



BLS-2021

Effective for version 33.0.19 and newer

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cde software

Industry Leaders in Bowling Software

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Chapter

1

Welcome to BLS-2021

Congratulations on choosing BLS-2021 for your bowling league needs for the 2020/2021 bowling season. Managing leagues can be a demanding and difficult job. Doing it by hand or with ancient software, can make the task even more difficult. BLS-2021 provides features capable for most league secretaries to run typical leagues as well as some non-typical options.

System Requirements

The system requirements for BLS-2021 are as follows:

Operating System

Windows 10, Windows 8, Windows 7 Service Pack 1, Windows Server 2016, Windows Server 2012, Windows Server 2008 R2 or Windows Server 2008.

Computer Processor

1 Ghz or faster 32-bit or 64-bit processor

Memory (RAM)

1 GB of System Memory. Additional RAM is always encouraged to provide better system performance minimizing caching memory to the hard drive.

Storage

Hard drive required with minimum 250 MB free space

USB Drive or removable storage suggested for data backups

Keyboard/Pointer Device

Keyboard and a mouse or some other compatible pointing device

Graphics card / Display device

DirectX 9-Class graphics card with 32 MB of graphics memory and display resolution of 1024x768 or greater at small fonts (100% Font Scaling).

Color quality/depth of 16-bit color or greater

Optical Drive [Optional]

CD-ROM (8x speed) or DVD-ROM drive to install from CD-ROM (not needed for installation via download)

USB Port [Optional]

USB port to install from USB Flash Drive (not needed for installation via download) or to store backups on a USB removable media device

Windows Installer 4.5 or Higher

Microsoft Windows Installer technology is used to install the software on a computer. Normal use of Microsoft's Windows Updates should update the Windows Installer for the operating system to meet the supported versions. Updates or installers for Microsoft Windows Installer technology can be found on Microsoft's website. To be redirected to this Microsoft update, visit <http://tinyurl.com/6camd>

MSVC++ 9.0 Runtime Libraries

Microsoft VC++ 9.0 libraries are used in portions of the program. This is typically installed on most computers, but if not, an "application configuration is incorrect" error will be displayed. For 32-bit versions of Windows, visit <http://www.microsoft.com/en-us/download/details.aspx?id=29> and for 64-bit versions of Windows, visit <http://www.microsoft.com/en-us/download/details.aspx?id=15336>

Internet [Optional]

Internet connection is recommended, but not required. Internet connectivity is suggested for updates and online support

System requirements are subject to change without notice.

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Chapter

2

Windows and You

Is it required to have a masters degree in computer science to run this software? No. BLS-2021 is designed to be managed by those with little experience with computer software, yet have the power and flexibility to be used by those with a lot of experience.

However, it is assumed that there is a basic level of understanding how to use the operating system that BLS-2021 is installed on, how to point, click, double-click, right-click and drag. It is also assumed you know how to select options in dialog boxes, list boxes and how to enter, select and edit text.

If you feel you do not understand these concepts, we suggest visiting the local library for simple and easy books or guides on how to do basic tasks with your particular operating system.

Definitions Used

It is beyond the scope of this manual to teach the Windows operating system. It is assumed that you are familiar with a basic understanding of Windows.

We have provided a few common definitions of terms used in this user guide. You are probably already familiar with each of these terms, but may not know its technical name.

Select

Choosing an item that will be used for an action you are doing, such as choosing a report to set up or a check box to turn on or off.

Click

Use the mouse to select an option and click with the left mouse button. (If you have changed the button layout in the Mouse settings, under Control Panel, this may be a different button).

Right-Click

Use the mouse to select an option and click with the right mouse button. (If you have changed the button layout in the Mouse settings, under Control Panel, this may be a different button).

Drag and Drop

The concept of drag and drop is a simple one that gives a lot of power and flexibility using a couple simple steps.

An item on the screen, such as a bowler or style element can be dragged from one place to the other by holding down the left mouse button and “drag” the item to the desired location. Once placed, let go of the mouse button to “drop” it in its place.

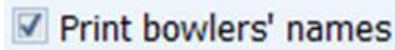
Bubble Help

Rather than guessing what a button or control does or looking it up in the manual, the program uses a feature called Bubble-Help. As the mouse point is parked over the control, a bubble pops up with a brief description what it does.

Context Sensitive Help

Another great feature of BLS-2021 is context sensitive help. Clicking help from within the program will open the program's help guide to the appropriate section that you are at. Spend less time, getting the answers you need.

Check Boxes



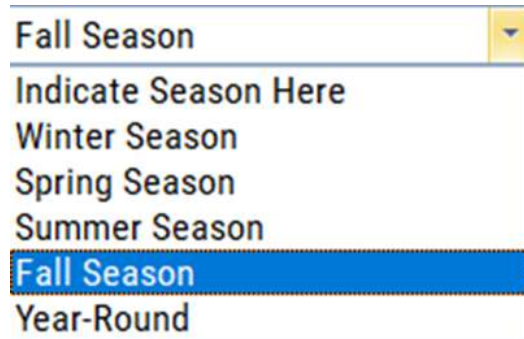
Check boxes are square boxes that are selected or cleared to turn on or off an option.

Command buttons



Buttons that initiate an action. Such as OK, Yes or No.

Drop-down list boxes

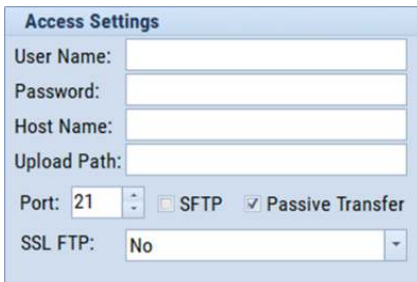


If a text box has an arrow next to it, it is called a drop-down list box. Clicking the arrow opens the list. If the list is large, scroll bars might appear. If this is the case, click the up or down arrows to scroll through the list. If the list is large enough, scroll bars appear.

Drop-down combo boxes

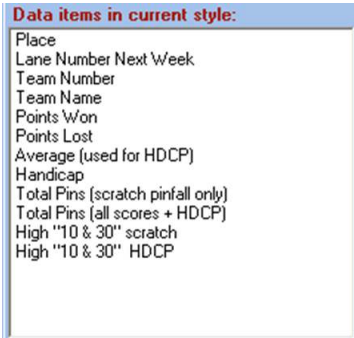
A drop-down combo box is the same as a drop-down list box with the exception that you can either type or select data.

Group box

A light blue group box titled "Access Settings". It contains the following fields: "User Name:" with a text box, "Password:" with a text box, "Host Name:" with a text box, "Upload Path:" with a text box, "Port: 21" with up and down arrows, a checkbox for "SFTP", a checked checkbox for "Passive Transfer", and "SSL FTP: No" with a drop-down arrow.

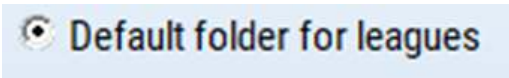
A box or frame that encloses a set of related options.

List box



A type of box that contains a list of items that you can select.

Option buttons



Round buttons used to select one of a specific choice of options.

Slider



Indication on a gauge that displays and sets a value from a continuous range, such as lighten or darken, shadow depth, etc.

Spin box



Text box with up and down arrows that you can click to move through a set of fixed values. You can also type in values directly.

Tabs



Labeled group of options used for many similar kinds of settings. Such as the League Rules tabs.

Text Box



A rectangular box in which you can type text. If the box already contains text, you can select the default text or delete it and type new text.

Additional Help

If you are uncomfortable or unfamiliar with the Windows operating system, there are several resources such as books and classes available for people of all ages and abilities. IDG produces several books on how to use your computer or more about using Windows.

Chapter



3

Product Features

This program has several features listed below. Features and specifications are subject to change without notice.

Product Feature List

The following section describes some of the many features found in BLS-2021 with limits noted as necessary.

- Manage as many leagues as you wish (Why pay more for each league or # of teams)
- Supports 6 games of bowling - why be limited to 4?
- Manage men, women, mixed and youth leagues
- Installers and applications are digitally signed to provide assurance that the software you install is from CDE Software
- Handles Scratch or Handicap Leagues - No extra fees
- Handles Bowler and Team Divisions - No extra fees
- Supports individual and team match points for game and series - No extra fees
- Support up to 99-week league seasons
- Adjustable Score Entry font sizing
- Team roster sizes up to 12 bowlers per team
- Handles USBC Vacant Team Draw System providing a fairer alternative, to BYE teams
- Handles USBC 300/900 Handicap cap to scratch
- Manage up to 200 teams per league
- Back up your data directly to CD-R, CD-RW, DVD-R, DVD-RW, DVD+R or DVD+RW using Microsoft Image Mastering API built into Windows Vista, and newer.
- Supports the major awards changes with the 2020/2021 bowling season, from USBC, CTF and TNBA.
- Supports Playing rules for 2020/2021 USBC. CTF and TNBA.
- Easy to use score screen that allows for rapid score entry. Screen is easy on eyes, easy to read, and looks like a recap sheet
- Multiple Reports are managed with customizable league standings, detailed reports, season histories, and more - No Extra Charge
- Add graphics and watermarks from our bowling clipart CD-ROMs or your own creations. You control size, position, and effects
- Sort team lineups by low to high average or high to low average
- Fonts customizable on multiple reports. Change font style, size, and color.

- Print plain paper recaps
- Print on available laser, inkjet, and dot matrix printers
- Simple management of prebowls and makeups, to ensure averages for handicap is properly handled
- Give your bowlers FREE access to INTERACTIVE standings with LeagueSecretary.com, to dynamically show positions, rosters, histories, and more
- FREE uploading standings to LeagueSecretary.com, for certified USBC/CTF leagues AND non-sanctioned leagues
- FREE backup storage on LeagueSecretary.com, to securely back up leagues for emergencies (One Click!)
- FREE uploading of your standings to USBC's own Bowl.com, for certified leagues
- FREE uploading of your standings to websites hosted on BPAA Web Services (Pro or A/S edition)
- FREE uploading of your standings to websites hosted on BowlRx platform (Pro or A/S edition)
- Supports USBC, CTF and TNBA Certified Leagues for 2020/2021 season, with award detection and forms, membership forms, sanctions forms, and more for the 2020/2021 bowling season.
- USBC Youth Pepsi Tournament qualifications processing for the 2020/2021 bowling season.
- Record payments and manage treasurer duties with the built-in treasurer module, to manage league finances, to track by bowler or by team (why pay extra!)
- Ultimate Bowling League support - No extra charge
- Indicate a change in Lane Assignments if a league switches lanes mid-season.
- Send notices to Twitter when standings are uploaded (Pro Edition)
- Print Mailing Labels
- Print name labels
- League Rules Wizard
- Remove Teams Wizard
- Financial Setup Wizard
- Easy score entry for vacancy scores, dummy scores, absentee scores, pacer scores and baker scores
- Tie management has long been available to BLS customers addressing how to manage ties for standings and individual awards
- Individual and Team Awards managed by priorities for game or series or scratch or handicap or combinations within

- Web uploads - Have your own site too? Upload to both LeagueSecretary.com and your own website. Supports FTP, FTPS and SecureFTP
- Social Media updates
- Support - CDE provides the largest opportunity for support for your program via online chat, message boards, email, fax, mail and phone
- Automatic Scoring Edition available with all major scoring systems including QubicaAMF Conqueror, QubicaAMF Boss, Brunswick Vector, Vector Plus, Classic and Centermaster, Steltronic Focus and WINS, Twelve Strike Central Desk Window and Central Desk DOS, Purrfect Score, ComputerScore, AK Microsystems, Switch and more
- A lot more features... We'll be updating additional features here after the program has been released.

Chapter

4

Installation

As with any software, the first step is to get the program installed. In this chapter we will cover instructions on initial installation procedures, as well as installing updates. These same procedures also apply when purchasing a new computer, transferring the program to a different computer, or when the drive has to be formatted.

Before installing the program, make sure your computer meets the minimum requirements. Operation and changing weeks will be quicker on computer processors with large amounts of physical RAM.

[See "System Requirements" on page 181](#)

Installing from CD ROM

To install the BLS-2021 using a CDROM, follow the instructions below

1. If your computer has multiple user accounts, log on as using a user account with Administrator privileges.
2. Insert the CD. The installation menu should appear. If the installation menu does not appear automatically, see [What if the Installation CD does not start automatically on page 341](#)
3. Click **Install a CDE Software Product**.
4. Click **League Software** from the list of available product categories.
5. Click **Bowling League Secretary 2021**.
6. Click **Install BLS-2021 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from CD on page 351](#) and directly install the software.

What if the Installation CD does not start automatically

If the installation menu does not appear automatically, follow the instructions below:

1. If your computer has multiple user accounts, log on as a user with Administrator privileges.
2. Insert the CD.
3. Follow the appropriate steps for the version of Windows installed.

Windows 10, 8 or Windows Server 2012

1. On the Windows Taskbar, right-click on the **Start** button and click **Search**.
 2. Type *this PC* in the search window and then click **This PC**.
 3. In the **This PC** windows, double-click the CD drive icon.
 4. If the **User Account Control** window opens, click **Continue**.
4. Click **Install a CDE Software Product**.
 5. Click **League Software** from the list of available product categories.

6. Click **Bowling League Secretary 2021**.
7. Click **Install BLS-2021 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from CD on page 35](#) and directly install the software.

Installing EXE directly from CD

To install the BLS-2021 using a CDROM, bypassing the menu system, follow the instructions below

Windows 10, 8 or Windows Server 2012

1. Insert the CD.
2. On the Windows Taskbar, right-click on the **Start** button and click **Search**.
3. Click File Explorer, click **This PC**, and then click the CD drive.
4. Double-click the BLS2021 folder
5. Double-click the BLS2021INSTALLER.EXE file to install the program.
6. If the **User Account Control** window opens, click **Continue**.

Windows 7, Windows Vista or Windows Server 2008

1. Insert the CD.
2. On the Windows Taskbar, click **Start**, and then click **Computer**
3. Right-click the **CD drive** icon and click Open in a new window.
4. Double-click the BLS2021 folder
5. Double-click the BLS2021INSTALLER.EXE file to install the program.
6. If the **User Account Control** window opens, click **Continue**.

Installing from USB Flash Drive

CDE Software, LLC is currently providing customers the option to purchase the program on USB Flash Drive as opposed to CD-ROM disk. There are several advantages to having the installation programs available on USB Flash Drive including the following:

- Significantly more compact than a CD ROM, you can take the drive anywhere.
- Increased storage capacity (4 GB) including a large amount of free disk space (approx. 2.5 GB) to store important data such as league backups. Configure BLS-2021 to automatically back up the league directly to the USB flash drive.
- Ability to update program installers as new updates are downloaded from CDE Software, LLC.

To install:

1. If your computer has multiple user accounts, log on as using a user account with Administrator privileges.
2. Insert the drive into an available USB port. After the drive has been detected, it will be assigned the next available drive letter.
3. The installation menu should appear. If the installation menu does not appear automatically, see [What if the Installation USB does not start automatically on page 36](#)

4. Click **Install a CDE Software Product**.
5. Click **League Software** from the list of available product categories.
6. Click **Bowling League Secretary 2021**.
7. Click **Install BLS-2021 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from USB on page 36](#) and directly install the software.

What if the Installation USB does not start automatically

If the installation menu does not appear automatically, follow the instructions below:

1. If your computer has multiple user accounts, log on as a user with Administrator privileges.
2. Insert the drive into an available USB port. After the drive has been detected, it will be assigned the next available drive letter.
3. Follow the appropriate steps for the version of Windows installed.

Windows 10, 8 or Windows Server 2012

1. On the Windows Taskbar, right-click on the Start button and click Search.
2. Type This PC in the search window and then click This PC.
3. In the This PC windows, double-click the USB drive icon.
4. If the User Account Control window opens, click Continue.

Windows 7 or Windows Server 2008

1. On the Windows Taskbar, click Start, and then click Computer
2. Double-click the USB drive icon.
3. If the User Account Control window opens, click Continue.

4. Click **Install a CDE Software Product**.
5. Click **League Software** from the list of available product categories.
6. Click **Bowling League Secretary 2021**.
7. Click **Install BLS-2021 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from USB on page 36](#) and directly install the software.

Installing EXE directly from USB

To install the BLS-2021 using a USB memory stick, bypassing the menu system, follow the instructions below:

Windows 10, 8 or Windows Server 2012

1. Insert the drive.
2. On the Windows Taskbar, right-click on the **Start** button and click **Search**.
3. Click File Explorer, click This PC, and then click the USB drive.
4. Double-click the BLS2021 folder
5. Double-click the BLS2021INSTALLER.EXE file to install the program.

6. If the User Account Control window opens, click Continue.

Windows 7 or Windows Server 2008

1. Insert the drive.
2. On the Windows Taskbar, click Start, and then click Computer
3. Right-click the USB drive icon and click Open in a new window.
4. Double-click the BLS2021 folder
5. Double-click the BLS2021INSTALLER.EXE file to install the program.
6. If the User Account Control window opens, click Continue.

Installing from Internet

To install the BLS-2021 from the Internet, follow the instructions below:

1. Have your serial number with the product registration information available.
2. If Windows is not currently logged in under a Windows account with Administrator privileges, then log in as Administrator or as a user with Administrative privileges.
3. Connect to the Internet, then go to <http://www.cdesoftware.com>
4. From the home page, click **Download > Download League Software**
5. Select the BLS-2021 tab
6. Locate the BLS-2021 Program Installer and click on the download button.
7. Depending on your Web browser, you may be presented with an option to **Run** or **Save**. For Simplicity, select the option to **Run**. However, by using the **Save** option, you will be able to keep a copy of the installation program as a backup or to transfer to another computer.
8. If the **Run** option is selected, the InstallShield Wizard will automatically start when download is complete. If the **Save** option was selected, locate the **BLS2021INSTALLER.EXE** file that was downloaded and double-click to start the InstallShield Wizard.

Follow on screen instructions to complete BLS-2021 installation.

Moving to a New Computer

Moving BLS-2021 to a new computer is not much different than installing the program on the original computer. Simply select the installation method, CD-ROM, USB Flash Drive or Internet, and follow the instructions provided earlier in this chapter.

Getting BLS-2021 installed on the new computer is the first step. Next, you will need to get the data transferred from the original computer to the new one. We recommend using the back up and restore functionality discussed under the chapter on Back up and Restore and Transporting League Data on [page 262](#).

Registering Product

After BLS-2021 program has been installed, an icon shortcut to **Launch BLS-2021** will be placed on the desktop. When you launch the program for the first time, you will be prompted to **Run as a DEMO version, Register/Activate this Program** or **Purchase a Program License**.

This screen will continue to appear every time BLS-2021 is launched until valid registration information is entered. These options are fairly self-explanatory. The **Purchase a Program License** option will lead to our secure, Online Store.

Click on **Register/Activate this Program** to complete BLS-2021 installation so the program can be used with the features enabled. Follow the prompts to fill out the user registration. The Serial Number must be entered first before any other fields can be edited.

If you are using a temporary registration code to use while waiting for your permanent registration code, see [Using a temporary code on page 38](#)

Enter the Serial Number, select the correct product using the Drop-down List, then enter the First Name, Last Name, Company (if applicable) and League Name if registered to a League. These fields, along with the registration key **MUST** be entered **EXACTLY** as shown on the invoice. If the software is registered to a league, this field will also have to be entered as shown on the invoice. For the Automatic Scoring edition, use the Drop-down List to select the scoring system and number of lanes. Finally, enter the address in the required fields to complete registration. If the first or last name, company name and/or league name are misspelled on the Invoice, enter the data as misspelled, to continue registration. Report any misspellings to CDE Software, LLC so that it can be corrected and updated registration information can be issued.

When all the data is correctly entered, the red **Registration is NOT Correct!** button will turn green and change to **Registration is Valid!** The first time BLS-2021 is activated, you will be prompted "**To Save a NEW Registration**". The Email and Postal Addresses may be changed without requiring updated registration. In addition, if the registration had to be entered with misspelled information, corrected registration data would be emailed. Under these circumstances, upon making the corrections, the button will read "**To Update Current Registration**" which will save the changes to the current registration.

Example 1: If the confirmation email and/or the invoice has "Jonathan" for the first name, then "Jonathan" must be entered into the First Name text box. **DO NOT** enter nicknames or short names, such as "Johnny" or "Jon".

Example 2: If the confirmation email and/or the invoice says to leave the Company/Bowling Center text box blank, the text box **MUST** be left blank.

Tips and Tricks

=====

- Copy your email to the Windows clipboard then use the "Paste from Clipboard" button.
- Save your email as a text file then use the "Register from File" button.

Using a temporary code

Registering using a temporary code vs a permanent code is the same process. All information must be entered **EXACTLY** as it appears. The biggest difference is that for a temporary code, the Company field must have **TEMPORARY CODE #####** entered.

As an example:

----- TEMPORARY Registration Information -----
PRODUCT NAME: BLS-2021 PRO
SERIAL NUMBER: 123456
FIRST NAME: John
LAST NAME: Doe
COMPANY: TEMPORARY CODE 54321
REGISTERED TO: Company
SCORING SYSTEM: Not an Automatic Scoring Version
E-MAIL: help@cdesoftware.com
ADDRESS: 14220 Interurban Ave S STE 140
CITY: Seattle
STATE: WA
POSTAL CODE: 98168
REGISTRATION KEY: abc1xn-cde005-efgyuc-hij0m17-vj12

Notice the example says Temporary Code 54321 in the company field. If 54321 was the only thing typed in that field or Temporary Code was the only thing typed in that field, will not be registered..

Updates

During the course of the BLS-2021 lifetime, CDE Software, LLC will update the software to enhance minor features and address any bug fixes. Updates are free of charge and can be downloaded when prompted to check for updates, or you may download directly from CDE Software, LLC's website. CDE Software, LLC can provide updated CD-ROM's or USB Flash Drives for a nominal fee, however the updates available online are generally newer than what is available on the CD-ROM or USB Flash Drive.

The process for downloading and installing Program Updates from our Web Site is identical to the steps outlined under **Installing from Internet** earlier in this chapter. However, there are also options available when the program is running:

On the Main Menu, click **Help > Check for Program Updates**

As previously noted, updates can be downloaded manually by visiting our Web Site at <https://www.cdesoftware.com>

Note: If BLS-2021 is installed on a computer without access to the Internet, the update can be downloaded on another computer, then copied to a CD, USB flash drive, or similar removable device capable of holding 75-100 MB of data.

Upgrades

CDE Software, LLC releases a new version of BLS every year for the new bowling season, which starts in August.

Installing or removing older versions before upgrading:

It is not necessary to **install** or **remove** older, previous versions of BLS before installing BLS-2021. Upgrades are simply full version products that qualified for special discounts. It is not necessary to install every version that you have. Simply install BLS-2021.

Upgrading from previous version:

Previous versions of BLS do not need to be removed or uninstalled. The installation program will install necessary files into the default BLS-2021 directory. League files are not overwritten during installation nor removed during the uninstall process.

Note: The installation program will not automatically remove older versions of BLS. To conserve a small amount of extra disk space, uninstall the previous versions of BLS then delete the previous BLS folders and their contents after converting the older leagues.

Using League files from previous versions of BLS:

Leagues created in BLS-2017 and above can be opened in BLS-2021.

Can I Install on Multiple Computers?

No. The Software License Agreement grants you the right to "Install and maintain the Software on one computer at any time, for use only in the End-User's home or own business." Contact CDE Software to obtain information on multiple license arrangements. For details, please review the Software License on [page 19](#).

Can I exchange data between the bowling center?

This depends on what version of BLS the center and the BLS you have.

If you have the Standard, Professional or AutoScoring version of BLS-2021 and the center has either the Standard, Professional or AutoScoring edition of BLS-2021, then the data can be exchanged between each other. When exchanging, it's recommended to have the person receiving the data to back up their copy of the data (if they have it already) and then delete the league prior to restoring the backup of the league from the other person. This way data does not get mixed up.

If the person receiving the data has a version of BLS prior to BLS-2021, then the data can not be exchanged as the data can only be converted forward to same or newer version of BLS, not backwards to an older version of BLS.

Chapter

5

Changes to BLS 2020

While there are a number of improvements, bug fixes and changes far too many to list, the following are highlights of some of the changes in BLS from past versions. This edition is compliant with the 2020/2021 USBC rules and regulations as well as with CTF and TNBA for the 2020/2021 season and includes support for the new Under 17 division Pepsi qualifying.

New Themes in BLS

BLS-2021 now offers several different themes to choose from. Here are examples of them.

CDE Light

CDE Med Dark

CDE Dark

Glow

Golden Graphite

Windows 10 Office Light 2

New Menu's

BLS-2021 main menu's have changed in looks. They have been separated into different sections. Clicking on a topic with an arrow to the right, a sub menu appears with several options to select from. These options will then open the program to that window directly.

In the Weekly menu, in the Back Up option, we have added a 'send' to option. In there, the options are to back up to a specific drive/network drive, a cloud backup, and new send to a person backup. Note: In this feature the email for the secretary and treasure must be included in the bowler's profile information.

Opening League Screen

The league main screen now includes a dashboard highlighting important information. For example, if bowler birthdays are entered, a display of this week/month's birthdays will appear in a scrolling message. Clicking on it will open the Static screen. Clicking on the Lanes dash board, opens the lane assignments screen. The Dash Board is a quick visual or a shortcut to the actual menu item.

The screenshot shows the BLS 2020 software interface. At the top, it says "File Setup Certify Weekly Brackets Reports Tasks Utilities Help". Below that is "Sample League 18-19". The interface is divided into several sections:

- League Information:** Report League Name: Sample League 18-19
- Lanes:** Lane 1 - Boulevard C109RT, Lane 2 - GS500
- Status:** Please note items on the Status tab below
- High Scores:** Birthdays in the next ...
- Today:** 6/6/2019
- Brackets:** BLS-2020 version 32.00.06, New beta update available.

On the right, there is a "My Menu" section with a list of tasks:

- 1: Manage/edit "My Custom Menu"
- 2: Change League
- 3: Adjust Team Rosters
- 4: Statistics
- 5: Signup Sheets
- 6:
- 7: Enter / Correct Scores
- 8: Preview & Print Weekly Standing Sheet
- 9:
- 10:
- 11: Print Recap Sheets

At the bottom, there is an "Average Chart" and a "Week 3 of 29 [09/13/2018]" section with buttons for "Go to Current Week: Week 20", "Week 2", "Week 4", and "Go to any week". A calendar for September 2018 is also visible.

Lane Assignments

We have had many requests to show the what the week is when not bowling, i.e. Holiday, etc. We have enhanced our lane assignments to be able to show what week(s) are a holiday or special day that the league will not bowl. If choosing this option, entering the total number of calendar weeks the league is to bowl; a 34 week league that has 2 holidays, 36 weeks must be entered in the league rules, How and When we bowl section.

The screenshot shows the "Lane Assignments & Rotation" window in the BLS 2020 software. The window title is "Week 3 of 28 Sample League 18-19 Lane Assignments & Rotation". The interface includes a menu bar with options like "Main Menu", "Cancel", "Print", "Show", "Sys", "Reload", "Random", "Change", "Swap Weeks", and "Help".

The main area is a table with columns: "Wk #", "Date", "Points Awarded", "Type of Week", "Holiday Name", "1st PB Lane", "Team Pairings", "# of Teams", and "Start Lane". The table lists weeks from 1 to 28, with some weeks marked as "Holiday" (Thanksgiving) or "Position Round".

On the right side, there is a "Setup Your Schedule" section for "Week 3 of 28 weeks". It includes a calendar for August 2018 and a "Today's Date: 6/14/2019". Below the calendar are several buttons: "Remove Date", "Insert Date", "Reset/Fix Dates", "Remove Pairings", "Insert Pairings", and "Insert Tie Breaker".

Lane Assignments			
	1-2	3-4	
1	08/14	1-2	3-4
2	08/21	3-1	4-2
3	08/28	2-3	1-4
4	09/04	3-4	2-1
5	09/11	4-2	1-3
6	09/18	1-4	3-2
7	09/25	2-1	4-3
8	10/02	1-3	2-4
9	10/09	3-2	4-1
10	10/16	4-3	1-2
11	10/23	2-4	3-1
12	10/30	4-1	2-3
13	11/06	1-2	3-4
14	11/13	3-1	4-2
15	11/20	2-3	1-4
16	11/27	3-4	2-1
17	12/04	4-2	1-3
18	12/11	1-4	3-2
19	12/18	2-1	4-3
20	12/25	☞ Christmas	No bowling
21	01/01	☞ New Year's Day	No bowling
22	01/08	1-3	2-4
23	01/15	3-2	4-1
24	01/22	4-3	1-2
25	01/29	2-4	3-1
26	02/05	4-1	2-3
27	02/12	1-2	3-4
28	02/19	3-1	4-2
29	02/26	2-3	1-4

Certifications

USBC now requires the BA and WBA to be merged. If the local association requires the Final Average list to be separated, an option when going to that report will print separate pages for each association.

Pepsi Tournament

The Pepsi Tournament has added a U17 division. BLS-2021 now has that division in the tournament set up.

Perfect Secretary Leagues

We have made it possible for you to import your team names and bowlers into our program to help alleviate the extra time of entering all the names and addresses. However it does not import the rules or averages or any bowler or team data such as scores, points, etc.

Program Overview and Opening Screen

Chapter



6

Program Overview and Opening Screen

Now that the program has been installed, it would be best to review some of the program functionality and features. There is a logical order for running the program to get the job done easily and quickly.

To start the program, do the following:

- From the **Windows** desktop, double-click the **BLS-2021** shortcut

Or

- Click the **Start** button on the task bar. From the Start Menu, select **Programs** (or **Apps** for Windows 8 or newer) > **CDE Software BLS-2021**

The opening screen offers a variety of options. On top of the screen contains pull down menus to access functions for the program.

The program help is one of the most important functions to be aware of, as it opens the Help Section of the software. The Help Section is designed to guide you through the program should you need assistance. From anywhere within the program you can select **HELP > Program Help** or push the **F1** key. Clicking on the Help menu, then **Help** will display the section of Help that is relevant to what you are working on. The Help Section is more thorough than the product manual and is periodically updated when program updates are made available.

Another important HELP feature is the program's Frequently Asked Questions, which contains a list of the most common questions and situations asked about the program and functionality. Select **Help > Frequently Asked Questions** or press **F2** or **Ctrl + F1** to bring up the Frequently Asked Questions.

The electronic edition of the BLS-2021 program manual can be viewed by selecting **Help > Program Manual**. This is in a .pdf format so the free Adobe Acrobat Reader or other programs capable of opening these types of documents needs to be installed. This typically should not be a problem as Adobe Reader or similar programs, are required elsewhere in the program.

When BLS-2021 first opens five menu selections are available, **File, Options, Maintenance, Certify** and **Help**. This is a departure from the prior generations of the software and was changed to make it quicker and easier to navigate within the software to get to the appropriate features.

Options Menu

This menu section is designed to provide access to common program options. As such, it is further sub-divided into the following categories:

Registration: These menu functions allow registration and unlocking of BLS-2021.

Preferences: The menu functions allow for program operation preferences.

Multiple Users: The menu functions allow switching program registrations.

Registration

The options in this section are provided to setup the initial features in the program. These settings are globally available to all leagues managed in the program.

Program Registration

Views information about the product registration or makes changes to the registration, such as correcting spelling or modifying registration. When upgrading from BLS-2021 Standard to PRO, enter the new information on this screen. If Activation is required, enter the Activation Code on this page as well.

When program is running in Demo mode, initial registration can be entered on this page without having to restart program.

The serial number, first and last name, company, automatic scoring and registration key MUST be entered exactly as shown on the invoice. If the software is registered to a league, this field will also have to be entered as shown on the invoice. Finally, enter the address in the required fields to complete registration. The **Registration is Valid!** button will remain grayed out until all the information is entered accurately with regards to what was provided on the Invoice. If the first or last name, company name and/or league name are misspelled, enter the data as misspelled to continue registration. Report any misspellings to CDE Software, LLC so that it can be corrected and updated registration information can be issued.

Preferences

Preferences for general areas of the program.

Automatic Scoring Setup

This feature is only available in the Automatic Scoring Editions of BLS-2021. For information on setting up or configuring the Automatic Scoring features, please see the chapter on Automatic Scoring on [page 276](#).

Local Awards Setup

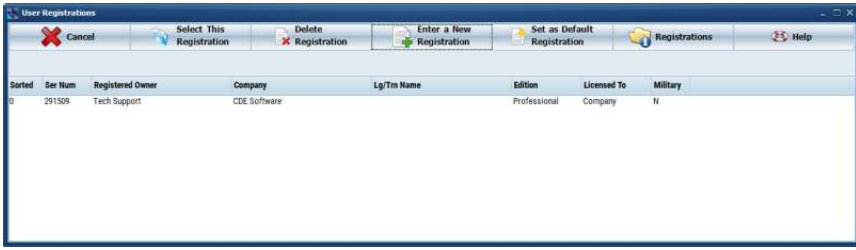
This menu option provides access to the Awards configuration screen when there are no league files open. Once configured, these awards will be available for all leagues managed in BLS-2021. These awards can also be configured when a league is open by going to **Options > Preferences > Local Awards Setup**. For more information on configuring these awards, see the **Local Awards Setup** on [page 246](#).

Multiple Users

When using multiple registrations, this allows switching to a different program registration.

Switch Users

There are some situations where a secretary who owns BLS-2021 to manage a league, takes over a different league that also owns a license for BLS-2021. The license information from the second league can be entered into the program and then use the switch user function to change between the registrations.



To switch registrations, select the appropriate listed registration and click **Select This Registration**.

To delete registrations no longer being used, select the appropriate registration and click **Delete Registration**.

Passwords

(Pro and & A/S feature only) Functions used to set a password to use this program.

Set / Change Program Password

This feature is only available in the Professional and Automatic Scoring Editions of BLS-2021.

This option allows the ability to setup or change a password to allow or deny access to the program.

If a password has been set for the program, it must be entered in order to change the password to a different password. If **NONE** is entered for the new password, then the password protection for the program will be disabled.

Passwords can not be retrieved will require re-installation of the software.

Maintenance Menu

This section provides various options to be used for maintenance of your league files. These options represent different tasks that can be performed on the league data or system files. Generally, these items need to be performed when there is no open league files which is why they are only available when the league files are closed. Again, this section is sub-divided into the following categories:

Back up: Menu functions pertaining to backing up BLS-2021 data.

Restore: Menu functions pertaining to restoring BLS-2021 data from backups.

Delete: Menu functions pertaining to deleting BLS-2021 data.

Copy: Menu functions pertaining to copying BLS-2021 data.

Find: Menu functions pertaining to finding BLS-2021 data.

Utilities: Menu functions pertaining to various functions.

Back up Data: This section provides the option to back up league and system files.

Restore Data: Provides the ability to restore previously backed up league and system files.

Backing up data is a very important process that should never be neglected. Should a computer disaster ever happens, the chances of recovering from that disaster is greatly improved, providing backups are readily available. In addition, using backup files is a convenient way of transporting league data to another computer. Due to the importance of this subject, we have devoted an entire chapter on the subject. For more details backing up and restoring data, see the chapter on **Back up/Restore and Transporting League Data** on [page 262](#).

League File Maintenance: This section includes options to delete league files, copy older league files, copy existing league files and to search the hard drive for all league files. Additional information on these options is available later in this chapter.

Updates and Support: Provides and alternate location to **Email League to Tech Support** and **Check for Program Updates**.

Assorted Utilities: This utility will provide a drive and directory listing that can be used for file maintenance. This can be used as an alternative to Windows Explorer.

Additional information on these options is provided later in this manual or in the Help file included with BLS-2021.

Maintenance > Backup

Back up: Menu functions pertaining to backing up BLS-2021 data.

See [page 262](#) for more information.

Maintenance > Restore

Restore: Menu functions pertaining to backing up BLS-2021 data.

See [page 267](#) for more information.

Maintenance > Delete

Important Note: Be sure to make a backup of the league before deleting as this process can not be recovered.

If a league is no longer needed, select **Delete Leagues** from the **League and File Maintenance** menu. This can be helpful to remove older leagues that get copied from one version of BLS to the next version during the upgrade installation.

Select the league to be deleted and click **Delete League**. Confirm your choice for the league to be permanently removed. This data does not go to Windows Recycle Bin, so make sure you have a backup or that you are deleting the correct league.

Maintenance > Copy

This menu section has options to copy leagues, definitions or styles.

Copy BLS 2020 league to somewhere else

Select **Copy BLS-2021 league to somewhere else** from the **League and File Maintenance** to duplicate a current league. This utility can also be used to rename the file when the original file name is greater than 8 characters.

Helpful Tip: Make a copy of your league to test alternate rules and settings.

Use the following procedure to make a copy of your current league:

1. Click on **Maintenance > Copy > Copy BLS-2021 league to somewhere else**
2. Select the league to duplicate, then click the **Copy a League** button.
3. Enter a unique name for the new league file, select a destination folder then click **OK**. Be sure to limit the number of characters to 8 if the computer system or automatic scoring system has this limitation.
4. Click **Cancel** to exit back to main screen.
5. Open newly copied league and confirm all settings.
6. Once the league data in new file name has been verified, delete the league stored using the original file name (Optional)

Copy Older Leagues to use with BLS 2018

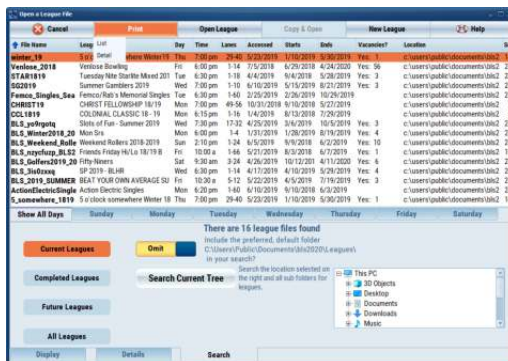
If a league was used in an older version of BLS, select this option to locate and copy the league to this program. Only leagues created with BLS-2016 and newer are supported using this option. To copy an older league:

1. Under **Currently selected drive and directory**, navigate to the folder that contains the league to be copied.
2. When the correct folder is selected, the league should appear in the list of leagues on the upper portion of the window.
3. Select the league and click **Copy a League**.
4. Create a new filename.
5. The new league will be copied to the default folder for league files.

As an alternative, if you have a backup of your league created by your previous version of BLS no earlier than BLS-2016, you can restore that backup into BLS-2021. For more information about restoring league files, please see **Restore League Files** on [page 267](#).

Search hard drive for leagues

Maintenance > Find > Search Hard Drive For League



Use this option to locate league files on the computer. Selecting this option will initially perform a search of the Default folder for leagues in the BLS-2021 program. This option

is also available on any screen when opening existing league files or performing previously discussed maintenance (backup league, delete league, copy league, etc.).

If the league file is not listed on this screen, BLS-2021 provides additional options to expand the search.

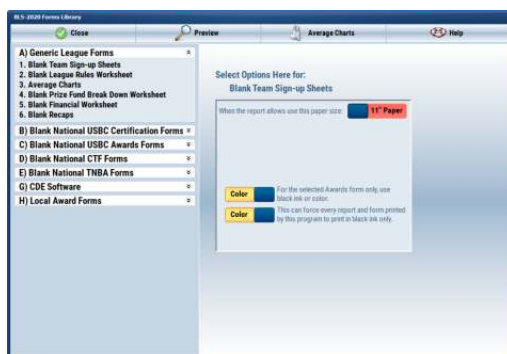
Search Current Tree: This option will search for league files in the folder selected under **Currently selected drive and directory** including all subdirectories. To change the location to start searching, select the folder to the right.

Search Current Drive: This option will search the entire drive selected under **Currently selected drive and directory** including all subdirectories. Depending on the size of the drive and the number of files, this may take a significant amount of time.

Once the league file is found, use the **Copy Leagues to BLS-2021** button in the upper right corner to copy the league to the Default Folder so that it can be readily available to BLS-2021.

Library of bowling forms

Select **File > Forms Library** from the Main screen, or the **Utilities** menu with the league opened, to access.



This section provides access to all the forms available in BLS-2021. This screen provides quick access to **Average Charts** to display handicaps associated different averages based on the configured settings. This chart can also be printed and handed out. Various printing options are also available on this screen. These options will vary depending on which form is selected to be printed.

Select the desired form and click the **Preview Selected Form** button.

Help Menu

This menu section is designed to provide access to program help and assistance. As such, it is further sub-divided into the following categories:

Help: The menu functions relate to the BLS-2021 documentation and help.

Support: The menu functions allow contact with CDE Support.

Internet Links Section: Various links with CDE and other websites.

Program Functions

General help for the software.

About BLS-2020

This option provides the information about the current program. The important information on this page is the program version and release date as these items determine if the most current update is installed.

Program Help

This function accesses the help file for BLS-2021.

Frequently Asked Questions

This function accesses the Frequently Asked Questions file for BLS-2021. This file contains various questions or situations that frequently occur during a bowling season. We strongly recommend viewing this file when a problem or situation occurs to see if the answer has already been placed there.

Program Manual

This function accesses the electronic version of the BLS-2021 manual. During the season the electronic version of the manual is updated. The free Adobe Acrobat Reader or compatible utility is used to view the manual. The electronic manual is handy for reference and can be searched.

Check For Program Update

Selecting this menu item will check the CDE Software web site for the currently available product version for BLS-2021 and provide notification if a newer version is available.

Support

Get support from CDE Software's technical support for the software.

Support, Forums and Downloads

This function provides a screen with Internet links for CDE Software, LLC product support, message boards and downloads.

Contacting CDE Software

Provides support phone numbers and mailing address as well as a link to send a question to CDE Software, LLC's support staff.

Email Tech Support

Create an email to be sent directly to CDE Software, LLC's technical support staff. If you have a question on BLS-2021 or require the support staff to examine a league, select this option to bring up a built-in support email form. For more information, see the **Support Functions** section under **League Utilities** on [page 259](#).

Remote Support

Opens your default browser to CDE Software's remote support page. During a support call or chat, the technical support team may request you visit this page so the staff can view your computer to help troubleshoot an issue you may be having.

Internet Links Section

This section provides a few useful internet links which may not be affiliated with CDE Software, LLC.

Custom Menu

When a league is opened, the custom menu (My Menu) is available to add frequently used main menu features in an easy to access list. The Standard edition allows for a limited number of items in the menu, whereas the Pro and AutoScoring editions allow for more items in the list.

The Custom Menu is designed to be a shortcut to items in the pull-down main menu. For many, it is a way to organize steps to run a week of league in a specific order.

Managing Menu

To manage the custom menu, click item #1 - Manage/edit "My Custom Menu". Items already in your custom menu will appear. By selecting an item in the menu, it can be moved down in the list, higher in the list or removed.

Adding an Item

To add an item to the custom menu, , click item #1 - Manage/edit "My Custom Menu". Select an empty line that does not have a menu associated. Using the main menu at the top of BLS, select the menu item to be added. After selecting, click the "Click to add this item to My Menu" button. The item will now appear in the list. It can then be moved up or down as needed or removed if an item was added accidentally.

Removing an Item

To remove an item to the custom menu, , click item #1 - Manage/edit "My Custom Menu". Select the menu item to be removed and click Remove Item.

Clearing the Custom Menu

To add an item to the custom menu, , click item #1 - Manage/edit "My Custom Menu". Click Clear My Custom Menu.

Chapter

7

How to be a great league secretary

The following section provides insights into the ways BLS-2021 will help you be a great league secretary. Once getting acquainted with the basics of BLS-2021, you can advance to the more powerful features of the program.

Before your league begins

The first step is to obtain the League Secretary packet from the local association. Many times the association will send the packet to the bowling center, so check with them first. It will contain all the necessary forms to complete, including pre-printed membership cards, league applications, average books, and rule books.

If you were a secretary in past seasons, spend extra time going over current USBC rules. Regardless of number of years the league has been in existence, league bylaws must not conflict with rules as defined in the current season's USBC bylaws.

If unsure about the legality of certain league bylaws, please check with the national rules committee.

Organization Meeting

One of the most important steps in running a successful league begins at the organizational meeting. At this meeting, three critical areas are discussed and then agreed upon:

1. League Awards: The awards determine the competitiveness of a league. There are 2 types of awards and the league must decide what awards are dispersed and if the prizes will be in the form of cash, trophies or both. Be sure that a prize committee has been elected at this point.

- **Team Awards** - Awards given out for the top team scores for a game and/or series. Can be based on handicap and/or scratch. (For sanctioned leagues, check the current rule book for only awarding scratch awards.)
- **Individual** - Awards given out for the top individual scores for a game and/or series, can be based on handicap and/or scratch. (For sanctioned leagues, check the current rollback for only awarding scratch awards.)

