

User manual on LBA League result capture software
Version 7
Date: 20 Aug 2025

1. Introduction

The LBA launched its League Result Capture Software via internet service effective 10 June 2006. This manual outlines the procedures for using the software which is accessible through the LBA website: www.bowls.org.hk.

We welcome any suggestions or feedback. Please direct your comments to the VP League at league@bowls.org.hk.

The copyright of this software remains the property of the LBA.

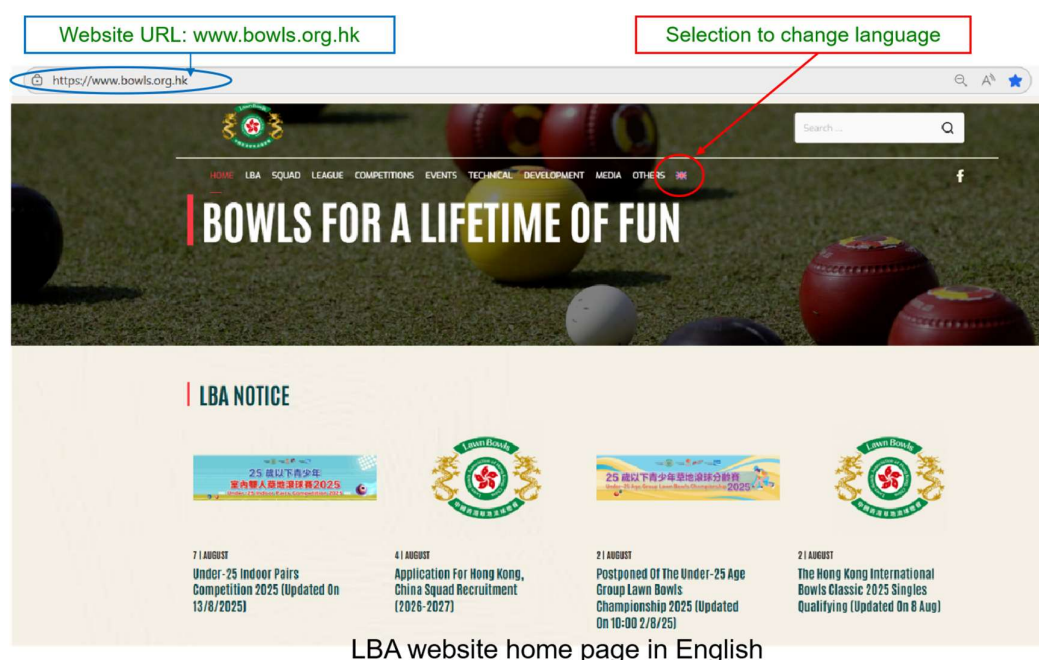
To help you navigate and use the League Result Capture Software effectively, please follow the steps and instructions provided below. A summary of the input process is available in Appendix 2.

2. Access to main page

The system supports Microsoft Edge, Google Chrome, or Mozilla Firefox

2.1. Accessing the LBA Website

To begin, open your preferred web browser and enter the following URL to visit the LBA website: (<https://www.bowls.org.hk>)



2.2. Main Menu Navigation

The Main Menu is located at the top of the page, just below the LBA logo.

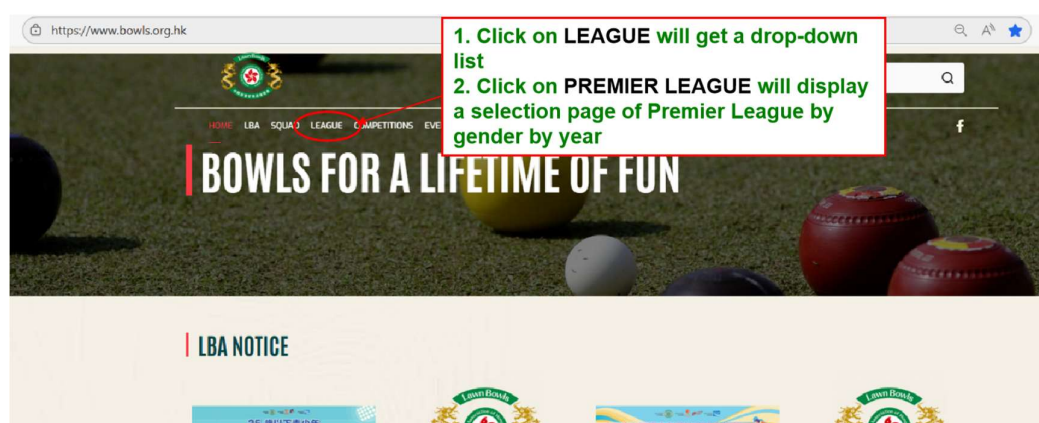
Click on the tab 'LEAGUE (聯賽)' in the Main Menu. A drop-down list will appear with various league options.

