

BDLGA Results App

Welcome to the help booklet that explains how you can set yourself up in the Results App so that you can assist your Team Captain to record and organise matches for the Alliance. The old method of notifying results by sending pictures of the match sheets and the Results Co-ordinator manually inputting the data has been replaced. The Results App has been designed and has proved to work extremely well for the Men's league so after research and amendments the App is now ready for us to use effectively. As we are all new to this App, with a lot of help and support I have been able to set up this list of instructions to follow in its use.

The App as I said enables your Captain to record all your Alliance Matches for the season, input match results and see the table of results in real time and those of the teams in your division. The App will keep all the dates of the matches, their times, your opponents, allow you to set up match sheets, contact other Captains and reveal the sheets automatically to the opponents just before match start time. The results of the matches will then appear immediately in the table for each division once you input the details. Individual points gained will also be recorded for information of the winners of the Divisional Cups.

To assist your Captain all potential team members can register so they can input their availability and contact you through the App if needed. Getting as many onto the App will gain the most out of it so you can do everything that you used to do manually in the app instead. To guide you through using the App to start with are these help sheets so that you can have the sheet open at the same time as doing the action in the App. You as a member will only need to use the App to register, tell the App what Club you belong to and then use it to notify your Captain of your Availability. After that you can just access it to see the Results Tables if they wish to see how their team is doing throughout the season.

The only thing that the App doesn't do is record your Handicap as it is not accredited so either you will have to update your handicap for your Captain or they will have to use the Handicap software that you use to keep this up to date to ensure we always play in the correct handicap order.

Any problems, please get in contact. If I can't assist, I have direct contact with the App's designer so I can pass on your question to him.

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1. How to set yourself up as a Member (A Member is any players that will play in the Alliance teams)

- 1 From the BDLGA website, access the League menu and then the Results App option. Tap to enter
- 2 Enter the email that you wish to use to access.
- 3 Request a Passcode. You will receive an email back to your email used to register. If you don't receive it, check in your Spam mail. When you have received the passcode, access the App again via the BDLGA website and sign in using your email and passcode that your Captain has sent to you.
6. You will now be able to Associate yourself with your own Club

2. How to access the App when the passcode is received

- 1 To the email that you used to register on the App you will be sent a passcode (as above)
- 2 You can change this passcode, section 5 explains how and you can also remain logged onto the system so that you don't have to put your email and passcode in each time you need to use the App. Staying logged on is explained in section 10.
- 3 With your email and passcode, log into the App and you will now have the ability to see and work in the App
- 4 You will need to tell the App which Club you play for, called Associate with a Club in this App

3. How to Associate with a Club as a Member

- 1 From the Home Menu, select from the My Admin Menu, Associate
- 2 Select your own Club and team by clicking on the Club name
- 3 Select you wish to sign up as a Member.
- 4 This will send a request to your Captain to allow you to Associate
- 5 Sign out of the App to await this request to be actioned.
- 6 When actioned, sign back in

4. How to input information into the App

- 1 As a **member** you will be able to use the app to record your availability for matches and then view all the information on the App about your matches and the results. After entering the matches for which you are available, please ensure you click the **Home** button and not the back button otherwise the App will not save your details correctly.
- 2 Select from the My Admin menu My Availability to set this or My Details to change your handicap.

5. How to change your personal details

1 From the main menu, select My Admin

2 Select My Details

3 Click on the title My Details and information will then be displayed on the screen

4 The items you can edit are marked with a pen symbol

5 This is the screen where you can change your passcode to something you will remember and update your handicap if you wish. You can add your CDH number and maintain this as much or as little as you want. The handicap details are viewable to your Captain/Deputy so they can use this information to select you in the correct order for the matches.

6. How to view information in the App

1 All details on the App are viewable. Members get a smaller menu of choices than the Team Captains but you are able to assist your Captain by registering your availability on the App and keeping your handicap details up to date so that the match sheets etc are easier for the Captains to sort. Below are listed where you find things in the App

To view match dates for your club, results and Table of results for your division - Go into the League option and select Fixtures for matches in your division, PlayersStats for individual points being recorded, Tables for the latest real time results of the division and Results - for the individual match results.

7. To send messages via the App

1 You are able to send emails to different people registered to use the App

2 You can send messages just to your own team by using from the Home screen, select Contacts. Select the person you wish to contact.

8. How to set up the App onto your home screen

1 When you are set up to use the App as above to have it available to you all the time it would be great to have it on your phone.

2 Sign into the App, on the Home screen you may see a tick by the side of the sign in option.

3 Move this tick to another option just by clicking on another option

4 Now to add to the home screen, select the picture icon which is a square with an arrow pointing upwards in it on your phone and select the home screen option.

5 This will result in the BDGLA logo appearing as an App on your home screen.

6. You can do this again on any device but always start the process of going into the App from the BDLGA website.

9. What to do if you forget your password

1 If you are signed out of the App and at anytime forget what your password is, select the Sign in option

2 From this screen, select the Send Passcode option

3 You will receive an email from the App telling you what your passcode is.

10. How to remain logged into App

1 To avoid the need to put in your email and passcode/word everytime you wish to use the App you can stay signed in.

2 From the Home menu, a tick may be next to the sign out option

3 Move the tick to another of the Home menu options just by clicking on one and the tick will move

4 Now don't sign out, just exit the App by using your phone or other device exit button. On my phone I have a small square at the bottom of my phone screen to use.

If you are using a Laptop and you share this with others you should always log out.

11. How to change your role

1 If you wish to change to a Deputy or Captain or change from a member to either of these roles you need to select from the Home menu, My Details

2 You need to Disassociate yourself.

3 Then log out of app

4 You will then need to follow the help details to set yourself up again in the new role you wish to undertake within the App. There is another Help booklet for Captains/Deputies