2. Financial: At the meeting, the nightly fee needs to be established. Go over the lineage amounts (fees charged by the center), secretary and treasurer fees, and the amount contributed to the prize fund. Try to make the nightly fee an even dollar amount so there won't be the extra burden of making change each night.

Discuss and vote on any sponsor fees collected for team or league sponsors. Vote on any fines imposed and make sure that it is included in the league rules. The league must also establish a bank account and bonding, or use the in-center banking service.

3. Playing Rules: Establish the rules of league as per the Suggested League Rules section of the USBC Rule Book. Print a copy of the league rules from BLS-2021.

Go over the league rules before the meeting and carefully check for discrepancies against the USBC Rule Book. If unsure about a set of rules, contact the association rules committee, to check its validity. The rules from USBC do change from year to year.

A rule that the league voted in 10 years ago may have been legal then, but may not be legal this year.

Verify Handicap rules and points awarded.

It is recommended you print a league rules worksheet to take to the meeting. One of the benefits of using the worksheet is that when rules are established and approved, simply plug the information directly into BLS-2021 after the meeting.

To print the league rules worksheet, open BLS-2021 and click the [Library of bowling forms](#) ⁵⁷ icon. Click **Generic League Forms** and select **Blank League Rules Worksheet**. Click on **Preview Selected Form** and print the report. Blank Team Sign-up Sheets and Average Charts for handicap reference are available to print.

The First Night of Bowling

There are many things to tend to, the first night.

- League rules
- Recap Sheets
- Standing sheets showing bowlers, entering averages and lane assignments
- League and bowler's sanction applications

All these documents from within BLS-2021 may be printed and taken to the first night of bowling. The standing sheet and recap sheets would only be done, after the teams and roster members are set.

Arrive at the bowling center ahead of everyone else and introduce yourself to the center's manager. Establish what the center's job includes. For example they may distribute forms or pay envelopes. You should also try to set up a table in an area where you can conduct league business during that opening session and let the center staff know where it is.

Hold a briefing prior to the starting time of the league with the team captains and officers. Keep in mind that although many bowlers know each other, there may be a new face amongst you and a short introduction would be appropriate.

This is also a good time to review with the captains, their duties, which may include completing and submitting the following:

- Recap Sheets
- Pay Envelopes

Be sure each team captain has a copy of the league rules and bylaws. Your job is to delegate the work to the team captains, because you have a lot of other responsibilities that need your attention. That's why it's important to communicate with the team captains up front, on what you will be expecting from them.

At the end of the first session

Collect the pay envelopes and recap sheets from the team captains.

- If you are also the treasurer, verify the money collected matches the pay envelope.
- Pay the bowling center lineage.
- The balance of money should be deposited into the league account. Sometimes bowling centers offer in-house banking. You will need to check with your bowling center, and make arrangements with them.
- Complete the sanction applications and mail a check to your local association for sanction fees.

If the center's automatic scoring participates in the interface with BLS-2021, download them to a flash drive or disk, with the scores, to take home.

Responsibilities each week

- Post the standing sheets at the bowling center and upload the Standing Sheets to the LeagueSecretary.com and Bowl.com web sites. This allows the league bowlers to verify the accuracy of the scores and calculations. Although BLS-2021 is 100% accurate, a different score or average may appear because a rule was set up incorrectly...or if an incorrect score was entered. If a discrepancy exists, refer to Reprint of Scores Report to resolve the dispute. Make notes of any errors that need to be corrected.
- Hand out a copy of the standing sheet and recap sheets to team captains.
- Collect pay envelopes by end of the 1st game. (Better yet, have the team captains bring the pay envelopes to you). Remember that your job is to delegate responsibility! If you designated yourself as the secretary in the Bowler Maintenance screen, the standing sheets will say "Your League Secretary Dawn Bean is on Lane 12" so everyone knows where to find you.
- Collect recap sheets at the end of bowling.
- Post standings online to LeagueSecretary.com, Bowl.com and SportBowling.com.

Mid-Season

- The local association usually requires an average list as of January 1, for sanction and tournament purposes. Print the **Average Report** from the **TaskMid/End Season Reporting** menu > Final Averages. Print a copy, save it to a USB or disk file, or transmit it electronically.
- Check with the center to see if they also need a copy for tournament purposes.

Before the season ends

- Check with the local association to see when the Final Averages report is due. The report may be due even if the league season has not been completed.
- If the league hands out trophies, allow sufficient time to get them ordered.
- If the league has a banquet, assign a banquet chairman to arrange a location and reserve the space.
- Also, when using the League Planner, be aware of important deadlines such as the league's qualifying windows for the Youth Pepsi Championships. This can help bowlers not to miss out on special tournaments and events.

End of season

- Print the final reports and final standing sheets.
- Print Bowler and Team History and Final Average List and distribute to each bowler.
- Verify that the awards list is correct.
- If awards are in cash, use the Prize Fund Calculator to determine denominations of bills needed for the cash prize envelopes.

- Restarting a league. Many leagues operate season after season with little or no change to teams or rosters. With BLS-2021, it's easy to restart a league with the same teams and rosters used the previous season. Make a back up of the league before restarting.
- If the league won't bowl next year, it can be deleted. It is always a good idea to make back ups of data before erasing any of it. If a bowler complains or if the final average report gets lost before the local association receives it, it can be restored.

Chapter



8

Using Program for Season

The following chapter gives an idea on how to use the program during the entire bowling season. There may be exceptions that occur during the season depending on your league.

Home League Secretaries

The following is a basic flow chart on how a league secretary at home would use BLS-2021 from the start to the end of the bowling season. There are certainly situations that may occur during the season that may cause a need to deviate from the below schedule, but in general, this is the normal day to day operation.

1. Prepare the league to start the season
 - a. Create a new league file.
 - b. Set up the rules in BLS-2021 to match the bylaws that the league has adopted.
 - c. Set up the lane assignment schedule to match the schedule that the league has bowled.
 - d. Print a signup / roster sheet for bowlers to include their information.
 - e. Set up the teams and the rosters of who is bowling on which team.
 - f. Enter/edit bowler information as needed, such as address, phone number, email address, book and/or entering averages.
 - g. Designate bowlers who are officers of the league.
 - h. Set up the standing sheet to match the appearance desired and has the information desired.
 - i. Set up the certification fees for the local association, if a USBC or CTF league.
 - j. Set up the league fees, if also doing financial duties.
 - k. Set up the league for online standing sheet viewing with LeagueSecretary.com - a free service to sanctioned and non-sanctioned leagues.
2. Prepare for the week
 - a. Adjust rosters as needed
 - b. Print recap sheets for bowlers to write their scores on
3. LEAGUE BOWLS
4. Process the week
 - a. Adjust rosters to match how league bowled
 - b. Enter scores for the week
 - c. Check for awards earned and print awards.
 - d. Print Standing Sheet
 - e. Upload standings to LeagueSecretary.com
 - f. Process payments, if managing financial duties
 - g. Back league up to an external USB Drive or Hard Drive
 - h. Advance to next week in BLS
5. Repeat Steps 2, 3 and 4 for season.
6. Prepare league for finish of season

- a. Print Final Standing Sheet
 - b. Print Bowler and Team Histories
 - c. Print Final Average Sheet and return to association managers
 - d. Print Returning Bowler list and have bowlers and teams complete
 - e. Make a final backup of the league and place on an external USB drive or Hard Drive.
7. Enjoy the break

Center League Processors

The following is a basic flow chart on how a league processor at the bowling center would use BLS-2021 from the start to the end of the bowling season. There are certainly situations that may occur during the season that may cause a need to deviate from the below schedule, but in general, this is the normal day to day operation.

1. Prepare the league to start the season
 - a. Create a new league file.
 - b. Set up the rules in BLS-2021 to match the bylaws that the league has adopted.
 - c. Set up the lane assignment schedule to match the schedule that the league has bowled.
 - d. Print a signup / roster sheet for bowlers to include their information.
 - e. Set up the teams and the rosters of who is bowling on which team.
 - f. Enter/edit bowler information as needed, such as address, phone number, email address, book and/or entering averages.
 - g. Designate bowlers who are officers of the league.
 - h. Set up the standing sheet to match the appearance desired and has the information desired.
 - i. Set up the certification fees for the local association, if a USBC or CTF league.
 - j. Set up the league fees, if also doing financial duties.
 - k. Set up the league for online standing sheet viewing with LeagueSecretary.com - a free service to sanctioned and non-sanctioned leagues.
2. Prepare for the week
 - a. Adjust rosters as needed
 - b. Print recap sheets for bowlers to write their scores on
 - c. Export rosters to AutoScoring System
3. BOWL LEAGUE
4. Process the week
 - a. Import Scores
 - b. Edit/Enter scores that were not imported or need to be changed for whatever reason.
 - c. Adjust rosters to match how league bowled
 - d. Check for awards earned and print awards.
 - e. Print Standing Sheet

- f. Upload standings to LeagueSecretary.com
 - g. Process payments, if managing financial duties
 - h. Back league up to an external USB Drive or Hard Drive
 - i. Advance to next week in BLS
5. Repeat Steps 2, 3 and 4 for season.
 6. Prepare league for finish of season
 - a. Print Final Standing Sheet
 - b. Print Bowler and Team Histories
 - c. Print Final Average Sheet and return to association managers
 - d. Print Returning Bowler list and have bowlers and teams complete
 - e. Make a final backup of the league and place on an external USB drive or Hard Drive.
 7. Enjoy the break

Chapter

9

Creating a New League

It is best to have a copy of the printed league rules and bylaws available for reference when creating a league for the very first time.

Open BLS-2021 program, click on **File > New > Create a New League** or **Create from Perfect Secretary League**.



Creating a File Name

The first window that will open when creating a league is the File Name window. Enter a file name that is easy to remember such as MonMix2019, or just use the default name that is already in the space provided.

This is the name that the computer will associate all the league data with. It is not the league name. Once this has been decided and entered, click on the **OK** button (green/white check mark).

Note – Do not change the Drive and Folder for Data Files, unless this information is going to be stored in a different location.

Rules Wizard

After entering the file name, BLS-2021 will ask if you want to use the Wizard. The Wizard makes setting up the basic league rules much simpler and will go through the basic rules. Once the wizard is finished, if the league has any additional rules or the league changes a rule(s), this can be modified/changed by going to Setup > Rules, then adjust or make any changes necessary.

Creating Perfect Secretary Leagues

Open the program, click on File, then Create from Perfect Secretary League. A wizard will come up that will help with converting the PS League to BLS. Read the instructions and click Next. To find the directory for the PS leagues, click the browse button, click on the local C drive, find the PSD folder and click Select. Click Next. The next screen will have a list of the leagues by folder, League01 etc. Select the correct folder, click Create League.

Another window opens to designate a file name for the league. See [Creating a File Name](#)⁶⁶.

A message box will pop up asking if you would like to use the rules wizard, it is recommended to use it.

Once the wizard is complete, it will open the General Rules section. Verify that everything in the Rules setup is correct, make any changes necessary. Click Done when finished. The Lane assignment screen will open and remove any dates (weeks/sessions) the league is not bowling. Click in the Type of Week column, use the Drop-down arrow to select your position rounds, etc. Note, BLS 2018 does not support putting in a Holiday, like PS did, but this will be supported in BLS-2021. When the lane assignments are done, click Main Menu. To verify the bowlers and teams, click Setup, Teams, Rosters. All the Teams and bowlers will be there. By clicking the Drop-down arrow at the top, Averages and High scores, and selecting all information, the addresses, phones number, etc., will show.

Chapter

10

Handicap Leagues

If there are any questions regarding any of the rules, please refer to our Help Manual, or our FAQ's. Also, our Support Forum may be of help at <http://support.cdesoftware.com>

This section will cover each section in the Rules > General Rules

General Rules

WHO WE ARE

Enter a description or the name of the league in the space provided which is yellow. This will copy to the title of the league to show on the reports. If a different name for the reports is desired, this may be changed.

Note – if the program is registered to the league, the registered name of the league will show on all the reports.

When entering the number of teams in the league; it must be an even number. Should there be an uneven number of teams, an extra team must be added (vacant team) to make it even.

Enter the number of bowlers on a team that bowl each week.

Enter the number of games the league bowls each week.

HOW AND WHEN WE BOWL

Using the date picker (Select Date button). Select the date the league is to start bowling.

Note - Single arrow changes the Month, Double arrow changes the year.

Click the check mark to confirm this.

The program will select the season.

Enter the time the league starts and the approximate ending time.

It is very important to enter the correct number of weeks/sessions the league bowls. Do not count weeks that the league may take off for holidays, etc. Include any fun nights or roll-off nights. Note - if using the new feature for holidays, etc., the entire number of weeks will need to be set including the sessions/weeks not bowling.

If the last week of bowling is a fun night/roll-off, then make the final night of bowling the week before. Example: A 33 week league with the 34th week a fun night, the final night of competition will be week 33.

LEAGUE FEATURES

The section contains main options for the league and what will be displayed will depend on these settings.

If the league is anything other than Standard 10 Pin bowling, use the Drop-down arrow to select the type of bowling the league is playing.

Indicate the type of bowlers in the league. Use the Drop-down arrow, select the proper option.

If this is a handicap league, make sure that the type of league option is set to handicap.

The next section, change the No to Yes on any option the league will use, otherwise leave them at NO.

Individual Match points – additional points for individuals bowling against the opposing bowler in the same position on the team roster (See Creating an Individual Match Point League)

Bowler Divisions – Separating bowlers to compete only within their division, such as men, women, etc.

Team Divisions – Generally used in specialized leagues, such as a sports type league (See Creating a League with Divisions)

Bumper Bowling – Generally used with the young junior bowlers, or the physically disabled bowlers' league

Drop-In Singles League – A league that has only one bowler on a team or used for an organized open bowling group (See Creating a Singles/Drop-In League)

This next section designates whether the league is Certified/Sanctioned by an organization, so that BLS-2021 can track awards earned by the bowler. If the league is Certified/Sanctioned, select the correct organization from the Drop-down list.

WHERE WE BOWL

To have the center name where the league bowls on the reports, click on Edit Information, and add the center to the list. Click on Enter a New Name, type a Shortcut ID code and enter all the information for the center. In the Special window, click in the option box for bowling center, and enter the Lane Certification number, and using the Drop-down arrow, select the number of lanes. Click Select to close this window.

Split Season

Change the option that applies to the league, i.e. a regular league will be No.

If the league is a Split Season, change the option to Yes.

There will be another section that will appear when this is set to Yes. These options are set according to the league rules.

SPLIT SEASON SCHEDULE

If the option is set to Yes in the last section, these options are very important to have correct according to the league rules.

Enter the number of splits/sessions the league is to bowl in the spin box provided.

Depending on how many weeks the league is set to bowl, BLS-2021 will fill in the week number(s) of the new start of the next session/split(s). This can be changed if the league wants a different start of the split.

According to the league rules, change the option to the correct position (Yes or No) for the options that are to be reset back to zero at the start of the new split(s).

TEAM STANDINGS DETERMINATION

Generally this option is set for the Current Split so standings are ranked in order of the wins and losses for just that split.

Change this option to entire season if the standings are to be determined by the entire season and not the current split.

**This option only shows up if the league is a Split Season League.

Legal Lineup

WHAT MAKES A LEGAL LINEUP

This section defines the actual number of players that bowl on each team each week. This is sometimes referred to as playing strength. Using the spin box provided, select the correct number of actual players that are on a team, such as 3 for a trio league, 4 for a regular league, etc.

Enter the number of bowlers who must physically be present to bowl each week, according to the league rules.

Of those bowlers physically bowling, how many players must be a regular member of the team (not substitutes)

When advancing to the next week, select what order the bowlers are to bowl from the Drop-down list box.

The bylaws should state whether a vacancy position should be considered toward a legal line up and for how many weeks.

ADDITIONAL LEGAL LINEUP REQUIREMENTS

If the league is a mixed league, select the correct requirement from the Drop-down list box, according to the rules, as to how many of each gender must be on a team.

Individual Averages

BOOK AND ENTERING AVERAGES (Standard average Rules)

Determine from the league rules/bylaws whether the bowlers will establish a new average or use their book average (last years' average) when starting this league.

If establishing a new average this year, in the 'Use average for how long' set the number of games to 0 (zero).

In the section where a bowler has no Book or Entering average, leave the Use bowler's first night average and enter the number of games the bowler is to use this average, i.e. 3 games.

The next section referring to the Book Average requirements, these options can be left at zero.

NON-STANDARD AVERAGE RULES

These rules are non-standard which few leagues use and should not be changed for a basic league.

Individual Handicaps

BASIC INDIVIDUAL HANDICAP RULES

The league rules/bylaws should have a section that defines the handicap percentage and the base average. If it is the same for all sexes in the league, change the switch to YES. If it is different for each gender, than change the switch to NO and type the correct percentage and base average in the spaces provided.

This information is very important to be correct because BLS-2021 uses this to calculate individual handicap for teams and awards.

When a league deems that a game score with handicap can not exceed 300, change the option Maximum Hdcp score to 300. The same for Max Hdcp Series, set to 900. If the league does not have this rule, then leave the values as the default.

NON-STANDARD INDIVIDUAL HANDICAP RULES

These rules are non-standard which few leagues use and should not be changed for a basic league.

Team Handicaps

BASIC TEAM HANDICAP RULES

There are 3 different options to choose from when setting up the team handicap. Refer to the league rules to determine which option the league has chosen and select it from the Drop-down list.

- Sum of Bowler handicaps – Each bowler has an individual handicap and they are added together to create the team handicap
- Based on the Difference of the Team Averages – A percentage of the difference of both teams bowling averages (Team averages of all the bowlers' averages (on the team) totals the Team Average)
- Based on Team Average – A percentage of the difference of the team average and a base

Once the correct option has been chosen, if there are any required other options, such as the percentage and the base, complete this information according to the rules/bylaws.

NON-STANDARD TEAM HANDICAP RULES

These rules are non-standard which few leagues use and should not be changed for a basic league.

Absentee Players

ABSENTEE SCORE RULES

Most leagues have a rule that when a player/bowler does not show to bowl the match, and the team does not get a substitute, the team is penalized by taking a certain amount of pins off the absent bowlers average and used that score for the games not bowled. Note – does not affect the handicap.

Most leagues will use the average minus 10 pins for an absentee score. This is default in BLS-2021, but can be changed if the league uses another value using the text box provided.

Change the option to YES if the information is the same for all sexes in the league. If the league has a different value for each gender, the change the option to NO, and enter the various values for each gender.

An absentee score is average less a percentage, which is a non-standard rule and is discouraged from use. If the league is sanctioned and or certified by USBC, the league cannot use this rule.

ABSENTEE PIN DROP RULE

Ignore this section because most basic handicap leagues will not use this option. It is generally used with a league that is a very highly competitive type of league.

Vacant Players

VACANT PLAYER RULES

In the case of a league that either has a player drop out and can't fill that position right away, or the position on a team does not have a permanent bowler, the league will use a Vacant player for that spot and assign a vacancy score to be used. (This score would be for all vacant players' on the league.) Enter the correct score, (if different from the default in the program), in the text boxes provided. The vacancy score is a fixed score that will have handicap added to the team handicap.

If the league has a different vacancy score for each gender, change the option to No, to show all genders and enter the score to be used in the appropriate text box.

A Dummy score is a fixed score that does not add handicap to the team handicap. If the league uses this option, then enter the score to be used in the text box provided.

Forfeits

OPPOSING A FORFEITING TEAM

A Forfeiting team is a team that does not show to bowl in a particular week. This rule is how to award the points. Select the correct option according to the league rules from the Drop-down list box:

- The team bowling must bowl within a certain number of pins of their average to earn the points
- No Wins or Losses are awarded
- The team bowling automatically gets all the points

Bye Teams

WHICH SYSTEM USED

Set this option up even if the league has an even number of teams at the start of the season. This rule is used when there is an uneven number of teams with actual bowlers in the league.

There are two types of systems:

1. The Bye System – this is used when a team bowls a vacant team (a team with no players). Most basic handicap leagues will use this system and the team must bowl within a certain number of pins of the team average (the total of the bowlers' averages).
2. The Draw System – A team bowling against the vacant team will bowl against the scores of another actual team in the league, bowling the same night. Not generally used in a basic handicap league.

Clicking on the option will change from the Bye System to the Draw System.

BYE SYSTEM

This is the more popular of the two systems when deciding how the team will earn the points. Check the league rules/bylaws to determine one of the following:

1. The team must bowl within a designated amount of pins within the team average to earn the points
2. No Wins or Losses will be awarded
3. The team gets all the points

The next statement is how the Bye team should affect the standings:

1. The Bye team will receive neither wins or losses
2. The Bye team will receive points earned but will remain in last place
3. The Bye team will appear in the standings like every other team

The most common option is #2. Check the rules to see which option the league requires.

BYE TEAM NAME

This section is not available in the Standard version of BLS-2021. Only in the Pro version or AS version, can the name be customize for the vacant team, which by default is called BYE. Note – when setting up the teams, and there is a vacant team, make sure to change the Name of the Team to BYE.

Team Points

POINT SYSTEM

Determine the point system the league is using, Standard team points (used by nearly all leagues) or Points issued based on bowling above or below the team average (also known as Performance Points). Select the correct option.

Note – most common leagues will use the Standard team point's option

STANDARD TEAM POINTS

Referring to the league rules, verify the number of points that are awarded for each game win with handicap and points awarded for series wins (total pins for all games).

Enter the number of points per game in the 'With Handicap' the text box after this option.

Repeat for the Series points awarded.

Note – Scratch points are awarded to scores with NO handicap.

Standings can be determined either by a percentage of wins to losses or absolute points. Select the correct option setting, that the league prefers to how the teams are ranked on the standing sheet.

If there should be a tie in the standings, how does the league want to break the tie to determine which team is higher in the standings? Select one of the following from the Drop-down list box:

1. Total pinfall then Actual Games won (not points)
2. Actual Games Won, (not points)
3. Total pinfall with Handicap then Actual Games won (not points)
4. Actual games Won (Not points) then Total pinfall WITH HANDICAP

Note – Actual Games won is the game only, not the points associated with the win. Example: Tm #1 wins games 1 & 3, Team #2 wins only game 2, this would be for Team #1, 2 games won and 1 game lost, where as Team #2 would have 1 game won and 2 games lost. Series/total wood is not included and is not considered an actual game.

NON-STANDARD TEAM POINTS

The basic handicap league will not use non-standard team points. For more information about them, check our Help documents.

Do not change any of these options.

Point Summary

SUMMARY OF POINTS

This section is an overview of the points each team could be awarded. Make sure that these are correct. If not, they are not correctly set up the Team Points correctly. Go back and correct the errors.

Special Recognition

BLS-2021 will calculate the awards and prizes properly when all these items are set correctly.

SPECIAL LEAGUE RECOGNITION

This section is probably one of the most important sections to make sure everything is setup according to the league rules. If it is not setup correctly, bowlers may upset as to why they did not receive an award that was earned.

RECOGNIZED ITEMS BY LEAGUE

This section refers to what awards/prizes the league will be recognizing and awarding to the teams and players.

Change the options to the appropriate answer either Yes or No, according to the league bylaws.

INDIVIDUAL ELIGIBILITY FOR SPECIAL RECOGNITION

These options address the individual eligibility of the individual bowlers for special recognition. Change the option on the ones that the league deems appropriate to YES and leave the option on the others to NO. If unsure of what each one means, it is probably best to leave it at NO. These can be changed later, but best to have them correct now.

- Permanent Substitute – A person that only subs on one particular team during the season
- Temporary Substitute – A person that can sub on any team during the season (sometimes called Roving Substitute)
- Pre-Bowl/Make-ups – Games not bowled on a scheduled night of bowling but are bowled at another time

The next sub-section is determining the final week of competition. If the league has a Fun Night or a Roll Off on the last week of the league, then the final night of completion would be the week prior.

Example: A 34 week league – on week 34, a Fun Night is scheduled, then the final week of competition would be week 33. If the week 34 is a position round or the last week of competition, then this number would be 34.

Enter the last week of competition in the box provided.

Generally, a bowler must bowl 2/3's of the scheduled games, in order to receive any special awards/prizes. BLS calculates that automatically, but it can be change it if the league wants less number of games to qualify.

The next option is whether a temporary sub that joins a team is eligible for any special awards/prizes for games bowled while being a substitute. Use the option to answer this question either YES or NO.

BLS determines if a player cannot complete the required amount of games by the end of the season. Players not meeting this requirement may be displayed on the standing sheet for the Season High Scores based on the setting.

INDIVIDUAL SPECIAL RECOGNITION

The rules for individual high handicap game and series recognition are going to be determined by the following options. Consult the league bylaws for this section.

Rules for individual high handicap and series recognition:

Determine when the handicap scores are going to begin being tracked. Enter the number of games that a bowler must bowl in the box provided. This means that the next games bowled will be tracked for handicap awards/prizes. Example: A bowler must bowl 12 games and beginning game 13, then handicap will be applied.

According to the bylaws, when reaching this number of games by a bowler, select either YES or NO if wanting to back-apply the current handicap to previous bowled scores. This means that the handicap the bowler has as of their 15th game of bowling, this handicap will be added to the scratch scores for previous bowled games to determine the handicap scores.

BLS will not process scores for handicap awards until the specified number of games is reached, do not change this option. If according to the league rules, the league is using a Book Average or Entering Average (which most basic leagues do not), then choose the correct option from the Drop-down list.

In accordance with the rules/bylaws, set the option to the correct setting if the league is going to include scores with zero (no) handicap for recognition of handicap scores.

Determine how many games a bowler must complete before being eligible for the most improved average award. The same is for an individual high average award.

If the league only allows a bowler one special recognition award for season high scores, select the option from the Drop-down list.

- SS – Scratch series, HS – Handicap Series

- SG – Scratch game, HG – Handicap Game

If players are tied, select how they should be listed; 1. Occupy two or more positions, 2. Share the same position.

TEAM RECOGNITION

This section follows the same concept as the Individual Special Recognition.

Enter the week number to begin tracking the handicap scores. Decide if a score with zero handicap is to be included in the recognition of handicap awards.

Use the switch to determine if a game or series with an absentee or vacancy score is eligible, and if a game or series score with a substitute score is eligible for league high score recognition.

STATISTICAL INFORMATION

This information is used generally for the end of season reports. If the league is a low average league, then enter lower numbers for the games and series. If it is a higher average league, increase these numbers. Otherwise, leave them as they are.

Handicap Match Point League

See [Basic Handicap League](#) ^[70] for the basic rules.

This chapter will cover the additional rules that will need to be set up for an individual match point league.

Individual Match Points for Absentee Bowlers

Rules > Absent Players

INDIVIDUAL MATCH POINTS FOR ABSENTEE

This rule pertains to individual bowlers, bowling against the bowler in the same position on the opposing team.

According to the league bylaws, how are the match points awarded when a bowler that is present bowls against an absent or vacant and selecting from the Drop-down list:

1. If the absent player wins the match, points go only to the absent players team (no individual points awarded)
2. No points are awarded when a player is absent/vacant
3. If the absent player wins, points go to the team winning the game
4. The absent play/vacant may win and lose points just as if they were present

Click on the correct option from the Drop-down list.

Match points are awarded when the present player bowls against and absent score, choose from the Drop-down list:

1. Player must bowl their average less indicated amount
2. No points are awarded
3. Bowler automatically gets all the points
4. The bowler must beat the absentee score

If the option is #1 above, then enter the number of pins a player must bowl within their average to earn the point.

Determine how the points are awarded when Absent score versus Absent, Vacancy or Dummy score:

1. Team winning the game
2. Player with the highest score
3. Split the points
4. Winning player's team only

ABSENTEE PIN DROP RULE

If the league rules/bylaws state the league uses the Absentee Pin Drop rule, set this up in this section up accordingly.

Enter the number of weeks a player is absent more than the designated number of weeks.

Choose from the Drop-down list whether the absences will be in a row, or for the entire season.

According to the league rules, select the option of either a specified number of pins per week, or a flat number of pins thereafter.

Enter the number of pins the average is to drop per week.

Individual Match Points for Vacants

Rules > Vacant Players

INDIVIDUAL MATCH POINTS FOR VACANTS

This rule pertains to the vacant bowlers, bowling against the bowler in the same position on the opposing team.

Refer to the [INDIVIDUAL MATCH POINTS FOR ABSENTEE](#) ^[79] section.

Opposing a Forfeiting Player

Rules > Forfeits

When a player bowls against an opponent that forfeits, select the correct option from the Drop-down list:

1. Player must bowl their average less indicated amount (pins)

2. No Points are awarded
3. Player automatically gets all points

If choosing the first option above, then enter the number of pins a player must bowl within his average to earn the point. (Bowling the exact number is considered a win and not a tie.)

Points not won are considered a loss.

For reference and to help in determining point prize money, wins are recorded as 'Unearned' points.

Match Point vs BYE Team

Rules > Bye Teams

When a player bowls against a BYE team, select the correct option from the Drop-down list:

1. Player must bowl their average less indicated amount (pins)
2. No Points are awarded
3. Player automatically gets all points

If choosing the first option above, then enter the number of pins a player must bowl within his average to earn the point. (Bowling the exact number is considered a win and not a tie.)

Select how the Match Points are awarded when an Absent or Vacant player bowls against the BYE team:

1. No Points are awarded, they are considered 'Unearned' points.
2. Points only go to the team if it wins the game. Bowler gets none.
3. Bowler and Team automatically get all points.

Individual Points

Rules > Individual Points

Decide which individual point system the league is going to use. Click on the appropriate option from the Drop-down list:

1. Standard match point system used by nearly all leagues
2. Issue points based on which bowler bowls most over (or closest to) their own average
3. Issue points based on bowling above or below bowler's own average (aka Performance points)
4. Difference between the bowler's averages (figured with handicap)

STANDARD MATCH POINTS

Once the number of points (generally one) is determined, enter it in the appropriate spin box. There is an option for scratch points and handicap points. Handicap points are the individual's score plus their handicap.

If the league is also giving points for the individual for series, enter that number, also.

Handicap League with Divisions

See [Basic Handicap League](#) [70] for the basic rules.

This chapter will cover the additional rules that will need to be setup for a league using Bowler and/or Team divisions.

Team Divisions

If the option in the General Rules is changed that the league has Team Divisions to YES, this section will be available. If left it at NO, then this section will be hidden.

The league rules should define how many team divisions the league is to have. Enter that number in the spin box provided.

Use the switch to select the correct option pertaining to Team standings are separated into divisions, YES or NO.

Weekly and season high scores are separated by division, YES or NO.

Who assigns teams to divisions:

Depending on what you have the switch set to, will depend on what teams are in what division.

You Do It – You can type a division name in the table provided, i.e. Div. 1 East, Div. 2 West. When entering teams in the Rosters, division numbers must be manually assigned. There must always be an even number of teams in each division, if bowling within divisions and use the division lanes assignments. If not bowling within divisions, this does not apply.

Let BLS Do It – You can change the Division Name, and the number of teams in each division. BLS-2021 will put in the team numbers for you for each division. These team numbers will be sequential order, i.e. 1-10, 11-20, etc. This option will automatically put an even number of teams in each division.

Bowler Divisions

BLS-2021 automatically separates the bowlers by gender, so according to the league rules/bylaws, configure your divisions only when bowlers must be separated by a different method, such as age, average, etc.

Enter the number of divisions the bowlers are divided by.

Use the switches to determine what special recognitions are going to be separated by the divisions.

Select the correct option according to your rules/bylaws, how the bowlers are separated into divisions:

1. Manually set each bowler's division (the division number will have to be manually entered when setting up the bowlers on teams)
2. Book average
3. Current average
4. Age as of August 1 (birth dates must be entered in the bowlers information)
5. Gender & Book Average
6. Gender & Current Average
7. Gender & Current Age (birth dates must be entered in the bowlers information)

Depending on which option you select, the table provided will change and expand to type in the ranges, and genders if one of the gender options is selected.

Chapter

11

Drop-In Singles League

This is also known as a substitute league, where every player is considered a Temporary sub. This allows the bowlers to bowl on their choice of a pair of lanes and with anyone they want to bowl with every week. It is generally used with an organized open bowling group that doesn't want to have specified teams to bowl on, but have more than one bowler on each lane.

See [Basic Handicap League](#) for the basic rules.

This chapter will cover the additional rules any addition rules that will be needed in setting up this type of league.

Legal Lineup

The number of people who bowl on a team is going to be the number of singles that will be put on a lane.

Example: Sixteen people have decided they want to bowl in this league, and only have 4 lanes available, put 4 people on a team.

Use the spin box to put the number of people who must physically bowl each game as 1 - the minimum number of players.

Note - BLS-2021 requires at least 1 person to bowl on a team, in this case on a lane.

Of the players bowling, how many must be from the regular roster, this is going to be 0 (zero).

Because this is a Drop-In Singles league, there are no vacancies, leave the switch to No. Also, there is no requirement as to who makes up a team.

Team Handicap

Leave the team handicap as Sum of Bowlers Handicaps.

Absent, Vacant Players

ABSENTEE SCORE RULES

Most leagues have a rule that when a player/bowler does not show to bowl the match, and the team does not get a substitute, the team is penalized by taking a certain amount of pins off the absent bowlers average and used that score for the games not bowled.

Note – does not affect the handicap.

Most leagues will use the average minus 10 pins for an absentee score. This is default in BLS-2021, but can be changed if the league uses another value, using the text box provided.

Change the option to YES if the information is the same for all sexes in the league. If the league has a different value for each gender, the change the option to NO, allows entering the various values for each gender.

VACANT PLAYER RULES

Being this is an organized open bowling singles league, there are no vacant players. Leave this as a default value.

Setting up the Rosters

Next click on Setup > Rosters

Entering the players, put a 'T' in the '?' column, to designate that they are temporary substitutes'.

Team Name		Scratch Pins	HDCP Pins	Points Won	Points Lost	Unearned	Games Won	Games Lost	Series Won
GS500				0.0	0.0	0.0	0.0	0.0	0.0

	ID	First Name	Last Name	Jr. Sr.	sex	?	Book	Book Gms	Pins	Gms	Avg	HCP	SG	SS	HG	H
1	1	Emmerson	Carmichael		B	T					120	72				
2	2	Carly	Coreley		W	T					120	72				
3	3	Lon	Mead		B	T					120	72				
4	4	Marianna	Dodge		W	T					120	72				
5																
6																
7																
8																

Do this for every player entered in the league.

Example: If there are 8 players going to bowl, and are using only 4 lanes, put 2 players on each lane.

Recap Sheets

When printing recaps for this type of league, there will be no names printed, only the name of the league, lanes and date at the top.

The bowlers will fill in their own names on the lanes that they decide to bowl on, each week. It is suggested to have them know their bowler ID number and put that on the sheet with their name. Note - the bowlers ID # can be added to the standing sheet to use referencing their ID numbers.

Schedule and Lane Assignments

Chapter

12

Schedule and Lane Assignments

This is the final step when creating a new league. However, if changes need to be made to the schedule or team pairings during the season, this option can be opened using the following selections:

Setup > Rules > Lane Assignments

The rotation schedules must be entered. This is the only way BLS-2021 will know which teams play together, for computing wins/losses each week. The program includes schedules for most league sizes according to the USBC schedules. Schedules may be entered manually if it is not included in the program, or if the league uses a special schedule.

Lane Assignments: First insert the position rounds and delete any dates that will not be bowled. The program automatically fills in all the dates based on the starting date entered on the League Rules screen. Change the starting date here by typing in a new date for Week 1. Click **Show > Schedule** to display additional lane assignment options.

Adding/Removing a date: Weeks can be inserted or deleted at any time. Be sure the cursor is on the correct week.

To add a date, select the date to be added in the calendar and click **Insert This Date**.

To remove a date, select the date in the schedule and click **Remove This Date**. This option will only remove the date, and moves all remaining dates up, it does not remove team pairings. For example, if the league is going to skip the week between Christmas and New Years, click the date and click **Remove This Date**.

As soon as a date is removed, all other dates will move up into the next position. It is also possible to type over a date when bowling on a different day due to some conflict.

Weather Cancellations: If the league is forced to cancel a week of bowling due to weather or other reason, simply select the week that is canceled and click **Remove This Date**. Normally, the league will extend the date of the end of season and bowl the full number of weeks in a season. This is done automatically when removing the date as described above.

However, if the league decides to shorten the season, then go to the **Setup > League > Rules** and reduce the number of weeks of the season. After making that change, return to the lane assignments and make any position round or other adjustments.

Position Rounds: Change the **Type of Week** option for each week that is a position round or fun night. Position rounds may be inserted and deleted at anytime. When doing this, the remainder of the lane assignments move up or down accordingly. When entering a **Position Round**, the program will automatically put the first and second place teams, on the first lane pair in the league. To change the pair of lanes the first place team will bowl, put the new lane number under the **1st PR Lane** column. **Team Pairings** will be automatically assigned when advancing into the week of the Position Round. After advancing to the week after the Position round, the **Team Pairings** will be change to **Manual** to avoid accidental re-setting of the schedule.

If the first and second place teams bowl on a pair of lanes other than the first pair, configure the starting lane under **1st PR Lane** column. By default, BLS-2021 assigns the remaining pairings (3rd vs 4th, 5th vs 6th, etc.) on the next pair of lanes to the right.

Reverse Lane Assignments: The column labeled <> will show the lanes assignments direction as forward or reverse. Reverse lane assignments places the teams in a reverse order so that the last place is the first team, working its way to the first place team on the end. To use reverse lane assignments, change the direction to <-- instead of -->.

Pos. Rnd: 1st Place Lockout: This option can be used when the first place team is so far ahead in points that it would not be possible for the second place team to overtake them. Using this option would assign the 1st place team versus the last place team, then assign the 2nd place vs. 3rd place, 4th place vs. 5th, etc...

USBC Roll-Off Scores Count: New USBC Rules for the 2015-2016 bowling season dictate that scores bowled in roll-offs, playoffs or special contests need to be included in the calculation for the final average. In a Split Season league, a roll-off at the end of the season between the winners of the splits may already be configured in BLS. However, if there is a tie after the roll-off, or if a tie exists after a position round mid-season, a roll-off is required to determine the final winner. In BLS-2021, this roll-off is handled by adding an additional week/session to the schedule.

To configure Roll-Off where scores count toward final average in BLS-2021, select the week the roll-off games will be bowled and click the **Insert a USBC Roll Off after the selected week** button. This function will automatically add a week to the schedule, add the **USBC Roll-Off Scores Count** week and keep the rest of the schedule intact.

UBL Position Rounds: BLS-2021 feature support for various UBL (Ultimate Bowling League) position round formats. Some of the formats include:

- Divisional Playoffs - Div. 1 vs. 2, 3 vs. 4, etc.
- Divisional Playoffs - Div. 1 vs. 3, 2 vs. 4, etc.
- Divisional Playoffs - Div. 1 vs. 4, 2 vs. 3, etc. - This is an outside-in method.
- Combined Division Playoffs - Div. 1+2 vs. 3+4, etc.
- Combined Division Playoffs - Div. 1+3 vs. 2+4, etc.
- Combined Division Playoffs - Div. 1+4 vs. 2+3, etc. - This is an outside-in method.

Holiday: Click on the Holiday tab over the calendar to select the type of Holiday or other session reason for not bowling.

Adding/Removing Pairings: Team pairings can be inserted or removed at any time. Be sure the cursor is on the correct week of bowling.

To insert a line of lane assignments, press **F9** or click the **Insert Pairings** button. To remove a line of lane assignments, press **Shift+9** or click the **Remove Pairings** button.

NOTE: These options are only available when **Show > Dates & Lanes** is selected.

Reloading the USBC Lane schedule:

If changing the number of teams on the league, then reload the USBC Lane schedule. Once reloaded, the default schedule beginning with the current week of bowling will be

loaded. Doing it this way preserves the schedule for previous weeks when a different number of teams existed.

To reload a schedule, press **F5** or click **Reload** at the top menu.

Random Lane Assignments:

This feature is available for Pro and A/S editions. Pick any number between 1 and 65,000 to use as a reference and click Random. The lane assignments will be randomized appropriately. This provides an alternative to using the USBC lane assignment schedules.

Travel Leagues

BLS-2021 features the association of a center to a specific week to accommodate traveling leagues.

To use this feature, the league must be configured as a Traveling League in the Main section of League Rules. Once configured as a traveling league, a new column for the **Bowling Center** will be included on this page. A drop-down list of previously configured bowling centers will be available to select for each week bowled. For more information on configuring traveling leagues, please see section on defining the league rules on [Page 119](#).

Printing the schedule for distribution

Once the schedule has been configured, it can be printed by clicking the Printer button at the top of this screen.

Change in Lanes Mid-Season

BLS-2021 supports different starting lanes for the league during the season. This feature is useful in situations, such as when a league bowls on lanes 1-16 for the first 18 weeks and then bowls on lanes 17-32 for the remainder of the season.

To switch the starting lane mid-season, open **Setup > League > Lane Assignments** and select **Show > Schedule** to view lane assignments.

Click on the Week/Date that the league will switch lanes. At the top of the screen, click on the column header for the first pair. A prompt will appear allowing the reassignment of the starting pair. Indicate the new starting lane. The remaining lanes will be reassigned to the new set of lanes.

Multiple Shifts and Multiple Teams per lane

Occasionally there may not be sufficient lanes available to accommodate the number of teams in the league due to the size of the center or the number of lanes is limited. To allow for this occurrence, BLS-2021 provides the ability to configure multiple shifts and/or assign multiple teams per lane. This can also be used for singles and doubles type leagues where multiple teams may be necessary to limit the number of lanes used for the league.

To configure multiple shifts or assign multiple teams per lane, click on the **Weeks, Lanes, Shifts** tab:

Number of Weeks Bowling: This option represents an alternate location to change the number of weeks to be bowled.

Number of Teams per Lane: Specify the number of teams to assign per lane. This change the lane assignments to put the specified number of teams on the first pair of lanes. This process will be repeated until all the teams have been assigned to a lane.

Multiple Shifts: Use the Drop-down list to specify the number of shifts to be bowled in the league. BLS-2021 supports up to 5 different shifts. When multiple shifts are specified, configure the number of teams to bowl each shift, starting time and the lane number the shift will start on.

The screenshot shows a configuration window with the following elements:

- Buttons: "Dates", "Weeks/Shifts", "Schedule"
- Section: "Accept Changes" (with a green checkmark icon)
- Field: "Number of Weeks Bowling" (dropdown menu, value: 30)
- Field: "Final season standings and prizes determined after week concludes" (dropdown menu, value: 29)
- Field: "Number of Teams per Lane" (dropdown menu, value: 2)
- Field: "Starting Lane" (dropdown menu, value: 1)
- Field: "Starting Time" (input field, value: 6:00 pm)
- Field: "Ending Time" (input field, value: 8:30 pm)
- Field: "League bowls" (dropdown menu, currently showing "League bowls 1 shift" and a list of options from 1 to 8 shifts)

Split Lane Assignments: Some establishments are built with two sets of lanes, extending in opposite directions from a central concourse. In this style of house, a large league may be half on one side and half on the other side. This results in the lane assignments not being consecutive but in two sets. A 16-team league might not be assigned 16 lanes at one end of the house. Those lanes might be 1 through 8 and 24 through 32.

Use the **Multiple Shifts** Drop-down list to specify this type of configuration. The option to configure the number of teams to bowl on each set of lanes as well as the starting lane number can then be setup.

Important: The **Accept Changes** button that appears after making a change on this screen **MUST** be clicked for the changes to take effect.

Lane Assignment Options

Lane Assignment > Show: Clicking the **Show Schedule** will change the screen to display the lane assignments for the league:



The following options can be performed after clicking the **Show > Schedule**:

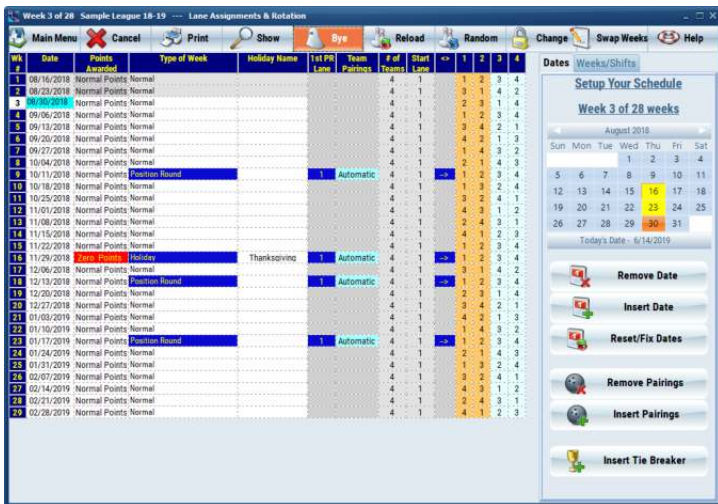
Manually assigning lanes

Situations may arise where it is necessary to manually configure lane assignments. To manually change team pairings, click on the Change menu item. This will unlock the team pairing grid and allow the team pairings to be manually configured. Enter the team numbers under the lane columns they will be bowling.