From the drop-down list, select one of the following league types:

- Premier League (四人超級聯賽)
- Triples League (三人聯賽)
- Mixed Fours League (混合四人聯賽)

Upon selection, the system will display a list of available seasons, including both current and past years.

For example, clicking on 'Premier 2025 Men (2025 年男子四人超級聯賽)' will take you to the page for the Men's Premier League 2025.



2.3 Quick access to current League

You can quickly access the current league pages directly from the LBA homepage:

Scroll down to the middle of the homepage, below the League Notice section. Look for an image labeled 'Premier League – Men'. Clicking on this image will take you directly to the Men's Premier League homepage.

Similarly, you can access the most recent or current pages for:

- Women's Premier League
- Men's Triples League
- Women's Triples League

Upon clicking, the system will open the League Result Capture Software homepage for the selected league. All content displayed within the League Result Capture Software is in English only.

2.4 Reading League announcements

Please read the League announcements as displayed in the Message area. Here displays the most updated messages from VP National League.

To stay informed with the latest updates:

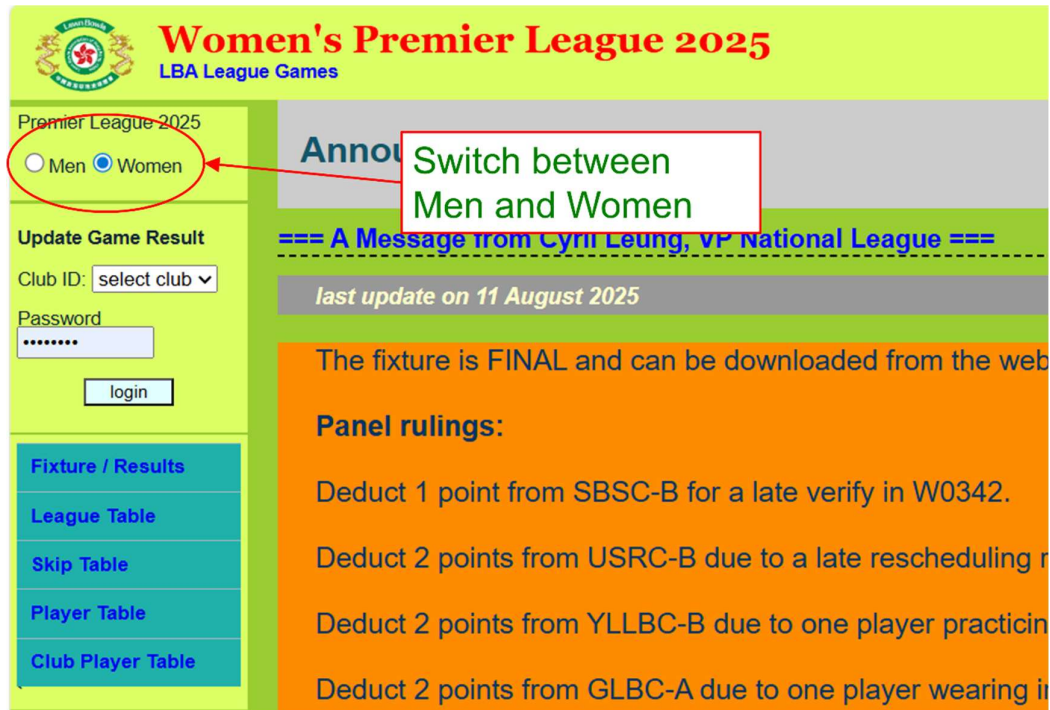
Navigate to the Message Area on the homepage. This section displays the most up-to-date announcements from the VP League. It displays all the panel rulings.



