESBURY BOWLS CLUB

## RINK DIARY SYSTEM

### CLUB MEMBER "TEAMS" MANUAL

The Rink Diary software not only consists of its original rink booking functionality but also a new "Teams" module. This contains various match fixtures against each of which members will be able to nominate themselves for selection together with a preferred playing position. Team captains will then make their selections, members will be notified of this via email and may respond accordingly from there.

This manual will enable club members to understand how to nominate themselves for any given match and how the selection process affects them.

**Rink Diary is completely separate from Clubbuzz** and there is no connection between them. Clubbuzz will still hold the club website and member details as well as providing methods of joining or contacting the club. It will continue to be used for ongoing email club communication purposes. Most members will now only need login details for Rink Diary.

Rink Diary may be accessed by using the following link:

<https://www.congresbury.rinkdiary.co.uk>

Please save this link in your browser favourites for regular future reference and read on to find out how to nominate yourself for matches.

If there are any issues please contact Hugo Hoare for assistance via [hugohoare56@gmail.com](mailto:hugohoare56@gmail.com) or 07413 976024.

## SELF NOMINATION FOR MATCHES

From the Rink Diary home screen you must "SIGN IN" using the button at the top right.

Once logged in you need to view the top navigation bar where you will find the "TEAMS" option. Click on this option.



This displays a screen similar to the one below:

03/01/2024 14:30  NSML Anytown Bowls Club 4 x Rinks Home (Cut off 28/12/2023) <a href="#">View</a> <span>1/18</span>	18/04/2024 14:30 Friendly West Backwell 5 x Triples Away (Cut off 11/04/2024) <a href="#">View</a> <span>0/15</span>	18/04/2024 14:30 Friendly Long Ashton 3 x Rinks Home (Cut off 11/04/2024) <a href="#">View</a> <span>0/12</span>	19/04/2024 14:30 Friendly Clevedon Promenade 5 x Rinks Away (Cut off 12/04/2024) <a href="#">View</a> <span>0/20</span>	20/04/2024 14:30 Friendly Bloomfield 3 x Rinks Home (Cut off 13/04/2024) <a href="#">View</a> <span>0/12</span>	21/04/2024 14:30 Friendly Wrington 4 x Triples Home (Cut off 14/04/2024) <a href="#">View</a> <span>0/12</span>
22/04/2024 14:15 NSML Banwell 2 x Rinks Away (Cut off 15/04/2024) <a href="#">View</a> <span>0/8</span>	23/04/2024 14:30 Friendly Nailsea 3 x Rinks Away (Cut off 16/04/2024) <a href="#">View</a> <span>0/12</span>	24/04/2024 14:30 Friendly Banwell 4 x Rinks Away (Cut off 17/04/2024) <a href="#">View</a> <span>0/16</span>			

All upcoming matches from this point in time are displayed.

- Blue are mens matches
- Pink are ladies matches
- Beige are mixed matches

The system knows your gender so will not allow men to enter ladies matches and vice versa.

Basic information relating to each match can be seen here. The cut-off date is the date by which nominations must be made to be considered for selection and will be generally set to the Monday of the previous week. The figures in red at the bottom right of each match (e.g. 1/18) show the number of players signed up together with the original number required. **The first match in the example above shows a white tick in a green circle which indicates that you have already nominated yourself for this match.**

If you wish to nominate yourself for a match or further details are required then simply click on the "View" button of the appropriate match.

This displays the screen shown below. **This display may vary depending on what type of device you are using e.g. phone/tablet/laptop/desktop and what type of match**

VIEW TEAMS
✕

Thursday 18th April 2024	Away	5 x Triples
Friendly	West Backwell	14:30 Start Club Colours
To nominate - Enter name in green columns		
Please use blue column for preferred playing position an X indicates non-availability		

SAVE
\*\* Please click on SAVE button to save team selection data \*\*

<input type="checkbox"/> Test Member		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

\*\* Please confirm in green column you are able to play \*\*

\*\* Please click on SAVE button to save players data \*\*

Triple

1	Y/N ↓	1	Y/N ↓	Notes
2	Y/N ↓	2	Y/N ↓	
3	Y/N ↓	3	Y/N ↓	
1	Y/N ↓	1	Y/N ↓	
2	Y/N ↓	2	Y/N ↓	
3	Y/N ↓	3	Y/N ↓	
1	Y/N ↓			
2	Y/N ↓			
3	Y/N ↓			

Reserves

	Y/N ↓		Y/N ↓
	Y/N ↓		Y/N ↓

Team Manager - Clive Shipway

Telephone No. - 07123456789

\*\*\*Please let Team Manager know if you are unable to play\*\*\*

**Nominations are shown on the left hand side of the screen. Selections made (administered by the captains) are shown on the right.**

**By default your name has been entered automatically.** The box to the right of your name is a free format text field. Please enter one of the following characters:

- leave blank (denotes availability with no position preference)
- L - Lead is your preferred position
- 2 - 2 is your preferred position
- 3 - 3 is your preferred position
- S - Skip is your preferred position
- R - Reserve
- X - **Not available** to play (use this option rather than not nominating yourself at all to ensure the selector refrains from nominating you him/herself).

IMPORTANT - ONCE YOU HAVE DECIDED TO NOMINATE YOURSELF YOU MUST CLICK THE RED COLOURED "SAVE" BUTTON. IF LATER SELECTED IT IS ALSO IMPORTANT TO ADVISE THE CAPTAIN DIRECTLY IF YOU FIND YOURSELF UNABLE TO PLAY.

3