This is useful for special roll-offs or for position rounds affected by make-ups bowled after a position round.

Lane Assignments

Lane assignments are where the type of week, add or remove a date, change the lane numbers the league is bowling on, etc.



The section will show how to setup the lane assignments.

Dates

BLS-2021 automatically configures the dates for the number of weeks of the league entered in the rules.

Should the league be scheduled to bowl on a holiday or is not bowling on a specific week, highlight that week/date, click on Remove Date under the calendar. BLS-2021 will add another week/date at the end of the current schedule keeping the league bowling the correct number of weeks/sessions that are set up in the rules.

Points Awarded

In this column, when clicking on the Normal Points, a Drop-down arrow appears, click on the arrow to see the list of options for that week of bowling.

This is generally left at Normal, but if the league is bowling a Fun Week or a Roll-off week.

Wk #	Date	Points Awarded	Type
1	08/16/2019	Normal Points	Normal
2	08/23/2019	Zero Points	Normal
3	08/30/2019	Normal Points	Normal
4	09/06/2019	Double Points	Normal
5	09/13/2019	Normal Points	Normal
6	09/20/2019	Normal Points	Normal

For the different types of week, see [Type of Week](#)^[95].

Type of Week

To change the type of week, click on Normal, a Drop-down arrow will appear, click on the arrow and select the correct type of bowling for that week.

Below are the different types of weeks to choose from:

Normal – Regular, scheduled pairings. (Sanctioned by USBC, TNBA, or CTF or other organization / or unsanctioned in any organization)

Position Round – Teams bowl against teams according to their current Win/Loss standings

PR within each division – Same as a Position Round, except only bowling teams within their own division

Division Playoff (1-2, 3-4) – The standings order of each division, play the standing order which opposes each other

Division Playoff (1-3, 2-4) - The standings order of each division, play the standing order which opposes each other

Division Playoff (1-4, 2-3) - The standings order of each division, play the standing order which opposes each other

Combined Div. (1+2, 3+4) – The combined standings of each division, play each other

Pos. Rnd. - 1st place Lockout - If the 1st place team cannot lose its' position, then they will play the first team that cannot move up in the standings

USBC Roll-off Scores count – A roll off generally between the winners of the leagues split season's, scores to count toward averages and awards

Roll-off Scores don't count – A roll off generally between the winners of the leagues split seasons, scores don't count toward averages and awards

Fun Nite – Nothing counts (Bowlers are still eligible for awards as long as the bowling is the same standard used in regular season).

Tie Breaker Scores Count - This type of week would be used for a tie for generally first place and only those teams are bowling

Holiday - To have a holiday or another type of week printed on the Lane assignments

Skip & Move back 1 week – Skipping a week and adding another week to end of the schedule (extending the league by 1 week)

Skip - not bowled, no makeup – Skip that week of team pairings, and is included in the original number of weeks

Bowling for average only – No points will be awarded. (No season individual special recognition until bowling normal)

Changing Lane Numbers

There have been times when a league has been moved from a set of lanes to another set of lanes, and the league wants to match the center's lane assignments.

There are several ways to do this.

- Go to the Rules > General Rules and change the starting lane
- Go to Lane Assignments and follow the steps below:
 1. Click on the Lane number
 2. In the to Lanes text box, type in the correct starting lane. BLS-2021 will automatically enter the even lane number.
 3. Make sure to check one of the options, This week only, or This week and future weeks.
 4. Click the OK button

The lane numbers will change accordingly for all lanes.

Bowling on 2 Different Sets of Lanes

Splitting the lane assignments to use 2 different sets of lanes at the same time for a league, follow the direction for [Changing Lane Numbers](#)^[96] with the exception on clicking on the second set of lanes starting number.

Example: The league has 12 teams and they start on lane 5. The program will show lanes 5 through 16, but the center wants them on lanes 5-8 and 15-22.

Click on the lane number 9 on the top of the grid to change Lane 9 to Lane 15.

Remember to check "This week AND future weeks" or it will change them just for one week. The rest of the lanes will then be in numerical order. Note – the lanes must be sequential, going low to high, when doing this.



Bowling Every Other Week

BLS-2021 has an option to automatically create a schedule for a league that bowls every other week.

Setup > Lane Assignments. Click on the tab above the calendar, Schedule. Use the Drop-down box to select the correct option the league is bowling, i.e. League bowls every other week, etc.

The dates will now reflect the option chosen.

Note - This is only available the first week of the league.

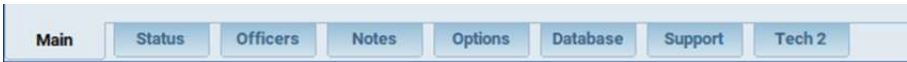
See [Dates](#) ⁹⁴

Chapter

13

Quick Reference Tabs

When the league is opened, the league screen will contain several quick reference tabs on the lower portion of the screen:



Main

This tab serves two basic functions. First, it displays current league file data, such as the Center, dates for the duration of the league, which league the league file is in, and notes/status pertinent to the current week of the league.

The second function is to change weeks. There are four buttons available to navigate between weeks. The buttons on the right and left side advance the league one week or return to the previous week, respectively. The other two buttons will allow the user to **Go to any week** to make adjustments, or **Go to Current Week**. Selecting the **Go to any week** option will display the **Change Week** dialog which provides additional options to go back one week, advance one week, go to **First Week**, or go to Specific Week.

Status



The status screen displays the list of team(s) that potentially need attention. The following are some of the reasons, but not all, why a team may be listed here:

- There are too many or too few scores entered for the current week.
- The team may not have a full complement of bowlers.
- Bowlers may not have a gender entered.
- The team is a BYE team and should be empty.

Clicking on the listed team will open the **Show Other Information** screen for that team which explains why the team was flagged.

Officers

This tab displays the current officers for the league. To assign the league officers, click on the **Bowler Maintenance** button or hit the **F8** key. For more information, please see **Setting up League Officers** in the **Bowler Maintenance** section on [page 153](#).

Notes

Allows short and simple notes regarding special situations for a week that is a reminder, such as "Needed to drop Misfits team and Bye team". These notes also help technical support understand why some steps were done during the week.

Option

The league options tab is where some helpful settings can be configured. Be sure to use the change the options to indicate whether to be reminded to back up your league every time you close it. In addition, set the "August 1st" date to be used, to determine the date for Aug 1st based rules. Set also whether the treasurer functions should be available or if the league is a Sanctioned league to open up the sanction functions for usage.

Database

This tab will be displayed for Pro or Automatic Scoring editions of BLS-2021.

Indicators will be displayed pertaining to the status of the Master Bowler Database and if the league is currently linked to the MBD.

MBD-2021 Installed Indicator - The orange status indicator button will display if the MBD-2021 was actually installed on the computer or not. If the status indicates that the MBD-2021 was not installed. There is a separate installer for the MBD.

Master Bowler Database Server - This indicator button will display if the MBD-2021 server program is running or not. The MBD-2021 server runs in the system tray and shows as a square green icon. If it is not running, start the server by going to **Start > Program Files > CDE Software BLS-2021 > MBDII Server**.

Master Bowler Database Status - This indicator button will display the status of the MBD-2021 in regards to the connection from BLS to the MBD.

Master Bowler Database Skip - If the league has been linked to the MBD, to temporarily disable the connection of the league to the MBD, click this button.

Master Bowler Database Use - If the league link to the MBD has been skipped and to re-enable the connection of the league to the MBD, click this button.

Will this league be linked to the Master Bowler Database? - Selecting yes will link the league to the MBD. Selecting **NO** will unlink the league.

Chapter

14

Program File Menu

This menu section is designed to provide access to leagues, close program and other utilities:

Close: The menu functions relate to the BLS-2021 documentation and help.

New: The menu functions allow contact with CDE Support.

Open: Various links with CDE and other websites.

Recent Leagues: Various links with CDE and other websites.

Utilities: Various links with CDE and other websites.

[Program Preferences](#)^[105]: Options for the program.

Close

This menu group focuses on closing the league or program:

Close Program: The option is available when a league is not open. Selecting will close BLS-2021.

Close League and Program: This option is available when a league is open. Selecting will close the league and then program.

Close League: The option is available when a league is open. Selecting will close the league, but not close BLS-2021.

New

This menu group focuses on creating new leagues:

Create a new league: The option is available when a league is not open. Selecting this option, a file name must be created by using the one the program provides or entering a specific file name of your choice. Once this is completed, an option to use the rules wizard will appear to create a new league with BLS-2021. Note: This is optional.

Open

This menu group focuses on opening league files:

Open league for current season: The option is available when a league is not open. Selecting will bring up the league open screen, listing all leagues that are currently bowling at this time.

Open league from past seasons: The option is available when a league is not open. Selecting will bring up the league open screen, listing all leagues that have completed their bowling season.

Open any league: The option is available when a league is not open. Selecting will bring up the league open screen, listing all leagues.

Open league from older BLS and copy to BLS-2021: The option is available when a league is not open. Selecting will allow locating a league created with an older version of BLS and copying to BLS-2021 for use.

Recent Leagues

This menu group contains a limited list of most recently used leagues.

Utilities

This menu group focuses on available utilities within BLS:

Calculator: Opens a specialized calculator designed to help do basic calculator functions as well as calculate handicap.

Forms Library: Opens a list of forms available for printing, such as blank membership cards or awards forms.

Program Preferences: Opens difference preferences for associated with various options.

Program Preferences

This section defines the general settings for the BLS-2021 program as well as allowing customization of the program to suit individual needs. Configurations contained in this section are global to the program and will be applied to all leagues. The various options are detailed on the following pages.

Program Operation Defaults

When going into **Preferences and Program Setup** the following screen appears

Program Appearance and Operation:

This section provides configuration options to select which side of the screen the menu is on, and to specify whether or not to display the help "pop-up bubble ", when the hovering the mouse over various buttons and screens in BLS-2021.

Sounds can be enabled or disabled from this screen by toggling the switch. BLS-2021 provides additional capability of enabling/disabling or modifying individual sound effects, such as Close, Confirm, Delete, Done, Error, OK, Question, Startup. This can be done in Windows by going to Control Panel and opening the Sounds and Audio Devices Properties. Please see your Windows help documentation, on changing sound schemes.

The level of expertise can be set which controls the amount of informational and warning dialogs that are displayed.

3 = Most warnings will not appear at all

2 = Most important warnings will appear just once then not again

1 = Warnings will appear often

Finally, BLS-2021 provides the following support on systems with multiple monitors:

- Re-start the program on the monitor it was last started on
- Always start the program on the Main monitor.
- Always start the program on the secondary monitor.

Open File Options:

These options configure actions that can be used when the program is opened. When opening the program, BLS-2021 can be configured to automatically open the last league file that was used. This is convenient when managing a single league so that the league file opens when BLS-2021 started.

Select the default directory when opening a file—

This option allows for different directories/folders to be opened when selecting the Open League File options. It is strongly suggested that this option be kept at the **Program's Default Directory**.

The **Last Directory Accessed** option will open the folder where the last league file that was opened is stored, and this specific directory allows users to designate a specific folder/directory where league files are located. These latter two options can be convenient, if the league files are stored in a different location other than the Default directory/folder.

Back up Your Data:

BLS-2021 can be configured to automatically back up the league every time the league file is closed.

Default Backup Directory: This option configures the default location for the backups. This can be set for another directory on the hard drive or different drive(s) attached to the system. It is strongly recommended that league data be backed up to removable media, such as USB flash drive, memory stick, thumb drive or similar device. Make sure the drive is plugged in prior to setting the removable device as the Default Backup Directory

CD/DVD Backup:

BLS-2021 supports backing up directly to most CD/DVD writable devices. However, when this type of support is also provided by Windows, there may be a conflict between BLS and Windows resulting in the backup failing. This option allows BLS-2021 to be configured to use its own internal support for backing up to CD/DVD, or to turn that functionality off and allow Windows to provide this support. There may be occasions where neither setting will work, in which case it is recommended to backup to the Local Hard Disk Drive first, then copy the file to CD/DVD.

Automatically back up to Dropbox: Dropbox is a cloud based file storage service. The service is free for a basic account. To sign up, go to www.dropbox.com.

Restore Your Data:

It is strongly advised to restore the league(s) into the default location. Only change this option if the league data is to be stored in a user defined directory.

Configure Automatic Scoring:

This option is accessible in the A/S Edition of BLS-2021 and is used to access the Automatic Scoring configuration screen. For more information, please see the chapter on Automatic Scoring on [page 278](#).

Internet Settings:

This section contains settings that will be utilized by BLS-2021 to communicate with the Internet. Email and Personal Web Page settings can be configured.

Internet and Updates tab

Internet & Uploads tab

In this section, if you have internet connected to your computer you can take advantage of uploading the standing sheets or emailing the bowlers, the option must be set to **Yes**.

Internet Settings

Click on the Change Internet Upload and Email Settings.

This section is used to configure the Internet settings. If you do not use Internet features, then leave this screen at the default settings. Outgoing email to the bowlers requires that you have an email account on a server that accepts email via SMTP.

Your Identity

Provide your First Name, Last Name and Email Address.

Your Email Server

This section is used to configure your E-mail settings. Email server settings are required to utilize the E-mail features of the program.

SMTP Server: This is the name of the Outgoing Email server. Contact your Internet Service Provider for this Server Name.

User Name: The user name used to login to your email account.

Password: The associated password to for your email account.

Login using User Name and Password: If your email server requires you log in with the user name and password, select **Yes**.

Send Test Email: Click to have the program send a test email. If you do not receive an email in the next few minutes, please check your settings and try again. You may need to adjust some of the Advanced Settings.

Note – these are required fields if you plan on emailing your bowlers

Advanced Settings

Use advanced settings to set **SMTP Server Port:** If your email server does not use the default port of 25, then select **YES** and enter the port number of your **SMTP** server.

Use SSL for sending email: Change this switch to **Yes** if your email server requires email to be sent over Secure Socket Layer (SSL).

Use SMTP STARTTLS: Change this switch to **Yes** if your email server requires email to be sent using Transport Layer Security (TLS)

Use advanced settings to set HTTP/FTP? If you are behind a proxy server, select **Yes** and enter the information provided by your network administrator. Normally this should be set to **No**.

HTTP Proxy Server: Enter the name of the Proxy Server used to access most Internet sites. This name will be provided by your network administrator.

FTP Proxy Server: Enter the name of the Proxy Server used to access FTP servers on the Internet. Again, this name will be provided by your network administrator.

FTP using passive transfer mode: Sometimes uploading files may fail unless passive transfer is used. Leave settings at default values unless instructed to change by your network administrator

Program Updates

You can choose how many days that you are reminded to check for updates to your program. Use the Drop-down list; select the best option for you.

Dropbox

Dropbox is a cloud based Internet service that can store your backup files. You will be able to access your files from anywhere. Dropbox is currently offers free and premium accounts. For more information visit www.dropbox.com and register for an account.

If you already have a Dropbox account and wish to use it for your league(s) backup file, click on 'Add Dropbox Access' button. Sign in to your Dropbox account. If you don't have an account, from this screen, you can also create an account.

Google Drive

Use **Google Drive Access** to store your backup files, so you can access your backups from anywhere. Visit Google.com/drive.

Printing, Fonts & Graphics

This screen configures **Printing and Graphics Options** that will be used by the program. These options will be used for all leagues opened in the program and will take precedence over similar settings configured in the league files, with the exception of the **Default Paper Size**. Frequently, the Standing Sheet may need to be printed on different size paper so these settings are configured when setting up the Standing Sheet. For more information, please see **Standing Sheets > Page Layout** on [page 184](#).

TIP: It is common that when reports stop printing in color, the setting on this screen has been toggled to **Black**.

The options for "...omit artistic text effects...", "**Remember printers...**" and "**I have an antique printer...**" are intended for troubleshooting purposes only and should not be changed unless you are encountering problem with printing reports.

Current Defaults

This section is provided to set the **Windows default program associated for PDF Files**. Typically, this setting should not have to be changed as the BLS program will retrieve this information from Windows. However, this option is provided for potential problems with generating Sanction Cards, Applications and National Award Forms.

Default Settings for New Leagues

This screen defines the defaults when new leagues are created. This section should be self-explanatory.

Data Entry Settings

Entering information in this screen will reduce entering of repetitive data, because this information is automatically inserted into text boxes when adding new bowlers to a team. This can be a time saving feature when entering information for many bowlers who live in the same geographic location and have certain information in common.

Date, Time & Phone

This is especially useful for international leagues where formats for date, time, or phone, are different than the defaults usually used in the United States.

Master Database

This option is only available in BLS-2021 Auto-Scoring and Professional Editions. Use this section to Enable the Master Bowler Database for use with BLS-2021 after the database has been installed. For more information on installing the MBD-2021, see **Installation of the MBD** on [page 286](#).

To license and enable the MBD, please do the following:

1. Install the Master Bowler Database, on the computer the server will reside on.
2. Make sure the Master Bowler Database server has been started.
3. If the Bowler Database is located on the same machine running BLS-2021, skip to step 6.
4. If the Bowler Database is located on a remote computer, the information will need to be entered for BLS-2021 to utilize the database. Under **MBD II Server Location**, toggle the "Is the database server based on this machine" switch, to **No**. Enter the IP Address for the computer where the bowler database is located.
5. Enter the server port number that will be used to access the MBD-2021. By default, this port number is configured for **16210**. As such, unless a change was made on the MBD-2021 Server, nothing else will be necessary on this screen.
6. Click Activate MBD License. Internet connection not required.
7. Toggle the switch under **MBD Details** to **Enabled**. The database is now ready for use.

The MBD is not required for normal operation of BLS, but can enhance the operation of BLS when working with multiple leagues.

Kiosk Options

If using BLS-2021 Pro or A/S Editions in a center that has installed CDE Software's Bowling Kiosk, then the kiosks can be updated with the current information present in the league.

BLS-2021 can be configured to update automatically by going to File > Program Preferences > Kiosk Options. Under the Kiosk Options, change the option to Automatically update the CDE Bowlers' KIOSK's to Yes.

Furthermore, indicate how much time before games that the the kiosk is to display lane assignments and then set the total amount of time the lane assignments to be displayed.

Define the correct drives

Typically when assigning the kiosks a drive they should begin with the drive name M. Then increase the drive letter for each kiosk at the center.

Import Section

This section includes different options for importing bowler information from different formats. These features are designed to import bowler information into newly created leagues. Importing bowlers into existing leagues, could result in duplicate names, if the bowler being imported already exists in the league.

When creating a new league, BLS-2021 will populate all the teams with VACANT bowlers. These can be over-written with actual bowler names as teams are created. To remove these VACANT bowlers so that the Bowler ID numbers will start with the number 1, we suggest performing the following prior to importing names and addresses:

Utilities > Teams > Clear Team Rosters

then

Utilities > Bowlers > Delete "Quitters" and unused VACANTS

Import People From Bowler TRAC

File > Import > From Bowler Trac

This option is only available in the Automatic Scoring version of BLS-2021.

Bowler TRAC is a Database Management application designed to provide bowling centers the ability to capture and manage information on their customers. This program is only available to centers that are members of the Bowling Proprietors Association of America (BPAA).

Since Bowler TRAC is a customer database, it is a convenient place to gather customer data for use in bowling leagues. The Bowler TRAC program has an option to Export bowler information to a file, which can then be Imported into BLS-2021 through this menu option.

Selecting this option simply brings up an Open dialog, to locate the **BITS Person File** that was created by the Bowler TRAC program. This file will be in .XML format.

Read Bowl101 "NamesAddresses.txt" file

BLS-2021 supports importing names and addresses from leagues created by the Bowl101 program. Follow these steps to import to bowler names and addresses from Bowl101:

Note: A new league file will need to be created in BLS-2021 prior to importing the names.

1. Go to **Utilities > Teams > Clear Team Rosters**
2. Go to **Utilities > Bowlers > Delete "Quitters" and unused VACANTS**
3. Go to **File > Import > From Bowl101 File**
4. Click the **Open File** button.
5. Navigate to the location where the **NamesAddress.txt** file is stored.
Note: This file is created by the Bowl101 program. Please consult the Bowl101 documentation on how this file is created and where it would be stored.
6. Click **Import Names**.
7. Go to **Weekly > Prepare this week > Adjust Team Rosters**

Import Names, Addresses from any Text file

This feature is only available in the Pro and A/S Editions of BLS-2021.

This option allows bowler information from text files, to be imported into BLS-2021. Supported formats include **Comma + Quote**, **Comma + Quote if necessary**, **TAB delimited**, **Bowl 101 "NameAddress.txt"** and **CDE Address Text File**. The latter two options are predefined so they cannot be changed. These two options also have their own menu items under **Setup > Import**.

Use the following procedure to import Names, Addresses, and additional data from text files:

1. Go to **Utilities > Teams > Clear Team Rosters** and then **Utilities > Bowlers > Delete "Quitters" and unused VACANTS**
2. Go to **File > Import > Import from Text File**
3. Identify the fields contained in the text file and make note of the order.
4. Select the first field from the **Available Fields** column and click **Add Item to List**. This will copy the field name to the **Selected Fields** column.
5. Continue adding fields to the **Selected Fields** column until all the data fields in the text file are accounted for. Use the **Skip this field** option if the text file has a field that is not in the list of **Available Fields**.
6. Click the **Open File** button and navigate to the location where the text file is stored.
7. Select the correct **File Format**. The **Parsed Record** column should display the first record of the text file. This should display the data fields as they are related to the **Selected Fields**. If this is not the case, there is a problem with the items in the Selected Fields or File Format.
8. If the first record identifies the data fields in the text file, add a check mark to the appropriate box to the right of the File Name.
9. Click **Import Names**
10. Go to **Setup > Teams > Rosters** to set up the teams and rosters.

Import from CDE Name, Address Text File

BLS-2021 supports importing names and addresses from leagues created by older versions of BLS. This is especially useful for leagues that were created by BLS-2010 and older versions. Leagues created by BLS-2011 and newer can be opened and converted in BLS-2021 as described in the section on Opening Leagues. Follow these steps to import your bowler names and addresses from previous versions of BLS.:

Note: A new league file will need to be created in BLS-2021 prior to importing the names.

1. Go to **Utilities > Teams > Clear Team Rosters**
2. Next go to **Utilities > Bowlers > Delete "Quitters" and unused VACANTS**
3. Go to **File > Import > Import from CDE Text File**
4. Click the **Open File** button.
5. Navigate to the location where the text file from the older version of BLS was saved.
6. Click **Import Names**.
7. Go to **Weekly > Prepare this week > Adjust Team Rosters** to set up the teams and rosters.

Export Section

This section of the menu features options to export information for the program.

- Export Averages to WinLABS
- Export People to Bowler TRAC
- Export People to Bowler TRAC
- Export Names & Addresses to a Text File

Export People to Bowler TRAC

This option is only available in the Automatic Scoring version of BLS-2021.

Bowler TRAC, is a Database Management application designed to provide bowling centers the ability to capture and manage information on their customers. This program is only available to centers that are members of the Bowling Proprietors Association of America (BPAA).

Selecting this option allows the bowling center to save a **BITS Person File** that can be imported by the Bowler TRAC program. This file will be in .XML format.

WinLabs: Export data file for WinLabs

Win-LABS is designed to import league information, saving time and increasing accuracy in entering bowler information.

At this time, Win-LABS requires that your league is very complete in bowler information; Names, addresses, birthdays, social security numbers, and sanction information, must be completed for every bowler. Any incomplete item may result in the Win-LABS software not properly importing the league.

How to make a disk for your association

After verifying that the association is using the Win-LABS software and you have verified their needs regarding removable media and format, do the following:

1. Have the right size and type of removable media for each association.
2. Create a file on the removable media with the information required for Win-Labs.
3. Click the **Win-LABS: Export Final Averages**.
4. Insert the removable media that will go to the association and select the location of the file.
5. Click Export.

The league file will be exported. Remove the removable media.

Export to Text File

Export Names and address to a text file to use in another application. Save file to desired location.

Export Average to TBrac

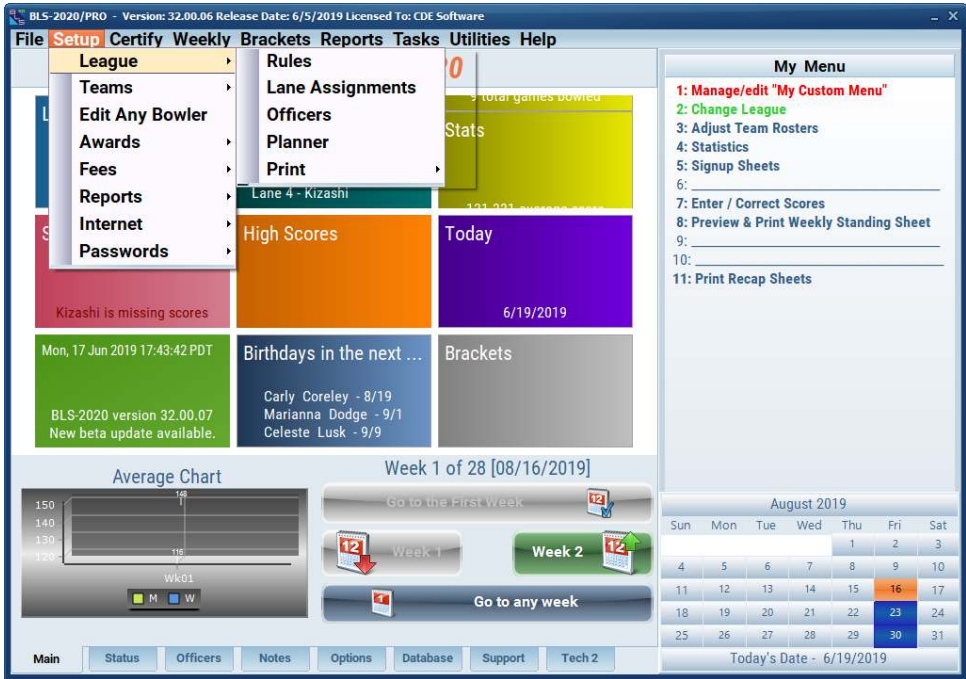
Export this weeks Names and averages to a file, to be imported into TBrac.

Chapter

15

Setup

BLS-2021 menu's have changed in looks. They have been separated into different sections. Clicking on a topic with an arrow to the right, another menu appears with several options to select from. These options will then open the program to that window directly.



This menu section focuses on the configuration and setup of the league itself.

- Leagues
- Teams
- Bowlers
- Awards
- Fees
- Reports
- Internet
- Passwords

Setup > Leagues

The Leagues section of menu items focuses on the most critical parts of the league.

Rules - [See Page](#) ¹¹⁸

Schedule - [See Page](#) ⁹⁰

Officers - [See Page](#) ¹⁵³

Planner - [See Page](#) ¹¹⁵

Print Rules Worksheet - [See Page](#) ¹¹⁵

Print Rules - [See Page](#) ¹¹⁵

League Planner

Setup > League > Planner

The league planner is used to make special days for the league's season, such as reminders to order trophies, reserve the banquet hall, when to turn in reports, etc.

Simply select the day in the calendar and add one of the special labels.

The league planner can also display your bowlers' birthdays.

Rules Worksheet

Setup > League > Rules Worksheet

The rules worksheet prints a basic blank league bylaws questionnaire to assist in developing the league rules. Take this to your new league meeting at the beginning of the season, to help lay out your league bylaws.

Print Rules

Setup > League > Print Rules

After the rules have been configured in BLS-2021, it's a good idea to print the rules and stick in your league binder for reference. The report will contain the majority of the bylaw settings.

Print Financial Worksheet

The Financial worksheet prints a basic blank fees sheet to record any payments that will be required by your bowlers. Take this to your new league meeting at the beginning of the season, to help set up your fees.

Print Prize Fund Worksheet

The blank Prize Fund worksheet will help with distributing the league funds at the end of the season.

Setup > Teams

Rosters - [See Page](#) ¹⁴⁶

Print Roster Sheets - [See Page](#) ¹¹⁶

Team Captains List - [See Page](#) ¹¹⁶

Blank Signup Sheets - [See Page](#) ¹¹⁶

Print Roster Sheets

Setup > Teams > Print Roster Sheets

If the league currently has bowlers entered, printing the roster sheets will print a report with each team's members, as well as the information known. Use this to give to the team captain's to update any information and then return to you, to update the league. This is handy when bowlers move, change phone numbers, or email addresses.

Team Captains List

Setup > Teams > Team Captains List

This report is handy to keep or to hand out to each team captain to have a list, in case of a board meeting or emergency action that requires approval of team captains.

Blank Signup Sheets

Setup > Teams > Blank Sign-up Sheets

Prints a blank team sign up-sheet to give to the team captains, to enter bowler information

Standings

Configures the league standing sheets. For more information see [Standing Sheet Setup](#) ^[182].

Web Uploads Setup

This section configures the uploading of your standings to the web. For more information see [Upload Standings](#) ^[255]

Passwords

This feature is only available in the BLS-2021 Professional and Automatic Scoring Editions. These options allow a password to be set, on the league or Treasurer data to prevent unauthorized access.

Please do not lose the password. Password protected leagues and treasurers, may possibly be recoverable, but there is a minimum fee of \$25.00 per league to reset and remove the password.

Setup > Passwords > League

Setup > Passwords > Treasurer

Setting up the League Rules

Chapter

16

Setting up the League Rules

BLS-2021's power is the ability to handle how most leagues operate. This includes divisions, handicaps, points, league awards, etc. While no program can cover every unique league rule, BLS-2021 covers most.

By default, the rules are set to typical settings which are common for the way a majority of handicap leagues operate.

If you do not understand a rule or it does not apply to your league, DO NOT TOUCH IT!

The setup of your league rules is very important when starting a BLS-2021 league. Spend extra time looking at the options available for each section of the rules. A vast majority of technical support questions are the result from improper rules setup.

When starting a new league, BLS-2021 initially will set each rule to the suggested settings according to USBC guidelines when applicable. The rules are also organized to place uncommon rules into separate sections identified as "**Non-standard**". Be very careful when changing each rule ***if you do not understand a rule, leave it alone.***

As you begin your league and notice improper handicaps, points or other items, first look at the scores to see if scores were entered incorrectly or a situation such as overrides or forfeits exist. If you still believe that there may be a problem, come back to the rules and carefully examine the settings again. Many times, you will catch the problem here.

If the league runs into a situation that can't be covered, feel free to contact technical support. We may be able to provide suggestions to work with your situation, or we can log your unique situation for further review.

Rules Templates: BLS-2021 has the ability to save different Rules configurations, which can be used when creating new leagues. If a specific configuration for the Rules is utilized for multiple leagues, it is advantageous to save the initial setup in a template so that it can be used for future leagues. Once the Rules have been completely configured, click on the **Save Template** button, change the name of the template to something more descriptive and click **Save the League Rules to a Template File**.

When creating a new league, an option to select a Rules Template will be presented. Even if a template is not initially selected, the option to load an existing template will still be available when configuring the rules by clicking **Load Template**. However, the option to **Load Template** will no longer be available after closing the League Rules for the first time. When exiting the Rules for the first time, a prompt to **SAVE** the template will be presented.



Overview

The League Rules are divided into different categories which will be displayed on the left side of the Rules screen. Each of these categories will provide different options, relative to the selected category and provide quick navigation to the section of the Rules needing to be configured. The categories listed here represent the possible options. However, depending on the **League Features** selected, some of these categories may not be available. For example, for Scratch Leagues, the Handicap options will not need to be displayed.

When creating a new league, most of these categories will not be available until **General Rules** are configured. This is due to the fact that basic parameters for the league should be defined prior to configuring the majority of rules. In addition, some of these sections may never be available if the league does not require them. For example, "Division" categories are not necessary if the league does not have Divisions.

General Rules

The **General Rules** section covers the general description of the league such as number of teams in the league, starting date, etc. When creating a new league, the majority of options on the left will not be displayed until the General Rules have been completely configured. Most statements are self-explanatory, and provide all that's needed is to fill in the blank where a value or answer is required.

Who We Are: This group of information relates to the name of the league. Pay special attention to the following:

- **Description or Name of the Leagues:** Enter a description or the name of the league in this section. This must be a unique name describing the league so that if multiple copies exist, it can readily be identified from the recent leagues list or the **Open a League** dialog. It is recommended using an abbreviation of the league name and simply use the year of the bowling season at the end of the season.
- **League title shown on standing sheet:** This is where a different name can be entered if the league name is different than the name entered in the description.
- **Number of teams in the league:** Enter the number of teams that are bowling or use the left/right arrows. This must be an even number, so an empty or BYE team will need to be included if there are an odd number of teams. The maximum number of teams is 200 and minimum is 2.
- **Number of bowlers per team:** Represents the Playing Strength or number of people that will bowl each game on the night of bowling. Enter the number of bowlers or use the left/right arrows to configure this value. Do not include extra roster members.
- **Number of Games Bowled Each Week:** Select how many games bowled each week. Unless a 2+2, 3+3 league, this determines the number of games in a series.

- **2+2 3+3 League Formats:** If the league bowls two opponents each night, enter either 4 (2+2) or 6 (3+3) games bowled each week and click Teams will bowl games against two opponents.

How and When we Bowl: This group of information relates to the starting dates, the number of total weeks bowled and which lane is the first lane.

- **First Night of Bowling:** Use the **Select Date** button to select the first night of bowling. This can also be done later in the Lane Assignments screen.
- **Season:** Select what part of the bowling season is being bowled. Typically, this will automatically be configured based on the Start Date.
- **Starting Time and Approximate End Time:** Start time for bowling and the approximate end time into these 2 fields. These must be entered in an AM/PM time format.
- **Weeks of Bowling:** In the Number of weeks box, enter the actual number of weeks (or sessions) the league will bowl. Do not include nights skipped due to vacations or holidays. The message areas of the standing sheet may be used to advise bowlers of upcoming nights that will be skipped. Always be sure to include position rounds in the number of weeks to bowl. The maximum number of weeks is 99.
- **Final week of competition:** Typically, this will be the same as the Number of weeks previously configured. However, if the final week(s) of bowling will not have any bearing on the outcome of the league, adjust this value accordingly.
- **Starting Lane:** In the Starting lane box, enter the first lane used for this league. This can be changed after the league starts.
- **If schedule repeats:** When the schedule repeats due to the number of weeks being greater than the number of teams, BLS-2021 will shift the teams by 1 pair so they do not bowl on the same lanes the second time around. However, in some cases the center may not have this capability, or chose to keep the teams on the same lanes when the schedule repeats. Under these circumstances, toggle this switch to No to be consistent with the center.
- **Creating a league Mid-Season:** If the league is being created in the middle of the season, what week in BLS-2021 is the league starting? This is commonly used when changing league software in the middle of the season and not having to re-enter all the scores for previous weeks that were bowled, or if all the data for the league was lost and there was no backup to restore.

League Features

These options define the rest of the basic rules configurations. Choices and settings on this screen will determine what additional categories will be available. Here is a list of the settings for the various toggle switches to briefly describe when and how they may need to be set.

Type of bowling: Use the first Drop-down list to identify the type of league (i.e. Standard 10 pin, 9 pin - no tap, etc...)

Type of bowlers: Use the second Drop-down list to select the sexes and age groups that participate in this league.

Type of League: Use the toggle switch to select either scratch or handicap. If this is a scratch league that will be running handicap brackets, still select Scratch.

Individual match point league or a "U.B.L." league: If any individual points are awarded to bowlers, then select **YES** to enable those options in the rules. This is associated with leagues that award points for head to head competition amongst bowlers. As an example, the lead off person for the team on the left lane, would bowl against the lead off person for the team on the right, second player vs second player, etc.

Manage treasurer duties: This will hide or enable all the treasurer functions of BLS. If you do not manage the finances for your league, this feature should be disabled.

Use Internet features - Upload standings, E-mail, etc.: This will disable/enable all Internet functions of the program, such as uploading standings to LeagueSecretary.com, Bowl.com or SportBowling.com

League has Bowler Divisions: If bowlers are separated by divisions, indicate so by selecting **YES**. If either bowler or team divisions are set to **YES**, the configuration options would become available on the **Divisions** tab. One use of bowler divisions, would be to separate weekly and/or season highs based on average, or age of a bowler.

League has Team Divisions: If the teams are divided into divisions indicate so by selecting **YES**. If either team or bowler divisions are set to **YES**, the configuration options would become available on the **Divisions** tab. Team divisions could be used to segregate teams into a NFL / NBA / MLB style league where certain teams are in the "west" and "east" division, as an example, for standings and/or weekly or season highs.

Bumper Bowling: Set this to indicate that this is a bumper bowling league. This feature only affects centers with the A/S edition, so that autoscoring systems with automated bumper control can be raised and lowered, as needed.

Drop-In Singles League: This enables the correct settings for this type of league. Normally only affecting centers with the A/S edition, this option accommodates leagues that are not so much leagues, but an informal get-together that bowl on a set number of lanes. Each week, BLS-2021 will remove each player from the team rosters. Bowlers that come the next week would be placed on the team (lane) that they bowled. This type of league does not have teams and only keeps track of average or high scores bowled that week or during the season.


Will be sanctioned in the selected association: Set to YES if the league is sanctioned, (also known as certified). Use the Drop-down List to indicate the association that the league is a primary member of, USBC, USBC Sport or CTF. If the sanctioning organization is not listed, select **"Other"**.

Youth League Type: For Youth leagues, use the Drop-down list to identify the type of league.

What Center(s) League Bowls at

Where We Bowl: Defines the bowling center where the league bowls. Traveling leagues can also be configured in this section.

WHERE WE BOWL
Where does the league bowl:

Center Name: 

No League is a Traveling League or bowls in multiple centers:

Split Season

Split Season Schedule

The season will be divided into 2 or more parts (Split Season): Toggle the switch to **YES** if the season will be split into more than one part. This will enable split season settings. Fall leagues are commonly broken up into 2 - 4 parts, where the team points are reset back to zero, then, at the end of the season, each split winner would roll off for league champion title.

Once the split season has been enabled, enter the number of splits the season will be divided into. BLS-2021 will automatically configure the starting week for each split, based on the number of splits and the number of weeks in the league. For example, if the league has 2 splits, the total number of weeks will be divided by 2 to determine the start of the second split. The first split will always start with week 1. Subsequent splits can start at the default week number, or they can manually be configured by entering the week number in the appropriate box. BLS-2021 allows up to 8 sessions.

Use the option switches to configure what data will be reset at the split.

Standings based on split or entire season: Typically, the Team Standings on the Standing Sheet are based on the wins and losses for the current split. However, at the end of the season, it may be desirable to base the standings on the whole season to see how teams placed for the year.

Legal Lineups

Setting up the gender makeup, the playing strength, and minimum lineup, is very important for the proper calculation of handicap and points. Settings will affect whether a team will forfeit, based on who bowls each week.

Number of people who bowl on a team each game: This is the number of players who bowl each week, or **Playing Strength**. This option should already contain a value previously configured in the **League Basics** category when setting up the Rules. For example, 2 would be entered for a doubles league, and 3 would be entered for a trios league. Do not confuse this with the number of players allowed on a team roster, (for those who allow extra members to be listed on the team).

Minimum Lineup: Indicate how many players are required to be present and bowl on a team in order to maintain a legal lineup. Unless otherwise specified by league rules, USBC Playing Rule 109a provides the following minimums:

3 bowlers if playing strength is 5; 2 bowlers if playing strength is 4; 1 bowler if playing strength is 3

This value should not be changed unless the league has a specific rule, which overrides these options.

EXAMPLE: If this is a 5 person league, typically 3 players must bowl each game to prevent a forfeit. If only 2 players, or 1 player showed up to bowl, then the team would be considered as forfeit, for that week.

Required team members: Identify the number of players that are required to be from the current team roster, for the number specified in the **Minimum Lineup**.

Using the above example, if the league is a 5 person league and the minimum number of people who bowl is specified as 3, and the number of regular players required is 2, then a legal lineup could be 2 absent players, 1 substitute and 2 players from that team's rosters. If, using the same rules, the team lineup included 2 absent players, 2 subs and 1 regular team member, then the team is considered as forfeit.

Reordering the team roster members for next week: Select how to reorder the bowler lineup when advancing to the next week, by using the drop-down list box. This option will typically be used for leagues with Individual Match Points configured. The available options are to **leave bowlers as they just bowled (Default order)**, **sort bowlers from low to high average**, **sort bowlers from high to low average**, and **return to the "Fixed" roster as set on team rosters screen**. This last option is designed to allow the secretary to configure a "default" roster based on the Team's preference. When allowed in the League Bylaws, it is common for teams in match point leagues, to re-arrange the roster in an effort to produce easier individual match-ups. More information on this feature is available in the next chapter.

VACANCIES: Indicates whether or not vacancies count towards a legal lineup. When the option is switched to **Yes**, the number of weeks where vacancies will count toward the minimum lineup, can be re-configured. The default will be for the entire season.

Mixed League requirements: When setting up a mixed league (Adult Mixed, Youth Mixed or Adult/Youth), set up the appropriate rule regarding the gender minimums for each team. For example, if a 4 person team mixed league is set up, the league may require that each team have at least one man and one woman on a team, to prevent all men or all women teams. By setting this rule, vacancy reports will accurately show how many men or women are needed for the league. BLS-2021 will check for teams that break this gender rule and assign a forfeit.

Team Average Cap: This option is available in the Pro and A/S editions of BLS-2021. It is designed as an advanced Average Cap rule, targeted at scratch leagues that want to enforce a cap, but do not utilize features available in the team handicap rules.

When configuring this rule, the Average Cap can be based on Book/Entering Average or the current average to be used for the night. By default, the value used for the Average Cap will be 200 per bowler bowling that night, but can easily be changed using the spin box next to the value.

When the team average exceeds the configured Average Cap, there are two options available. First, BLS-2021 can simply display the fact that the cap has been exceeded, on the Enter/Correct Current Scores screen. Alternatively, BLS-2021 can be configured to forfeit the games when a team exceeds the average cap. If additional options or needed, such as the team exceeding the average cap loses pin count, then the league will need to be configured as a Handicap league and the Team Handicap rules are

applied. For more information on Team Handicaps, see the section on Team Handicaps later in this chapter.

Additional text for Legal Lineups for written Bylaws: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Individual Averages

Book and Alternate/Entering Averages

When a bowler begins the league, an average may be temporarily assigned to the bowler for the purposes of individual and team handicap purposes. This average is used for a designated time. Many leagues use a form of this rule in order to level out scores and averages for returning bowlers. Off season breaks usually result in scores for the first part of the season being below a bowler's potential. By using a previous average for a short time, the results tend to be a bit more realistic and fair.

The other important aspect about Book Averages is they can be used for eligibility requirements for Association awards. Leagues that are certified with National organizations, can use the Book Average to qualify for average based awards until the required true average is established, as defined in the organization's rule book. Because of this, even though Book Averages may not be used for League purposes, it is suggested that they are entered when inputting bowlers.

The **Book Average** is defined as the returning average from the previous season in the **same** league. Bowlers joining the league for the first time will use the highest average from the previous season. Again, for national award recognition, it is recommended to configure Book Averages.

The **Alternate/Entering Average** is provided for leagues requiring a different average other than **Book Average** for starting average. For example, some leagues adopt a rule to use the highest average from the previous season from all leagues.

Book and Entering Averages

Average used for handicap purposes: Use the Drop-down list to select which average (Book, Entering or both) to use for handicap at the start of the season. If the league does not use these averages to start the season, keep this setting at the default value.

Use average for how long: Use the Drop-down list to identify how long the Book or Entering average will be used. Pay careful attention to the statement when a bowler has such an average. The statement can either read "**Bowler completed specified number of games.**" or "**League completed specified number of weeks**". While they appear to mean the same thing, they greatly differ in how the program works. The first statement, which is the most common, will use the book average for each bowler's specified number of games, regardless of what week the league is at. However, when the second statement is used, the entire league will stop using their book averages after the specified week and use their true average. As such, bowlers entering the league after the specified number of weeks, will not use their book or entering average at all. If your bowlers use their true average right from the start, enter zero for the number of games or weeks.

When bowler has no Book or Entering Average: Configure the rule for zero number of games or weeks. Use the Drop-down box to identify what average will be used, first night's average or a fixed average. When using fixed average, configure this average on the Individual Handicaps screen as discussed later in this chapter. Identify how many games this average will be used for.

New bowlers without a Book or Entering Average should: Configure to use vacancy average or show zero. This indicates what average to display until a true average is established. This affects standing sheets and recaps for bowlers without book averages.