3. Selecting Men or Women League

To switch between the Men's and Women's League pages, click the radio button labeled "Women" to view the Women's League. Wait for approximately 2 seconds while the system loads the page. The system will then display the Women's League homepage.

For example, its layout matches the Men's Premier League 2025 page, with the title changed to "Women's Premier League 2025."



Selection for men or women is not available in Mixed Fours League.

4. Result Update Process

The result update process consists of two key steps:

- Result Capture by the Home Side
- Result Verification by the Away Side

4.1. Select Club ID

Click the drop-down box next to Club ID. The system will display a list of club abbreviations. Select your club from the list and click on it.

Refer to Appendix 1 for the full Club ID table.

4.2 Enter Password

After selecting your Club ID, enter your club password. Click the [login] button to proceed.

For security reasons, each club is assigned a unique password known only to the club representative and the LBA office. Passwords must be entered in lowercase letters.

If you encounter any issues with the password, please contact the LBA office for assistance.

Upon successful login, the system will proceed to the Select Game page.

If an incorrect password is entered, a rejection screen will appear. Click the [Go Back] button to return to Step 4.1 and try again.

Women's Premier League 2025
LBA League Games

Premier League 2025
☐ Men ☒ Women

Update Game Result

Club ID: select club ▼

Password

login

1. Drop down box to select Club ID

2. Enter Club password

3. Click [login] button

=== A Message from Cyril Leung, VP National League ===

last u

The f downloaded from the web

Panel rulings:

D or a late verify in W0342.

Deduct 2 points from USRC-B due to a late rescheduling r

Deduct 2 points from YLLBC-B due to one player practicin

Deduct 2 points from GLBC-A due to one player wearing ir

Fixture / Results

League Table

Skip Table

Player Table

Club Player Table

4.3. Select Game

Once the correct password is entered, the club representative can proceed to select the game.

Game Selection Process

The system displays the Select Game screen.

Click the drop-down list to view all scheduled games (both home and away) for the selected club. Choose the relevant game from the list.

Example: Selecting game #M22013 corresponds to the match HKFC-A vs YDT-A.

Men's Premier League 2025
LBA Game Result Data Capture

Hong Kong Football Club

Select Game: select game

- select game
- V - #M21061 - 18/08/2025 STSA-C vs HKFC-F
- P - #M22013 - 23/08/2025 HKFC-A vs YDT-A**
- P - #M22015 - 23/08/2025 HKFC-C vs HKFC-B
- #M22042 - 23/08/2025 HKFC-E vs CCC-D
- #M22043 - 23/08/2025 HKFC-D vs HKPBC-B
- #M22064 - 23/08/2025 HKFC-F vs ILBC-B
- #M22085 - 23/08/2025 HKFC-G vs TPLBC-C
- #M23012 - 30/08/2025 HKCC-A vs HKFC-B
- #M23015 - 30/08/2025 HKFC-A vs HKFC-C
- #M23041 - 30/08/2025 CLP-A vs HKFC-E

Click to select the game

After selecting the game, click the [Submit] button to proceed. The system will navigate to the Game Result Data Capture Screen.

Men's Premier League 2025
LBA Game Result Data Capture

Hong Kong Football Club

Game: #M22013
Division 1

Venue: HKFC indoor

Original Date / Time: 23/08/2025 14:30

Revised Date / Time: 31/08/2025 15:00

update quit

	Home Players / Scores		
	Rink 1	Rink 2	Rink 3
HKFC-A			
Lead	select player	select player	select player
2nd	select player	select player	select player
3rd	select player	select player	select player
Skip	select player	select player	select player
Shots:	0	0	0
Total Shots	0		
Total Points	0		

	Away Players / Scores		
	Rink 1	Rink 2	Rink 3
YDT-A			
Lead	select player	select player	select player
2nd	select player	select player	select player
3rd	select player	select player	select player
Skip	select player	select player	select player
Shots:	0	0	0
Total Shots	0		
Total Points	0		

To cancel the process, click the [Quit] button. This will return you to the League Software Home Page (Step 2).

Game Status Codes

Each game is assigned a status code that indicates its current stage in the result update process. Please refer to Appendix 3: Status Code Table for a detailed explanation of each code.

4.4. Result Capture by Home side

4.4.1. Enter Actual Played Date and Time

The Home side club representative is responsible for entering the actual or revised date and time of the match.

The Date Format is dd/mm/yyyy. Example: 01/05/2025 for 1 May 2025

The Time is hh:mm in 24-hour format. Example: 14:30 for 2:30 PM

Entry Guidelines

- Before the game is played, these fields represent the revised schedule for a rescheduled match.
- If the revised date is not yet confirmed, enter TBA in the date field and leave the time field blank.
- After the game is played, Enter the actual date and start time of the match.

Note: If the actual start date and time are the same as the original schedule, no action is required.

In a future release, a calendar and clock interface may be added to simplify date and time selection.

Men's Premier League 2025
LBA Game Result Data Capture

Game: #M22013 Venue: HKFC indoor
Division 1 Original Date / Time: 23/08/2025 14:30
Revised Date / Time: 31/08/2025 15:00 [update] [quit]

Home Players / Scores

	Rink 1	Rink 2	Rink 3
Player			
Score			
Player			
Score			
Player			
Score			
Player			
Score			

Away Players / Scores

Annotations:

- 1. Enter Date in dd/mm/yyyy format if there is any change
- 1. Enter Time in hh:mm format if there is any difference

4.4.2. Enter Result of Each Side – Selecting players

To enter player details for each side - Click the drop-down menu next to the desired player position. A list of all registered bowlers from the selected club will appear. Players are listed in alphabetical order by family name.

In Mixed League, male players appear before female players.

Each player's name is shown in the format - Family Name, First Name, Chinese Initials. Fields are separated by commas. Below is an example table:

Family Name	First Name	Chinese Initials	Display Format
Lam	Claudius	-	LAM, Claudius
Leung	Cyril	C.H.	LEUNG, Cyril, C.H.
Cheung	-	Bing Leung	CHEUNG, , Bing Leung
Chan		C.M.	CHAN, , C.M.

Once a player is selected, click on their name to confirm.

Repeat the process until all players for both sides are selected.

Common Issues

If a player's name is missing from the list, consider the following:

- Spelling or Initials mismatch - Names on the scorecard must match the club's official players list submitted to LBA.

Example: GALVIN Bill may appear as W Galvin on the scorecard.

Please note that incorrect or unmatched names may result in penalties.

- New Player - If a player is participating in their first league game, the side captain must mark their name with an asterisk (*) on the scorecard.

Entering new player

To add a new player: Select 'new player' from the drop-down list (third row, above named players).

The system will insert 'new player' into the selected position and open a pop-up window. Enter the player's name in the following format:

- Surname: ALL UPPER CASE,
- First Name: Capitalized,
- Chinese name or Initials: Capitalized,
- Separate each field with a comma

Example: LEUNG, Cyril, C.H. Click [OK] to confirm, or [Cancel] to discard and return to player selection.

- Previous Club Entry: After confirming the new player's name:- A second pop-up will ask for the club of the player's previous team (if applicable). Enter the club code (e.g., HKFC for Hong Kong Football Club) and click [OK].
- If the player is completely new and has not played for any club, simply click [OK] without entering a code.

Men's Premier League 2025
LBA Game Result Data Capture

Venue: HKFC indoor
Original Date / Time: 23/08/2025 14:30
Revised Date / Time: 31/08/2025 15:00

update quit

Home Players / Scores

Rink 1

Lead: select player

2nd: select player

3rd: BLANK

Skip: new player

Shots: AU, Raymond, AUYEUNG, Langley, Yiu Pan

Away: CARTER, Les,

BLANK player

New Player

Missing Bowler – Using “BLANK”

If a team plays with one player short, the missing position must be recorded using the term BLANK.

In the player selection drop-down list, choose BLANK. It appears in the second row, above all named players. Click on BLANK to confirm the selection. The system will register that position as BLANK.

BLANK can be assigned to any position except Skip.

Repeat for all players

Complete the player selection process for each team on both sides (Home and Away).

4.4.3. Entering Shots Gained

Once all players have been selected for each team and side, you must also enter the shots scored by each team.