Book and Entering Average must be based on a minimum

Set the number of games the Book Average and/or Entering Average should be based on. When set to a value other than zero, this option will force the program to ignore book/entering averages based on fewer games than the number specified. If the value is set to zero, the rule is ignored and any book/entering average entered, will be used.

If the number of games for the bowler's book average is unknown, set it to zero in the **Bowler Maintenance** screen. BLS-2021 will recognize it as a valid book average and will apply it to the rules, as configured.

Note: While a book average is still based on 21 games, the new USBC standard is to use a book average only for the first 12 games, for association awards which are based on average, not 21 as in the past.

Non-Standard Options

NON-STANDARD AVERAGE RULES

The following rules are non-standard rules, which few leagues use. For detailed explanation of these rules, Do not change the following items unless certain they apply to the league bylaws.

- No** Maintain same average throughout the night. The average used for the first game will be used for all games bowled in each session even if it changes due to book average or other league rules.
- No** Book/Entering average shall be added as a "cushion average" for games or weeks shown above.
- No** Use a 3-6-9 average format for first 3 weeks when Book Average is not used.
- No** Using a "pin-drop" rule to limit the amount a bowlers average may drop.

Individual Handicaps

Individual handicaps are used for determining individual handicap awards and match play. In addition, many leagues determine team handicap using the sum of individual

bowler handicaps. While many leagues include individual scratch awards, USBC strongly encourages handicap leagues also include individual handicap awards. After all, that is the whole idea of a handicap league.

If using a different handicap for men, women and/or youth, toggle switch for gender accordingly. Enter the Handicap percentage and BASE in the appropriate boxes in the table. The column **Other**, applies to bowlers not assigned a gender. The Other column is also used for non-standard vacancy rules, see the section on **Vacant Players** later in this chapter.

NOTE: Handicap rules CAN be changed mid-season. For example, there may be occasions where the Handicap BASE is initially configured at one value, but too many bowlers have higher averages than the base, thus giving them an advantage. Under these circumstances, the league may adopt a new rule to increase the BASE to keep the league competitive. Therefore, changes made to these rules will be effective in the week they are modified, so if these changes need to be applied to the entire season, you must return to Week 1 to make these changes.

Capping of Handicapped Scores

USBC now allow the capping of Handicap Scores to 300 and series to 900.

Capping of handicapped scores - USBC Rule 100g-5

<input type="text" value="999"/>	Maximum handicap game score (with handicap) (Default value is 999)
<input type="text" value="9999"/>	Maximum handicap series score (Default value is 9999)

Non-Standard Options

These options reflect non-standard rules. Do not change any of these rules unless you completely understand the complete ramifications of changing these options.

Above the Base: If the league does not give handicap when the bowler's average is above the base average, then leave these set to zero. If the league uses a negative handicap method, enter the appropriate percentage figure to be used where the average is above the base. This may be a positive or negative value.

Note: Using a negative handicap tends to create a less enjoyable season for higher average bowlers. No one likes "pins taken away". Simply raise the base instead.

Most scoring systems do not support negative handicap, so this handicap rule is not recommended for the A/S Edition of BLS-2021.

Maximum Handicap per game: If there is a maximum or cap to individual handicap, enter that value. If no maximum, enter 999. If set to zero, bowlers will not receive handicap.

When non-standard options are used, this screen will have a "Reset to default" option that can be used when handicap scores are not correctly calculating.

Additional Individual Handicap Rules: This section is provided to include additional text or notes, written into the League's Bylaws, that may not have already been included in these rules.

Team Handicaps

This tab is only available in Handicap Leagues. Handicap for each team is calculated by the following:

- **Sum of bowler handicaps** - This is the simplest and most popular method of team handicapping. Handicaps for each team member or sub is added together for a team handicap total.
- **Based on team average** - Another popular method of team handicapping. The averages for each team member or sub is added together. This sum is subtracted from the handicap base and multiplied against the handicap percentage to create the team handicap. This does, however, require more work for the team captain when a roster change is made.
- **Based on difference in team averages** - Averages for each team member or sub are summed. This is also done with the opposing team. The lower average team receives the difference between averages multiplied against the handicap percentage as the team handicap. The opposing team receives zero handicap. **Note:** This team handicap method is **strongly** discouraged. Handicap awards are not consistent and **all** electronic scoring systems do not support this method!

The USBC strongly discourages the use of handicap methods that are based on the difference in team averages. There is no real basis for team handicap awards because the handicap a team receives is based on whom they bowl against. Since only one team receives a handicap, the opponent would not receive any to their scores to qualify for a league award. For handicap awards to have any meaning and value, all teams need to be handicapped from a common figure; therefore, using the difference in team averages is strongly discouraged.

In addition, not all scoring systems support difference in average for team handicaps. If changes are made at the lane, bowlers will need to manually calculate handicap.

As per the Rule Book, the **Team Average** is the sum of the averages of the players who bowl that night.

Maximum team handicaps: If there is a maximum number of pins handicap per game, change the **Maximum team handicap** list to **Maximum Team Handicap**. If there is none, the default is set to **Handicap is not limited**.

Percent and base average: This option is available when handicap is based on team averages. Enter the proper values used for figuring the team handicap. These values are not required where the team handicap is the sum of the bowler's handicaps. A negative handicap can be configured where the team average is above the BASE average. However, as with Individual handicaps, using a negative handicap tends to also create a less enjoyable season for higher average teams. No one likes "things" taken away from him or her. Simply raise the base instead.

Non-Standard Options

NON-STANDARD TEAM HANDICAP RULES

The following rules are non-standard rules, which few leagues use.
For detailed explanation of these rules, click HELP.
Do not change the following items unless certain they apply to the league bylaws.

No In a handicap league, the first night will be bowled SCRATCH (without any handicap) rather than with handicaps. This will give an automatic advantage to the higher average teams.

Minimum team average

Maximum team average

BASE Team Average for the following rules shall be:

Percentage above the base received when opponent is above the base average

Percentage of team average difference the lower average team receives when both team averages are above the base

If the league does not use special options listed in this section or you do not understand them (which might indicate you don't use them), leave these values set to default.

First night handicaps: If the league bowls the first night scratch, select the First night is Scratch in a handicap league check box. Normally, handicaps will always be computed beginning the first week.

Average Cap Rules when team handicap based on Team Average: These rules are based on the current average.

- **Team average may not go below:** Minimum average for the league.
- **A team may not have a team average higher than:** Average cap imposed on the teams in the league.
- **The BASE team average for the following rules shall be:** Configure a BASE average for the next two rules when a team exceeds the average cap.
- **If one team average is above the BASE, opponent receives X% of the amount above the base:** Amount of pins opposing team receives when base average is exceeded where 'X' is a percentage of the number of pins.
- **If both team averages is above the BASE, the low average team receives X% of the difference in team average:** Handicap to be awarded when both teams exceed the average cap.

NOTE: Handicap rules CAN be changed mid-season. There may be occasions where the Handicap BASE is initially configured at one value, but too many teams have higher averages than the base, thus giving them an advantage. Under these circumstances, the league may adopt a new rule to increase the BASE to keep the league competitive.

Additional text for Team Handicaps Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Absent Players

This section is used to configure the score that will be used for Absent Bowlers. Leagues will typically use one of the following 2 rules:

Absentee is average less pins: Used when a player was not present, and an absentee or blind score is used. The default setting is 10 based on USBC Rules unless League Bylaws have a different value. An "A" would be entered in the score entry screen to use the average of the player minus the number of pins indicated for that gender of bowler.

Absentee is average less a %: If the league subtracts a percentage of the absent players average rather than a fixed number of pins, enter the percentage; however, this option is strongly discouraged by USBC. It is unfair to the bowler with a higher average, who loses more points with this method than a bowler with a low average. Remove the default values from **Absentee is average less pins** when using this option.

Individual Match Points for Absentee

This option will only be available when the league is configured for Individual Match Points in the previously discussed **League Features** section. This rule is divided into 3 parts:

1. **When Opposing an Absent Player (or Vacant):** Use the Drop-down List to configure how Individual Match Points are awarded when the Absent bowler wins the game based on the next rule.
2. **Match points awarded when present player bowls against an Absent score:** Use the Drop-down List to indicate requirements for the player to earn points when playing against an absentee. When requiring the player to score within a certain range of their average when bowling against an absentee or vacancy, enter the number of pins within the bowler's average in order to receive points. A tie is considered a win for the player who is present. When configured where the present bowler must beat the absentee score, the Individual Match Points can be split.

***Note:** The USBC rule 114c states that a bowler must bowl their average less 10 pins unless the league rules state a different number of pins. To be compliant with USBC Rules, leagues that base on a percentage basis should consider changing the rule to specify a specific number of pins.*

3. **Match points awarded when Absent score vs. Absent, Vacant or Dummy score:** Use the Drop-down List to configure how Individual Match Points are awarded under these circumstances.

Absent players: Indicate if absent players are allowed to earn points. If not, indicate where the points won should go.

Choose where points should go if an absent player is opposing another absent player. USBC strongly encourage that the points won should go to the team winning the game.

Absentee Pin Drop Rule

In a few leagues, there is a penalty for players who are frequently absent. This "pin drop" is a specified number of pins that is deducted from the absentee score as configured above. If the league uses this Pin Drop Rule instead of the Absentee Rule, remove the

values from the **Absentee is average less pins** table. This deduction can be taken based on accumulation of absences or a consecutive number of absences.

Example: The first night a player is absent, the absentee score is their average minus 10 pins. The same method would apply if the player were absent further consecutive weeks. With a pin drop rule, the second consecutive absence would deduct the absentee amount plus the pin drop amount, such as 5. This gives the absentee score a value of average minus 15. If it is the third consecutive absence, the absentee deduction would total 20. That is the average minus 10, minus an additional 5 pins for each succeeding week.

Additional Absentee Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Vacant Players

This section is used to configure the average/score that will be used for Vacant Bowlers when a team has an incomplete roster. There are two types of scores that can be entered, depending on if handicap will be applied to the Vacant Scores:

Vacancy Scores: A Vacancy Score is used when a team does not have a complete roster. Handicap for the vacant bowler is calculated, based on the vacancy score. In addition, bowlers absent on the first night of bowling should use a Vacancy score, even if it is known that the bowler will be bowling for the season. A "V" would be entered in the score entry screen to use the value of the vacancy score for that gendered bowler.

NOTE: If the league uses a different HDCP for Vacant scores, BLS-2021 has the option to configure a separate Handicap Rule for Vacancies. Simply toggle the switch in this section, then configure the **Individual Handicaps** rules under the "Other" column.

Dummy Scores: This is similar to a vacancy score, however, handicap is assumed to be included or can be assumed to be scratch. A "D" would be entered in the score entry screen to use the value of the dummy score for that gendered bowler.

Note: *For handicap leagues, using a 'Dummy Score' is not recommended, as is it will artificially inflate the scratch team scores, which may affect league team awards and prizes. In addition, you should consult the USBC Playing Rules (Rule 105) to ensure your rules are in compliance.*

Individual Match Points for Vacants

This option will only be available when the league is configured for Individual Match Points in the previously discussed **League Features** section. This rule is configured as follows:

1. **When Opposing an Vacant Player (or Absent):** Use the Drop-down List to configure how Individual Match Points are awarded when the Vacant bowler wins the game based on the next rule.
2. **Match points awarded when present player bowls against a Vacant score:** Use the Drop-down List to indicate requirements for the player to earn points when playing against a Vacant. When requiring the player to score within a certain range of their average when bowling against an absentee or vacancy, enter the number of

pins within the bowler's average in order to receive points. A tie is considered a win for the present player. When configured where the present bowler must beat the vacant score, the Individual Match Points can be split.

Note: *The USBC rule 114c states that a bowler must bowl their average less 10 pins unless the league rules state a different number of pins. Leagues that base on a percentage basis must specify a specific number of pins.*

Additional Vacancy Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Forfeits

Team Bowling Against Forfeit: Enter the number of pins within the team average, in order for a team playing a forfeiting team, to receive points.

The USBC rule 110b states that a team must bowl the team average less 10 pins per player unless the league rules state a different number of pins. As such, Leagues that use a percentage basis are not supported because a percentage is illegal.

Bowling the exact amount is considered a WIN, not a tie.

Opposing a Forfeiting Player: This option will only be available when the league is configured for Individual Match Points in the previously discussed **League Features** section. Use the Drop-down List to select the appropriate rule for individual match points, when a player is bowling against a forfeiting team.

The USBC rule 110b states that a bowler must bowl their average less 10 pins, unless the league rules state a different number of pins. Leagues that base on a percentage basis, must specify a specific number of pins, as the percentage basis is not an option for certified/sanctioned leagues.

BYE Teams

This section addresses situations where a league has an uneven number of teams. It will also explain adding and removing bye teams as well as the rules that may need to be addressed with the use of byes.

What is a BYE team?

Because of the use of a pair of lanes, rather than one lane, team bowling is always associated with an even number of teams. However, situations can occur when a league starts the season with an uneven number of teams or a team is dismissed or withdraws, and is not replaced. In this situation, a non-existent team must be created to keep an even number of teams for competition.

There are several nicknames we have seen for the non-existent team. A few, for example, are; Dummy Team, Ghost Team, Vacant Team and Absent Team. However, the standard term used for a non-existent team is BYE. In BLS-2021, the empty team must be called BYE in order for these rules to be applied. Otherwise, the rules for bowling against a forfeit would be applied.

How does the BYE Team work?

According to Rule #114c of the USBC rule book, a team and/or individuals that are scheduled against the BYE team must earn the points for the games, unless the league board has voted to use the BYE System (No points awarded) or the Draw System instead. More on the BYE System and Draw System later.

To earn the points: In order for a team and individual that opposes the BYE Team to earn points, an individual must bowl their average less 10 pins and/or the team must bowl the team average less 10 pins per player. According to Rule #114c, the only modification to this rule that the sanctioned league board can vote on, is the number of pins that a player/team must bowl within. Leagues may not use a percentage of the average. Any points not won by the team are considered "unearned points" for statistical purposes. The team not winning will still be receiving a loss.

The BYE System: The BYE System was developed for leagues that do not want any score competition to take place against a BYE team. In this situation, the team that is scheduled against the BYE team must field a legal lineup and bowl, but points are neither won or lost. The standings for the league must be then based on a percentage basis.

If the league is not sanctioned, another available modification to the BYE System, is the awarding of all points to the team opposing the BYE team. This rule is not in the spirit of competition and should not be used in sanctioned league competition.

The Draw System: The Draw System allows for the team bowling the BYE, to compete against the scores of another team in the league. The scores from that team are pitted against the unopposed team. The "drawn" team will receive no points from this pairing as that team is already bowling against a true opponent. Configuring the Draw Team is discussed in a later chapter on **Entering/Correction Current Scores**.

Starting the season with a BYE team: Once it is time for the first night of bowling and there will be an uneven number of teams, make small changes in Set Up your Team. Go to the team number that will be used for the non-existent team. Simply rename this team to BYE, and exit Set Up your Team. Enter scores as normal for all teams, EXCEPT for the BYE team. The program will automatically calculate wins and losses.

In most cases, it is not necessary to add any bowlers to the roster for a BYE team. However, when using BLS-2021 Automatic Scoring Edition, vacant bowlers may need to be added to the BYE team in order for the scoring system to work properly. Check with the scoring company for more details.

The following section describes how to set up the rules in BLS-2021 to address BYE teams and how to use BYE's throughout the season.

Setting BYE Rules: First select the **BYE system** or the **Draw System** by using the toggle switch.

When a Team is bowling against a BYE Team:

Using the Drop-down List, select the option for what occurs when a team bowls against the BYE. The default setting is "**Team must bowl within a designated amount**". Enter the number of pins the team must bowl within their average. Initially, the number of pins are set to 10 pins per bowler as identified by the **Playing Strength** (i.e. 4 person teams) need to bowl within 40 pins of the Team Average). Do not change these defaults unless your league uses a different rule or number of pins.

The second Drop-down can be used to identify what happens to the points when the team does not bowl the required score.

Individual Match Points When Bowling against a BYE Team:

For Individual Match Point leagues, identify the requirements a bowler would need to earn their Match Point. Typically, the bowler would need to bowl within 10 pins of their average to earn the point. However, this rule can be configured differently if the League's Bylaws identify a different rule.

Use the second Drop-down list to identify how match points are awarded when an Absent or Vacant Bowler is bowling against the BYE team.

Draw System: When the DRAW method is selected using the toggle switch, the only option is a Drop-down list, to select what happens to the points that are lost by the team bowling the BYE. The remaining configuration for this system is done on the **Enter/Correct Current Scores** screen. When entering scores, select the BYE team and use the drop-down list to select the drawn/scheduled team.

Setting Name for BYE teams: The setting of different names for BYE teams can only be done with BLS-2021 **Automatic Scoring** or **Professional Editions**. The BLS-2021 Standard Edition requires using the name "BYE".

Additional BYE/Draw Team Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Team Points

Team Points: This section is designated for the assigning of team points. If the league is setup as a handicap league this section will include points awarded for scratch or handicap wins.

Select the Team Point System

Configures the type of point system used in the league, **Standard Team Point System** or **Performance Points**. When **Performance Points** is selected, an additional section to configure the Performance Points will become available after the **Non-Standard Point Options** section.

Standard TEAM Points

Points per team game and series: Enter the number of points for each team game won (with and without HDCP). As a separate parameter, enter the number of points for the series (total pins with and without HDCP). In case of a tie, the points will be split between the two teams.

Standings determined by percentage of wins to losses: Use the toggle switch to indicated of standings will be determined by absolute points won or percentage. If all the teams bowl the same number of games, there will be no difference between these two methods. However, when a team joins the league later in the season, it is recommended to base the standings by percentage of wins to losses so that the new team has a fair chance of winning the split or the season.

Team Standings: Ties

If a tie occurs in the team standings for position rounds, ties are broken by:

- **Total Pinfall then actual games won** - If a tie occurs in the team standings, the tie will be broken by pinfall. If a tie still exists, the tie will be broken by the number of actual games (not points) won.
- **Actual games won then pinfall** - This is very rare and should normally not be used. If a tie occurs in the team standings, the tie will be broken by the number of actual games (not points) won. If a tie still exists, the tie will be broken by pinfall.
- **Total Pinfall with HDCP then actual games won** - This is the most common setting for handicap leagues. If ties occur in the team standings, ties are broken by total pinfall with handicap. If a tie still exists, the tie will be broken by the number of actual games (not points) won.
- **Actual games won then Total pinfall with HDCP** - This is very rare and should normally not be used. If a tie occurs in the team standings, the tie will be broken by the number of actual games (not points) won. If ties still exist, ties are broken by pinfall with HDCP.

There is a drastic difference in the results. Make sure the correct method is selected according to the league rules. If the league rules do not have a provision for breaking ties, USBC rules dictate that ties for position pairings shall be determined by total pinfall without handicap.

NOTE: These procedures can only be used for determining team pairings for a position round. If a tie exists at the end of the season or at the end of any segment in a split season, a playoff is required to determine League Champion or the winner of the split season segment. Procedures for playoffs in BLS-2021 are explained in the chapter on **Weekly League Duties** on [Page 173](#).

Non-Standard Point Options

This section addresses uncommon team points and standings options and should not be changed unless the league bylaws specifically indicate these point systems exist.

HDCP points awarded based on team with most pins over average: Use the toggle switch to enable this rule.

Bonus Points: Bonus Points can be awarded to the team with the high game.

Regressive Team Points: This is a point system where every team bowls against every team. The points configured are based on the number of teams, and are awarded with the highest point value going to the team with the highest score. For example, suppose the league has 6 teams. The points are awarded based on all teams; therefore, whatever team bowled highest the first game would get 6 points, the team that came in second would get 5 points and so forth.

It is not a common point system. If you don't understand it, you are likely not using it, so leave it alone! Leave it set to zero.

Additional Team Point Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Team Performance Points

Performance Points (UBL): Performance Points are a more recent addition to the sport of bowling, that has brought more of a challenge to the individual while bowling with a team.

Performance Points are solely based on the performance of the individual's scores each week. If a player scores above their average, they earn points. If the player scores below their average, they lose points.

This feature is enabled by selecting the option on the **Team Points** and/or **Individual Match Points** tab. From the **Team Point System** and/or **Match Point System**, choose the **Performance Points** option. A new section will appear on the associated **Team Points** tab to configure the Rule.

Adding a point range

To add a point range for Performance Points, simply enter the number of pins that the bowler must come to, within their average. Next, indicate if this is above or below the player's average. Finally, select how many Performance Points are earned. After the rule is set, click **Add this point range**.

Removing a point range

To remove a point range for Performance Points, select the point range in the Performance Points list and click **Remove selected point range**.

Individual Points

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Select the Match Point System You are Using

Standard match point system: Enter the number of points for each individual game won. As a separate parameter, enter the number of points for the series (total pins with handicap). In case of a tie, the points will be split between the two players.

- **Pins over average:** If the league's match point rules are such that the match points are awarded to the bowler who bowls most over their average, select **We issue points based on which bowler bowls most over (or closest to) their own average** from the Drop-down text box.
- **Performance Points (U.B.L.):** If performance points are awarded/detracted by the league, select **We issue points based on bowling above or below one's own average (aka Performance Points)** from the Drop-down text box. This will add an additional **Performance Points(UBL)** tab on the screen.
- **Match Points handicap is difference of averages:** If handicap match points are calculated as a percentage of the difference between bowler averages, select this option from the Drop-down list ***This is very rare!*** **Do not select this unless you really know you do it this way! This is not supported by any electronic scoring system.**

Non-Standard Match Point Rules

Add Match Points to Team Points: Some leagues keep track of match points for statistical or award purposes. If the league does not include match points in the team points total, toggle this switch to **No**.

Peterson Points: Out of the millions of different definitions, one seems to prevail. That is where a player receives one point for every xx pins. Usually, it's for every 25, 50 or 100 pins of total scratch pinfall. Some people say they figure it each week but carry the extra pins to the next week. It still comes out as taking the player's total pinfall for the season and dividing it by something (25, 50 or 100) and those are points the player has in addition to the match points won.

Bonus Points: Configure the number of points awarded to the bowler with the high scratch game for each match.

Add Peterson and Bonus points to team: BLS-2021 provides an option to include these non-standard points to the Team's total. Toggle this switch to **Yes** if the league includes these points.

Rotation: BLS-2021 has the ability to "rotate" opponents for Individual Match play so players can bowl against a different player on the opposing team for each game. When enabled, the bowlers will compete in game 1 normally. For example, in a Trios league, Game 1 would have 1 vs 1, 2 vs 2 and 3 vs 3. Game 2 will rotate to where 1 will bowl 3, 2 will bowl 1 and 3 will bowl 2. Finally, Game 3 would be 1 vs 2, 2 vs 3 and 3 vs 1.

Match play with a different lineup each game (Pro and AS feature only): Click on the Options menu at the top of the screen and click in the Show Positions check box. Click update form. A **ps** column will appear behind the game score column for each game. This option does not support an individual series point(s).

1	ps	H	2	ps	H	3	ps	H	SS	HCP	Total	Points	
180	1	★	177	3		165	2	★	522	75	597	★	3
82	2		84	2	½	95	3		261	267	528		½
112	3	★	125	4	★	112	4		349	216	565		2
185	4		186	1		172	1		543	15	558		0

Additional Individual Point Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Individual Performance Points

Performance Points (UBL): Performance Points are a more recent addition to the sport of bowling that has brought more of a challenge to the individual while bowling with a team.

Performance Points are solely based on the performance of the individual's scores each week. If a player scores above their average, they earn points. If the player scores below their average, they lose points.

This feature is enabled by selecting the option on the **Individual Match Points** tab. From the **Individual Points** section, Use the drop-down list under Individual Point System and choose the option for **Performance Points**. The **Individual Performance Points** will be added to the screen below "**Rotation**".

Adding a point range

To add a point range for Performance Points, simply enter the number of pins that the bowler must come within their average. Next, indicate if this is above or below the player's average. Finally, select how many Performance Points are earned. After the rule is set, click **Add this point range**.

Removing a point range

To remove a point range for Performance Points, select the point range in the Performance Points list and click **Remove selected point range**.

Points Summary

This page displays a summary of the points that will be awarded on a weekly basis for this league. This page is not configurable and is based on the previously discussed **Team** and **Individual Points** sections. As such, if the points listed on this page are inaccurate, go back to the previous tabs to identify the discrepancy.

Divisions

Divisions can be used to segregate standings, or weekly / season highs for teams and/or bowlers. This category will be available only when divisions are configured in the **League Options** category discussed on [page 120](#).

Note: For mixed leagues, BLS-2021 will automatically separate high score statistics for the different sexes, so it is not necessary to create divisions for this functionality.

The screen is divided into **Team** and **Bowler** sections.

Team Divisions

BLS-2021 supports up to 16 team divisions. Configure the number of divisions, then use the toggle switches to identify which team oriented results will be divided.

Team divisions are not the same as the divisions for the bowlers. Large leagues are sometimes divided into 2 divisions for purposes of team awards and team points.

Who assigns teams to divisions: Configure whether team divisions will be assigned (**You do it**), or by the program (**BLS does it**). If assigned by BLS-2021, the teams are assigned in order of the team numbers. Disperse the team numbers amongst the divisions. If the program automatically assigns divisions, it can only be consecutive team numbers.

If manually assigning the teams into divisions, go to **Set Up your Teams** and assign each bowler a division number.

Bowling within your division

If teams bowl only within their own divisions, except special position nights, click this option. This option is only available if configured to have BLS-2021 assign teams to divisions.

Team Division Assignments: Identify how many teams will be assigned to each division. Optionally change the division labels to identify each division, for example, East and West.

Bowler Divisions

Some leagues divide bowlers into separate divisions for individual awards and points. If dividing players into separate divisions, use the lower half of the screen to establish this. BLS-2021 supports up to 16 bowler divisions. For mixed leagues, Bowler Divisions do not need to be configured, as BLS-2021 will automatically divide the bowlers by gender.

Configure the number of bowler divisions for the league, then use the toggle switches to identify which bowler results will be divided.

Bowler divisions determined by: Indicate how the divisions will be determined, either manually or automatically by average or age. Additional options are available to divide by gender when combined with average or age.

Note: When configuring Bowler Divisions by Current Average, it is possible for a bowler to change divisions based on the games bowled. This change in divisions will NOT be reflected on any reports until advancing to the next week. Bowler divisions are determined based on the bowler's average when entering any given week.

If assigning a division based on age, current average, or book average, then the bowlers will automatically be placed in the divisions per the settings. You will not be able to manually change a bowler's division assignment.

If manually assigning the bowlers into divisions, go to **Set Up your Teams** and assign each bowler a division number.

Bowler Division Assignments: Use this table to change bowler division labels and to configure the parameters to be used to assign divisions. The parameters available will be based on the previously configured rules to determine the divisions, average, age, gender and average, or gender and age.

Additional Division Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules.

Special Recognition

This section of the Rules allows for the configuration of the Team and Individual high score prizes. In addition, the option to enable/disable the detection of local and bowling center awards, is provided in this part of the rules.

Using the toggle switches, identify which team results will be recognized at the end of the season or split. Options include High Scratch Game & Series and High Handicap

Game & Series. These will be the data items displayed under Weekly and Season High Scores on the Standing Sheet.

Similarly, configure the bowler results to be recognized at the end of the season, or split. In addition to high game and series recognition, individual bowler options can be configured for High and Most Improved Averages as well as Game and Series over average.

Any option set to **No** will not be displayed up on the Standing Sheet. This can be changed at any time without losing data. The USBC urges all handicap leagues to have individual and team handicap recognitions, scratch recognitions are optional.

Priority for Recognition: The league may specify a different priority for recognition for weekly high scores and for season high scores. Quite often, leagues have no priority for weekly highs, just for season highs.

Just what is Award Priority? With no priority, it means a player or team will get each and every award it qualifies for. One team or player could take first place in all categories.

This is not fair to most players; therefore, a priority is established so if a player qualifies for more than one award, the bowler gets one award of the highest priority or value and becomes ineligible to win the other awards (and consequently will not be listed). Selecting the proper priority will determine which award a player will get when that player qualifies for more than one award.

BLS-2021 groups the awards in priority order when using a drop-down list box. There are 12 different priorities. Select the one appropriate to the league rules. Selecting the wrong one or the league changes the awards, these can be changed to reflect the priority. Changing priority does result in the loss of scores from the list. Trying different priorities and do a "what if" scenario and compare results. Here's a brief explanation of how to interpret each grouping of codes:

One Award: SS, SG, HS, HG - In this example, a bowler can only receive one award. The first award qualified for would be Scratch Series then Scratch Game followed by Handicap Series and Handicap Game. If the player won SG and HG, then they would be eliminated from HG. If a team or bowler qualifies for more than one (IE 2nd place for SG & HG) that player/team will only get the 1st award in the list (reading from left to right).

Two Awards: SG, SS and HG, HS - In this example, a bowler can receive two awards (one from each category). One with the priority of Scratch Game then Scratch Series, and the second award with the priority of Handicap Game then Handicap Series.

No HDCP or Scratch awards: This typically appears when Scratch and Handicap awards are disabled elsewhere in the Rules. If the league awards these prizes, ensure they are enabled.

Additional Special Recognition Rules: The section is provided to include additional text or notes written into the League's Bylaws that may not have already been included in these rules. There are separate sections available for Team and Individual special recognition and prizes.

Individual Eligibility for Awards Subs and pre-bowl/make-ups

Indicate if temporary subs qualify for awards. Also indicate if pre-bowled games or make-up games qualify for league and association awards.

Note: *The USBC has a rule that prevents individuals from earning certain USBC awards when pre or post bowling unopposed. This rule can be over-ridden on this page so that awards not affected by this rule, can be detected. However, this also enables detection for the National awards*

Include perfect scores in season high scratch game recognition

This option will remove 300 games from the high game awards and list them separately on the Standing Sheet.

Most Improved/High Average exclusions

It may be desirable for the league to exclude the high average or most improved average bowler from winning other individual league awards.

Games for Award Eligibility: Indicate the number of games required for a player to bowl to be eligible for individual awards. At the completion of the league, most leagues require that a bowler completes two thirds, or 66% of the season in order to receive an individual award. Indicate the proper number of games that a bowler must bowl.

Once a bowler has reached a point where they no longer can complete the required games or percentage, BLS-2021 will remove them from the individual awards. However, there is a switch that will allow the ineligible bowlers to be displayed, even though they do not qualify. All bowlers will be included in the weekly highs.

During the season, the occasional bowler may be prevented from showing up on the awards list by indicating what percentage of games that must be bowled, in order to be listed. A recommended figure for this is 50% to 60%.

Helpful Tip: These eligibility rules might explain why bowlers do not show up on the Standing Sheet for league awards.

Individual Special Recognition

Fill in the requirements for the Individual Awards of the league.

Individual High Handicap Game or Series

Identify the number of games the bowler must complete, before being eligible for handicap awards. For a league that bowls 3 games a night, to begin tracking handicap scores beginning with the very first game, this value must be set to 0. If setting this to 3, the first 3 games will be ignored and would start tracking handicap scores with the fourth game.

BLS-2021 will allow handicaps to be back applied, when reaching the above referenced number of games. It is important to note that the handicap that is back applied, is based on the average at the time the configured number of games is reached and not the average at the time the games are bowled.

Until the above number of games is reached, BLS-2021 can use the Book or Entering average to qualify bowlers for these awards. The handicap for the book average will be used and it will not back-apply the handicap at XX games. Bowlers without a book average will have their handicap games tracked beginning with a specified number of games, with that handicap, back applied, to previous games if indicated.

The USBC recommends that scratch scores be included in handicap scores, for bowlers whose average is so high that they receive no handicap. It makes more sense saying "A bowler has a zero handicap" rather than saying "A bowler has no handicap."

Most Improved Average

Be sure to enter the number of games the most improved average is based on. If 12 games is entered, then the average at 12 games will be used for determining the most improved average. This is normal for League Achievement Award from the USBC.

If deciding to use the book average for most improved, indicate so. If a bowler does not have a book average, then the most improved average will be based on that bowler's actual average when the required number of games is reached.

Note: When changing this option mid-season, go back to Week 1 and return to current week to re-calculate all the scores, otherwise the results may be inaccurate.

High Average Recognition

Indicate the number of games necessary for a bowler to be eligible for high average recognition.

Weekly and Season High Awards

Select the priority for the Weekly and Season High Score Recognition. For more information on priorities refer back to the **Priority for Awards** section on [page 138](#).

One Award: Six options are available for this option, depending on which score recognition has the higher priority, Scratch Series (SS), Scratch Game (SG), Handicap Series (HS) or Handicap Game (HG). The additional 2 options are available to set the second recognition priority, SS, HS or HS,SS.

Multiple Awards: These additional options allow individuals to be recognized in 2 categories, a combination of handicap and scratch, or series and game. Different priorities can be set.

Note: Scratch Leagues will have fewer options to configure, as the handicap awards will not be an option.

Team Special Recognitions

Team Prizes or Recognition Observed by League

Using the toggle switches, will indicate which prizes will be available for the teams to earn in the league. Any option set to **No** will not be displayed up on the Standing Sheet. This can be changed at any time without losing data.

Track handicap scores beginning with week number: Specify the week that team handicap scores will be tracked and show up on the standing sheet.

Include scores with zero handicap... Toggle this switch to indicate that scores with a zero handicap that qualify, are included with the high handicap scores.

Weekly and Season High Awards: Select the priority for the Weekly and Season High Score Recognition. For more information on priorities refer back to the **Priority for Awards** section on [page 138](#).

One Award: Six options are available for this option depending on which score recognition has the higher priority, Scratch Series (SS), Scratch Game (SG), Handicap Series (HS) or Handicap Game (HG). The additional 2 options are available to set the second recognition priority, SS, HS or HS,SS.

Multiple Awards: These additional options allow Teams to be recognized in 2 categories, a combination of handicap and scratch, or series and game. Different priorities can be set.

Note: Scratch Leagues will have fewer options to configure as the handicap awards will not be an option.

Absentees, Vacancies and Substitutes

Configure whether or not teams with absentees, vacancies or substitutes, are eligible for league team awards.

Helpful Tip: These eligibility rules might explain why teams do not show up on the Standing Sheet.

Statistical Information

The following options are available for statistics to be listed on the standings.

Game/Series counters

BLS-2021 can keep track of up to three ranges of game and series achievements. For example, the number of 200, 225 and 250 games can be tracked.

Enter the minimum score required to increment the counter for that score. This should be done before scores have been entered for the league.

If a counter value is changed mid-season, return to week 1 and back to the current week, in order to properly count the new values.

Statistic base

The statistics are normally based on a typical 10-pin, 3 game series. If the league is different, then select the appropriate options.

Adding counters to Standing Sheet

To add these counters to the standing sheet, the **Style** for the **Team Rosters** will need to be modified to include this information. From the Standing Sheet, click on **Change Layout** and select the **Team Rosters** data item in the **Order of Items on the Standing Sheet** section. Click the **Change Style** button, then **To hide this panel so you can change this style...** button. Add the appropriate Game and/or Series counter data items listed under the **Statistics** section.

For more information on the standing sheet styles, please see the **Report Styles** section on [page 206](#).

Additional Rules

This feature allows entering text for rules that may not directly affect scores and statistics, to be printed as part of the League Rules. For example, most leagues have policies that describe what frame a tardy bowler would be considered absent, leagues with complex playoff systems may want to add this information to the section, and various committees, (such as the prize fund committee), can be designated.

This page provides for a central location for all text based rules that were previously available when configuring the rules that do affect scoring.

Special Options

This section provides additional options unrelated to previously configured rules.

Special Award Groups: This section will determine whether or not BLS-2021 will track additional recognition such as local and state association awards and bowling center awards. When toggled to **Yes**, these awards will be tracked on a weekly basis. These awards are configured under the section on **Defining Your League > Awards: Local and bowling center awards** discussed later in this chapter.

Brackets / Pro-Am: These features are only available in the Pro and A/S Editions. Use the toggle switches to enable these items

League Templates: This screen will identify if a League Template was used to configure this league, or if the League Rules were saved to a template.

Date for Age Calculation: Click **Select Date** to set the August 1 date where ages are determined of a specific date.

Master Bowler Database: This feature is available in the Pro and A/S Editions. Use the toggle switches link the league to the Master Bowler Database.

KIOSK Options: This feature is available in the Pro and A/S Editions. Toggle the switch to indicate of the league results should be exported to the Center's KIOSK.

Print Your League Rules

A copy of the League Rules is typically submitted with the League Application. In addition, it is beneficial to the teams in the league to have a copy of the League Rules. BLS-2021 provides different options to accomplish this task.

To print the League Rules, click the **Print Rules** icon at the top of the **Setup League Rules** screen. Alternatively, the league rules can also be printed from the following menu option:

Setup > League > Print Rules

Setting up Teams and Bowlers

Chapter

17

Setting up Teams and Bowlers

The next step in setting up a new league is to configure the teams and bowlers. Since this information may not be available until after the League Meeting, BLS-2021 provides a couple of reports that would be useful for the meeting.

Preliminary Paperwork

This section provides for two options:

1. **Print Blank Sign Up Sheets:** This allows sheets to be printed for bowlers to complete so that they can be entered.
2. **Print League Rules Worksheet:** This is a worksheet that can be used when defining the league rules during the league meeting or with the other league officers.

These options are also available in the **Library of bowling forms** previously described on [page 51](#).

Setup Team Rosters

This screen can be opened from the following menu options:

Setup > Teams > Rosters or **Weekly > Prepare this week > Adjust Team Rosters**

The Team Rosters screen allows for the setting up of the following:

- Team names
- Addresses
- Bowler sanction numbers
- Bowler names
- Phone numbers
- Gender
- Sub lists
- Bowler lineups
- Book averages

Select what you want to see:

The first Drop-down box is used to select the team. Use the Drop-down list, up/down arrows or the **PgUp/PgDn** keys. The second Drop-down list provides different options for what information is displayed and can be entered or modified for the bowlers on the team roster.

Enter/Rename Team: Click in the text area in the Team Name column. Delete the existing Team Name, then enter the new one.

Divisions: If the league has **Team Divisions**, enter the Division number.

Bowling Team Roster

Bowlers may be added or removed as required from either the **Team Roster** screen or the **Score Entry** screen. This is also where changes to the order of the players can occur. Even if removed, a bowler remains in the database and may be added to a team anytime or used as a sub. The total pins, games and averages are always kept (even if the bowler rolls only 1 game all season).

Team Roster Screen Options

BLS-2021 provides the option to designate which fields to display on the screen. Different data fields can be added or removed depending on the information to be

entered. To open the Team Roster Screen Options, select **View > Rosters > View Options**.

TIP: This can be very useful for entering book averages on the Team Rosters screen. If the option to enter book averages is not available on this screen, it can be added by clicking this button and selecting the option.

Entering bowlers on the Team Roster screen: When setting up the teams in a newly created league, all the roster positions (based on the Playing Strength) will be configured as a VACANT bowler. To enter the bowlers, over-write the VACANT and enter the bowler's name. Do not drop the VACANT bowler so you can add a new bowler. The new bowler will just show up as another VACANT with a high Bowler ID number. Continue entering gender, book average, L/R hand and/or phone number.

To change the information that can be entered for a bowler, use the second Drop-down list to select different data options.

Reordering a team roster

To change a team's roster quickly, use the **Up** or **Down** arrow on the right side of the screen or use the mouse to drag and drop the bowler into the appropriate position. The following Function keys are also available:

- To move a bowler up the list, select the bowler and press **F3** or use the up button.
- To move down the list, select the bowler and press **F5** or use the down button.
- To drop a bowler, select the bowler and press **F4** or use the Drop button.

Finding a bowler

To search for a bowler and the team they are on, click the **Find Bowler** control. Locate the bowler by last name and the team number would be displayed. To go to the bowler's team, click on the **Show This Blr's Team** button. The bowler's team will be displayed with the bowler's information highlighted.

Add existing bowler

To add a bowler from the sub list, enter the Bowler ID# in the ID column. BLS-2021 will give a warning if that bowler is already on another team, since they can only be on one team at a time.

NOTE: If you are wanting to Move the bowler to a different team, you will need to first Drop the bowler from the roster of the current team. This needs to be performed in a week where scores have not been entered.

If the ID# is unknown, click **Add**. The **Add a New Bowler** screen will appear. Locate the bowler, click **Add Bowler to Team**.

Adding new bowler

A new bowler or sub is someone who has never bowled before and has never been entered into a league. First, select the desired team using the drop-down list box or the arrow buttons next to it. To add a new bowler, enter **N** in the ID column instead of a number and press **Enter**, click the **New** button or **Add** button and then click **Create New Bowler**. Each of these options assigns a new bowler ID# and **VACANT** will be supplied as the bowler name. Type over or delete this name and enter the name of the new

bowler. It is also required to enter a gender into the **sex** column and a substitute status (either a blank for a normal team member, S for Permanent Sub or T for Temporary Sub) into the **?** column. Continue to enter the information about this bowler as needed.

It is also possible to enter a new bowler by selecting **Enter a New Bowler** from the **Bowler Maintenance** screen and entering the bowler's information. Once entered in the **Bowler Maintenance** screen, the team the new bowler will be on must be selected.

Dropping a bowler

A bowler is removed from a team by placing the cursor anywhere on the line for that particular bowler and pressing **F4** or clicking the **Drop** button. Removing a bowler does not remove them from the database, therefore that bowler can be used on another team or as a sub.

Flagging a bowler

Sometimes it may be helpful to flag a bowler who needs to speak with the secretary or treasurer. To do so in the team rosters screen so that this alert is visible on all printouts, click the Alert (!**) button.

In order for this to reflect on the **Standing Sheet**, use the **Page Layout** tab on the **Standing Sheet** Setup screen to **Indicate Bowlers with Pending Notes**

Permanently removing bowlers

To permanently remove a bowler from the league, go to the **Bowler Maintenance** screen and locate that bowler. Click the **Quit the League** button at the bottom of the screen.

Adding a sub

BLS-2021 allows for two types of substitute bowlers, Temporary and Permanent. Substitutes are designated on the team roster under the **?** column using a **T** for temporary or **S** for permanent. Leaving this field blank designates a full time member of the team. When advancing to a new week, the bowlers designated as a Temporary substitute are automatically removed from the teams and placed back on the substitute list. To reuse the substitute on the same team enter the bowler as a Permanent substitute by inserting a letter **S** into the **?** column.

Loaning bowlers

This can occur when a team has extra members and allows one of their players to substitute on another team. The loaned bowler should show up on the original team and not appear on the substitute list.

To loan a bowler:

Go to the team you are loaning the bowler to. Add the bowler as you would any substitute. BLS-2021 will warn you that this bowler is already on another team and asks if this team wants to loan this bowler. Answer **Yes** to loan the bowler to the other team.

If a bowler is loaned by mistake, remove bowler from the team they were added to and the player returns to the original team.

When advancing to the next week, the loaned bowler will be returned to the original team.

Default Roster

BLS-2021 supports setting a **default roster**. This feature allows teams participating in Individual Match Point leagues to re-arrange the roster in an effort to create more favorable match-ups, then return to a default roster order when advancing to the next week. By default, when advancing to the next week, the rosters would remain as they were re-configured.

The **default roster** is initially enabled in the **League Rules** as documented on [page 122](#). When the rule is enabled, the **default roster** is set based on the roster order at the time. However, if the team captain would like to set a different roster order as the default, this can be done on the **Adjust Team Rosters** screen as follows:

1. Advance to the next week where no scores have been entered.
2. Go to **Weekly > Prepare this week > Adjust Team Rosters**
3. Select the team wanting to change the default lineup and make the adjustment.
4. Click the **Save as Default Roster Order** button.

The new default roster order is now set.

When in any week where scores have been entered, to review the **default roster order**, go to the **Adjust Team Roster** screen and click on the **Show Default Roster** button.

Bowler List

The Team Roster screen also provides a unique feature by displaying all the bowlers on screen together, versus broken up by team. This can make things faster in pre-registering bowlers for the league or doing address or phone number entry.

Go to **Setup > Teams > Rosters**, click on the **View** menu. Click on Bowler List. (The program defaults to Teams.) The team display will be removed and the entire league will be displayed.

Sorting the bowlers: Click the **Sort** drop-down list box to change how the **Bowler List** screen is sorted.

Information displayed: The second list box is the **Display** options. Click this list box to change the information that is displayed and can be modified.

Enter Bowlers NOT on team

Selecting **Setup > Bowlers > Edit Bowlers Not On a Team** will open the **Bowler Maintenance** screen. Add the bowler names and information for bowlers who may not be assigned to a team, but may be available as substitutes throughout the season.