Entering Shots

Move the cursor to the shots box for the appropriate team. - Type in the number of shots scored.

BLANK Players: If a team played with one player short (i.e., a BLANK player), the winning ends shots must be reduced by 25%. Enter the adjusted score directly into the shots box.

Example: If a team scored 12 shots, enter 9 (12×0.75) in the shots box.

Automatic Calculations

After entering all shots, the system will automatically total the shots for both Home and Away sides. It will also calculate the Total Points Gained by each side.

Below is a sample screen showing a completed match entry.

Women's Premier League 2025
LBA Game Result Data Capture

Tseung Kwan O Bowling Club

Game: #W2135
Division 3

Venue: TKO
Original Date / Time: 16/08/2025 15:00
Revised Date / Time: 16/08/2025 15:00

update quit

Home Players / Scores			
	Rink 1	Rink 2	Rink 3
Lead	YAU, Lai Yin	TSE, Ivy	LAI, Tammy
2nd	LAI, Pian	LI, Doris	LEUNG, Miranda
3rd	CHAN, Amy	LAM, Grace	LEE, Lily
Skip	NAM, Joanna	WONG, Fanny	YAU, Iris
Shots:	17	15	20

Away Players / Scores			
	Rink 1	Rink 2	Rink 3
Lead	HO, Joanne	SUEN, Eva, Sui Wai	CHAN, Kelly
2nd	CHAN, Debbie	SO, Ying	BLANK
3rd	SHUM, Queenie	LAU, Ada	KWOK, Daisy
Skip	KWAN, Ankie	LO, Queenie	SO, Maggie
Shots:	18	10	11.25

TKOBC-B

Total Shots: 52

Total Points: 6

FC-A

Total Shots: 39.25

Total Points: 2

4.4.4. Final Check Before Updating

Before submitting the match results, the system will automatically calculate and display Total Shots, and Total Points (Shown on the left side of the screen). Carefully review all entries, including, Player names, Shots scored, and Total points

If all inputs are correct, click the [Update] button. A confirmation window will pop-up showing “Confirm to update and quit”. Click the [OK] button to proceed.

The system will return to Step 4.3: Select Game, ready for entry of another match.

Women's Premier League 2025
LBA Game Result Data Capture

Tseung Kwan O Bowling Club

Game: #W2135
Division 3

Venue: TKO
Original Date / Time: 16/08/2025 15:00
Revised Date / Time: 16/08/2025 15:00

TKOBC-B

Total Shots: 52
Total Points: 6

Home Players / Rink 1

Lead: YAU, Lai
2nd: LAI, Pian
3rd: CHAN, Amy
Skip: NAM, Joanna
Shots: 17

Rink 2

Lead: LAI, Tammy
2nd: LEUNG, Miranda
3rd: LEE, Lily
Skip: YAU, Iris
Shots: 20

Rink 3

Lead: LAI, Tammy
2nd: LEUNG, Miranda
3rd: LEE, Lily
Skip: YAU, Iris
Shots: 20

Away Players / Scores

1. Perform final check
2. Click [update] button if all inputs are correct

LeagueResult/LBA-capture.php

Women's Premier League 2025
LBA Game Result Data Capture

www.hklba.org says
Confirm to update?

OK Cancel

3. Click [OK] button to confirm the update

4.4.5. Cancel and Quit During Result Entry

If you need to exit the result capture process, click the [Quit] button located at the top right corner of the screen. The system will prompt a confirmation window “Confirm to cancel and quit”. To proceed with cancellation, Click [OK]. All inputs from the current session will be discarded. The system will return to Step 4.3: Select Game

If you change your mind, click [Cancel] in the confirmation window. The system will ignore the quit request. You’ll be returned to the Player Selection screen to continue input

Women's Premier League 2025
LBA Game Result Data Capture

Tseung Kwan O Bowling Club

Game: #W2135
Division 3

Venue: TKO
Original Date / Time: 16/08/2025 15:00
Revised Date / Time: 16/08/2025 15:00

TKOBC-B

Total Shots: 52
Total Points: 6

Home Players / Scores

Rink 1

Lead: YAU, , Lai Yin
2nd: LAI, Pian,
3rd: CHAN, Amy,
Skip: NAM, Joanna,
Shots: 17

Rink 3

LAI, Tammy,
LEUNG, Miranda,
LEE, Lily,
YAU, Iris,
Shots: 20

Away Players / Scores

www.hklba.org says

Confirm to cancel and quit?

OK Cancel

Click [OK] button to confirm the abort process and return to game selection

4.5. Verify Result by Away side

After the home side has entered the match results, the away side must verify the accuracy of the data.

4.5.1. Select Games with Entered Results

The away side representative logs in and navigates to Step 4.3: Select Game, following the same login steps as the home side.

Please note that only games with completed result entries by the home side are available for verification. Each game displays a status code in front of its reference number. Refer to Appendix 3 for details on status codes.

If the home side has not completed result capture, the game will not be selectable for verification.

4.5.2. Verify Game Results

Once a game is selected, the system displays the full match details for review.

The away side must verify the Actual play date, Player names (both sides) and Shots scored. Follow the same procedure as Step 4.4.2 – Result Capture for making changes.

The away side can modify only their own player names and shots scored.

The away side cannot modify the home side player names and shots scored
If errors are found in the home side data, the away side should

- a) Complete the verification process, and
- b) Notify the LBA Office with details of the discrepancy

4.5.3. Confirm Verification and Quit

Once the away side representative has reviewed and verified all match details, click the [Verify] button to confirm the result. A confirmation window will pop-up showing “Confirm to verify and quit”. Click [OK] to complete the verification. The system will return to Step 4.3: Select Game, ready for the next match.

If You’re Not Ready to Confirm, click [Cancel] to continue reviewing or editing the away side data. The system will remain on the verification screen.

Game: #W2135 Venue: TKO
 Division 3 Original Date / Time: 16/08/2025 15:00
 Revised Date / Time: 16/08/2025 15:00

verify quit

TKOBC-B

Total Shots: 52
 Total Points: 6

Home Players / Scores

Rink 3

Lead: ☐ Tammy LAI
 2nd: ☐ Miranda LEUNG
 3rd: ☐ Lily LEE
 Skip: ☐ Iris YAU
 Shots: 20

FC-A

Away Players / Scores

Rink 1 Rink 2 Rink 3

Lead: HO, Joanne, Lead: SUEN, Eva, Sui Wai Lead: CHAN, Kelly,

1. Perform data check
 2. If all inputs are correct, click [verify] button

hklba.org/LeagueResult/LBA-capture.php

Women's Premier League 2025
 A Game Result Data Capture

Game: #W2135 Venue: TKO
 Original Date / Time: 16/08/2025 15:00
 Revised Date / Time: 16/08/2025 15:00

www.hklba.org says
 Verified OK?

OK Cancel

TKOBC-B

Total Shots: 52
 Total Points: 6

Home Players / Scores

Rink 1

Lead: YAU Lai Y
 2nd: Pian LA
 3rd: Amy CH

3. Click [OK] button to confirm the result verification process

5. Result enquiries and analysis

Automatic League Table Update

Once a game result is captured (Capture Status = C), the system will automatically update the League Tables within 5 minutes.

This update reflects a temporary provision result. After the results are verified by the away side, the LBA Office will finalize the match. This will be the official result.

Result Enquiry Features

The system provides five enquiry options, accessible from the left-hand menu.

Enquiry	Description
Fixture/Result	View the games schedules and recorded results
League Table	Show side ranking by Divisions
Skip Table	Show the top eight skips by Divisions
Player Table	Show the top 12 players by Divisions
Club Player Table	Rank the players by club

A sample League Table is shown below to illustrate the selection and display format.

The screenshot shows the LBA League Table software interface for 2025. The left-hand menu contains the following options: Fixture / Results, League Table, Skip Table, Player Table, and Club Player Table. The main display area shows two league tables for Division 1 and Division 2. The League Table for Division 1 lists teams: HKFC-C, KCC-A, HKFC-B, HKFC-A, TMSA-A, HKCC-A, YDT-A, CCC-A, TKOBC-A, and GLBC-A. The League Table for Division 2 lists teams: KCC-B, CamR-A, CCC-B, FC-A, HKPBC-A, and ILBC-A. The tables include columns for Rank, Played, Won, Drawn, Lost, ShotsFor, ShotsAg, ShotsDiff, and Points. Annotations highlight the 'Enquiry option selection' in the left menu and the 'Result display area' for the league tables.