Bowler Maintenance

The **Bowler Maintenance** provides for an alternative location to enter bowler data. The **Bowler Maintenance** screen contains important information such as bowler names and addresses, bowling center and financial institution information, as well as the local, state and national association information.

Entering important addresses: Names on this tab would not be any of your bowlers.

Click the **Contacts, Centers, Bank, Associations** button and select the address to change from the list of important addresses. To add an important contact, click **Enter a New Name...** Specify a unique **Shortcut ID Code** to identify the contact, then enter the name, address, phone, etc. information in the provided space. Add a check mark next to any of the listed options to identify the new contact. Information entered on this screen changes the database on the fly. The new contact will not show up on the list of contacts until you click away from the data entry screen, for example, click on one of the other existing contacts.

Adding a new bowler: Must be on the A-Z tabs. Add any bowler on any tab and BLS-2021 will automatically re-sort them.

A new bowler can be entered in the **Bowler Maintenance** screen by clicking on the letter representing the first letter of the last name of the bowler. Then, click on **Enter a New Name...** located in the alphabetical listing in the lower left part of the screen. Enter the new bowler's name and information. The new bowler defaults to being a substitute. As with the Important Contacts, the new bowler name will not appear in the alphabetic list until clicking away from the data entry screen. The **Bowler ID** will be assigned when the new bowler is added.

Changing an address or phone number

To change a bowler's address or phone number, locate the bowler in the **Bowler Maintenance** screen and click the bowlers' name. The bowlers' information will appear. Simply type over the existing information.

Removing a bowler

A bowler can be removed from league reports and standings by selecting the bowler to be removed and selecting **Quit the League** from the Drop-down list. A bowler can be completely removed from the database using the **Utilities > Bowlers > Delete "Quitters" and unused Vacants** menu option. The bowler will be removed from the league database permanently, provided scores have not been entered for the season. If there are no scores or financial data entered for the bowler, there will be a **Delete this Entry** button at the bottom of the screen.

Finally, if you want to prevent a bowler from showing up on the Standing Sheet as a substitute, but still keep them the league database in case they may return in the future, you can set the status to **Not part of the league**.

Setting up team captains

To configure the team captain, select the bowler and put a check mark in the box next to **Team Captain**. This can also be done from the **Adjust Team Rosters** screen.

Finding a bowler

Bowlers are sorted by the last name in alphabetical order. Click on the alphabetical index buttons in the book to locate the bowler. If a last name was not entered, the bowlers will be located in the **No Last Name** button.

Show Bowler Information

To get a quick listing of a bowler's statistics, click on the **Show Bowler Information** button. This will provide statistical information for the selected bowler with regards to Pins, Games, Average, High Scores and Age.

Printing a bowler's history

When viewing a bowler's entry in **Bowler Maintenance**, click **History** to view and print their current history information.

Remind Bowler to See Secretary

To make an indication on the standing sheet for a bowler to see the secretary, check the **Remind bowler to see me** check box. If the standing sheet printing option of "Indicate bowlers with pending notes" is enabled, then the standing sheet will place a couple stars next to their name indicating that they should see the secretary.

Setting up league officers

The **Bowler Maintenance** screen will display a list of league offices on the right side of the screen. The officers that have been assigned are **Bold**, and unassigned officers are not bold. Clicking on an Officer that has been assigned will provide the following options:

- **Show this Officer:** This option will open the record for the currently assigned officer.
- **Un-assign this Office:** This option can be used to un-assign the office from the currently assigned bowler.

To configure a league member is an officer:

1. Select and display the bowler record to be assigned to the office
2. Select the office to assign to this bowler
3. Click **Select as This Officer**

Note - if the office is in Bold, show that officer. If it is not the correct person, click the unassign this office menu option. Then select the correct person, click on the office and then on the Assign Name as This Officer.

Rerating Bowlings

While highly unusual, there may be a situation that calls for a bowler to be rerated during the season. To rerate a bowler, select the bowler in the Bowler Maintenance screen and select RERATE from the menu.

Click New Re-Rate and then enter the week that the rerate is effective and the rerated average.

To remove a re-rate, select the re-rated average and click Remove.

Entering Officers

Setup > Officers

This option represents one of several methods to view or enter League Officers. It will open the **Officers Quick Reference**

Team Captains List

Setup > Teams > Team Captains List

This option will display a report that will list each team and provide the Team Captains name, address, email and phone number.

Chapter

18

Certify

BLS-2021 provides full support for USBC, CTF and TNBA national organizations. In addition, the program allows for any certifying/sanctioning organization to be configured and the membership fees tracked.

IMPORTANT: If the league is certified/sanctioned through a national organization, it will be necessary to configure some options in this section in order for Award Forms and Final Average reports to be correct. If individual bowler certifications are not going to be tracked, please review the section on **Certification/Sanctioning Fees** later in this chapter.

The following section covers the options available that normally manage certification duties necessary for leagues certified by USBC and other organizations.

Certification/Sanctioning Fees

League and bowler certification is an important part of defining the league to be compliant with the organization under which the league is sanctioned. This option can be opened from either of the following menu options:

Setup > Fees > Certification

Selecting either of these options will open the following screen:

Entering Financial Information

Use this option to indicate whether or not you will be tracking financial information for bowler certification. This setting will only apply to certification/sanction funds and has no bearing on the weekly league funds. This setting will determine what options are available when certifying the bowlers.

Week 1 of 29 - Sample League 18-19 - 08/30/18

Close Reset To Default Help

League Information USBC YOUTH TNBA

Information for Sample League 18-19

Will You be entering Financial Information?
Indicate below if you will be tracking the financial information for individual bowlers. If you indicate YES, you will be asked to enter detailed information for each bowler. If you indicate NO, then you will only be able to indicate which organizations a bowler is a member of.

Yes

Sanctioning Organization & League Type
Indicate here the organizations that your league is certified/sanctioned in and the type of league if appropriate.
Your selections here will affect the Awards given by your league and the certifications/sanctions you can indicate for your bowlers.

League Certification Information **Type of League** **Type of Lane Conditions**

This League Sanctioned:
USBC

This League is also Sanctioned by:
TNBA

Seniors No
Traveling No

House/Standard

Note: If the League Application Form is to be printed from BLS-2021, this will need to be answered **Yes** so that financial information is included with the application.

For Bowling Centers that do not need to track financial information or bowler certifications, or for secretaries that track certifications using a different method, BLS-2021 provides a method to automatically certify all the bowlers in the league at one time. Selecting **No** for entering financial information will provide an additional option for **Certifications** that will allow all bowlers to be considered Sanctioned. Answering **No** to this second toggle switch will require each bowler to be individually Certified/Sanctioned. Toggling this switch to **Yes** will automatically consider all bowlers entered into the league as certified.

<p>Will You be entering Financial Information?</p> <p>Indicate below if you will be tracking the financial information for individual bowlers. If you indicate YES, you will be asked to enter detailed information for each bowler. If you indicate NO, then you will only be able to indicate which organizations a bowler is a member of.</p> <p><input type="radio"/> No</p>	<p>Certifications</p> <p>If you are not tracking Bowler Money, do you wish to automatically consider Bowlers as Sanctioned?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/></p>
---	--

League Certification Information

Select the primary organization the league is certified through. If bowlers can be certified through additional organizations, select that organization. Specifying additional organizations displays additional tabs.

These settings will initially be based on the organizations configured on the **Default League Setup** TAB. Additional sanctioning options will only be available if TNBA or Other Bodies is selected on the **Default League Setup** screen. **The League Certification Information** section on this TAB allows the sanctioning options to be re-configured for the specific league that is currently open.

Type of League

Specify if the league is a **Seniors** and/or **Traveling** league.

Type of Lane Conditions

Use this section to identify the oil patterns used by the bowling center for the league. This is a program implemented by the USBC for the 2020/2021 bowling season to help "fill the void" between the house shot and Sport League conditions. The **Red** pattern can be considered the current "house shot" and will continue to be the standard for most non-Sport Leagues. For this reason, the **Red** pattern is selected as the **Default**, so if the lane conditions are unknown (in non-Sport League), then do not change anything.

The lane conditions will get progressively more difficult with the White and Blue oil patterns, respectively.

Default League Setup

Enter the default settings that will be used for all new leagues created in BLS-2021. These settings will determine what national awards will be earned as well as provides the data that will be printed on some of the forms.

League Certification Information

Specify the primary organization the league(s) will be certified through. This setting will be used as the default for all newly created leagues, but can be changed for individual leagues on the **League Information** TAB previously discussed.

Additional Organizations

This option allows certification for additional organizations to be configured. The most common scenario is certifying with the TNBA, however, BLS-2021 includes the option for other organizations to be added. Selecting the **Other Bodies** option will display an additional **Other Associations** TAB at the top of the screen.

USBC Options

Managed: Specify if the USBC Leagues are Managed. This setting will affect the current league as well as future new leagues, but will not change other existing league. For more information on **Managed Leagues**, please see Rule 100m in the USBC Playing Rules.

Note: If the leagues are **Managed**, a **Manager** will need to be identified as a League Officer in order for the USBC forms to contain the correct data.

CTF Options

When the **Default Certification Information** is configured for **CTF: Canadian Tenpin Federation**, the only option listed here will be English or French.

Fee Setup-USBC

League Certification Information

Enter the **Leagues Application Number** and indicate if the league is **Managed**. This latter setting will initially be based on how BLS-2021 was configured on the **Default League Setup** TAB.

Local & State Associations

The options that can be modified on this screen will be different depending on how the league was configured on the **Default League Setup** section previously discussed. However, if the status of the Local & State Associations are incorrect, they can be modified on this screen without having to go back to the Default League Setup TAB. However, these settings apply to all leagues, so changes made on this screen will be applied to all leagues.

Leagues that belong to local associations that have **Merged** will have the option to change fee amount under the **Adult** column.

Leagues the belong to local associations that have **NOT Merged** will have the option to change fee information for **Adult** and **WBA** columns.

State fees will be similarly configurable based on the status, **Merged** or **Not Merged**.

CTF Leagues will have the single option to enter National, Sport, Provincial and Local fees.

To change the fees, click the padlock located right above the fee entry table.

Fee Setup-Youth

League Certification Information: Enter the League's Application Number and configure if the league is **Managed**. Click the Padlock to unlock the fee table to enter fees for **Youth, Youth Standard** and **Youth Basic**.

Fee Setup-CTF

League Information

Enter the **League's Application Number** and designate whether the application, membership cards and award forms are printed in **English** or **French**.

CTF Leagues will have the single option to enter **National, Sport, Provincial** and **Local** fees.

To change the fees, click the padlock located right above the fee entry table.

Fee Setup-TNBA

League Information

Enter the **League's Application Number**.

TNBA Certification will have the single option to enter **National, State** and **Local** fees.

To change the fees, click the padlock located right above the fee entry table.

Other Associations

When the league is certified through an organization other than the USBC, CTF or TNBA, either as a primary or additional sanctioning, BLS-2021 provides the option to enter the name of the organization and configure the membership fees. When **Other Organization** is selected on the League Information TAB, the following option becomes available:

Use the **Create New** button to enter the Association into BLS-2021. Assign an **Organization Code** for the Association. This code should be representative of the name of the association, but cannot exceed 8 characters. Enter the Organization Name in the appropriate text box, then Save the record. To modify the records, select the Association from the list, then click **Edit Association**.

Other Fees

To access this screen, configure **This League is also Sanction By** to **Other** on the **League Information** tab. Use this screen to specify additional certification fees and other sanctioning organizations. Enter the **Organization Code** previously configured on the **Other Associations** TAB. To enter the fees, click the padlock to unlock the fee table.

Sanction/Certify Your Bowlers

Certification > Bowler > Membership

This section allows entering certification information for the bowlers in the league. This step will typically be done after the first night of bowling as the following items will need to be collected from the bowlers:

Membership applications: These applications are called different names depending on the national or local league that is being applied for. For example the USBC uses an application called the APPLICATION FOR USBC MEMBERSHIP. It is a simple form that the bowlers need to fill out and give to the league secretary.

Membership Payments: These payments usually come when the membership applications are submitted. There may be situations where payments are not required. For example if a bowler plays on other leagues and has already paid for this national membership, then they will not have to make a payment.

NOTE: To keep the Treasurer reports accurate, it is important to enter Bowler Certifications in the same week they are paid by the bowler. It is just as important to go back to the week the bowler paid certifications to make any adjustments to those fees.

With this information, begin certifying the bowlers. On the **Certify Bowlers** screen, there is a section to enter the National ID Number. Entering an ID number here does not automatically configure the bowler as certified. Bowlers keep the same USBC ID number from year to year, so while the bowler may have been certified in the previous season, the bowler may not be certified for the current season, but still have the ID. The section at the bottom of this screen must be completed to configure the bowler as certified. There are fields for Additional # and TNBA# that can be used for multiple affiliations.

There are different options available depending on if the Local and State Associations are **Merged** or **NOT Merged** and whether or not financial information is being tracked. As such, it is important to have this information, as well as the Certification Fees correctly configured before proceeding with Certifying the bowlers. For more information, see **Certification/Sanction Fees** previously discussed on [page 156](#).

If tracking financial information

When BLS-2021 is configured to track financial information with regards to certification, specific application card information will have to be completed for the USBC Certifications and Sanction payments to be accurate.

This screen is designed to provide the same options available on the membership cards. This allows for more flexibility when bowlers bowl in leagues sanctioned in different local associations. The Total Due will be based entirely on how the fees were originally configured in the **Certification/Sanctioning Fees** section.

This section is divided into 2 parts, **Card Group** and **USBC Certifications**. To certify the bowlers, first select the **Card Group** which applies to the bowlers membership card. These Card Groups are defined as follows:

- **Standard**: This option is available for non USBC Sport Leagues. This Card Group is for complete, full memberships, so each choice made under **USBC Certifications** will charge the full amount required for the complete membership, National, Local and State. Select the **National Dues** option to certify the bowler(s).

- **Sport:** This option is available for leagues configured as USBC Sport Leagues. Similar to Standard, this option is for complete, full Sport memberships and each option under USBC Certifications will charge the full membership dues for all associations, National Sport, Local and State. Select the **National Dues** option to certify the bowler(s).
- **Other:** Select this option when the bowler will only be paying **Local, Local and State or Sport Upgrade**. Use this option when National membership is paid through a different league. Select the appropriate option under USBC Certifications to complete the process. Options on this screen are based on the status of Local and State Associations previously configured.
- **None/Discounts:** Select this option when the bowler has already paid complete membership fees in a different league. This option is also used for Local Association Discounts. **Note:** To apply discounts, the bowler would need to initially pay for full membership using the Standard option.

Once the Card Group is selected, an option needs to be selected under the **USBC Certifications** section to complete the sanctioning process. Until a **USBC Certifications** option is selected, the bowler is not considered Certified nor will the bowler be charged membership fees.

Enter **Total Paid** if it is different than the Amount Due. Use the Drop-down List to select Payment Method. If paying by check, enter Check Number.

When selecting **None (Already Paid)**, BLS-2021 offers the option to identify which league the memberships fees were paid. Click the "**Paid In**" information button to enter the league where membership fees were paid:

The screenshot shows a form titled "Association Dues Paid in" with a "Return" button in the top right. The form contains the following fields:

- League: [Text Input]
- League Number: [Text Input]
- Center: [Text Input]
- Center Number: [Text Input]
- Association: [Text Input]
- Association Number: [Text Input]

Enter the League Name, Center and Association where the dues were paid. When through, click the **Return** button.

The USBC Certifications will have to be entered for every bowler in the league. BLS-2021 provides options for USBC Memberships by clicking the Membership button on this page. If any of the bowlers have a life time membership either at the National level or with the Local Association, click on the **Memberships** button and toggle the appropriate switch. In addition, there is an option to configure USBC Hall Of Fame Membership.

TNBA or Other Association: If the league is certified through the TNBA or Other Association, there should be an option to change to the additional fee table to enter the registration fees. If this option is not available, then the TNBA or Other Association fees have not been configured correctly.

Important Note: If a certification payment needs to be removed, it is important to be in the week that it was entered so that it gets correctly applied.

If NOT tracking finances

When not tracking financial information with regards to Certification, this section becomes less complicated:



To Certify the bowlers, simply change the **Bowler IS:** option to **Certified** and specify **Dues Paid: Already Paid/This League**.

League Officers & Application

This section provides additional League Certification Information, then prints the application. There are four tabs in this section as follows:

Certification Numbers: This tab should already be configured based on previous data entered in the **Certification/Sanctioning Fees** section including the **Type of League** options. **Bowling Center Information** should already be listed based on information entered in **Setup > League Rules**. However all of these fields may be edited.

League Officers: This tab will display the League Officers that are required for the Certification Application. Again, these should already be pre-populated with data entered when setting up the league. However, changes can be made by clicking **Change/Update Officers** which will open the **Bowler Maintenance** screen.

Association Addresses: Provides information about the local association the league is affiliated with. To modify this information, click **Edit Information** which will open the **Contacts, Centers, Bank, Association** screen **Bowler Maintenance** utility. Select the Association to use or **Enter a New Name** and add the necessary information. Then click **Select** to add to the application and link the Association to the league.

Note: The Association Addresses need to be correctly configured on this screen in order for them to appear on the Awards Forms.

Printing Application: This tab provides an option to print two important forms, **USBC Certification Form** and **Print your league's bylaws**. The league's bylaws are required to be submitted with the USBC Certification Application.

Print Application

Once the bowlers' sanction payments have been entered the league sanction application can be prepared. This option will display the same screen that was available in the **League Officers and Application > Printing Application** tab described in the previous section.

All the necessary components are prepared and printing may now proceed. Select the Printing Application tab and select the application to print.

Print Membership Application Cards

ID	Bowler Name	Sex	Team	Sanc1	Sanc2
<input type="checkbox"/>	1 Carmichael, Emmerson	?	1	B	
<input type="checkbox"/>	2 Coreley, Carly	W	1	B	
<input type="checkbox"/>	3 Mead, Lon	?	1	B	
<input type="checkbox"/>	4 Dodge, Marianna	?	1	B	
<input type="checkbox"/>	5 Ellis, Robert	?	2		
<input type="checkbox"/>	6 Lusk, Celeste	?	2		
<input type="checkbox"/>	7 Abel, Brendan	?	2	B	
<input type="checkbox"/>	8 Currie, Malinda	?	2		
<input type="checkbox"/>	9 Carlisle, Luciano	?	3		
<input type="checkbox"/>	10 Coffman, Elena	?	3		
<input type="checkbox"/>	11 Gallo, Benito	?	3		
<input type="checkbox"/>	12 Dwyer, Josefa	?	3		
<input type="checkbox"/>	13 Cobb, Monte	?	4		
<input type="checkbox"/>	14 Simmons, Ann	?	4		
<input type="checkbox"/>	15 Daley, Stephan	?	4		
<input type="checkbox"/>	16 Friedman, Janine	?	4		
<input type="checkbox"/>	17 Sub, Sammy	M	0		

BLS-2021 features the ability to generate bowler sanction application cards that are filled out with the bowler's information and can be returned to process and forward to the local associations.

This screen can also be displayed by clicking **Certify > Bowler > Bowler Membership Applications**. Membership cards can be printed for the entire membership or for specific members.

Note: BLS-2021 does not support printing membership application cards on the pre-printed forms. However, there have been no reported problems with submitting membership cards printed from the BLS program on plain paper.

To print membership cards for bowlers in the league database:

1. Under **Select Bowlers**, indicate how the bowlers will be selected for printing.
2. Under **Select an Association**, click the specific association whose membership cards will be printed.
3. Under **Who?**, select which sexes will be included.
4. Under **USBC**, select the appropriate membership choice.
5. **Manually select bowlers** under **Select Bowlers**, select the bowler by clicking the bowler's name under **Bowler List** print individual cards.
6. Click **Print** to display a preview of the membership cards. Click **Print** to print the membership cards.

To print blank membership forms:

- Click **Print Blank Cards** to display a preview of the blank membership cards.
- Click **Print** to send the blank cards to the printer.

Print Certified/Sanction List

This report will generate a report containing a list of Certified Bowlers in the league as defined in the **Sanction/Certify Your Bowlers** section.

Chapter

19

Weekly Menu

Once league rules have been set, by default, BLS-2021 will enter into the **Weekly League Duties** menu each time the league is opened. The choices under this tab are designed to follow a logical sequence of how weekly duties are typically completed.

Adjust Team Rosters

This provides a convenient link that will open the Team Rosters screen. This is the same section that was used when entering the bowlers and teams for the first time. For more information, please see the section on **Setting up Teams and Bowlers > Setup Team Rosters** on [Page 148](#).

Auto-Scoring: Import scores from Front Desk

The option is specific to BLS-2021 Automatic Scoring Edition. For more information, please see the chapter devoted specifically to Automatic Scoring on [page 280](#).

Auto-Scoring: Import Log

The option is specific to BLS-2021 Automatic Scoring Edition. For more information, please see the chapter devoted specifically to Automatic Scoring on [page 280](#).

Enter / Correct Current Scores

ID	First Name	Nickname	M	Last Name	Jr	S	Avg	HCP	?	1	H	2	H	3	H	SS	HCP	Total	Points		
1	5	Robert		Ellis		M	172	25		180	★	177		165	★	522	75	597	★	3	
2	6	Celeste		Lusk		W	101	89		82		84	½	95		261	267	528		½	
3	7	Brendan		Abel		M	119	72		112	★	125	★	112		349	216	565		2	
4	8	Malinda		Currie		M	194	5		185		186		172		543	15	558		0	
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
Scratch Total							586			559		572		544		1675					
Handicap										191		191		191				573			
Total with HDCP										750		763		735				2248			
HDCP Won/Lost										2		1		1							
Team Points Won										1		0		0						0	
Match Points Won										2		1		1						1	
Total Points										3		1½		1						1	6½
Opponent's Points										2		3½		4						4	13½
UnEarned Points																					

Entering scores is the heart and soul of BLS-2021. Score entry is located in **Weekly > Process this Week > Enter / Correct Current Scores**. Notice the display looks similar

to a recap sheet. This is designed to help speed the entering of scores, matching what is printed on the recaps.

Keyboard Shortcuts for use in the score entry screen

F1 - HELP	F9 - Go to Team Rosters
Ctrl-F1 - F.A.Q.	F10 - Enter weekly fees
F2 - Bowler Maintenance	12 - Switch game sets of team bowls against 2 opponents
F3 - Move bowler up	ESC - Exit Score Entry screen
F4 - Remove bowler from team	Page Up - Next pair of teams
F5 - Move bowler down	Page Down - Previous pair of teams
F6 - Information about the scores entered	Home - Flip to opposing team
F7 - Re-Print of scores entered	Shift-F7 - Print Screen

The blue bar above the teams displays different instructions depending on the active field that the cursor is on when entering data.

Entering scores

When entering scores, pick a team and fill in the scores. If a score is unreadable, come back and enter it later.

Scores can be entered with the numeric keypad to the side of the keyboard or the number keys above the letters. If using the numeric keypad, the numlock key must be on.

If special scores need to be entered (absentee, blind, vacancy, etc.), then enter the appropriate code in its place. For more information, please see "Types of scores to enter" later in this chapter.

It is important to remember that while scores are entered, the program is recalculating the results. Initially, the team forfeits their game and series since no scores are entered. The forfeit symbol will appear under each game and series column and the team score will not be calculated and remain at zero. As scores are entered, the game will remain as forfeit until the minimum lineup (as defined in the League Rules) has been entered. At this point, the total team points will be calculated and displayed as the rest of the scores are entered for the team. Also note, that the column header for each game will change colors based on the number of scores entered. The legend of the colors are located on the screen. The colors will change, based on lineup rules, to reflect if more scores need to be entered.

Once scores have been completed for this team, notice the point totals. Because the opposite team scores have not been entered, the points awarded for this team are based on the rules when playing a forfeit (as setup under the Points tab in League Rules).

Now enter scores for the opposing team. After scores have been completed for the opposing team, the points will reflect the actual wins and losses for this week.

Repeat entering scores for the remaining teams, double-checking the scores, pin totals, and point totals. If there is a discrepancy, check for any typing errors made. If there still is a discrepancy, check for any errors on the recaps.

Refer to the **Frequently Asked Questions** for any other question or resolutions. There topics for wrong averages or handicaps, if the handicap changes mid-series, and so forth. Click the **FAQ** button or press **F2**

Question Mark (?) column: This column is used to identify substitute or loaned bowlers. Valid options are is follow:

- **T** - Temporary Substitute: Default option when new bowler is added to the team. This type of bowler will only be available for the week they are added, then dropped to the Substitute List so they could be assigned to another team in future weeks.
- **S** - Permanent Substitute: This type of substitute will remain on the team they are assigned to.
- **L** - Loaned Bowler: When a permanent bowler from one team is assigned to another team, that bowler will become "Loaned" to the new team. This value will be added by the program when the bowler is added to the new team. The bowler will temporarily be removed from their original team until the next week.

Troubleshooting Forfeits and Score Discrepancies

BLS-2021 provides tools to assist with diagnosing why a team is forfeiting the game as well as identifying problems with match or team points after scores have been entered. These tools can be opened from the Command Buttons located on the Tool Bar of the **Enter / Correct Current Scores** screen. A verbose reason for a forfeit can be found if by clicking on the big, yellow **Click for Diagnostics, Status, Info & Help** button.

Program preferences and default settings, what columns to display

Selecting the **Options** button in the menu bar enables or disable different columns to be displayed on the Score Entry Screen. There are several data items that can be displayed using this option including, but not limited to, average and handicap used each game, handicap scores and opponent's score information. The best way to understand and appreciate these options is to play with them. They only show on the enter score screen and do not affect any actual scores.

Score Entry Screen Options and What to Show

<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Opposing Team's Scores	<input type="checkbox"/> Heading for Totals
<input checked="" type="checkbox"/> Nickname	<input type="checkbox"/> Opponent's Names	<input type="checkbox"/> Team Average
<input checked="" type="checkbox"/> Middle Initial	<input type="checkbox"/> Opponent's Points	<input type="checkbox"/> Over/Under average
<input checked="" type="checkbox"/> Jr/Sr/III	<input type="checkbox"/> Above/below average	<input checked="" type="checkbox"/> Handicap
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Game number	<input checked="" type="checkbox"/> Team Points
<input type="checkbox"/> Full Name	<input type="checkbox"/> Handicap each game	<input checked="" type="checkbox"/> Match Points
<input type="checkbox"/> L/R Hand	<input type="checkbox"/> Handicap scores	<input checked="" type="checkbox"/> Opponent Points
<input type="checkbox"/> Entering/Book Average	<input type="checkbox"/> Average each game	<input checked="" type="checkbox"/> Unearned Points
<input type="checkbox"/> True Avg Before Bowling	<input type="checkbox"/> Lost match-game icon	<input type="checkbox"/> Position for each game
	<input checked="" type="checkbox"/> Show AVG and HCP columns when there are overrides	

Font Scale:

Always show this options selector

Remember these settings

Instructions, Game Status and a Reminder of Your League Rules

Use the Click for Diagnostics, Status, Help or Info option button, to identify what the heading colors for the game labels mean. As scores are entered, the headings for the game numbers will change colors depending on the number of scores entered. In addition, this page will display the League Rules with regards to the minimum legal lineup as configured in **Defining Your League > Rules**. Finally, this option can be used to determine why a team is being considered forfeiting, or to provide information about other problems that may exist with the games as entered.

Zero Scores

Although uncommon, sometimes a bowler just never hits any pins and the resulting score is zero.

To indicate this is the case, enter 0 (zero) for the score.

NOTE: Do not enter 0 (zero) if a player does not bowl. Leave the space blank. Enter a zero only if a bowler rolls a zero score.

Score Symbols

Symbols will appear for match point leagues next to the appropriate individual game/series or team game/series indicating if points have been awarded. This is based on settings in the Point section of the League Rules.

Team Won/Lost section

Red circle The game/series has been forfeited. This is most likely due to the team being unable to field a legal line-up as specified in the league rules. (Note: It is always assumed that team(s) have forfeited until scores have been entered.)

Green X in box Game or series points have been won.

Blank box Game or series points have been lost.

Types of scores to enter

Entering scores for a player who was present and bowled is done by entering the score for each game. There would be no letter prefix for the score. Scores for absentees, blinds, vacancies, injuries, pacer, and dummy scores must be entered differently.

Letter codes are used in place of scores or as a prefix for a score to indicate that the scores are derived differently. The following score codes are as follows:

Code Feature

- A** Absentee/Blind Score. Used when this player was not present and his absentee or blind score was used. The absentee score is calculated based on the bowler's average and what you put in the league rules. Typically this would be the average less 10 pins.
- V** Vacancy. This is the fixed vacancy score designated in the league rules. Handicap for the individual and team is calculated based on the vacancy score.
- D** Dummy Score. This is the fixed vacancy score designated in the rules section. Handicap is not added to the score or team handicap.
- Y** Youth style vacancy. This works exactly like the vacancy score, except you can enter a custom value. Handicap for the individual and team will be based on the score entered.
- P** Pacer Score. Indicates that the score will be recorded on the bowler history, but does not count towards anything else, nor will this score type increment average. This score type does not qualify for awards.
- X** An eXtra Score. Indicates that the score will count towards the bowler's history and average calculation, but not towards the team scores. This type of score will be a valid qualifying bowler score for the purposes of awards and will count for Individual Match Points if the bowler is in position. If you do not want these scores to be used for Individual Match play, ensure the bowler is moved to a position after the last roster member.
- I** Injury Score. If a bowler cannot complete a game and an injured score was calculated for a game, use this code. Enter the "I" where the score would normally go. After entering the "I" code and hitting Enter or Tab, the cursor will move to the next field so the score can be entered. It will count towards the team total but not the bowler's average.
- K** Baker Score: Use this code on any bowler name to enter a score for the Baker game. However, please see the notes for Baker Games below.

Tip: Use an X type score for a "Best 4 of 5" type league. The low bowler for each game will use the eXtra type of score.

Entering Scores for Baker Games: The following guidelines should be used when entering scores for Baker Games:

- Configure the number of games in the Rules to include the Baker games.
- Configure the **Legal Lineup** rule such that at least 1 bowler must actually bowl. Since only 1 score will be entered for the Baker game, this is required so that the game is not considered forfeit. If a team does not have the required number of bowlers based on the League Bylaws, the games can be over-ridden to reflect the forfeit.
- For HDCP leagues, the handicap used will be based on the bowler used for entering the score. Use the Over-ride option to enter the correct handicap that should be used for the Baker games.

- Baker games entered using the 'K' designation will not be applied to the bowlers record, nor will the scores be tracked for any averages or high score statistics.

For more information on over-rides, please see the section on **Overriding Points, Averages and Handicaps** later in this chapter.

The injury code can also be used for an absentee that does not follow rules or when a bowler needs a valid score that does not go towards bowler's record.

Note: The Injured scores can be configured in the rules to count towards a legal lineup. For more information, see **Legal Lineup & Forfeits** on [page 122](#).

Changing Teams

Changing teams

One pair of teams is addressed at a time, displaying the odd lane team first. To change pairs, press the **Page Up** or **Page Down** keys on your keyboard, the Previous/Next Pair buttons on the screen or select the lanes from the lanes list box. To change the display to the opposite team, click the team name

The following keyboard shortcuts are available to speed the display of teams:

Page Down = Next Lane Pair

Page Up = Previous Lane Pair

Home Key = Toggle between teams on any given pair of lanes

Esc = Exits score screen.

Changing Lineups

Changing lineups

When entering scores, pick a team and examine the team line-up and the scores. The line-up can be changed in either in Team Rosters or in the Score Entry screen. All functions dealing with adding, moving, replacing or removing bowlers operate the same on the score entry screen and the team roster screen. To change the line-up, the following keyboard shortcuts are available:

F3 or the Up button = Move selected player up.

F5 or the Down button = Move selected player down.

F4 or Drop button = Remove selected player from team.

Add button = Add new player to team.

= Under the ID column, in a blank row, enter a bowler's ID# to add a bowler from your league database.

aaa = Under the ID column, in a blank row, enter the last three letters of a bowler's name to search the league.

NEW = Under the ID column, in a blank row, enter NEW to insert a new bowler that does not exist in the league.

Note: If this league does not use individual match points, then adjust the team line-up, only if a permanent change needs to be done. If it is not a match point league, it makes no difference what order the bowlers are in.

Individual match points

If individual match points are used, careful attention to the line-up must be made. Individual match points are awarded based on scores from direct opposing players.

BLS-2021 does not base this individual competition on the physical line-up. The program bases on competition on the position of the scores. The first score from the left team is matched with the first score from the right team. The second score is paired with the second score on the right team. The second score might not be the second bowler! The second score could be the third bowler's score if the second bowler did not have a score.

A new feature introduced in the Professional and AutoScoring editions is the ability to changed to designate the match point lineup for each player for each game. This requires the Position for Each Game option be checked in Score Entry View Options.

Adding an existing bowler

To add a bowler on the team click the Add control. This function is just like the Team Rosters screen and makes it easy to add a new bowler. See also the **Setup > Team > Rosters** section on [page 148](#).

Dropping a player

To drop a bowler from the team, click on the bowler to highlight him/her, then click the Drop control to drop the highlighted bowler. See also the **Setup > Team > Rosters** section on [page 148](#).

Adding a sub or existing player

To quickly add a sub for a particular bowler, highlight the bowler you want to sub for and select the Sub control. You can use the team roster screen to make changes if you prefer. All functions dealing with adding, moving, replacing or removing bowlers operate the same on the score entry screen and the team roster screen.

Editing Scores

All editing is done from the same screen found by clicking on **Weekly > Process this Week > Enter/Correct Current Scores**. Keep the following in mind:

- You don't have to enter all of the scores in one session. It's possible to go back to where stopped, see what was entered, then continue, make changes or stop again.
- Change any score, even on teams already completed, just by typing over the score.
- Change the order of the bowlers at any time. If it is a match point league, the match points will be recalculated.
- Go forward or back to review previous work and make any changes or corrections.
- Don't worry about mistakes. Correct by typing over the error - even after printing the standings - then reprint standings.
- As you make changes, BLS-2021 will automatically recalculate and update all parts of the program. It is a one-step process.

Reprinting Scores

As the league secretary, use the Reprint Scores function in **Weekly > Process This Week > Enter/Correct Current Scores** to print a report of the scores entered each week.

Keep them in your notebook with all of your other league information and take them to the lanes with you each week. It will help resolve disputes against incorrect averages or pinfall.

To reprint scores, click **Print** on the score entry screen. Scores can be reprinted for a specific pair or all lanes.

Overriding Points, Averages and Handicaps

Occasionally, there are situations where a team or an individual's points, averages or handicaps must be overridden. Common situations are:

- Team forfeit due to league fee arrearage or use of a suspended player or other league board action.
- The player had an incomplete series before establishing an average.
- League uses an unusual point system and it is beyond the scope of the program to automatically calculate.
- Scores bowled were make-up or pre-bowl, but were bowled in the normal sequence of weeks.

To place an override on a team or individual:

1. From the **Enter/Correct Current Scores** screen, locate the specific team or individual and click **Overrides**.
2. Click the specific bowler or the team in the Select bowler or team list.
3. For Team Game & Series Override, enter **W** for Win, **L** for Lost or **F** for Forfeit. If necessary, or as an alternative, the Team Points can be overridden as well. The values entered here would represent Total Points Won/Lost including Match Points. The Points should also be overridden for the opposing team as well.
4. For Bowler **Game & Series Override**, enter the override values for the game average(s), handicap(s) and/or points. Use the remaining bowler options to indicate if the scores bowled would not be eligible for league or association awards or if they should be considered Prebowl or Make-Up.

Note: If an item is NOT to be overridden, then leave it blank. Entering a zero will force a zero value.



Special Tip: Occasionally, situations happen when a player is unable to complete a series due to injury, arriving late or leaving early. If the player has established an average, this is not usually a problem.

However, if this happens when the player is establishing an average, this can create a bit of confusion on what to use for averages and handicaps for this player.

The solution is this:

1. Inform the teams that points awarded are not official until this player establishes a legal average.
2. Next time this player bowls, inform the player's team that the average displayed is to be ignored. Team handicap and results will need to be determined later.
3. Enter scores for this week. Notice the average for this player changes at the point enough games have been entered to field a legal average. This becomes the bowler's current average.

4. Complete scores for this week and return to the week that the player could not establish an average.
5. Go to the scores for this player and click Overrides.
6. Select the player and override the average for the games bowled, using the determined current average.
7. Enter a reason for the override or the override will not be saved.
8. Exit the override screen and reprint the standings. Note on the standings that this is the corrected official standings.
9. Return to the current week and print the standings.

Everything is now current and correct.

Selecting team for draw teams

If the league has an uneven number of teams, and the **League Rules** are configured so that the **Draw System** is in effect, then when the BYE team is selected a list-box will appear to select the team whose scores that have been drawn to oppose the unopposed team. The team selected will only receive wins and losses against who they actually bowled against. The selected team's scores and handicap will be used by the BYE team to determine if the real team (Team 2 as shown on this example) wins or loses a game or series. The team will not receive any additional wins or losses when selected as the "draw team". Additional information on using the "draw" method can be found in the USBC rulebook and the USBC league secretary's handbook.

Enter Make-Up and Pre-Bowl Scores

Entering make-up and pre-bowled games in BLS-2021 is very easy, it is done on one screen. As scores are entered, BLS-2021 updates and calculates everything else for you automatically. All you have to do is enter the pre-bowled or make-up scores at the time the scores are bowled.

For example, if a bowler missed the first week of bowling and makes up games right after week #4 (actual completion of 9 games). The average and handicap for the make-up games for week #1 are based on the average and handicap of 9 games-not on what would have been if those games were bowled during week #1.

USBC rules are very specific on when scores are to be entered. The rules state that average and handicap are figured at the date/time the games are bowled. All games bowled prior to the pre-bowl or post-bowl shall be included when calculating averages/handicaps.

When to enter

If a team pre-bowled week #10 games after league in week #5, the average and handicap used for those games will be the ones included in the league scores for up to week #5. Handicap normally used for week #10 would not be used. This is why it is important to make sure the make-up and pre-bowled scores are entered at the right time.

If scores for week #5 are pre-bowled after the league bowls week #4 but before week #6 is bowled, enter them with the regular scores for week #5. This is because week #5's scores were bowled between weeks #4 and #6 and they were to be bowled in normal sequence. The score over-ride option can be used to designate these games as pre or

post bowled. For more information on the score over-ride option, please see the section discussing Overriding Points on [Page 174](#).

If scores for week #5 were made-up after the league bowled week #5 but before week #6 was bowled, these would be entered with the other scores for week #5. These scores, too, were bowled in normal sequence of 4, 5 and 6.

Entering the Pre-Bowl & Make-up score

Click on **Weekly > Process this week > Enter/Correct Current Score**, then **Scores > PreBowl/MakeUp** in the menu at the top of the Scores screen.

The following procedure details how to enter pre/post-bowl scores:

1. Ensure you are in the correct week. If the Pre-Bowl/Make-Up games are bowled prior to League bowling, go back 1 week to enter scores. If the Pre-Bowl/Make-Up games are bowled after the current week's League bowling, open the score entry screen.
2. Enter the bowler's ID# number.
3. Enter the week that the scores are for.
4. Enter the scores.

Upon entering the bowler number, the average and handicap for the scores about to be entered will be displayed. Enter the score's for the Pre-Bowl/Make-up. **Absentee**, **Vacancy** or **Dummy** scores can be used.

Should a player bowl more than one week of pre-bowl or make-up games, enter them in the order bowled.

Finalizing the Pre-Bowl scores

If these are pre-bowled games, there is nothing else to do after entering scores. BLS-2021 automatically posts the pre-bowled scores in the appropriate week. Scores can not be changed in that week. To make any changes in pre-bowled scores, go back to the week that the games were actually bowled and make the changes on the pre-bowl and make-up screen. Because scores affect the bowler's average in the intervening weeks, changing a score could result in a change of average. This could result in a change of handicap that could change results for future weeks.

Example:

In week #4, a bowler's pre-bowled scores for week #8 was entered. When reaching week #8, the scores already entered on the **Weekly > Process this week > Enter/Correct Current Scores** screen will be shown. These scores cannot be changed. If a mistake is made in entering scores, go back to week #4 and make the changes there. This is because those pre-bowled scores were added into the bowler's pins and games for figuring the average for weeks # 5, 6 and 7 as required by the Rule Book.

Finalizing the Make-Up scores

If the scores are for make-up games, there is one more step to take to make the program calculate the points correctly. For any make-up games, enter all the scores then exit the **Pre-bowl / Make-Up** screen and exit the score entry screen. Select **Go to any week** and select the week that the make-up week was for. Go into **Weekly > Process this week > Enter/Correct Current Scores** and verify the results of the team. If OK, exit and select **Go to any week** and proceed to the current week. If not OK, return to the week

that the make-up scores were entered and recheck the scores entered. Repeat the steps. It could be that your bowlers computed the wrong averages.

Note: If a substitute were used, the player may not appear in the Scores screen for the week that was made up. Add the bowler like you would a sub. The scores should then appear with the bowler.

On the Standing Sheet

Note that when a pre-bowl or a make-up is executed, the average used to determine the handicap is shown on the standing sheet as it was when the games were bowled.

Entering scores for a team that will make-up later

Do not enter scores in a week a bowler or team misses. If a team missed week #2 and the team is allowed to make-up the games later in the season, leave that team's score blank in week #2. When the make-up scores are bowled, enter them as a make-up game in the week bowled. Then go back to week #2 to ensure that the scores are posted and the points will be recalculated.

Until the team does bowl, you should leave the scores blank and consider the games forfeited with the points awarded according to your league rules. This is because you don't know that the games will be made up until the team actually bowls them.

To remove a bowler from the **Pre-Bowl / Make-Up** screen, select the bowler and press **F4**. Failing to do so will prevent you from entering actual scores for the bowler on the week indicated.

Bowling twice for a week

USBC rules prohibit a player from bowling more than once for each league week.

For example, Joe Glean bowled a series as a sub for Team #5 during Week #8. Joe Glean also bowled a series with Team #1 as a pre-bowl in Week #4 for Week #8. Joe Glean's scores for Team #5 would become disqualified, since his scores for Team #1 were bowled first.

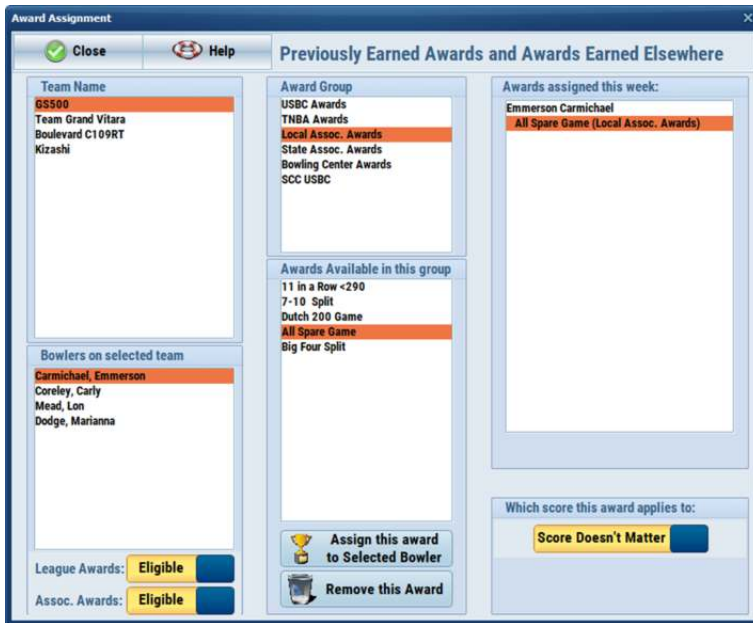
A bowler can however, bowl a partial series with multiple teams. As long as each game for the series is not bowled with more than one team, it is legal.

Notice to see secretary

To make an indication on the standing sheet for a bowler to see the secretary, place the cursor on the specific bowler and click the **I** button. If the standing sheet printing option of "Indicate bowlers with pending notes" is enabled, then the standing sheet will place a couple stars next to their name indicating that they should see the secretary.

Awards Enter Non-Detectable Awards

BLS-2021 can automatically detect awards for USBC and CTF for the 2020/2021 bowling season as well as awards configured in the local awards and bowling center awards section of the program that are able to be detected based on score. However, there are awards that the program can not automatically detect, such as Clean Games, 7-10 splits, Dutch 200's, etc.



To award a non-detectable award to a bowler:

1. Select the team the bowler participated with
2. Select the player
3. Select the award group that the award is part of
4. Select the award
5. Click Assign the Award
6. Indicate which game the award counts towards or click Game Doesn't Matter.

High Scores, Stats, Standings, Birthdays

From **Weekly > Process this Week**, select **High Scores, Stats, Standings, or Birthdays** to view the results of all the data entered this week. The results are grouped into the following:

- **Team Results:** Display team standings, Season High Scores or Weekly High Scores using the tabs at the bottom of the page.
- **Bowler Results:** Displays Season High Scores, Weekly High Scores and Match Points (when applicable). Also provides options to view results by gender for mixed leagues.
- **Birthdays list:** List the birthdays for all bowlers in the league. Bowlers with birthdays in the next week will be highlighted so they can quickly be identified.
- **Stats:** Various league statistics and charts can be printed with these options.

Week 3 of 29 Sample League 18-19 --- Bowler Results

Main Menu Help

Brief Team Results Enhanced Team Results **Individual Bowlers** Birthdays Stats Detailed Statistics Statistical Graphs

Scores in gray not eligible for awards, as setup in your league rules. *=Substitute, not eligible +=Not enough games
 >=has another award #=has High average \$=Has Most Improved average x=Not member of league

	Scratch Game	Handicap Game	Scratch Series	Handicap Series
1	205 Malinda Currie	0 Emmerson Carmichael	584 Malinda Currie	0 Emmerson Carmichael
2	203 Monte Cobb	0 Carly Coreley	582 Monte Cobb	0 Carly Coreley
3	201 * Sammy Sub	0 Lon Mead	561 * Sammy Sub	0 Lon Mead
4	185 Luciano Carlisle	0 Marianna Dodge	543 Luciano Carlisle	0 Marianna Dodge
5	183 Robert Ellis	0 Robert Ellis	522 Robert Ellis	0 Robert Ellis
6	178 Josefa Dwyer	0 Celeste Lusk	511 Josefa Dwyer	0 Celeste Lusk
7	176 Ann Simmons	0 Brendan Abel	500 Janine Friedman	0 Brendan Abel
8	175 Carly Coreley	0 Malinda Currie	494 Ann Simmons	0 Malinda Currie
9	175 Marianna Dodge	0 Luciano Carlisle	494 Stephan Daley	0 Luciano Carlisle
10	175 Janine Friedman	0 Elena Coffman	493 Marianna Dodge	0 Elena Coffman
11	171 Stephan Daley	0 Benito Galio	490 Emmerson Carmichael	0 Benito Galio
12	170 Emmerson Carmichael	0 Josefa Dwyer	488 Elena Coffman	0 Josefa Dwyer
13	169 Elena Coffman	0 Monte Cobb	481 Carly Coreley	0 Monte Cobb
14	138 Benito Galio	0 Ann Simmons	376 Benito Galio	0 Ann Simmons
15	127 Brendan Abel	0 Stephan Daley	360 Brendan Abel	0 Stephan Daley
16	125 Lon Mead	0 Janine Friedman	352 Lon Mead	0 Janine Friedman
17	110 Celeste Lusk	0 * Sammy Sub	307 Celeste Lusk	0 * Sammy Sub

Men Women Boys Girls **Everyone**

Season High Scores Weekly High Scores Match Points

Weekly and Season High Scores

If the league limits the number of league awards that the team and/or bowler can receive, the **Team** and **Bowler** result tabs in the **High Scores, Stats, Standings, Birthdays** screen can help determine why bowlers are not appearing on the standing sheet as having earned awards.

The screen will display bowlers or teams in blue if they qualify for the award and gray if they do not qualify for the award. For Teams/Bowlers listed in gray, there will be an associated symbol indicating why the score is ineligible. These symbols are defined in the section above the list of teams/bowlers and can be used to determine which league rule is preventing the team or bowler from being displayed on the standing Sheet.

Enhanced Team Results

When a tie exists at the end of the season or at the end of any segment of a split season, USBC rules require a playoff to determine the league champions or the team to be considered the winner of the split season segment. This playoff will consist of at least 1 complete game. This presents a challenge with regards to how to track the results of the playoff and display the winner on the Standing Sheet.

BLS-2021 does not have a separate data entry page to enter scores for a playoff. Since the playoff will typically only consist of 2-3 teams, we do not recommend adding a week to facilitate tracking scores.

Instead, we suggest adding a message box to the standing sheet to display the results of the playoff. In addition, BLS-2021 has the ability to re-arrange the team standings. This can be done by going to **Weekly > Process this Week > High Scores** and select **New Team Results**. Toggle the switch from **Calculated Standings** to **Manually**

Assigned, select the team that won the league championship and use the **Move Up** control to place them in first. If a mistake is made or you want to put the standings back to the original order, simply click the **Reset** control or toggle the switch back to **Calculated Standings**.

Statistical Graphs

1) League Ave. Week by Week: The cream colored bars represent the average for all bowlers in the league each week. The blue bar represents the amount of pins above or below the league average for all the bowlers that bowled that night. The red lines show the league average for that night. The green line represents the average of all the Men's scores and the orange line is the average of Women's scores for the week. Finally, the aqua colored bar represents the number of pins above or below the Men's average for the night versus the Men's average coming into the give week. Similarly, the yellow bar reflects the same thing for women. Unfortunately, these Men's and Women's average statistics do not include Youth Boys and Girls. The overall league average does.

2) Team Ave. vs. Ave of Scores: This graph will display the team averages going into the current week in comparison to the scores bowled on the given pair of lanes. The orange bar will reflect the team average for both teams on the lane pair coming into the current week. The red square reflects the average of scores bowled on the pair of lanes by both teams.

3) Ave of Score for Each Game: This graph will display the average for both teams on a pair of lanes. Each line will reflect the average of all the scores for each individual game.

4) Amount Over/Under Team Average: This graph will compare the combined team average for each game with the entering average for the give pair of lanes.

Assoc. & Local Awards Earned This Week

The screen is divided into tabs based on each specific award group. For example, the USBC awards are found in the USBC tab, CTF in the CTF tab, etc. The All Award Groups tab will include all bowlers qualifying for awards.

Bowlers highlighted in orange have been identified as not being certified in the Association from which the award was earned. These bowlers will need to be configured as certified by going to **Sanction/Certify Your Bowlers** explained on [page 160](#).

Displaying specific award groups

To narrow the list of award recipients based on a certain award group, click the specific group in the Awards Group list. To display every group, click All Groups.

Displaying specific bowlers

To display a certain award recipient, select the intended bowler in the Specific Bowler list. To display all awards, click All Bowlers.

Printing the awards list

To preview an awards report containing the list of displayed bowlers, click List Awards. From this preview the report can be sent to the printer by clicking Print. The previewed report can also be exported to web or a file.

Printing the awards form

To preview the award forms, select the specific award tab to display currently earned awards. Click **Print Forms**.

The awards earned can be printed to be submitted to the association. Blank award forms can also be printed.

Emailing the award form(s)

BLS Pro and **AS** versions only, allows emailing the award forms.

Notes:

- Because there are no standards for awards other than at the national level, there is a generic form available for local and bowling center awards.
- To earn a national award, the league and bowlers must be certified by the national association. To ensure both the league and bowler are certified by going to Certify on [page](#)^[156].
- To print Men and Women on separate forms, ensure BLS-2021 is configured as "Not Merged" by going to Certify > Association > Default fees on [page](#)^[156]. Under the USBC Options, there is a toggle switch for Merged or Not Merged.
- BLS-2021 utilizes PDF files to print awards. This type of file is most commonly opened by the Adobe Reader or Adobe Acrobat programs. Ensure one of these programs are installed and that it is the most current version available for the version of Windows on the computer.
- If the Association Name and Number are not filled in the association has to be linked to the league. This can be done by going to Certify on [page](#)^[156].
- If award forms are viewable in Adobe Reader, but do not print completed information, the following procedure may work:
 1. Generate the award forms in BLS-2021 which will open Adobe Reader to view the forms.
 2. Select **File > Print** to bring up the print dialog.
 3. Click Advanced.
 4. Check the box **Print as image**.
 5. Click **OK**.
 6. Click **OK** to Print.

Printing TNBA Award Forms

Similar to National awards previously discussed, bowlers certified with TNBA need to be configured in BLS-2021. For more information on please see the chapter on Certification on [page](#)^[156].

Blank Award Forms

This feature allows the generation of blank award forms for the local association awards secretary. All forms are accepted by the USBC or CTF and do not require special paper.

Blank awards forms are printed by clicking **Blank Forms**. On the **BLS-2021 Forms Library**, select the desired form and click **Preview Selected Form**. National Awards forms are in PDF file format and require a program, such as Adobe Reader or Adobe Acrobat, to open and print.

Youth Pepsi Cola Tournament Qualifications

This function is discussed in detail in Maintaining USBC Youth Leagues on [page](#)^[272].

Preview & Print weekly standing sheet

Standings sheets can be previewed on the screen before printing. One or more copies can be printed.

BLS-2021 is equipped with predefined report styles. The default styles can be used or be customized. The program defaults to the most commonly used style for the report to be printed. To modify or change the Standing Sheet, click the **Change Layout** button. For help customizing the standing sheet, refer to Set Up Your Standing Sheet on [page](#)^[182].

Weekly and Season High Scores: Occasionally, a bowler or team may not be displayed in these sections, even though their scores would qualify. This occurs when a league rule is configured that causes the score to be ineligible. To troubleshoot, BLS-2021 will identify the rule that causes the score to be ineligible on the Results screen previously discussed on [page](#)^[178].

Standing Sheets

Standing Sheets are the most important report to be generated in BLS-2021. The Standing Sheet can be configured by selecting the following option:

Setup > Reports > Standings

Additionally, when previewing the standing sheet, clicking on the **Print > Change Layout** will open the **Setup the Standing Sheet** screen so that it can be configured.

The standing sheet is composed of several segments called Items. Items displayed can be rearranged or removed.

The two most important aspects of this screen are the three buttons at the top for the three configured versions of the standing sheet and the layout of the six tabs for adjusting the basic aspects of a standing sheet's design.

Printed version, Web Upload or Press Sheet

There are three unique standing sheets that can be configured using this screen. **Printed Version** is the standing sheet configuration for printed standing sheets to be handed out to teams and posted at the center. **Web Version** is the standing sheet setup for the standing sheet uploaded to the web. **Press Sheet** is simply that, a press sheet. It may be that the **Press Sheet** should only contain minimal information, whereas, the **Web Version** of the standing sheet could have every bit of possible data, and the **Printed Version** should be somewhere in between. Use the Select/Edit menu to choose the version of the report to define.

Designing the Standing Sheet

The **Standing Sheet** setup is laid out with tabs to control various aspects of the report's presentation. Through these various screens everything about the standing sheet may be customized. The following is a brief description of these tabs and their features.

Items

The **Items** tab is intended to simply designate what data will be on the report, and in what order, and using which style. This section can be configured differently for each type of **Standing Sheet, Printed Version, Web Version** or **Press Sheet**.

Adding items

There are two lists of items that can appear on the standing sheets. The first is labeled **These are NOT on your Standing Sheet**, which is simply a list of available items that can be placed on the **Standing Sheet**, but currently are not printed or included.

The second is labeled **Order of Items on the Standing Sheet**, which contains the items that will appear on the standing sheet and the order in which they are displayed.

To add an item to the standing sheet, click the item in the **These are NOT on your Standing Sheet** list and click **Add Item to Standing Sheet**. The added item will be placed at the bottom of the list on the **Order of Items on the Standing Sheet**

Place	Wins	#	Team Name	Points Won	Points Lost	Team Avg	High HDCP	Plus + HDCP	Scratch Plus	High Scratch	Low Scratch	High HDCP	
10	13	12	The Gutter Delights	123%	56%	687	101	34087	23145	801	2987	1203	3462

Changing the order of items

The standing sheet will print each item in order as identified in the **Order of Items on the Standing Sheet** list. To change the order of what is printed, click the item in the **Order of Items on the Standing Sheet** list and click **Move up** or **Move down**.

Removing items

To remove an item from the standings, simply click the item in the **Order of Items on the Standing Sheet** list and click **Remove Item from Standing Sheet**.

Changing item options

The next step is to configure the options for each item used in the standing sheet. These options are used to change how each of the items will be displayed on the **Standing Sheet**. Click on the item to be configure in the **Order of Items on the Standing Sheet** list. Each item will have its own specific options that can be modified. However, each item will have page break options to **Force this item to start on a new page** or **AFTER this item, start a new page...**

Select or change any available options listed on the right side as needed.

TIP: A common setting changed on this screen is to enable/disable displaying the results from last week's bowling. For the Team Standings data item, there is an option to display a "brief recap of last week's results".

Changing the Style

If the **Change Style** button appears as an option, the style can be changed to reflect information presented. Clicking will display a list of different styles that can be used to change appearance of the data. On this screen, a sample be displayed in a preview screen as different styles are selected. Once the desired style is selected, click the **Use This**.

Some styles can further be refined with regards to the data they contain by clicking the **To hide this panel so you can change this style** button when available. For more information, see the **Setup Reports and Custom Reports > Report Styles** section on [page 206](#).

Typical Standing Sheet Styles

The most common items on the standing sheet where Styles are changed for customization would be Team Standings and Team Rosters. As such, BLS-2021 offers a wide variety of styles that can be used to display different data for these categories.

Layout

This tab is divided into 4 sections:

Web Upload Options

This section provides settings that apply to the **Web Version** of the **Standing Sheet**. The first option is to omit phone numbers and other personal information on the **Standing Sheet**. This section can be configure BLS-2021 to use either the **Printed Version** or **Web Version** for the **Standing Sheet** that is uploaded to the web.

Printing Options

This section provides the option to print the date at the top of the **Standing Sheet** as the current date or the date bowled. There is also an option to identify bowlers with pending notes.

Additional Items to Print

This section provides an option to include land graph page and to include score statistics based on selected criteria.



Page Layout

Provides options to add extra space between all areas, print in color or black, select paper length and use simple page headings for pages after Page 1. In addition, a new feature introduced with BLS-2021 is the ability to change Left, Top and/or Bottom margins. If the Standing Sheet prints slightly off-center, then this section may be able to compensate by changing these Indent values.

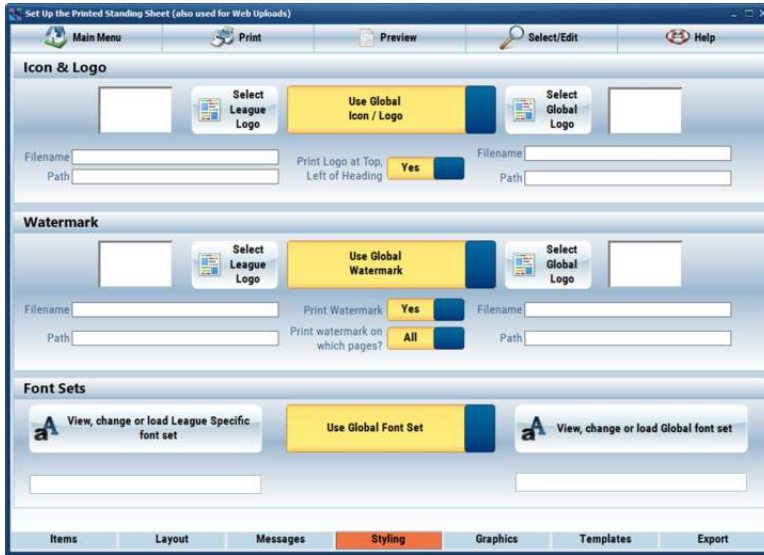
Messages

BLS-2021 allows for 3 separate messages to be setup for the standing sheet. This tab is used to configure each one. Simply click on the message to modify and enter the desired message. To include any messages in the standing sheet, click on the Layout tab and move the desired message to the column for items on the standing sheet.

In the PRO and AS Editions of BLS-2021, an additional option for a global message box is available to all leagues managed by the program. This allows a single message that will be applied to all leagues with the **Common Message Box** data item on the Standing Sheet.

Graphics can be added to either side of the message box or both. In addition, the same graphic file can be used on both sides and they can be flipped horizontally to create a mirror image.

Styling



This tab allows to add and/or modify Logos, Watermarks and Fonts to be used on the **Standing Sheet**. For each category, there is an option to use **Global Settings** (for all leagues managed in BLS-2021) or **League Settings** (for this league only). To add or modify any of these settings, click on the associated button to select or examine the specific settings.

For more information on Watermarks, Logos and Fonts, please refer to Custom Reports on [page 209](#).

Graphics

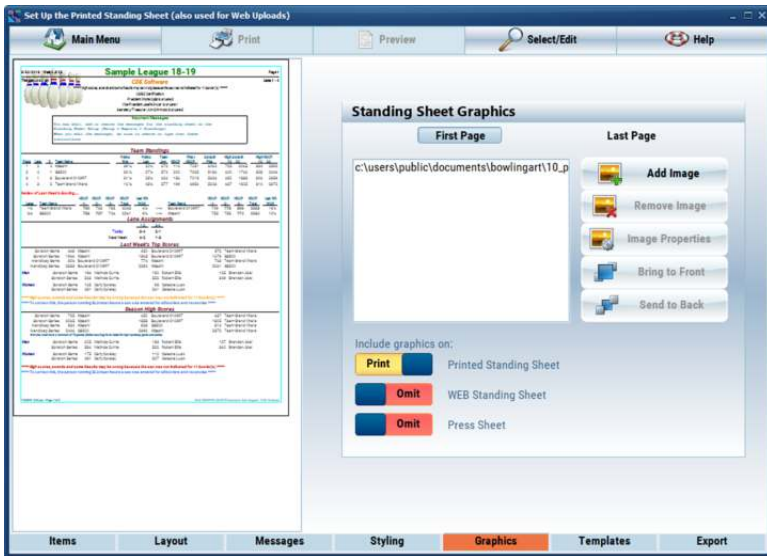
This tab is used to place and adjust the pictures on the **Standing Sheet**.

Change the Image Location to the drive and directory where the graphic images are located. Use images from anywhere on the computer, the current version of BLS or previous versions of BLS. Use the folder selection under **Currently Selected Drive and Folder** to locate the image file. Select the image located in List of available Images. A preview of the image will appear in the Image Preview area.

When the ClipArt included with BLS-2021 is installed, it will copy the graphic files to the following location:

For Windows 10, 8, Windows 7, Windows Vista or Windows Server 2008: **C:\Users\Public\Documents\BowlingArt**

A "shortcut" to the **Documents** folder is listed under **My Computer** as **Shared Documents**.



Graphic groups

There are currently three groups of graphics that are used for reports. They are:

- First page
- Middle pages
- Last page

Each group can designate up to four graphic images.

Selecting the group

In the Graphics Layout screen, select the appropriate image group to modify or add images. The report preview will change to reflect the settings for that group.

Adding images

Click Add new Graphic to bring up the Image Selector utility. For more information on adding graphics and applying effects, see **Changing Report Graphics** on [page 217](#).

Moving images

Once an image has been added, the image can be moved by clicking the image and then dragging to the new location.

Removing images

To remove an image, select the image and click Delete Graphic.

Resizing images

Select the image to be resized. The selected image will be outlined with resizing controls. Click the appropriate side or corner and drag to resize the image. Clicking the controls to the sides of the image will enlarge or shrink the image without re-proportioning the image. Clicking the corner controls to enlarge or shrink the image proportionally, unless proportional sizing is turned off.

Graphic Layers

As images are added, they are layered in the order they were added. If the images do not overlap, the images will completely show. However, if images overlap, the image that is to the front will overlap images towards the back. To bring an image to the front or back, select the image and click **Bring to front** or **Send to back**.

Graphic Properties

To change the effect of the image, select the image and click Graphic Properties. For more information on adding graphics and applying effects, see **Changing Report Graphics** on [page 211](#).

Additional options

right-clicking on the image file provides the option to **Restore original dimensions, Half-size & Double-size, Proportional sizing** or adjust **Properties**.

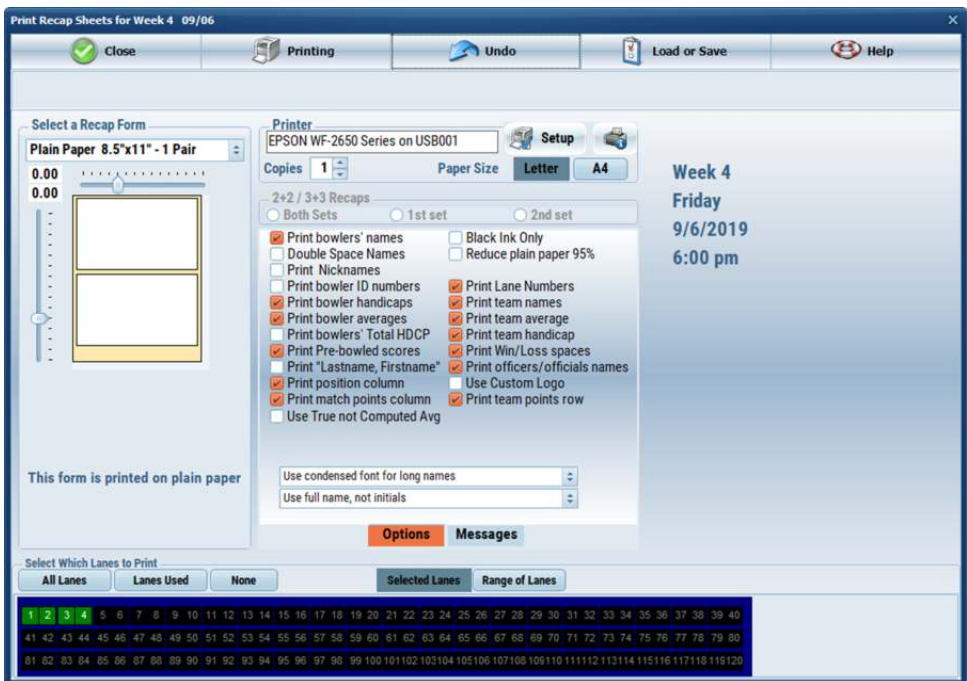
Templates

Standing sheet templates can save the appearance and settings of a standing sheet for use with other leagues.

To save the standings as a new template, enter the name of the template and click save. The template file will be saved, with the preface of **b2018_**

To load a template, select a template from the list and click on the standings report to load the template for.

Recap Sheets



As the league bowls each week, scores are recorded onto recap sheets. Each week, team captains record the team lineup, write the averages and calculate the handicap for individuals and teams.

BLS-2021 simplifies the process by pre-recording each team's information on the recaps using pre-printed forms for plain paper.

Printing Recaps

Click **Weekly > Prepare > Print Recaps** to display the recap printing options.

The recaps screen: Click the **Print** control to print the recaps. If scores have not been entered in the current week, the program will print recaps this week. Otherwise the recaps will be printed for the following week.

Changing the Fonts: In the **Printing** menu, click on **Font Setup**. Highlight the item to change. Use the Font Name and Style section to make the changes. To save the style, click **File Actions**. Click **Save Font**.

Selecting a Logo: On any of the plain paper recaps, an option will appear; **Use Custom Logo**, check the option. Click on the **Select Logo** menu, select the image to be used. This image will replace the pins graphic.

Selecting which lanes to print: Click Print All Lanes to generate recaps for the entire set of lanes. To only print a partial set of recaps, clear this option and select the lanes to be printed by clicking on the pairs to be printed.

Adjusting margins: Pre-printed recaps may not properly align with the printer. Under Margins, use the sliders to adjust margins to fix the alignment of the recaps.

Selecting Recap Options: There are several options that can be used when printing recaps. Check the options that apply.

Copies: Indicate the number of copies (up to 4) to print. For each copy, instructions for turning the copies in can be modified by changing the text. Typical settings for most leagues are listed as default.

Previewing Recaps: BLS-2021 Pro and BLS-2021 A/S versions have the ability to Preview the recap sheets before printing them. Click the Preview button to preview the recaps for the selected lanes.

Types of Recap Forms

Recap sheets may be printed using dot matrix, inkjet or laser printers. BRS-4 is the only compatible pre-printed form that can be used with an inkjet or laser printer.

The following forms are available:

Plain Paper: The program can print on either 8.5" x 5.5" or 8.5" x 11" plain paper. Up to 4 copies can be printed when using plain paper.

BRS-1: This form is 5.5" high and has the two teams side by side.

BRS-3: This form is 11" high, but prints the two teams side by side like BRS-1 and puts the team statistics on the bottom half.

The team rosters can be printed in any of the bowler report formats. Indicate whether the bowler names are to be printed on the top half. Match point leagues often do not want the player names on top, as the order may change each week.

BRS-4: This form is 11" high and is designed as a multipart recap form for laser printers. This exclusive design is available only for CDE customers.

The margins can be set to a negative value (-0.05) inches to help align the form. The maximum amount of negative margin is (-0.10) inches.

Blank Recaps: Any of the above forms can be printed without bowler or team information. When opening the screen to print recaps, simply uncheck the **Print bowlers' names** and **Print team names options**. Additional team related data such as Average and Handicap can also be unchecked.

Purchasing Recap Forms

Recap sheets can be purchased on our website at <http://recaps.cdesoftware.com>. Phone numbers are also available at that site, or contact Databar at 800-878-4919.

Changing Lineup for Recaps

To place the bowlers in a different lineup on the recap sheets, do not change the order in the current week. Changing the order will result in a different outcome in the match points. Here is how to do this properly:

1. Advance to the week the recaps will be printed for.
2. Change the lineup in team rosters
3. Print the recap sheets

Auto-Scoring: Send League to Front Desk

The option is specific to BLS-2021 Automatic Scoring Edition. For more information, please see [Automatic Scoring > Exporting Leagues](#) ^[280]

Update Kiosks

BLS-2021 Pro or A/S editions in a bowling centers that have installed a CDE Software's Bowling Kiosk product, the kiosks can be updated with the current information present in the league.

Web Uploads

This option is to manually upload the weekly league information to specified websites weekly. For more information, please see the chapter on **Web Uploads** on [page](#) ^[255].

Backup this League

This provides a convenient link that will allow a backup of league to be created. For more information, please see the chapter on **Backup/Restore and Transporting Leagues** on [page](#) ^[262].

Situations

As the league progresses during the season, there are circumstances that may call for the adding, removing or re-ordering of teams. BLS-2021 provides utilities to make this simple to accomplish.

Override Next Week's Pairings

This screen is very similar to the Re-Order Teams screen. However, changes made on this screen will adjust which teams bowl against each other, but leave the team numbers unchanged. Also, changes made here will be affective for the next week's bowling only. The rest of the schedule remains unchanged. This can be useful during a position and/or playoff night of bowling.

To manually set team pairings for Next Week:

1. Select the team that will bowl on a different lane than what they were originally scheduled for.
2. Use the **Move Up** or **Move Down** to change to the lane they will actually be bowling on next week.
3. Repeat these steps as necessary for each team that will be bowling on a different lane.

Teams Bowled on Wrong Lanes

This is the same as **Next Week: manually set team pairings** screen with the exception that team pairing will be set for **This Week**. Similarly, the rest of the schedule remains unchanged.

Chapter

20

Brackets Menu

BLS-2021 Pro and BLS-2021 A/S feature a built-in bracket module to manage brackets for the league. This module makes it easy to run bowler and team brackets during league play.

Do not confuse the Tbrac line of products with the built-in brackets module. While BLS-2021 Pro and BLS-2021 A/S feature similar technology, Tbrac is a separate product than BLS-2021 and is available as a separate purchase.

What are Brackets?

Over the past years brackets have become a very popular addition to league play. Brackets have provided added variety to side pots that are typically found in many leagues. Because of this popularity, CDE Software created a program called TBrac-2018 to handle side pots and brackets as well as small singles tournaments, which has evolved to the current Tbrac-2018 (as of this printing).

An increased need of running brackets within leagues while keeping things simple was discovered. Because of this need, CDE Software developed a special module included into BLS-2021 Pro and BLS-2021 A/S.

Just what are brackets?

Brackets are a single elimination system based on scores bowled in a session. Single elimination systems are found in sports such as tennis.

Imagine a professional tennis tournament such as Wimbledon. Imagine that it is the quarterfinals. There are 8 players in four matches played to determine four winners. Then a semifinal match is played between those four winners to determine the finalists. The last match between the two players determines the champion.

Back in the bowling world, a typical bracket is eight randomly picked and placed bowlers set up in a quarter final setting using the first game bowled as a basis to see who advances to the semi-finals. Those who do advance use the second game bowled to determine who advances to the finals. The third game bowled determines the bracket winner. Like the tennis scenario, a bit of luck on where the bowler is placed in the bracket can determine the bowlers' fate or fortune.

Bowlers can enter as many brackets as they are willing to pay for as long as there are enough multiple participants. If there are not enough bowlers to fill a bracket, money is refunded to those bowlers placed in that bracket.

In one example, a tournament has nine bowlers entering brackets, with seven bowlers entering two brackets and two bowlers entering one. This scenario sets up two brackets where one of the single bracket entrants will be in the first bracket and the other in the second bracket. The remaining seven bowlers are in both. Bowlers in every bracket are randomly positioned.

In another illustration, take the above example except that two of the seven bowlers wanted to be in three brackets. Since there aren't enough separate bowlers to fill the third bracket, those bowlers would get a refund.

Why Should I Offer Brackets?

Brackets are a great way to add some extra interest each week. Because of the nature in how brackets operate, it provides more opportunities for lower average bowlers to win, where high game pots tend to be paid mostly to higher average players.

A great way to introduce brackets to the league bowlers is to sign up each player to one or two brackets during the first or second week of bowling and offer a free beverage to the winners (a free game card, beer, etc.). They will soon see how things work and can quickly become hooked.

Do I have to Charge for Brackets?

Absolutely not! If you simply want to manage brackets free of charge, go right ahead. Typically, the person operating the brackets would keep one fraction of the bracket in order to offset costs of the software, but that isn't required. For example, if an 8 person, 3 game bracket is offered for \$1.00 each, then the person running the brackets would keep \$1.00 per bracket filled, give \$6.00 to the first place winner and \$1.00 to the second place winner.

There are some centers that have taken the opportunity to help their Youth Bowling program by donating that fraction for each bracket to the center's youth program. Fundraisers for charities is another great idea.

Set up Brackets

To configure brackets for the tournament, click **Brackets > Setup > Bracket Setup** which opens the Design-A-Bracket screen. This screen is divided into 5 tabs starting with the **Bracket Definition**. BLS-2021 supports a variety of bracket formats including, but not limited to, Monster Brackets, Reverse Brackets, Eliminator Brackets, Double and Team brackets. Each of these formats can be defined using Bracket Sets.

What is a bracket set?

A bracket set is simply a group of brackets with the same definition, options and financial setup. For example, Individual Scratch and Handicap brackets would be 2 bracket sets. Adding a reverse brackets or a Team Bracket would require additional Bracket Sets to be enabled. BLS-2021 supports up to 12 bracket sets.

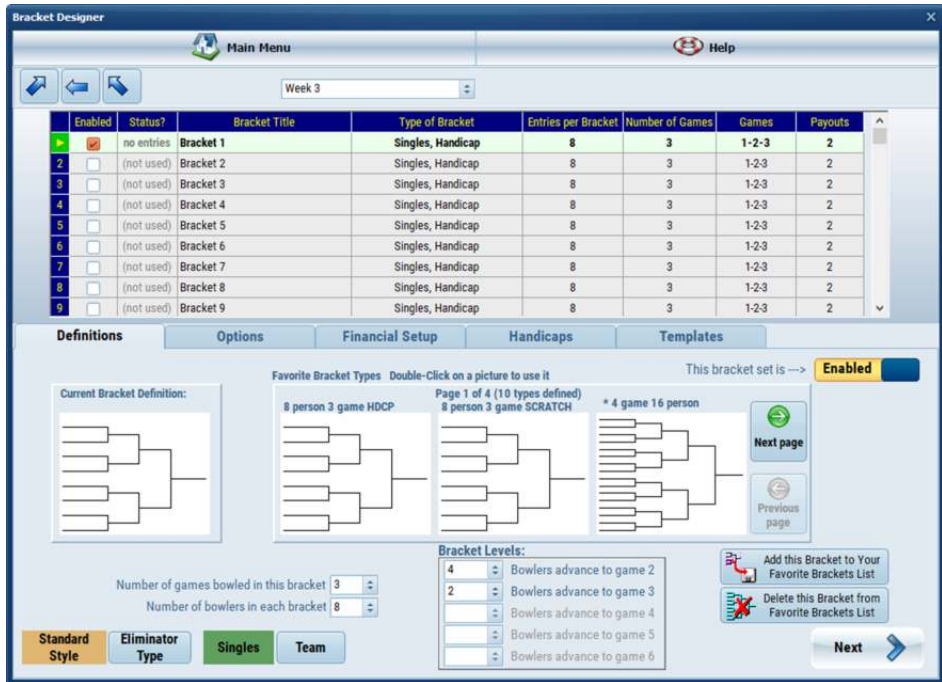
Enabling/Disabling Bracket Set

Toggle the switch for **This bracket set is** —> to **Enabled** or **Disabled** accordingly.

Once a bracket set has been enabled, to define a bracket set, select a bracket set to work with and change the following options:

- **How many games are bowled in this bracket** - Indicate the number of games that scores are used for this bracket set.
- **How many bowlers compete in each bracket** - Indicate the maximum number of bowlers that are allowed in each bracket.
- **Bracket Levels** - Indicate the number of bowlers that are to advance to the next game.
- Using the buttons at the bottom of the page, Indicate **Standard Style** or **Eliminator Type**
- Using the green buttons at the bottom of the page, indicate if the bracket set will be **Singles** or **Team**

Click the **Next** button to proceed to the **Bracket Options** section.



Bracket Options

After configuring the structure of the bracket, options can be set for the style of bracket.

What is the title of this bracket set: Change the title of the Bracket Set to better describe the type of bracket.

What games are used in this bracket: Indicate which games are used for this bracket set and the order they will be used. With this option, "reverse" brackets can be configured by starting with Game 3 and ending with Game 1.

Scratch or handicap brackets: Select which scores are used to determine the winners in each bracket.

Tie breaking rule: Select what happens if a tie. See the HELP file for information on overriding this option.

Limiting brackets: Brackets for each set can be limited to a specific number of brackets offered as well as the number that a bowler can enter. Set the values appropriately.

Byes: Byes occur when there are not enough bowlers to fill a complete bracket. If byes are allowed, indicate this here.

Additional qualification options: Brackets can be configured for a minimum/maximum age as well as minimum/maximum average. This configuration extends to allowing Adults only, Kids only or both as well as being able to separate by gender. Finally, the bracket can be restricted to a single division if bowler divisions are configured.

Click **Next** to proceed to the **Bracket Financial Setup** tab.

Bracket Financial Setup

When money is charged for brackets and paid out, prices and payouts must be indicated to create proper payout reports.

Indicate how many places paid and the amount charged to enter this bracket set. The **Total Take In** will be listed in the lower row of the table.

Next, complete the table, covering scenario when there are No Byes, 1 Bye, 2 Byes, 3 Byes or 4 Byes. If charging to run brackets, enter the house profit charged to run the bracket. Enter **1st Place Payout** and **2nd Place Payout**

If this financial setup will be common, click the **Save the current setup as a standard payout method**.

Bracket Handicaps

This screen can be used to configure handicaps for teams, doubles and singles which may be different than handicaps configured in the League Rules.

Running Brackets for Youth Leagues

USBC Youth members may participate in bracket side pots, however the fees can't be charged to run brackets and all payouts must go towards the winner's USBC Youth scholarship fund account.

Print Bracket Signup Sheets

Signup sheets are used at the center for bowlers to write down their names, indicate which lane they are on and the number of brackets to enter for each bracket set.

The signup sheet also allows for the secretary to indicate if the brackets have been entered into the program as well as if the bowler has paid for the brackets entered.

Bracket Registration Screen

After brackets have been set up and bowlers have indicated how many brackets for each set to enter, it's now time to register them into brackets.

The first step is to ensure bowlers are entered first into the team rosters screen or **Bowler Maintenance** screen.

Next is to indicate the number of brackets that each bowler is participating in for each bracket set and enter the **Amount Paid IN** by the bowlers. For example, if Fred Ziffell is entering into the first bracket set 8 times, an 8 would be entered into the **Bwlr -1-** column for that bowler. Repeat the entering of brackets for each bowler that is participating. If a bowler is not participating in brackets, simply ignore their entry.

Once bracket registration is complete, go into the **Bracket Results** to perform the initial shuffling of the bowlers.

Filling brackets

The brackets status screen displays current information about the number of brackets filled, partially filled and available.

As the cursor is moved from one bracket set to another, the status will change for that bracket set.

When entering bowlers into brackets, take note of the number of full brackets and the number to fill one more bracket. Optimally, it is best to sign up enough bowlers to fill one or more brackets and needing zero bowlers to fill one more bracket. This eliminate BYES from brackets.

To fill an incomplete bracket, try to bring in bowlers who normally do not participate in brackets.

Print Score Sheets

Score sheets are used to write scratch scores down for the bowlers to keep track of bracket scores bowled. In addition, this report can be used to print the scores that have been entered into score entry. Scores can be also entered from Recaps.

Click **Brackets > Manage > Score Sheets** to view a preview of the report. The report can then be printed.

Enter Scores

This option allows entering the scores for the bowlers for the bowlers. Scores entered on this screen will also be stored for when you **Enter / Correct Current Scores** in your **Weekly Duties**. Similarly, scores entered on the **Enter / Correct Current Scores** screen will be used for brackets as well.

To reduce the number of displayed bowlers, select the option to **Show only those entered**.

The screenshot shows a software interface for entering scores, organized into several sections with toggle buttons:

- Bowler Names:** Includes toggles for Last, First Name, Last Name, Nick Name, Middle Initial, Vintage, and Full Names.
- Score Data:** Includes toggles for Show Scores, Average +/-, Scores + HDCP, HDCP Each Game, Average Each Game, and Match Points.
- Entry Information:** Includes toggles for Only Entered Bowlers, VOIDed Entries, Entry Stats, Opponent Data, and Show EVERYTHING.
- Additional Bowler Information:** Includes toggles for Left/Right Hand, Age, Book Average, and Teams.
- Finance and Brackets:** Includes toggles for Financial Data, Brackets, Side Pots, and House Pots.
- Miscellaneous:** Includes toggles for Allow editing names, Enter scores 1 game at a time, Always indicate PAID in FULL, Allow entry and changing of scores, and Manual score entry.

At the bottom, there is a toggle for "This screen next time Registration is opened." and buttons for "Cancel" and "Save".

Bracket Results

Go to **Brackets > Finish > Results** to display the bracket results and match-ups. When entering **Bracket Results** for the first time, or until the brackets are assigned, BLS-2021 Pro and A/S Editions opens a message that brackets need to be shuffled, simply click the **Shuffle Brackets Now** button.

Preparing to Shuffle

Shuffle Preparation

Before shuffling bowlers, a couple steps need to be done.

The Shuffle Preparation screen displays the number of full brackets and the number of people needed to fill another bracket. Use this information to register enough bowlers to be able to fill all brackets of this type set.

After completing the registration, indicate how Bye's are used. There following options are:

- **No BYEs Allowed** - Click to not use byes. If a bracket is not full, then refunds are given for the bowlers in the incomplete bracket.
- **Include BYEs to fill one extra bracket** - Click to use a bye for the one incomplete bracket.
- **Fill __ brackets. Add BYEs as needed** - Click and specify the number of brackets and the total number of brackets to run. Byes are added with registered bowlers to complete brackets.

Click **Assign Bowlers to Brackets** to begin shuffling. BLS-2021 Pro and A/S programs use the S.S.F.L. shuffle system to reduce the number of times multiple entrants compete against the same bowler.

Opponent View

The opponent view is a quick way to select a bowler and display that bowler's opponents. Displayed will be the number of pending bracket wins/losses as well as the number of existing wins or losses

Bracket Payouts

The brackets payout screen displays the amount of money to disperse to the bowlers. Displayed is the amount of money to refund the bowler due in case more brackets were paid for than offered. Also displayed is the amount of money earned for winning brackets as well as the total amount to return to the bowler.

Bracket Reports

The bracket reports screen generates reports based on payouts, refunds or bracket diagrams.

1. Under Select a Report, click and select the report to be generated.
2. Select the appropriate report options.
3. Click **Preview** to generate a viewable report on screen.
4. Click **Print** to generate a hard copy of the report.

Forced Bracket Losses

BLS-2021 Pro or A/S will allow forcing a bowler to lose a any game within the brackets. This can be useful if a different tie-breaking rule needs to be enforced, bowler had to leave early, etc... Do the following to force a loss:

1. Select Bracket Set
2. Select Which Bracket
3. Select Which Game to Lose
4. Select Which Bowler in that Bracket
5. Click Force a LOSS in the selected game
6. To remove a forced loss, click Remove Forced Loss

Jackpot Tickets and Mystery Score

This menu option has additional features available in the Professional and Auto-Scoring Editions of BLS-2021.

Mystery Scores

This feature is designed to randomly generate a score that is kept secret. Then, during league play, if a bowler matches this score, they would be declared the winner.

Configure the minimum and maximum score values and click **Generate a Score**. The score can be used for the Overall Bowling Center or for an individual League.

Jackpot Tickets

This option is designed to generate a random number between a range of values based on the number of tickets sold. Once the all the tickets have been sold, configure the **Low Number** (number on 1st ticket) the indicate the number of tickets sold. Click on the **Start Spinning** button, and click on **Pick a Number** to stop the "spinning" and display the selected number. This number can be kept or thrown back. Multiple numbers can be generated.

Chapter

21

Reports Menu

Reports represent a major aspect of BLS-2021 to present the data to the bowlers in the league. Generally, the most important report will be the Standing Sheet as it provides the results for the season and the previous week of bowling. Additional reports can be found at various locations in the program. However, BLS-2021 provides a section specifically for creating and generating reports:

Email and Labels

Setup

- Customize Advanced Reports [\[204\]](#)

These reports are accessed by selecting the appropriate report from the Reports Menu. Most of these reports are self-explanatory. However, we will be discussing **Email, Labels & Coupons** and **Set-Up Reports & Custom Reports** later in this chapter. Once the report appears, some helpful preview controls are located at the top.

Weekly

In this menu, the following items are listed in the sub menu that are available to be printed each week.

Financials, Lane Statistics, National Awards, Press Sheet, Standings Past and Present, Team Captains.

Common

The following items are listed in the sub menu; Bowlers - Alphabetical, Most Improved, Reprint Scores, Substitutes.

Labels

The following items are listed in the sub menu; Bowler Names, Address Labels

Mailing Labels

This option allows labels to be printed for all bowlers. For information on sending Email, please see the section on **Email** on [page \[258\]](#).

Labels

Reports > Mailing Labels

Use the Drop-down list to select the label type: 3x10, 2x10 or 1 Up Continuous labels. These settings will work with most labels available on the market. Use the **Margins** to make adjustments to where the names and addresses are printed on the label.

View and Print More Reports

This item will open the entire list of more reports.

Setup

The following items are listed in the sub menu; Customized Advance Reports, Data and Custom Exports

Mid Season-End of Season

The following items are listed in the sub menu; Email Final Average Report, Final Averages, Financial Histories, Team & Bowler Histories

All Awards Earned: Alphabetical

This report will generate all awards earned by every bowler in the league, both local (if configured) and national. The report is sorted in alphabetical order. .

All Awards Earned: Week-by-Week

This report will generate all awards earned by every bowler in the league, both local (if configured) and national. The report will list the awards earned on a week-by-week basis.

Team and Individual Score Histories

1. Select a Team:

- 1 - GS500
- 2 - Team Grand Vitara
- 3 - Boulevard C109RT
- 4 - Kizashi

2. Select a Team Member:

- 1: Emmerson Carmichael
- 2: Carly Coreley
- 3: Lon Mead
- 4: Marianna Dodge

3. Select what to Print or Preview:

- Selected bowler
- All bowlers on selected team
- Members of all teams
- All substitutes

Appearance

Bowler History Style: 112 [Change Style](#)

Suggested Styles:
Handicap League: 112
Scratch League: 108

Statistics Options

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Print Statistical Graph	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Omit graph if extra page required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Include Averages of Games
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Include graph of each game	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Include Game and Series Counters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Include Highest/Lowest Stats
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Include average of that week's scores	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Include Highest Score for each Game	

Awards Options

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Print awards and recognitions	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Omit local, include national awards
---	---

Printing Options

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Show Split Divider	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Show Date, Center and Lane	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Show Note
--	--	---

Financial Histories

This will print the Weekly Financial Summary report through the week the report is being generated. The report is divided into 4 sections, Weekly Pay Envelope Summary for each

team, Weekly Cash Receipts, League Funds Summary (distribution of funds) and individual bowler financial information.

Final Averages

Click **Average Report** to bring up a preview of the final average report. A copy of the final averages should be turned in to the local association as well as the bowling center. Check with the local association on the cutoff date for the final average report.