Note:

All shot-related figures (shots For, Shots Against, and Shot Difference) are rounded to the nearest digit. This rounding applies across all tables: League, Skip, Player, and Club Player.

Refreshing Data

If the displayed data appears outdated, try to

- click the Refresh button, or
- press Function Key F5, or
- go to View > Refresh in the Window Toolbar

This ensures the most up-to-date information is shown.

+++++

If the game result capture is completed (capture status equals to C), the system will automatically update the league tables within 5 minutes.

This is a temporary provision result. Upon receiving the score cards, LBA office will perform detailed checks and this will be treated as the final result.

Five result enquiry features are provided by current system. They are the Fixture/result, League table, Skip table, Player table and Club player table. The selection is at the left hand column.

Below is a sample of the League Table display.

Women's Premier League 2011
HKLBA League Games

Premier League 2011

League Table (last updated on 28Oct2011 04:15:52pm)

1-11-2-11-3-11-4-1

Enquiry selection area

Result Display area

Division 1									
Side	Rank	Played	Won	Drawn	Lost	ShotsFor	ShotsAg	ShotsDiff	Points
HKFC-A	1	18	15	1	2	1053	731	322	114
STSA-A	2	18	11	1	6	1003	828	175	88
HKFC-B	3	18	11	1	6	921	852	69	86
SBSC-A	4	18	10	1	7	968	871	97	84
KCC-A	5	18	8	1	9	863	871	-8	68
KBGC-A	6	18	6	3	9	906	873	33	65
FC-A	7	18	8	0	10	830	906	-76	64
USRC-A	8	18	8	0	10	812	901	-89	62
CCC-A	9	18	5	1	12	789	956	-167	58
GLEC-A	10	18	3	1	14	685	1041	-356	34

Division 2									
Side	Rank	Played	Won	Drawn	Lost	ShotsFor	ShotsAg	ShotsDiff	Points

Please note that the display of shots (shots for, shots against and shots difference) will be rounded up/down to digits. This applies to League table, Skip table, Player Table and Club Player table.

If you find that the display is not up-to-date, please try to click the refresh button, (or pressing Function key F5, or Select Refresh function under View of Window Tool bar) in order to get most updated data being refreshed.

The system provides five enquiry views to help users access and analyze league results. These can be found in the left-hand column of the interface.

5.1. Fixture / Result

At the top of the display area, click the Download PDF icon to view and save the full fixture list in PDF format.

The system shows the default fixture dates. On click the specific date, the system will display the Game Status. Each match is identified by a unique game reference number.

For Scheduled Games, it shows the most updated fixture, including revised date, start time, and venue.

For Played Games, the system displays the result the match including total points and shots gained. It also displays the result of each rink including the players and shots gained.

Click on a side (e.g., HKFC-A) to view all fixtures and results for that side in the current league.

Click on a specific date to view all match details by division and game reference number.

To print any screen data, use your browser's Print function. This applies to all enquiry views.

5.2. League Table

Click the League Table button to view the current rankings of all sides by division.

Click on a specific division number at the top (Show Division) to filter and display standings for that division only.

5.3. Skip Table

Click the Skip Table button to view the ranking of top skips by division. Typically, the top 8 skips are displayed.

Click a division number on top (Show Division) to view standings for that division.

Select one of the skip, click on the number under column Rank, the system will list the names of all teammates played with him and the number of games played.

5.4. Player Table

Click the Player Table button to view the ranking of individual players by division. Typically, the top 12 players are displayed in each division.

Click a division number on top (Show Division) to view standings for that division.

5.5. Club Player Table

Click the Club Player Table button to view a list of all member clubs. Refer to Appendix 1 for the abbreviations of each club name.

Club-Specific Player Details

Click on a selected club to display the list of all players under this club. The table includes

- a) the ranking of players within the club showing by number of games participated, won, drawn and lost,
- b) the number of games played in each side
- c) the side that a player is registered under.
- d) The side that a player is tied to (if applicable)

6. Exit

To return to the HKLBA homepage, click the [LBA Home] button at the bottom of the left-hand column.