Note: The final averages should be printed after entering the last scores bowled before January 1. Give a copy to the local association and the bowling center. Certain tournaments require averages as of January 1.

Depending on how the league is certified, it can contain up to 3 different sections for **Merged** leagues, USBC-Adult, USBC-Youth and Non-Certified Bowler. For **NOT Merged** leagues, there can be up to 4 different sections, USBC-BA Certified Bowlers, USBC-WBA Certified Bowlers, USBC-Youth Certified Bowlers and Non-Sanctioned Bowlers. For more information and configuration of Merged and NOT Merged leagues, please see [Certify > Association > Default Fees](#) ¹⁵⁷

Note: If there are a significant number of bowlers listed in the Non-Sanctioned Bowlers section, ensure the bowler are correctly certified. For Bowler Certification, please see [Certification > Certify Your Bowlers](#) ¹⁶⁰

Setup Reports & Custom Reports

General League Reports: Report Number 1 --- 1 Team Captain's List

Close Print Preview Utilities Copy & Paste Help

Team Captain's List
Alphabetical List
Contact and Address Information
Contact List
Final Average Report
High Average List
Most Improved Averages
High Match Points
Substitute List
Team Rosters
Team Rosters
Birthday List
Membership Cards List
Association Awards This Week
Local Association Awards This Week
Pay Envelope Report
Weekly Financial Report
Bowler ID Number List
Pepsi Tournament Qualifiers
Below are User Defined Reports --
Reprint of Scores
Team Captain's Phone List
TNBA Awards
Alphabetical Check-In Sheet
Team Captains
Brief Pro-Am Results
CTF Awards
Team Standings
Check-In Sheet by Lane
Check-In Sheet
Pro-Am Results
Parent/Guardian Contact
User Defined Report #33
Parent/Guardian Report
User Defined Report #35
User Defined Report #36
User Defined Report #37
User Defined Report #38
User Defined Report #39
User Defined Report #40

Select a Special League Report Here

Set the Report Options Here

Title of Report #1: Team Captain's List
Type of Report: Team List
Type of Report Heading?: Misc. Report Type
Style Number: 217
Change Style
Suggested Style #217
Add report to My Menu

Sort By / What order?: Lane This Week

File Format (if exported): Comma + Quote
Automatically preview after exporting

Include a 2nd report section -> Style Number for 2nd Section: 121
Start second section on a new page
Change Style

Options
 Black Ink Only
 More space between lines
 Landscape orientation
 After page 1, headings will be brief rather than full headings as on page 1
 14" Paper
 Use nickname
 Start each part on a new page
 Include nickname with proper name
 Extra space after every 5 names

View Style
View Style #2

#	Team Name	Team Captain	Phone	E-Mail
12	The Gutter Delights	Scott Johnson	(553)-555-1234	spamsomeone@spam.net

To customize the reports click **Reports >View Print More Reports**. This screen provides the following functionality and are explained in the next several sections.

- Edit Reports Layout
- Change Styles of existing reports
- Change Fonts of existing reports
- Develop customized reports.

Edit Report Layout

Choosing a report to edit or preview: Highlight the report to edit or preview in the **Select a special league report here** column. There are several reports that are predefined as well as several user defined reports. Depending on the type of report, different options will be listed. In addition, for the predefined reports, some of the options cannot be changed.

To change these, create a **User Defined Report**.

Style used for report: The report style number can be changed to use another style that reflects the information to be displayed in the report. See "Define Report Styles" for information on setting up and defining report styles.

Filtering the information: Each report can be adjusted to include bowlers that meet the criteria wanted. For example, set up a report printing only male subs in division two in alphabetical order. .

Using font classifications for reports: When printing reports, to use a different font/graphic set other than the Standing Sheet or default font/graphic set. Select the report classification using the drop-down list box for Which Font? To change the fonts/graphics for a report classification, click Fonts & Graphics. See "Edit Report Fonts and Graphics" on page 157 for information on changing a report classification.

Report Headers

Reports can be customized with different headers. Depending on the Type of Report, the information displayed in the heading may be different. The following list are some of the more common headers:

Official Report: Shows date of report, contact info, dates score are included, and league information.

Misc. Report: Shows date of report and league information.

Standing Sheet: Same as Misc. Report but uses the date bowled.

Report Preview Functions

The preview controls for these reports will help in displaying the information on the monitor. The following features are available:

Zoom Out: Click Zoom > Zoom Out to compress the report to allow more of the report to be viewed on the screen.

Page Dn: Click to display the next page in the report.

Zoom In: Click Zoom > Zoom In to expand the report to aid in viewing the report information.

Print: Print the contents of the report.

Page Up: Click to display the previous page in the report.

Export: Exports the report into different formats

Note that by clicking on the **Print > Change Layout** button at the top of the screen the **Custom Reports and Report Setup** screen comes up. (See the next section)

The defaults for all of these reports can be changed. For example, the fonts, styles, and layouts can be changed by using the **Custom Reports and Report Setup** functions.

Report Styles



Your Bowler Styles	
More Bowler Styles	
Fixed Styles	
81	Scratch League
82	HDCP League
83	Handicap & Match Points
84	High Scores & Most Improved
85	Statistics & Address
86	E-Mail/Phone List
87	Name & Address
88	Reprint of Scores 1 col
89	Reprint of Scores 2 col
90	2-col Pins, Ave, HDCP
91	2-col: Pins, Games & Average
92	2-col: Avg and Ave. Change
93	2-col: Pins, Games, Ave & Book
94	Phone/Email/Address List
95	3-col: Bowlers by ID#
96	2-col: Average List
97	2-col: Most Improved List
98	Award List w/Average & Age
99	Awards: Detailed List
100	Match Point List
101	2-col: Weekly & Season Series
102	Treasurer's Report
103	Pro-Am Tournament Results
104	Pro-Am Check-In Sheet
105	Contact Info, Average
106	Absentee Report
107	Awards: 2 columns
108	Bowler History Scratch
109	Association Award List
110	Bowler Financial History
111	Final Average List
112	Bowler History HDCP League
113	Birthdays List
114	Sanction Card List
115	Captain's List
116	Name & Parent/Guardian List
117	2-up Mailing Labels
118	Bowler Financial Report
119	Name & Address List
120	3-up Mailing Labels

What's a style?

Styles are pieces of information put together in a group. BLS-2021 will use these groups to format each report to reflect the information needed.

An Example:

Let's take something simple like a birthday list. There are three important things needed; The name, birthdate and age of each bowler. These items are just three of a long list of available items called style elements. When these items are put together in a group, it becomes a report style such as a birthday list.

If this still doesn't quite make sense, compare a report style to a sandwich. Not only can you choose what goes into the sandwich, but the order it is assembled. This same concept applies to report styles. A birthday list report style, including the name, birthday and age of the bowler, could be re-arranged to the order of age, name and birthday.

Report styles are common everywhere

BLS-2021 offers many bowler and team styles that can be customized based on the report information needed. Styles in BLS-2021 are shared among all leagues and reports. This allows many leagues to share the similar look.

Important note about report styles: It is important to note that since BLS-2021 shares the same styles among leagues, if a style is changed, it affects all reports in all the leagues that use that style. For example, if the team roster style #41 is modified to reflect a league's needs, every report in every league that uses that style number will be changed.

The Styles screen

Clicking the **Change Styles** button will bring up the **Styles** screen. Choose a style to view or edit.

Each style will have a number. Change the style by clicking the **Style Group**, then clicking the style name from the **Style List** list box. A preview of how the style will appear will display in the **Style Preview** area.

There are 3 sets of Styles available for reports:

- **1 - 80: Your Bowler Styles** These styles are designed for bowler stats or lists and can be modified individually.
- **120-200: Team Styles** These styles are designed for team stats and/or lists.
- **201-240: Fixed Styles** These styles are also provided for bowler statistics and/or lists. However modifications to these styles is limited to spacing and font size.

Using the suggested style

Some reports have suggested styles. If the report being modified has a suggested style the **Suggested Style** button will light up. Clicking this button will choose the suggested style for the report.

Using the displayed style

When changing style numbers for a report, click **Use This** to finalize your choice. (Clicking the green check mark will save the changes made to the style without changing the style number used for the report.)

Modifying a Style Modifying Styles

To modify a style, select the specific style to be modified, then click the button: **To hide this panel so you can change this style...**

NOTE: Changing styles is a global setting to the program and will change every report in every league that uses the style being modified.

The following options are customizable for every style in BLS-2021:

- **Spacing:** This option will slightly decrease/increase the spacing between the data items making up the selected style. When the selected style has fewer data items, toggling this option to **Wide** will spread the data items out so they take up more on the width of the page. Conversely, when the selected style contains several data items, toggling this option to **Narrow** will reduce the spacing between fields allowing more data printed before BLS-2021 resizes the font to fit between the left and right margins.
- **Headings:** This option will slightly decrease/increase the size of the data heading. By default, the switch will be toggled to **Small**. If the heading information is difficult to read, toggle this switch to **Large** to slightly increase the font size without affecting the headings for any of the other styles.
- **Data Size:** This option will slightly decrease/increase the size of the actual data. By default, the switch will be toggled to **Small**. If the data information is difficult to read, toggle this switch to **Large** to slightly increase the font size without affecting the data for any of the other styles.
- **Set to Default:** Clicking on this button will reset the current style to the factory default. This is convenient if the style is changed to a point where it may be difficult to recover.

As noted in the previous section, BLS-2021 provides two types of styles, fixed and customizable. In addition to the above options, customizable styles can further be modified as follows:

Adding elements to a style: Data items can be added to the displayed style in several ways. Locate and select the item to add from the **Data Items Available to use** and do one of the following to add to the list of **Data Items in Current Style**:

- Double-click to add to the end of the list.
- Click **Add Item** to add to the end of the list.
- Drag-and-drop to the desired position in the list.

The preview of how the style will appear in the **Style Preview** area, will be updated.



Removing elements from a style: Data items can be removed from the displayed style two ways. Locate and select the item to remove from the **Data Items in Current Style** and either:

- Double-click to remove from the list.
- Click **Remove Item** to remove from the list.

The style preview will change to reflect the modifications.

Re-ordering the elements in a style: To re-arrange the order of items used in the style, simply drag and drop the items in the **Data Items in Current Style** list with your mouse to the new order. As an alternative, you can select the data item and use the **Move Item UP** and/or **Move DOWN** buttons.

Multiple Columns

Set the number of columns that the shown style will use. If you use multiple columns, you may need to use fewer items in the style for a readable report.

Copying a Style

There are times when a particular style includes everything except for an item or two. View the style that will be copied and click **Copy Paste Style > Copy** button. Next, view the style that will use the copied style and click **Copy Paste Style > Paste** button. Make changes as needed and be sure to rename the style.

Predefined Styles

To make your choices easier, we have already defined some styles for you and BLS-2021 will associate the most common styles with the reports you are working on. There are over 40 styles possible! This means you can skip this section entirely (return to this later after you become more familiar with BLS-2021).

Printing List of Styles

Click Preview to view the complete library of predefined styles available to you and print it.

Report Fonts, Watermarks and Logos

BLS-2021 has added new features to give reports a snazzy custom look. Any font installed in Windows can be used for headings, sections or data in the report. Special text effects, along with the font size and color, can be applied. BLS-2021 also adds the ability to bring in your own graphics for report logos or watermarks.

Everything is predefined, so you can skip this until you are more familiar with BLS-2021.

To bring up the Fonts and Graphics setup screen, click on **Reports > Customize Advanced Reports > Utilities** then select **Fonts & Images**.



This will bring up the **Select Fonts, Logos and Watermarks** screen.

Each of these sections can use Custom settings specific to the league being worked on or Global settings which will be applied to all leagues.

Font Sets

Click **Examine and Change League's Font Set**

Changing Font Settings: Click the font class, under **Select Font** here to see a preview of the font used.

Changing Fonts: Under the Font group, click the Name list and select from the list of available fonts. After selecting the font, a sample will appear reflecting the changes made.

Changing Font Size: The font size can be changed by clicking the **Size** list, under the **Font Name and Style** then select the font size. The font sample above will reflect the changes made.

NOTE: The size of the font printed on the report may not increase to the desired size as configured in this section. This will occur if the configured font size forces the information for the selected style to not fit on a single line. In order to prevent overlap of data, BLS-2021 will always attempt to reduce the font size so all the information used in the selected style will fit on one line.

For the **Data: names, scores, averages** and **Column Headings fonts**, it is suggested that you consider modifying the style to change data size as explained in the **Modifying a Style** section on [page 207](#).

Changing Font Color: To change the color of the item, click **Color** box, under the **Font Name and Style** and choose from the displayed colors or define your own color.

Using Gradient Font Effects: To place a gradient effect on the font, click the **Gradient style** list under the **Gradient** group and select the gradient method.

Select the colors for the gradients by clicking the **Color** boxes under the **Gradient** group and choose from the displayed colors or define your own color.

Using Shadow Effects: The program has a variety of shadow effects to enhance the item being edited. Click the **Shadow** list, under the **Shadow Effects** group, and select the effect.

The effect can be adjusted by using the **Shadow Depth** slider control.

After selecting the effect, adjust the shadow colors.

Effects and Printers: Unfortunately, not all printers display the same results when using effects. Because printers and drivers vary, effects used may appear correct on the preview, but not on the printed report. Some printers omit the special effects.

If your printer is not compatible with the applied effects, simply remove them.

Font Management:

Managing the fonts used in BLS-2021 is quite easy. A font set can be saved to be used for specific reports. Fonts are classified into the many categories that may appear on the various reports in BLS-2021, such as "Main Heading", or "Section Headings", these fonts define the look and feel of all the reports. Using the Font Management tab, save a set of fonts to be used. This can be particularly useful if the standing sheet should look one way and the bowler/team histories should look another.

After making changes to the Fonts, it is suggested to save the settings so they can be used for future reports. To do this, provide a new **Name of Font Set** and click the **Save** button.

To return to this **Font Set** click the **Load** button.

Logos and Watermarks

Change Watermarks, logos and icons

Printing a report logo: Click Print logo at top/left of heading to include a logo on your report. Click the image preview to select the image to use.

Printing a watermark: Click Print watermark on each page to include a background watermark on your report. Click the image preview to select the image to use.

Printing a message icon: Click Print icon to Left of messages to include an image to the left of the Messages section of the standings. Options to include a mirror image to the right and to flip the image are available. Click the image preview to select the image to use.

Changing Report Graphics

To change images, click the image preview to bring up the Image Selector utility.

CDE Software has three clipart collections dedicated to bowling.

Change the Image Location to the drive and directory where your graphic images are located. Select the image located in List of available Images. A preview of the image will appear in the Image Preview area.

Image Effects

Effects can be added to the selected image. The following effects are available:

Lightening

Adjust the slider to fade or bring out the image. By using a faded image, the information in the report becomes easier to view.

De-Colorize

Adjust the slider to change the color information of the image from the original color to gray scale. Images with bright colors can now be muted down so the information in the report becomes easier to view.

Colorize

Colorize works the same as De-Colorize except a designated color can be chosen instead of gray.

Remove Effects

Effects are removed by clicking Remove Effects.

Graphics Layout

Another unique feature with BLS-2021 is the ability to import additional graphics into reports and position and resize the graphics as needed. This flexibility gives your standings and reports an extra touch of class.

Graphic groups

There are currently three groups of graphics that are used for reports: the FIRST page, all of the MIDDLE pages and the LAST page.

Each group can designate up to four graphic images.

Selecting the group

In the Graphics Layout screen, select the appropriate image group to modify or add images. The report preview will change to reflect the settings for that group.

Adding images

Click Add new Graphic to bring up the Image Selector utility.

Moving images

Once an image has been added, the image can be moved by clicking the image and then dragging to the new location.

Removing images

To remove an image, select the image and click Delete Graphic.

Resizing images

Select the image to be resized. The selected image will be outlined with resizing controls. Click the appropriate side or corner and drag to resize the image. Clicking the controls to the sides of the image will enlarge or shrink the image without re-proportioning the image. Clicking the corner controls to enlarge or shrink the image proportionally, unless proportional sizing is turned off.

Graphic Layers

As you add the images, they are layered in the order they were added. If the images do not overlap, the images will completely show. However, if images overlap, the image that is to the front will overlap images towards the back. To bring an image to the front or back, select the image and click Bring to front or Send to back.

Graphic Properties

To change the effect of the image, select the image and click Graphic Properties.

Additional options

By right-clicking on the image, the following options are available:

- Restore original dimensions - Select option to revert the image back to original sizing and proportions.
- Half-size & Double-size - Enlarges or shrinks the image by a factor of two.
- Proportional sizing - Click to change the corner resizing controls to act proportionally or not.

Properties - change the image or image effects.

Chapter

22

Tasks Menu

Tasks contain features used at the middle of the bowling season and end of the bowling season for BLS-2021.

Average Report: Click Average Report to bring up a preview of the final average report. A copy of the final averages should be turned in to the local association as well as the bowling center. Check with the local association on the cutoff date for the final average report.

Note: The final averages should be printed after entering the last scores bowled before January 1. Give a copy to the local association and the bowling center. Certain tournaments require averages as of January 1.

Team and Individual Score Histories: This option is provided to print summary of the season for teams and all the bowlers of the league

Season Summary of All Awards: Options to print all awards for the bowlers, either alphabetical or Week by Week.

Financial Histories: Display and print financial history reports

End of Season Duties

Determine Prize Fund

Assign Winners to Prize Fund

Restarting Your League for Next Season

Copy and Restart League for Next Season

Print Returning Bowler Sign-Up Sheets

Other

Print Returning Bowler Sign-Up Sheets

Internet

Email Bowlers

Tasks > Other > Email Bowlers

Selecting this option will bring up the Email Bowlers screen.

Note: Be sure to set up Internet Settings with regards to email servers. For more information on Internet Settings, please see Internet Setup topic.

This screen is similar to common emailing programs. To send an email to one or more persons do the following:

1. Select which bowlers to email (use check boxes)
2. Type in email address the receiver can reply to
3. Type in a title in the text box labeled "Subject"

4. Type a Message in the large message box
5. Attach file (if needed) by selecting **YES** using the toggle switch and the at the bottom of the screen, click **Select File** and the follow instructions to attach file
6. Click **Send Email**

Note: Email addresses must be entered in for bowlers in the Bowler Maintenance screen in order to be able to send email to those bowlers.

Sending the standing sheet via Email

BLS-2021 features the option to attach the current weeks standing sheet to email to selected bowlers. To email the standings:

1. Follow steps 1-4 from above.
2. Click Attach PDF of Standing Sheet.
3. Click **Send Email**.

Upload League

Upload league to Leaguesecretary.com, Bowl.com and personal websites.

Email Press Sheet

Email Press Sheet to local newspapers.

Email Final Average Report

Email Final Average Report to local association.

End of Season Financials

Determine Prize Fund

This provides a convenient link that will open the **Prize Setup** screen on the **Setup**. This is the same section that was used when setting up the Prize Fund for the first time. For more information, please see the section on **Setup > Awards > League Awards and Prize Fund** on [Page ²⁴⁹](#)

Assign Winners to Prize Fund

This provides a convenient link that will open the **Prize Setup** screen on the **Details** tab. This is the same section that was used when setting up the Prize Fund for the first time. For more information, please see the section on **Setup > Awards > League Awards and Prize Fund** on [Page ²⁴⁹](#)

Prep for Next Season

The following should be done when ready to prepare a new season's league after the past season has completed.

Make Final Backup

Create a final backup of the league for the season.

Print Returning Bowler Sign-Up Sheets

This report provides pre-filled sign-up sheets for existing bowlers. It can be used at the end of the season for bowlers to indicate if they will be returning the next season.

Restart League for Next Season

While it appears to accomplish the same thing, restarting the league is not as simple as going back to week 1. BLS-2021 provides a special utility to clear the past season and prepare the league for the next season.

Use the following steps to restart the league for the next season:

1. Open the league from last season, go to the last week scores counted toward averages.
2. Go to **Tasks > Prep for Next Season > Restart League for Next Season**.
3. Select the Options for Restarting for the League. The most common Options are selected by Default. See **Restart Options** below for more information.
4. Enter a new league description. This has to be a unique description. We typically suggest adding the bowling season year at the end. For example, add the season year at the end of the league name to indicate it is for the new season.
5. There will be a prompt to enter a new League Title. This name is what is printed on the Standing Sheets and other reports generated in the program. This does not have to be unique.
6. Read and acknowledge the dialog screens that come up next, but essentially click OK on these.
7. Assign a New Filename for the league and click Ok. Note - do not change the default directory.
8. Select a new Starting Date. Initially, the Starting Data from last season listed. Click the double arrow to the right to advance to the current year, then select the correct Start Date.
9. Click the double checkmark in the lower right.
10. The schedule for the new season will open to remove any dates the league will not be bowling and to verify position rounds.
11. The league for the New season will now be reset and open to week one. It is now ready to make any additional changes for the new season.

Restart options

- **Copy old league to new file name** - This option copies the existing league to a new league file. This option is automatically selected and cannot be modified.
- **Erase old book averages** - This will remove the book averages from every bowler in the league.
- **If > 21 games, copy current ave. to book ave.** - This will set the book averages for next season if a bowler has 21 games or more.
- **Clear sanction payments & assoc awards** - This removes all the awards and sanction payments.
- **Remove people designate "Quit the League"** - Bowlers marked as Quit the League will be deleted from the database.

- **Take all bowlers off of the teams** - Clears the team rosters so bowlers can be re-assigned to new teams next season. Existing personal information for the bowlers remains in the new league file.
- **Re-Order teams 1st place to last place** - Changes the team numbers of the teams in order of the standings.
- **Clear league planner** - Erases the league planner.
- **Copy current average to Entering Average** - Set Entering Average for next season. This is only necessary when the league uses an alternate average at the beginning of the season.

By copying the league to a new league file, the old league file remains untouched and is available to research anything from the previous season.

Chapter

23

Utilities Menu

The section of the main menu provide some powerful and useful functions to maintain league files.

- Bowling Calculator
- Forms Library
- Backup The League
- Backup League to DropBox
- Drive & Directory Listing
- Delete Future Weeks Data
- Erase This Weeks Scores
- Erase All Data & Start Over
- Clear League Planner
- Reset Bowling Shifts
- Reorder Teams
- Add Teams
- Remove Teams
- Clear Team Rosters
- Reset To Prior week's Reordering
- Delete Quitters & Unused Vacants
- Erase All Association and Local Awards Earned
- Recalculate Sanction Payments
- Reset Treasurer & Erase All Financials
- Unlock Treasurer Information

This section is divided into categories **Support Functions, Sometimes Useful Functions and Aids in Repairing Corrupt Data.**

Support Functions

Item 1: Email League to Tech Support

This option allows sending an email, with or without league files, to Technical Support. For more information, please see **Email League to Tech Support** discussed on [page \[255\]](#).

Item 2: Backup This League

This provides a convenient link that will backup the league. For more information, please see the chapter on **Protecting and Transporting League Data** on [page \[262\]](#)

General Utilities

The following general utilities available are:

Bowling Calculator

Forms Library

Bowling Calculator

The Bowling Calculator that is included with BLS-2021 is a simple calculator with additional options to assist in calculating handicap.

To calculate a handicap, enter the handicap %, Base and bowler's average.

League Utilities

League specific utilities found to assist in managing the league.

Delete Future Weeks Data

The Delete Future Weeks Data can be used during the season to remove all weeks later than the week the league file is in. This is normally only used in situations where removing and re-entering information is easier than correcting problems. This is especially useful for problems related to changing team rosters or reordering teams.

Do not use this function to restart the league for each season, use the Restart League feature.

If the league is not correct, do not immediately create a brand new league and re-enter all the information. Go to the last correct week where everything is correct, i.e. standings, etc., and use this utility. If it is only one week or two, it is easier to just re-enter those weeks information than restarting all over. Note - Creating the league again from the beginning is usually the last ditch effort.

Erase This Weeks Scores

Using this option will clear all scores entered for this week. Be sure to have the original recap sheets available for re-entering scores.

Erase All Data and Start Over

When the league season has completed and it's time to get ready for the next season, use this function

It may be smart to do this when starting a new season as opposed to creating a new league, so have to re-typing all of the names and addresses again is not required. When restarting the league, copy the rules and bowlers to a new league file. This allows makes it possible to keep the previous seasons league file for reference.

There are many options, so be sure to select the options correctly. If unsure about selecting the right options, make a backup BEFORE resetting the league to week #1. If a selection is made incorrectly, it may be better to re-do the Restart League for New Season, selecting the additional options, even after resetting to week #1. After resetting to week #1, it may be necessary to re-order the teams or change the number of teams.

Clear League Planner

Clicking this option will clear the league planner/calendar and erase all entries and data in it.

Team Utilities

Team specific utilities found to assist in managing the league.

Reorder Teams

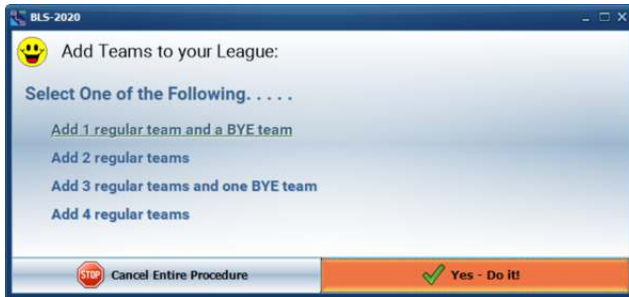
The re-ordering of teams is typically done in preparation for removing teams. However there may be other scenarios that may require the teams to be re-ordered. This will change the team numbers for all teams affected by the re-order. Use the following procedure to re-order the teams:

1. Be sure the league is in the week the teams need to be re-ordered. If the changes take affect next week, advance to that week before re-ordering the teams
2. Select the team that is going to change the order

3. Use the **Move Up** or **Move Down** arrows to move the team to the new order.
4. Teams changing position will appear in red with their old team order in brackets after the name.



Add Teams



The adding of teams must be done in even pairs and is done in the following manner:

1. Ensure the league is in the week where the teams are to be added. If the addition is to take place next week, advance to that week before making changes.
2. On the first screen, select up to 4 teams to be added. As previously noted, teams are added in pairs. As such, either 2 or 4 teams will be added, including a BYE team if necessary.
3. The next screen will configure what week the teams should be added. Since Step 1 recommended going to the week the teams are to be added, keeping this at the default **"Add teams starting this week"** should be used. However, we do provide

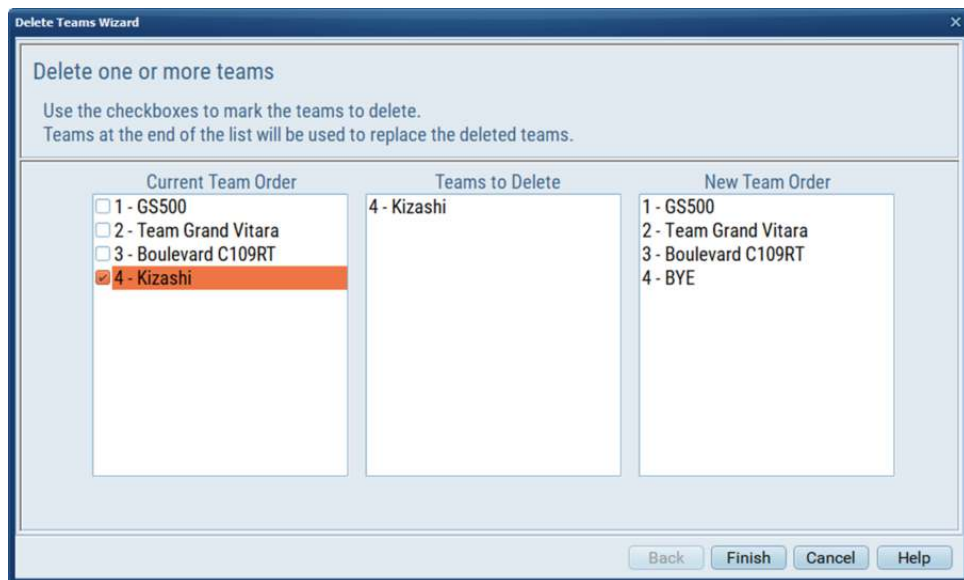
options to start with Week 1 or start with the week following a split (if configured for split-season). For any weeks that already have scores entered, the program will configure the new teams to bowl each other until the week there are no scores entered.

NOTE: If the league is going to allow the new teams to make-up previous weeks, it is extremely important that to select the option to add teams for the prior weeks so that the make-up scores can be applied.

4. **Please read carefully and continue** the confirmation and informational dialog messages that appear.

Remove Teams

BLS-2021 has made removing teams and re-ordering the the remaining teams much simpler this year. When clicking on Utilities > Removing Teams, a message will appear asking; you want to use the Remove Team Wizard?. This message will only appear if there are no scores entered for the week. Click on Yes. Another screen appears and just click the box or boxes of the teams to be remove. It will automatically put the bottom teams in the place of the removed team, leaving all the other teams with the original team numbers. The only teams that will change team numbers are the bottom teams that were moved to the removed team(s). Click the Finish button, and the program will go to the new order of teams. Verify they are correct and click the Make Changes button at the top.



The removal of teams must be done in even pairs. If only one team is being dropped, simply rename that team to **BYE** and drop the bowlers from the team

Important Note: Ensure the league is in the week that the teams will be removed and that **no** scores are entered for that week.

To minimize the number of Team Numbers affected by the reduction of teams, it is important to re-order the teams. When reducing the number of teams, BLS-2021 will bring up the re-order teams screen after the teams have been deleted. However, it may be clearer to re-order the teams prior to deleting them, the choice is up to the individual Secretary running the program.

For more information on re-ordering teams, please see the **We Want to Re-Order the Teams** section later in this chapter.

Note: Do not attempt to re-order teams by dropping and adding bowlers to different teams from the **Adjust Team Rosters** screen.

To remove teams, use the following instructions.

1. Go to **Utilities > Teams > Remove Teams**
2. Under **Indicate Teams to Remove**, select the last team and click **Delete Team**. Then, select the next to last team and click **Delete Team**.
3. Click the **Make Changes** menu.
4. There will be a confirmation dialog box that appears with one last chance to abort the team removal.
5. This is followed by Informational Dialogs that reveal the schedule and lane assignments have been a changed and offer a chance to re-order the teams.
6. As previously noted, re-ordering of teams is done to minimize the number of team that will have the Team Number changed. The objective it to move the last team remaining in the league to the team number of the first team to be deleted. For example, in a 12 team league where teams 2 and 5 are deleted, move team 12 to team 2 and move team 11 to team 5 on the re-order teams screen.

Alternatively, if re-order before deleting, replace the teams that are being removed with the last team numbers of teams that will remain with the league. For example in a 12 team league where Teams 2 and 5 are dropping, move Team 12 up into Team 2's spot and move Team 2 down to Team 12. Then move Team 11 up to Team 5's spot and move Team 5 down to Team 11.

7. Click the green check mark to save the changes.
8. Verify Position Rounds and other Schedule Information.

Printing Recap Sheets for next week: Once the number of teams has been reduced, print the recap sheets while in the week that the teams were removed. This will work fine as long as no scores are entered.

Standing Sheet for next week: After reducing the number of teams, go back to the previous week to print the Standing Sheets, otherwise the Team Losses will not be correct due the fact that scores have not been entered yet. The Team Standings and Team Rosters will still reflect the original teams and team numbers, including the teams that dropped. However, the lane assignments will reflect the new schedule based on the new number of teams, with the two teams that dropped at the end (based on the new team numbers). Make sure the bowlers are aware of the fact that lane assignments on the Standing Sheet reflect the NEW team numbers.

Clear Team Rosters

Using this option will remove all bowlers from the teams. The teams will need to be reassigned by using the Team Rosters screen. This utility is useful at the beginning of a season if wanting to re-assign new teams with new rosters.

Bowler Utilities

Bowler specific utilities found to assist in managing the league.

Deleting Quitters

After a bowler has been marked as quitting the league (done in the **Bowler Maintenance** screen), their information can be removed from the league by using this option. This allows for the Bowler IDs used by these bowlers to be reused.

Erase All Association And Local Awards Earned

This utility will scan each bowler and clear the records for any awards earned.

This utility is useful when changes were made to the Awards setup and need to clear any awards that may have been improperly detected.

Treasurer Utilities

Financial specific utilities found to assist in managing the league.

Recalculate Sanction Payments

This option is rarely needed. Should the financial reports not indicate the expected amounts of sanction money, this option may be used to recalculate the leagues sanction fund. This may be needed if sanction payments have been edited and removed.

Erase All Financial Data

This resets all portions of the treasurer to the defaults and erases all treasurer data. When selected, an option to reset or keep sanctioning information will be presented. Resetting Sanction payments will not remove National ID numbers, but will mark all bowlers unpaid.

Chapter

24

Treasurer Duties

This chapter describes the financial portion of the program. If you do not handle the treasurer duties or wish to process the financial information manually, skip this chapter.

League finances are just as important as the tracking the scores and league standings. BLS-2021 provides a treasurer module that can be accessed as a stand alone utility that can be utilized by a league treasurer, without the need to enter scores. Additionally, the treasure module can be integrated with the weekly duties of the league secretaries that also perform treasurer duties. Once configured, the amount of additional time to enter weekly fees for a secretary is minimal.

There are four primary sections in BLS-2021 to successfully utilize treasure functions of the program:

1. **Defining Weekly Fees:** Configure how much a bowler will pay each week, final week's payment and additional fees. Additional treasurer configurations:
2. **Enter Weekly Bowling Fees:** Provides an interface to enter the weekly funds
3. **Certification Membership Fees:** BLS-2021 can be used to track bowler membership fees to be paid when submitting the application. Due to the importance of league and bowler certification, this function is discussed on [page 156](#).
4. **Prize Fund:** Configure the prize fund and assign winners.

Fees: Define the Weekly League Fees

Financial Setup:

To begin setting up the league's finances click on **Setup > Fees > Weekly Fees**.

Managing the Finances of Multiple Leagues

If using BLS-2021 to manage multiple leagues with the same financial setup, or just for the sake of consistency, the financial setup can be saved as a file that can be loaded at a later time. This will save all the settings in the financial setup, including the **Regular Fees, Discounts, and One Time Fees**. To do this select the **Save Weekly Fees** button and select a name and location to save the information. To restore a saved fee settings file, select the **Load Weekly Fees** button in the top menu bar.

The financial setup is organized with the tabs that are arranged in a logical sequence and are listed below:

Regular Fees

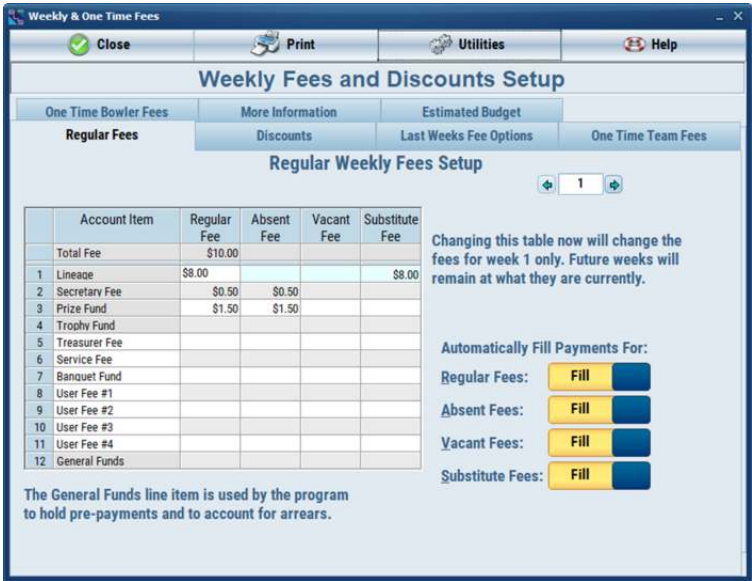
Each week, a bowler pays a regular fee that is divided into specific funds, such as Lineage, Secretary Fee, Prize Fund, etc. Fees in the white cells can be changed or removed. Enter the amounts in the columns under Regular Fee, Absent Fee, Vacant Fee and Substitute fee as appropriate for the league.

In addition, four individual **User Fees** can be configured for different categories a league may collect money for on a weekly basis. These additional fee categories do not need to be part of the weekly fees, but by renaming the user fee on this screen, these additional funds can be itemized in a financial report.

Note: The **General Funds** line item is a category used by BLS-2021 to hold pre-payments and to account for arrears. It is not recommended to allocate any of the Total Weekly Fees to this line item.

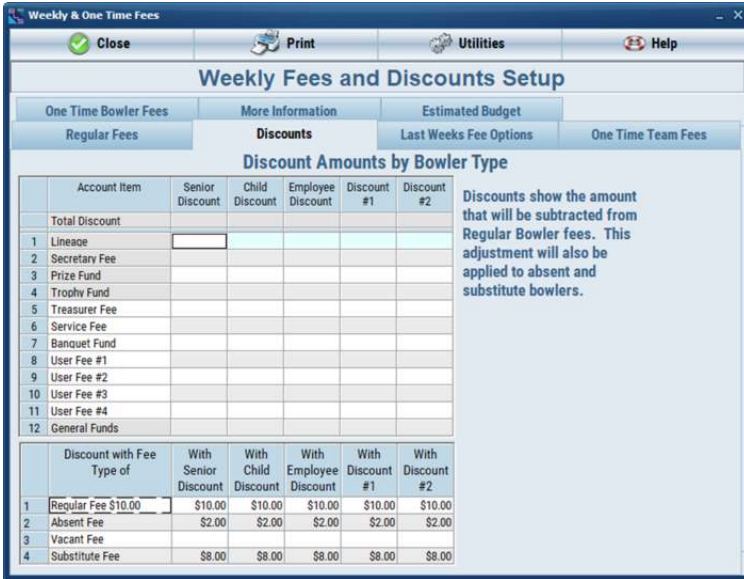
There are multiple fee categories based on the type of overall weekly fee paid. For example, centers may require the league to pay reduced lineage for vacant positions. By setting up a vacancy fee category, there would be one category for regular league members and one for vacant bowlers. If the league requires subs to pay for lineage, but not the prize fund, another fee category is used.

As the individual fees are entered, the total fee is calculated for the corresponding fee type. BLS-2021 provides four fee types including regular dues, absent dues, vacant dues, and substitute dues.



Automatically Fill Payments For: These switches are provided to expedite the process if entering fees. When toggled to **Yes**, the program will automatically enter the fees as being paid in full, including any arrears. If the bowler does not pay, or is absent, the amount paid can be removed.

Discounts



BLS-2021 has the ability to setup discounts. This may be helpful if not all of the bowlers in the league pay the same regular fee. For example, if running an adult/youth mixed league where the younger bowlers pay different fees than the adults, a child discount can be created that would be applied to specified bowlers. To do this, simply enter the amount discounted from each individual fee in the Child column and the overall discount is automatically totaled at the top of the column.

Once a discount is setup, the table at the bottom of the page shows amount due for each fee type when discounts are applied.

When using discounts, use the first letter or the number of the discount type. The valid codes will be **S** (Senior), **C** (Child), **E** (Employee), **1** (Custom Discount 1), and **2** (Custom Discount 2) corresponding to the discount type.

One Time Fees

These screens are used to define one time fees. It is simple to use and allows for:

Description	Total Amount	Number Weeks	Due By Week #	Due By Date	Payment Required	Funds Fees Will Go Into
1 Final 2 Weeks	\$20.00	2	6	9/20/2019	Y	
2 Blr Fee #1						
3 Blr Fee #2						
4 Blr Fee #3						

- **One time team fees:** Team Sponsor Fee and up to 3 user-defined fees
- **One time bowler fees:** Last Two Weeks and up to 3 user-defined fees

To set up a one time bowler or team fee, do the following:

1. Change the description to something meaningful to the league
2. Indicate the amount
3. Configure when the fee is due
4. Whether payment is required by all bowlers
5. Identify which fund the monies should be deposited into

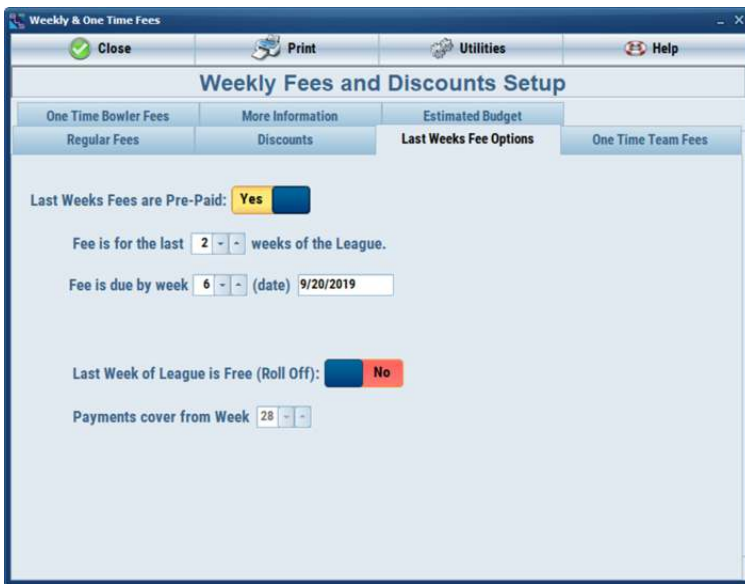
If a fee was due by the end of the season, then leave the due date column blank. If there was no destination fund specified for the fee it will be placed into General Funds.

Several leagues require the final couple weeks of bowling to be prepaid when a bowler begins the season. Indicate how many weeks must be prepaid and when it must be prepaid by. If this is not enforced for all bowlers, simply indicate that this is optional. Each bowler can then be marked as having to prepay. Setting up a team sponsor fee is very similar, just indicate the amount, when it is due, whether the payment is required, and what fund the team sponsor fee will be deposited into.

Last Week Options

This tab provides the option for the last week(s) of the league.

If the league is having a Roll Off the last week of the league and the center is not charging for it, then set this option to Yes. This can be used to set limit the actual number of weeks that will require payment.



More Information

This screen allows for some additional settings.

If the league has a grace period before it begins charging for vacancies on teams, it can be set here. Bowlers paying the vacant fee type will not be charged for the first number of weeks that is entered here. For example, the bowling center does not charge the league for the first 2 weeks for vacancies on teams. Entering the number 2 here sets this appropriately. If a vacancy or a bowler is charged the vacant fee in the first 2 weeks of the league, there will be no amount due. In the third week if a bowler or vacancy is charged the vacant fee the amount due will be whatever is defined for the vacant fee in the **Regular Fees** screen of the **Weekly Fees and Discounts Setup**.

Weekly payments will be recorded:

This section provides 3 options for how weekly fees will be tracked:

As a team only: This option can be used to track team payments without having to track individual bowler's payments.

As individuals on a team: This option is configured by **default** since it is the most common method used by league secretaries and treasurers. It allows individual bowler payments to be tracked, which, in turn, provides the overall payment made by the team.

As Individuals Only: This option can be used to track payments made by individuals without concern for team payment. This feature is only available in the Pro and *AS* Editions of BLS-2021.

Estimated Budget

This screen displays the estimated budget broken down by the amounts estimated to be collected for each fund. The estimation is purely a calculation of the expected income based on: one time bowler fees, one time team fees, the number of weeks, number of

teams, the number of bowlers per team and the cost of the Regular Fee type. Once the fees have been set these estimations are derived. The adjusted budget column can be used to adjust the estimated numbers as needed.

In addition, if the league has a BYE team, the Number of Teams can be modified to take this into consideration and adjust the Estimated Budget accordingly.

Note: Numbers on the screen are an estimate and will not take into account variances caused by bowlers with discounts or paying anything but the regular fee type determined in the Regular Fees screen. If the number of teams, number of bowlers per team, or the number of weeks changes, so will the estimated budget values. General Funds are the monies not assigned to any specific fund.

Line Item	Reg Fee	X Num of Weeks	X Num of Teams	X Blrs on Team	One-Time Tm Fees	One-Time Blr Fees	Expected Income	Adjusted Budget
Total Collected	\$10.00	28	4	4			\$4480.00	\$4480.00
1 Lineage	\$8.00	28	4	4			\$3584.00	\$3584.00
2 Secretary Fee	\$0.50	28	4	4			\$224.00	\$224.00
3 Prize Fund	\$1.50	28	4	4			\$672.00	\$672.00
4 Trophy Fund								
5 Treasurer Fee								
6 Service Fee								
7 Banquet Fund								
8 User Fee #1								
9 User Fee #2								
10 User Fee #3								
11 User Fee #4								
12 General Funds								
13 Other Income								
Total Income							\$4480.00	\$4480.00

The Prize Fund Setup button will open the screen where the prize fund breakdown is determined. More information on this screen is provided in the **Awards: League Awards & Prize Fund** section on [page 249](#).