To exit the HKLBA website, simply close the browser window.

Appendix

Appendix 1 – Club ID table

Club ID	Club Name
ABC	Asia Bowling Club
AWASG	Age Wellness Amazing Sports Group
AYFP	The Association of H.K.Yunnan Fellow Provincials
BFC	Bowling Friends Club
CCC	Craigengower Cricket Club
CdeR	Club de Recreio
CELBC	Customs & Excise Lawn Bowls Club
CLBC	City Lawn Bowls Club
CLP	CLP Power Lawn Bowls Club
CPLBC	Capital of Peace Lawn Bowls Club
CSD	Correctional Services Dept Sports Assoc
ELBC	Elderly Lawn Bowls Club
FC	The Filipino Club
FPLBA	Flying Phoenix Lawn Bowls Association
FSLBC	Fire Services Lawn Bowls Club
GBLBC	Golden Bauhinia Lawn Bowls Club
GLBC	Greende Lawn Bowls Club
HBC	Happy Bowls Club
HKCC	Hong Kong Cricket Club
HKE	HK Electric Group Sports Club
HKFC	Hong Kong Football Club
HKJC	Hong Kong Jockey Club
HKPBC	Hong Kong Police Lawn Bowls Club

Club ID	Club Name
HKSAP	Hong Kong Sports Association for the Physically Disabled
ILBC	Island Lawn Bowls Club
IRC	Indian Recreation Club
KBGC	Kowloon Bowling Green Club
KCC	Kowloon Cricket Club
KFLBC	Kam Fung Lawn Bowls Club
LBTC	Lawn Bowls Training Centre
LCN	The Incorporated Owners of La Cite Noble
PDLBC	Planning Department Lawn Bowls Club
SBIA	SBI-Lawn Bowls Alumni Limited
SBSC	Sea Birds Sports Club
STSA	Sha Tin Sports Association
TKNA	Hong Kong Tai Po Tung Koon Native Association Limited
TKOBC	Tseung Kwan O Bowling Club
TMSA	Tuen Mun Sports Association
TPLBC	Tai Po Lawn Bowls Club
TVLBC	The Veteran Lawn Bowlers Club
ULBSC	United Lawn Bowl Sports Club
USRC	United Services Recreation Club
VLBC	Victoria Lawn Bowls Club
VSTAR	V Star Lawn Bowls Association
WISC	Wahhar Institute of Sports Company Ltd
WSC	Wayfoong Sports Club
YDT	Youth Development Team
YLLBC	Yuen Long Lawn Bowls Club

Appendix 2 – Summary of the input steps

Logon for Result capture

- a. Enter LBA website
- b. Click the league button
- c. Select Premier or Triples (Men or Women) from drop-down list
- d. Select Club ID
- e. Enter password and hit [login] key
- f. Select game reference number and hit [Submit] button

Result entry by home side

- a. Enter Actual play date and time
- b. Select player for each position
- c. Enter shots gained for each team
- d. Repeat the process (player selection and shots gained) for away side
- e. Perform final checking on all data being entered
- f. Click on [update] button.

Result verification by away side

- a. Check the Actual play date and time
- b. Check the players and scores for each team
- c. Modify the away side players or scores if required
- d. Perform final verification and hit [verify] button
- e. Inform LBA if any error was identified

Appendix 3 – Status Code

Available games are displayed for selection in ‘Select game’. There is a Status code in front of the game ref no. This status reflects different stages of the capture process. Please refer to table below for details:

Code	Status	Action
Nil	Blank entry, no one has accessed this entry before	No data, entry is ready for data capture
P	Part of the results or shots only, entered by home side	Data capture is in process and has not completed. The revised game date and time may be modified due to reschedule.
C	Capture by home side on played date/time, players’ names and shots completed.	Definition of data capture completion is every team must have at least the skip’s name and shots scored. Once the game capture completes, the entry is ready for verification. The system will use the input data to update the tables for queries.
V	Verification process completed by away side	Away side has completed the data verification. Record is ready for LBA office to perform final check.
Y	Final check completed by LBA office	LBA confirmed the official result. The computer will not display this entry for future data capture selection.