Enter Weekly Bowling Fees

Weekly > Process This Week > Bowling Fees

When entering this section for the first time, the **Weekly Fees Display Options** dialog will appear. The Drop-down list provides an additional method for configuring which fees are to be tracked, **Team, Individual or Both**. These options were previously defined in the section on **Defining The Weekly Fees** on [page 232](#).

It is very important to decide which method to use when setting up the treasure for the first time.

When tracking **As Individuals on a Team** or **As Individuals Only**, additional options can be configured to change how bowler names are displayed on the primary Weekly Fee screen.

To begin entering paid fees, select the **Weekly > Process This Week > Enter Weekly Bowling Fees** menu option. There are 7 tabs used to navigate through the required screens to manage the duties of the treasurer.

Weekly Fees Tab

Select the Weekly Fees tab. In this screen there are buttons which will vary the information displayed. Using these buttons a detailed weekly bowler payment record can be displayed or an overall year to date bowler payment summary can be viewed. There is also a button to change the view between regular fees and other fees such as fines and one time fees.

Note: Only use letter codes that correspond to payment types. These letters are **R** (Regular), **A** (Absent), **V** (Vacant), and **S** (Substitute) to signify the first letter of each fee type.

After entering the fee information for a team, use the Drop-Down List to select the next team or use the keyboard keys **"Page Down"** to more to the next team or move back with the **"Page Up"** key.

The columns displayed by the table in the Detail view will represent the settings indicated in the Financial Setup.

To begin entering payments navigate to the correct week using the Drop-down list box for selecting the week, and then navigate to the first team and begin transcribing the team envelope payments into BLS-2021.

The screenshot shows the 'Weekly Fees' screen in the BLS-2021 software. At the top, there are navigation buttons: Close, Options, Quick Pay, Undo, Reports, Other Screens, and Help. Below these, the 'Team List' is set to '1 - GS500' and the 'Week' is set to 'Week 3'. A red button says 'Click here for "Week IS done"'. The main area is titled 'INDIVIDUAL PAYMENT RECORD FOR WEEK 3' and has tabs for 'Detail', 'Summary', 'Pay Envelope', and 'Other Fees'. The 'Detail' tab is active, showing a table with the following data:

Name	BIR Status	Dues	Begin Balance	Disc. Type	Code	Amnt Due	Amnt Paid	Print Meth	Check #	Fee Balance	Final 2 Wks Amt	Final 2 Wks Bal	BIR Fine	Fine Balance
1 Emmerson Carmichael														
2 Carly Corelev														
3 Lon Mead														
4 Marianna Dodge														
TOTAL ALL BOWLERS														

Below this table is the 'Team Payment Record' table:

Week	Date of Bowling	Amount Due	Amount Paid	Team Arrears	Team Credits	Team Fines	Fine Balance	Sanction Payment	Envelope Total
1	8/15/2019	\$40.00	\$40.00						\$40.00
2	8/22/2019	\$40.00	\$40.00						\$40.00
3	8/29/2019								
4	9/5/2019								
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Note: Data can only be entered one week in advance. Example: If the league file is currently in week 2, BLS-2021 will only allow entering treasurer data for up to week 3.

QuickPay

It is common for everyone on a team to pay in full each night. The **QuickPay** option was created to expedite entering the bowler payments. The quickpay button is found on the top button bar. The screen shows each team and a checkbox. When a check is indicated in the box, all arrears for normal weekly bowling fees and, and the current weekly bowler fees will be marked as paid. For those teams that pay in full each week the quickpay eliminates some extra work by indicating all automatically that the teams have been charged and paid in full.

Only bowlers with scores will be charged. If bowlers have no scores entered or the team has not enough scores entered then the program will go from top to bottom in the pay envelope list until as many bowlers as the playing strength have been charged.

Weekly Fee Discount Codes

Discounts can be entered for a bowler by entering in a discount code under the discount type column **Disc. Type**. Entering one of the discount codes from the following table will set that bowler to be considered for that discount until such time as the discount type for that bowler is changed. Example: In a youth/adult league a child pays the child discounted regular fee. A letter **C** would be entered into the **Disc. Type** and the letter **R** would be entered into the fee column labeled **Code**. The Child discount type would be carried through the season for every week as the season progressed until the discount code is changed or removed.

Code	Feature	Code	Feature
S	Senior discount type.	1	User defined #1 discount type.
C	Child discount type.	2	User defined #2 discount type.
E	Employee discount type.		

Weekly Fee Payment Codes

Under the Code column, enter the appropriate fee letter code for each bowler on the team to indicate the amount owed. Then enter the amount paid if it is different than the amount shown.

If only tracking payments by team and not by individual bowler, indicate what the team has paid by entering the number of bowlers payments under the column of the appropriate payment type.

Note: Entering a fee code will show the amount outstanding plus the amount owed for that night of bowling as paid. If the amount paid is different it must be adjusted to reflect this or the results will be incorrect. The amount paid is filled automatically unless set otherwise in Weekly Fees.

The following table shows the available fee codes:

Code	Feature	Code	Feature
T	Each bowler (for the playing strength of the team) has paid in full, including outstanding balances. This inputs only for bowlers with scores input that week, or who are marked as Absent or Vacant if these codes have a fee to pay. Substitutes will be charged either as regulars or substitutes.	A	Bowler marked as paid for the absent bowler fee.
		S	Bowler marked as paid for the substitute bowler fee.
R	This bowler paid. This will include unpaid balances.	V	Bowler marked as paid for the vacancy bowler fee.

A help window is provided on the screen to provides hints. If a mistake was made entering the fees, then correct it and all financial totals will be recalculated.

Payments Made

After the fee code has been entered, enter the amount of money paid by that bowler that will be used toward weekly fees in the **Amt Paid** column. If the bowler prepaid for additional weeks of bowling or for week's owed, simply enter the entire amount of the weekly fees being paid. BLS-2021 will appropriately credit the bowler's account.

Leave the **Amt Paid** column blank when bowlers do not paying because of previous credit balance or other reason.

In the **Pmt Meth** column a method of payment can be set. There are four codes for methods of payment: **C**, **CC**, **CH**, and **O**. These stand for cash, credit card, check, and other respectively. The default payment type is cash, which will be displayed until another type of payment is specified. If the payment type is set to **CH** a column will open up to allow for a check number to be recorded.

Prepayment for Last Weeks of Bowling

BLS-2021 correctly handles final week's prepayments. If the league requires the final weeks to be prepaid and this has been set in the **Weekly Fees and Discounts Setup > One Time Fees**, a column will be visible in the **Detail** and **Summary** views for the Weekly Fees view. This column will be called **Final n Weeks** where "n" is the number of weeks designated in **Weekly Fees and Discounts Setup**. To indicate a bowler has paid some money towards this fee, insert amount paid by the bowler into the respective field.

If the final 2 weeks must be pre-paid by week 6, then a bowler has until week 6 to pay that amount. When week 6 is reached, any player who has not fully paid the final 2 weeks will show an arrearage. A credit on weekly fees will not be applied to the final week's pre-payments. Also, a bowler does not have to pay the amount all at once. Partial payments may be made in any week.

Other Fees

The screenshot shows the BLS-2021 software interface. At the top, it displays 'Week 3 of 28 --- Sample League 19-20 --- 7/17/2019'. Below this are navigation buttons: Close, Options, Quick Pay, Undo, Reports, Other Screens, and Help. The 'Team List' is set to '1 - GS500' and the 'Week' is 'Week 3'. A red button says 'Click here for "Week IS done"'. The main menu includes 'Weekly Fees', 'Fines', 'Payments', 'League Funds', 'Bank Ledger', 'Reports', and 'Utilities'. The 'Weekly Fees' section is active, showing 'BOWLER FINES & FEES FOR WEEK 3'. Below this is a table with columns: Name, Bir Status, Disc Type, Bir Fine, Fine Balance, Fine Amnt, and Fine Paid. The table lists four bowlers: Emmerson Carmichael, Carly Corelev, Lon Mead, and Marianna Dodge. Below the table is a 'Team Payment Record' section with columns: Week, Date of Bowling, Team Fined, Fine Balance, Fine Amnt, and Fine Paid. The record shows payments for weeks 1 through 6, with dates ranging from 8/15/2019 to 9/5/2019. On the left side of the 'Team Payment Record' table, there are 'Actions' buttons: Up, Down, and See Me.

Special Financial Situations

Here are some special situations and what to do:

Absent Bowlers

If a bowler is absent, still indicate the fee that the bowler is responsible for paying. If this is not done, the totals for bowler fees will be wrong. Indicate the proper fee code and leave the Amt Paid column blank (unless an arrangement was made to place the player's money in the envelope that week).

Absent bowler and substitute paid

If a substitute paid for a regular member, but will not be credited for the money paid, the fee must be applied to the regular bowler. The sub and the regular member can work it out between themselves. If the sub receives credit for the payment, the fee must be applied to the substitute.

If both bowlers are indicated as owing fees for that week, it will cause one bowler to have arrears and the other to have a credit.

Subs pay lineage, absent member pays rest

If the league allows this, two separate fee categories must be established aside from the regular weekly fee. One category is set up with only the lineage. This will be the sub's fee code. The other fee category is set up with the remaining fees. This code is used for the regular member when absent (with a sub).

When applying codes and fees, indicate sub fee code for the substitute and the amount paid. Enter absentee (with a sub) fee code and leave amount paid as blank (unless an arrangement was made to place player's money in the envelope that week).

A bowler quits who has a credit

If a bowler quits and has a credit, remove the credit simply by entering a negative amount for any of the fees for which the bowler has a credit: weekly fees, final weeks pre-payments, special fees, banquet fees, etc. The pay envelope for that team might actually show a negative total - which is OK.

A bowler quits who has arrears

It must be decided to whether those fees are to be paid. If they are to be paid, leave that player on the team until they are paid. If the bowler had a week or two of arrears but had already paid the final 2 weeks of bowling, put a negative amount in the final weeks' pre-payments (to erase that credit) then enter the amount of weekly fees required to clear the arrears. Anything left over needs to be given back to the bowler.

Fines Tab

BLS-2021 has the ability to track fines. Use this screen to fine a bowler or a team.

1. Select a team
2. Select to fine that team or a bowler on that team
3. Select the week of the fine
4. Select the Add New Fine button and a list of reasons for the fine will pop up
5. Select a reason then type in the amount of the fine
6. Select Add Fine to add the fine.

Note: A bowler can be warned by assigning him/her a \$0.00 fine.

At the bottom of the screen is a window labeled Fine Record. A description of fines for a bowler or team is displayed, including the date of the fine, the week of bowling, the reason, and the amount. This makes it easy to see whether or not a bowler/team has been fined and the reason. Selecting the team and the bowler in the list of team members will display a bowlers fines.

Fines can be edited or removed as well:

1. Select the fine to be edited or removed by selecting the team and bowler in question
2. Select the particular fine from the list below
3. Select Edit Fine or Remove Fine

Editing a fine is very similar to adding a fine, just follow the same procedure in the Edit Fine button. Removing a fine will refund any money paid

Team Payment Summary Tab

View to see a summary of payments made by each team for each fee. The summary can be viewed by Team or by Week.

League Funds Tab

League Funds

The League Funds tab is very comprehensive. Here is a list of things that can be done within this tab:

- Gives a rundown of money collected for the week and for the year to date
- Displays the quantity and type of fee codes entered in the active week

- Displays the adjusted budget and the current bank balance.
- Displays the quantity of the various types of discounts given during the active week.

There are buttons that accommodate deposits, withdrawal, transfer, bank adjustments and lineage payments.

Money in **General Funds** reflects extra payments made by bowlers or money not paid. If all bowlers paid exactly the amount owed each week, this balance in General Funds would be \$0.00.

LEAGUE FUNDS as of 8/26/2016

Line Item	Budgeted	Week 2			Totals Thru 8/26/2016			Current Funds
		Credit	Debit	Total Change	Credit	Debit	Total Change	
Total Credited/Debited	\$4480.00	\$158.00	\$0.00	\$158.00	\$318.00	\$0.00	\$318.00	\$318.00
Certification Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 Lineage	\$3584.00	\$128.00	\$0.00	\$128.00	\$256.00	\$0.00	\$256.00	\$256.00
2 Secretary Fee	\$224.00	\$8.00	\$0.00	\$8.00	\$16.00	\$0.00	\$16.00	\$16.00
3 Prize Fund	\$672.00	\$24.00	\$0.00	\$24.00	\$48.00	\$0.00	\$48.00	\$48.00
4 Trophy Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Treasurer Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 Service Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Banquet Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8 User Fee #1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9 User Fee #2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 User Fee #3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11 User Fee #4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12 General Funds	\$0.00	\$2.00	\$0.00	\$2.00	\$2.00	\$0.00	\$2.00	\$2.00
13 Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14 Final 2 Weeks fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Credits/Debits	\$4480.00	\$158.00	\$0.00	\$158.00	\$318.00	\$0.00	\$318.00	\$318.00

This Week's Net Deposit: \$158.00 **Current Bank Balance:** \$318.00

This Week, there were:
 15 Regular bowlers
 1 Absent bowlers
 1 Substitute bowlers

Buttons: Deposit, Withdrawal, Transfer, Adjust Bank, Pay Lineage

Deposits

This function is used to make a deposit into a fund for money that is not accounted in the payments made in weekly fees. To use this screen do the following:

1. Select a fund to deposit to.
2. Enter an amount to deposit.
3. Select the date the transaction took place.
4. Click **Accept** button: a note appears in the box to show what has been done. Multiple deposits can be entered.
5. Select the close button and the deposits will be saved.
6. View the Transaction Summary screen to verify the deposits that have been made.

Withdrawal

This function is used to make a withdrawal from a fund for money. To use this screen do the following:

1. Select a fund to withdrawal from.
2. Entered an amount to withdrawal.
3. Select the date the transaction took place.

4. Click Accept button: a note appears in the box to show what has been done. Multiple withdrawals can be made.
5. Select the close button and the withdrawal will be saved.
6. View the Transaction Summary screen to verify the withdrawals that have been made.

Transfer

This screen is similar to both the Deposit and Withdrawal screens but is used to transfer money between funds. To make a transfer do the following:

1. Select a fund to transfer from by selecting a checkbox
2. Enter the amount to be transferred
3. Select a checkbox for the fund to transfer to

Note: While this screen, unlike the Deposit and Withdrawal screens, can only make one transfer, it is possible to make a transfer from multiple funds to a single fund. Example: A transfer can be made from lineage and from the secretary fund to the treasurer fund.

Adjust Bank

This screen is used to make adjustments to the various funds as necessary.

1. Select the fund to adjust then type in an amount.
2. To decrease a particular fund, put a minus sign (-) in front of the amount of the adjustment.

Pay Lineage

This button will deduct lineage from the lineage fund for the amount of lineage to be paid to the center that week. This value is calculated based on the total of bowlers with fee codes entered less their discounts, if any.

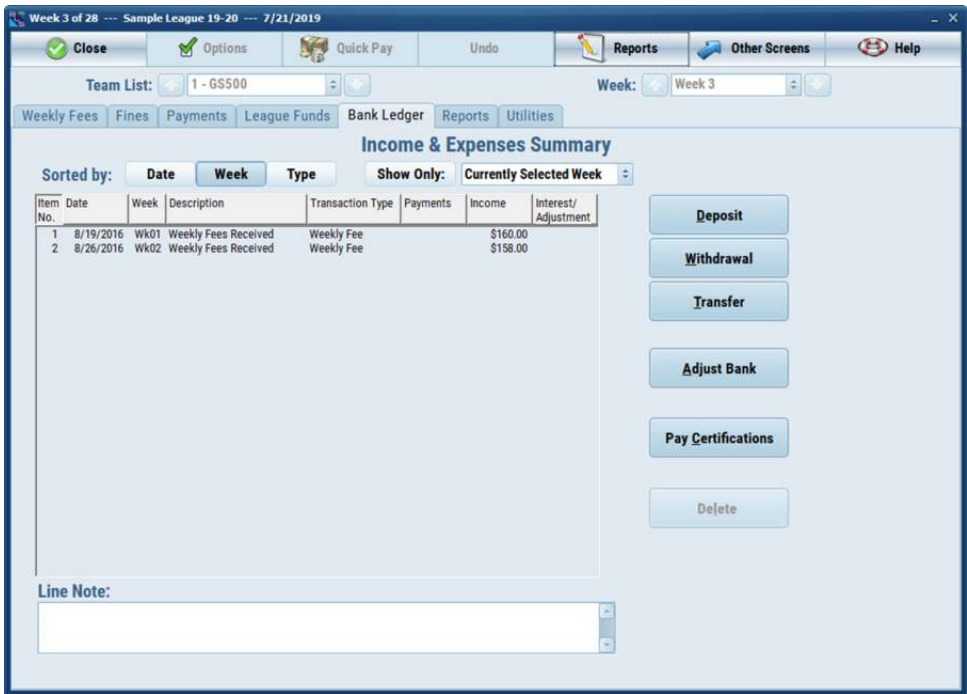
This screen will also show how much lineage has been paid during the current week as well as how much has been paid for the whole season.

If there appears to be a discrepancy between the calculated amount and the amount actually paid to the house, debit only the actual amount paid to the house.

Note: It is best to wait until all bowlers' payments have been entered before using this function to adjust the lineage fund.

Bank Ledger Tab

The Bank Ledger is a summary of all transactions made. There are various Sort Options buttons as well as a Drop-down list that can be used to display only transactions for a specific week, date or type depending on the Sort method selected.



On this screen are the buttons:

- Deposit
- Withdrawal
- Pay Certifications
- Transfer
- Adjust Bank
- Delete

There is also a window which displays any notes attached to a specified transaction. For example, a deposit would have a line note describing the deposit by amount and destination of the deposit.

Deleting items

If a mistake is made, delete transactions is used. Deposits, withdrawals, transfers, adjustments made from **League Funds** or **Bank Ledger** sections can be deleted. In addition, **Lineage Fees** and **Certification Payments** may be deleted.

Items that cannot be deleted include **Weekly Fees** and **Certification Collected** transactions is sources of **Income**. To remove or modify these items, go to the section where the Income was entered and make the changes from there.

To delete a transaction, simply highlight the specific record of the transaction and select the **Delete** button.

Certification Payments

Selecting the **Pay Certifications** button will bring up the screen to pay out from the certification fees fund.

To use this screen do the following:

1. Type in the amount that has been paid if the amount shown is not correct

2. Select the **Pay** or the **Pay and Close** button (if finished entering payments.)

Treasurer Reports Tab

After team rosters are verified, bowling scores entered, and treasurer details complete, this screen prints necessary treasury reports.



To print financial reports, select the list and any appropriate options displayed, then click on the **Print Selected Report** button.

This Week's Worksheet

Selecting this option will generate a report for all bowlers listed by teams. After the treasury data for the week has been entered use this function to view an overall summary of what was collected from bowlers, and what is outstanding.

Next Week's Worksheet

This worksheet is helpful for next week's bowling. It is intended to provide an organized form to log money received from bowlers.

Print Treasurer's Report

The treasurer's report is the comprehensive report of what transpired with the league's finances for the specified bowling week.

Print Team Pay Envelope

Team pay envelope report prints separate pages for each team showing what was paid and owed for each bowler for that week.

Print Bowlers Arrears - Teams

Printing the bowler's arrears will show who owes, how much, and is separated by what team they are on.

Print Team Arrears

Printing team arrears will display which teams have bowlers in arrears and how much the team owes in arrears.

Treasurer Utilities Tab

This screen allows for the recalculation of league funds if they appear incorrect or there have been changes to the fees.



Recalculate League Funds

Every time Weekly Fees are changed for any given week, by adding, removing or modifying payment information, a new transaction is added to the Bank Ledger. To consolidate these multiple transactions into a single one, use the **Recalculate League Funds** option. If there is a discrepancy in bowlers counted for purposes of lineage or perhaps amount of money collected based on number of fee codes entered, this button will tabulate all bowler payment records for the week selected.

Reset Fees Information

This section provides a method to reset the treasurer information for the entire season or for future weeks based on the week selected in the upper right corner of the screen.

Additional Treasurer Functions

The following represents additional utilities or functions available for the treasurer:

- **Setup > Fees > Bank Account Information:** This option opens to the Important Contacts page on the **Bowler Maintenance** screen so that the Bank Information can be entered.
- **Reports > Weekly > Finances:** Generates a weekly financial report.
- **Utilities > Treasurer > Erase ALL Financial Data:** Allows treasurer to completely erase fees entered so data can be re-entered.
- **Setup > Passwords > Treasurer:** This feature is only available in BLS-2021 Pro and A/S Editions. For privacy, this function can be important when exchanging data with the center or other people running BLS.
- **Utilities > Treasurer > Unlock Treasurer Information:** This options is provided for customers running BLS-2021 Standard Edition that need access to password protected treasury information.

Note: When a password is entered to access the treasurer information, it will not need to be re-entered until the league file is closed.

Chapter

25

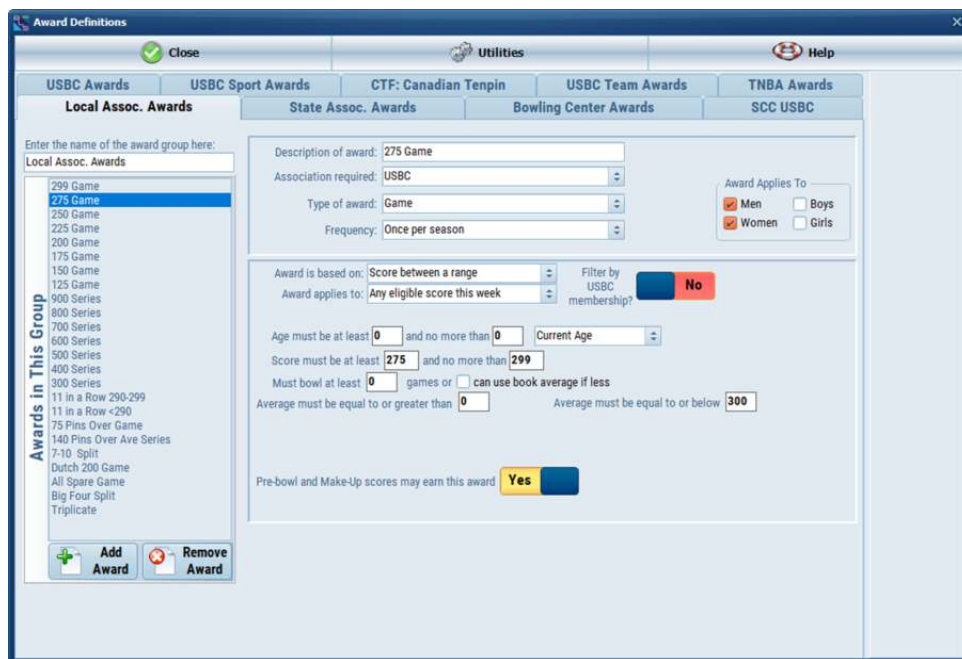
Awards

A major part of bowling are the improvements of a bowler's skill and average. In order to reward bowlers for reaching these goals, national, state and local associations as well as bowling centers offer award recognition programs. Awards are based on game and series achievements, as well as special occurrences, such as split conversions, clean games, etc.

In addition, most leagues offer League Awards for Individual and/or Team high score achievements, high average as well as prizes for team place and championship and point money. After all, these achievements are what the Prize Fund is for.

Awards: Local & bowling center awards

Local, State and Bowling Center awards can be configured by going to **Setup > Awards > Local & Center**.



BLS-2021 contains a powerful and customizable awards system used to detect national, state and local awards as well as items that should be included in press releases.

National association awards from USBC, CTF and TNBA are pre-programmed, eliminating the need to set up national awards. These awards are printed using built-in forms provided by USBC. CTF: Canadian Tenpin and TNBA awards are also pre-programmed.

Note: USBC, USBC Sport, CTF and TNBA awards can not be modified, nor can they be extended for additional awards. If the league is not using the award from USBC, they will need to be processed manually or setup using one of the customizable options.

BLS-2021 provides several user defined award groups if the league belongs to a different national association or has state, local association or in-center awards. These award groups can also be used if the bowling center offers its own awards program.

Viewing available awards: Click **Setup > Awards > Local Awards**.

Each association is designated to a specific award group and each award group has a tab with its name on it. There are five tabs dedicated to the National Certification Organizations, **USBC, USBC Sport, CTF: Canadian Tenpin, USBC Team and TNBA**. These awards are defined by the National Organizations and cannot be modified.

In addition, there are four tabs available to configure custom awards. These tabs are initially labeled **Bowling Center Awards, Local Assoc. Awards, State Assoc. Awards** and **Other Awards**.

To view awards that are available for a specific award group, simply click that award group's tab. Awards that have been set up for this award group will be displayed in the **Awards in This Group** list box. To view a definition of a specific award in this group, click the award name in the **Awards in This Group** list box.

Note: The **Other Association** tab is a special tab to be used for leagues that are sanctioned/certified through an organization other than USBC or CTF. These awards are only available when **Other Organization** is configured under **Setup > League > Rules > League Features > Will be sanctioned in...**

Adding an award

There are several methods to add an award(s).

Adding an award manually: Click the award group that the new award will belong to and click **Add Award**. A new award will appear in the **Awards in This Group** list box names **Undefined Award**. The first step is to enter the description of the award.

1. **Defining an award:** Once the award has been added, the next step would be to define the parameters of the award. Each award has some basic definitions to determine who qualifies for the award, the type of award and the frequency that it can be earned. Awards should be defined in the following order:
 - a. **Association required:** From the Drop-down list, select the association that is required to qualify for this award.
 - b. **Award applies to:** Select the genders that qualify for award.
 - c. **Type of Award:** Select the type of award from the Drop-down list.
 - d. **Frequency:** Select the frequency that the award can be earned.
 - e. Finally set up the rules required to qualify for this award. The rules will vary based on the type of award.
2. **Miscellaneous award type:** This is used when an award cannot be detected by a specific game or series score. Splits and clean game awards, for example, cannot be detected. In the Award Category list, select the appropriate description for this award. If the award category is a split or spare, a pin display will be shown. Click the pins to highlight which pins are needed.
3. **Game or series award types:** This type is used when an award is based on a score. From the Award is based on list, select from:
 - a. **Single exact score** - Score must meet or exceed the specified score.
 - b. **Score between a range** - Score must fall between the specified scores.

- c. **Pins over average** - Score must be the specified range of pins higher than the bowler's average.
 - d. Next, specify which scores the award applies to. (This option is not available for single exact scores). Enter any requirements for age, average and games bowled to qualify for this award. Finally enter the score(s) or range of pins needed to qualify for this award.
4. **Triplicate or Stepladder award type:** This award type is used when a bowler's scores are the same for each game, or the scores fall in a stepladder pattern of equal increments.
- a. Enter any requirements for age, average and games bowled to qualify for this award.
 - For the **Triplicate Award**, the Minimum and Maximum Increments must remain at zero (0).
5. For the **Stepladder Award**, change the Minimum and Maximum Increments to indicate the values for which the award will be earned. For example, setting the Minimum Increment to 1 and the Maximum increment to 10 will detect any scores that progress by one pin (e.g. 200, 201, 202) up to scores progressing by 10 pins (e.g. 200, 210, 220) including all values in between. For reverse stepladder awards (202, 201, 200), set the Minimum Increment to a negative number.
- a. Enter minimum score needed to qualify for the award. If a step ladder award, enter increments the scores must follow.

Progressive award type: Used when an award is based on a bowler's score falling within an average class. For example, a progress award is given for a 600 series when an average is 150 or less, 650 series when an average is 165 or less, etc.

- a. Enter any requirements for age and games bowled to qualify for this award. Finally enter the pairings of award score and maximum average allowed to earn the award.

Note: Setting **age** restrictions for any award will require that birthdays are entered for each bowler. Bowlers that do not have birthdays configured will not be eligible for these awards.

To automatically add the USBC Awards, Obsolete Awards, Old USBC Youth Awards click the Local Association tab, then click the Utilities menu. Select which awards to add. Answer the warning message accordingly.

Modifying an award

To modify an award, click the award group and select the award in the **Awards in This Group** list box. The settings or name for this award can now be changed.

Removing an award

To remove an award, click the award group that the award belongs to and select the award in the **Awards in This Group** list box. Click **Remove Award**. The award will then be deleted from this group.

Previously Earned Awards

BLS-2021 can flag awards previously earned, whether from a summer league extended beyond Aug 1, or from a different league. To configure an previously earned award, go to **Setup > Awards > Previously Earned**.

To assign previously earned awards, select the team the bowler is on, the bowler's name, the Award Group, then finally "Assign this award to Selected Bowler".

Awards: League Awards & Prize Fund

The Prize Fund Setup feature can be opened from several locations. The Prize Fund can be configured by clicking **Setup > Awards > League and Prize Fund**.

The **Prize Fund Setup** is where the budget for each trophy and cash prize is established. The number of prizes the league distributes or the amount per prize may be unknown until your prize fund committee meets. Once the league prizes have been determined, return to this screen and enter that information. This screen will show the details of the total amount budgeted for trophies and cash prizes.

NOTE: The **League Awards & Prize Fund** feature can be used for the league even if BLS is not being used for treasurer duties.

The Prize Setup is used to indicate prizes awarded for high game, series and/or bonus point monies. This section is divided into 3 tabs, **Setup**, **Details** and **Winners**.

League Prizes setup

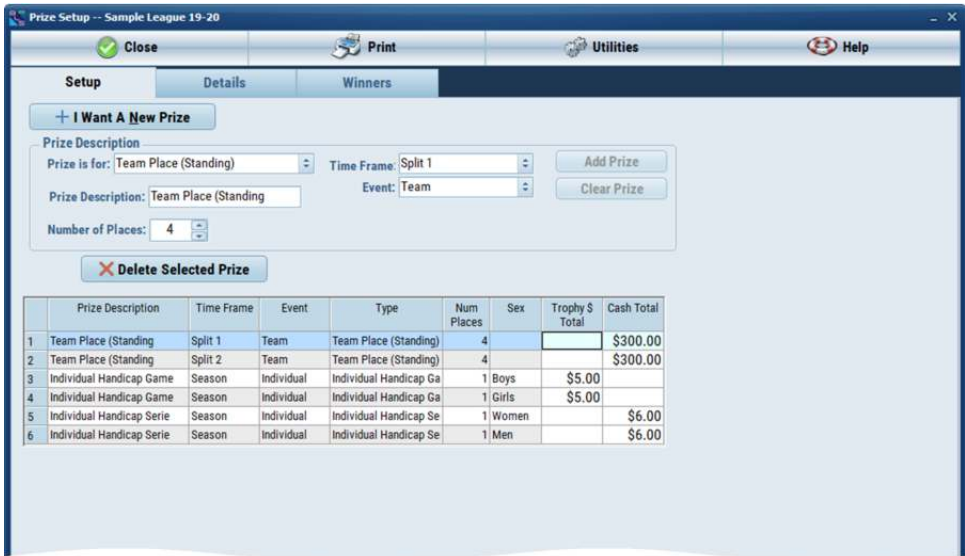
This screen establishes how many places to assign different league awards.

Adding a prize: To add a prize, such as a High Scratch Game, click **I Want A New Prize**. From the **Prize is for:** Drop-down list, select the predefined prize or Custom Prize. The list of league awards listed in the Drop-down list is based on which prizes or recognition are configured in the Rules. If an award is not listed (high game, high series, etc...), verify the league is configured to recognize these awards by going to the rules listed under **Setup > League > Rules > Special Recognition** described on [page 138](#).

After selecting the prize to be configured, enter the number of places paid and then indicate if the award is a season or split award. If the league is configured for bowler or team divisions, use the **Division** Drop-down list to identify the division for the award. In addition, for Mixed Leagues, use the Sex Drop-down to identify if the award is for Men, Women or Anyone. Click **Add Prize** to add the award to the list of prizes.

Note: The **Add Prize** button will be unavailable until all the options have been configured.

Deleting a prize: Place the cursor in the prize to be removed and click **Delete Selected Prize**.



Modifying and existing prize: Once a prize has been created, the only fields that can be modified are the amount of money allocated to the Trophy and Cash payout.

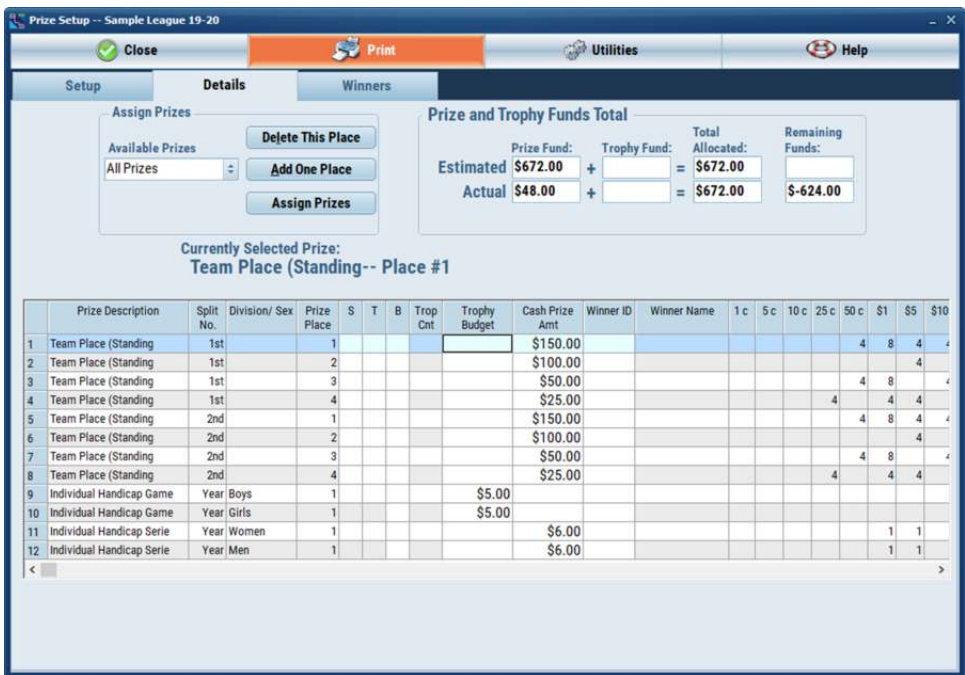
League Prizes detail

This screen assigns payout amounts and winners to each award.

Prize and Trophy Funds Total: This section will display the amount of money allocated to the Prize Fund and Trophy Fund. The **Estimated** funds are based on the original budget created when Weekly Fees were originally configured. The value represents the Number of Weeks X Number of Teams X Bowlers on Team X Weekly Prize Fund per bowler. The **Actual** funds represent the true amount of money received for the Prize Fund; up to the current date. If not tracking finances, these fields will be blank. However, the **Estimated** Prize Fund and Trophy Fund values can be modified. As such, even when not using the Treasurer module in BLS-2021, the Prize Fund can be configured.

Assigning Prize Amounts: Enter the amount of money in the **Cash Prize Amt** column to allocate to the first prize on the list, and enter **Trophy Budget** (if any). If awarding trophies, enter **Y** under **S**, **T** and/or **B** to identify the trophies to be awarded to the **Sponsor**, **Team** and/or **Bowler**, respectively. If the prize amounts are not known, leave this section blank and return at a later date.

Assigning Winners to Prizes: Click the **Assign Prizes** button to have BLS-2021 detect and assign the prizes. This will need to be done after the last week where scores count is bowled.



Assigning Point Money:

After the individual and team prizes have been defined and all other fees have been deducted, then the point money can be calculated

Most leagues give money per point, won at the end of the season. BLS-2021 has a **Point Money Calculator** to generate some calculated numbers based on total unallotted prize fund, teams and weeks in the league, and points won in a night.

Point money is defined as an additional prize for each place. So if a team gets bonus money for 1st place, then there would be a prize for 1st place and then a second prize assigned to the team for Team Points.

These numbers are just guidelines. Input the numbers that reflect the correct values to calculate the point money.

This should be done at the end of a season or split when point money is awarded.

Click on **Utilities** at the top of the screen, select the **Point Money Calculator** option. This can be used as a starting point to divide the remaining prize fund and the number of teams based on number of points earned.

Click on **View Team Winners** to view the calculated earnings for point money. To assign the point money as prizes, click **Assign**.

Money denominations: Use the scroll bar at the bottom of the screen to view the denomination breakdown of how many specific bills (\$100.00s, \$50.00s, \$20.00s, etc...) are required for the prize payout. For Team Awards, BLS divides the Prize Amount by team playing strength to determine money denominations. Use the **2nd Printer** icon to print the Money Denomination Report.

League Prize winners

Prize Winner List

To view a list of winners, select the **Winners** tab. The list of individuals and teams will be shown along with the monies due. A report can then be printed for distribution purposes.

Chapter

26

Internet and Email

Users with Internet connection can upload league standing sheets to a variety of web sites, including LeagueSecretary.com, Bowl.com and SportBowling.com. BLS-2021 provides the option to configure uploading to 2 separate personal web sites as well as personal web page on AOL. Finally, the Auto Scoring edition of BLS-2021 allows BPAA member bowling centers to upload standing sheets to the BPAA hosted website.

In addition, BLS-2021 provides email options to send email to any or all bowlers in the league that have email addresses entered.

Internet Upload and E-Mail Settings

This section is used to configure the Internet settings. If not using the Internet features, then leave this screen at the default settings. Outgoing email to the bowlers requires that you have an email account on a server that accepts email via SMTP.

If you are not sure about your email settings, please contact your Internet Service Provider or Network Administrator. While CDE Software can assist in entering the proper information, we do not have access to the information needed to be entered.

This screen can be accessed by going to **File > Program Preferences** then click **Change Internet Upload & E-Mail Settings** button. Additionally, this screen can be accessed from the **Web Uploads** and **Email & Labels** screen discussed later in this chapter.

Your Identity

Provide your First Name, Last Name and Email Address.

Your Email Server

This section is used to configure your E-mail settings. Email server settings are required to utilize the E-mail features of the program, whether you are sending email to your bowlers.

SMTP Server: This is the name of your Outgoing Email server. Contact your Internet Service Provider for this Server Name.

User Name: The username used to login to your email account.

Password: The associated password to for your email account.

Login using User Name and Password: If your email server requires you log in with the user name and password, select **Yes**.

Send Test Email: Click to have the program send a test email. If you do not receive an email in the next few minutes, please check the settings and try again. Adjust some of the Advanced Settings:

Advanced Settings

Use advanced settings to set SMTP Server Port: If the email server does not use the default port of 25, then select YES and enter the port number of your SMTP server.

Use SSL for sending email: Toggle this switch to **Yes** if the email server requires **Secure Socket Layer (SSL)**.

Use SMTP STARTTLS: Toggle this switch to **Yes** if your email server requires **Transport Layer Security (TLS)**.

Use advanced settings to set HTTP/FTP? If you are behind a proxy server, select **yes** and enter the information provided by your network administrator. Normally this should be set to **No**.

HTTP Proxy Server: Enter the name of the Proxy Server used to access most Internet sites. This name will be provided by your network administrator.

FTP Proxy Server: Enter the name of the Proxy Server used to access FTP servers on the Internet. Again, this name will be provided by your network administrator.

FTP using passive transfer mode: Sometimes uploading files may fail unless passive transfer is used. Leave settings at default values unless instructed to change by your network administrator.

Web Uploads

Setup > Internet > Web Uploads

If the Web Uploads menu option is not available from the main screen, it is possible that Internet features have been disabled for the league. Go to the **Setup > League > Rules > General Rules > League^[120] Features** ([page^{\[120\]}](#)) section and verify the option to take advantage of the Internet is **Enabled**.

Enabling upload web sites

When opening the Internet Uploads and Settings screen for the first time, the web site configuration tabs at the bottom of the screen will be grayed out. To enable web uploads to any given site, simply toggle the switch next to the name of the web site to **Yes**. This will activate the associated TAB at the bottom of the screen so the upload settings for the site can be configured.

Twitter: This feature is only available in the PRO and A/S Editions of BLS-2021. This option allows the program to send a tweet message when the league has been uploaded. To enable this feature, simply check **Post to my Twitter Feed**. When the league is uploaded, a prompt will appear to log into Twitter to give permission for the program to post to Twitter.

Note: CDE Software cannot guarantee the functionality of third party services like Facebook and Twitter. At times, these services may make changes to their programming which can affect the functionality of applications and websites that link to their services.

Configure web site upload settings

To configure the settings to successfully upload to the web site, click the appropriate TAB at the bottom of the screen. This will open a screen similar to the following:

NOTE: Configuration screens will vary depending on the web site being configured.

Use Proxy Settings: Select this option of the computer running BLS-2021 is on a corporate style network with proxy servers for Internet access. When uploading through a

proxy server, the proxy server will need to be configured in BLS. For more information, see **Internet Upload and Email Settings** on [page 254](#).

The **Internet Uploads and Settings** screen has a TAB providing brief instructions for uploading to the various web sites. The following pages provide more details for configuring each specific site.

LeagueSecretary.com

LeagueSecretary.com is the premier site for bowlers to view their standing sheets online. Not only do they see a copy of the official standings, they have access to interactive standings, bowler histories, statistics and other great features.

Another great benefit of using LeagueSecretary.com is that the last 2 weeks work of league data is backed up on LeagueSecretary.com, so if a computer disaster happens and have not been maintaining proper physical backups, there is a place to retrieve the league data as far back as 2 weeks.

LeagueSecretary.com is available for both Certified USBC, CTF and TNBA leagues as well as leagues that are either not certified or affiliated with other organizations.

To use LeagueSecretary.com is free and only requires that you have Internet access.

To set up the free LeagueSecretary.com account and register the league, do the following:

1. Select Weekly > Web Uploads. From the Upload Tab, click Signup/Register League with LeagueSecretary.com link in the LeagueSecretary.com tab.
2. If you do not have an existing account, click on Register at the top of the web page. Follow the instructions. Once registered, click on League administration and register the league.
3. Complete the information.
4. Your account and league will be ready to use now with BLS.
5. If you are managing multiple leagues, then repeat the steps for each league you manage.
6. Open the BLS-2021 league and click **Setup > Internet > Web Uploads**.

The league now configured to use LeagueSecretary.com. Follow the instructions on Uploading Standings to send the league to LeagueSecretary.com each week.

LeagueSecretary.com Mobile Application

LeagueSecretary.com is the ONLY website that provides game by game analysis information to bowlers when leagues are uploaded with BLS-2021.

LeagueSecretary.com features a mobile app that can be used to view standings and bowler information.

Bowl.com

Bowl.com is the official site of USBC and provides the ability to view official standings on their website.

Note: If your league was uploaded to Bowl.com for the past season, USBC requires you to update your league registration at the Bowl.com website in order to view this season's standings. See Bowl.com's Leagues tab for detailed instructions.

Bowl.com is only available to USBC and USBC Sport leagues and requires that you have your league certification number before signing your league up for this service.

Bowl.com is free, but requires that you have Internet access.

Because of the feature limitations of Bowl.com, you must sign up also for a free LeagueSecretary.com account, so that your league backups can be maintained for protection and that your bowlers can view interactive standings on LeagueSecretary.com and then view static official standings on Bowl.com.

1. If the league is not already registered on Bowl.com, visit <http://www.bowl.com> and go to **Standings > League Standing Sheets**.
2. Go to **Leagues > Register Your League**.
3. Complete the questionnaire to receive your Bowl.com Username and Password. Please write these down in a safe place.
4. If managing multiple leagues, then repeat the previous two steps for each league managed.
5. Open the BLS-2021 league and click **Setup > Internet > Web Uploads**.
6. Click YES for Bowl.com.
7. Click the Bowl.com TAB at the bottom of the page.
8. Enter the unique LeagueID number assigned to that league.
9. Enter your Bowl.com Password.
10. Click Save Settings.

The league is now configured to use Bowl.com.

Personal Website 1, 2 and 3

The official standing sheets can be transmitted to a personal or company website providing that you have FTP access to upload the standings. Contact the Internet Service Provider or Web Hosting company for the following information:

1. Host Name to know what site to access for FTP. (Example - **Host Name:** www.mysite.com)
2. User Name for the user account to sign in as.
3. Password to authenticate during sign in.
4. Path to upload the standings to. (Example - **Upload Path:** /webdocs/images) Note: The use of the forward slash (/) in this example is necessary when the Web host is a Unix based server. If the server hosting the web site is Windows based, use the back slash (\) instead.
5. Open the BLS-2021 league and click **Setup > Internet > Web Uploads**.
6. For **Personal Website 1** and/or **Personal Website 2** and/or **Personal Website 3**, toggle the switch to **Yes**.
7. Select the **Personal Website 1** (or 2 or 3) tab at the bottom of the screen.
8. Enter the FTP User name and Password assigned to you.
9. Enter the FTP Host Name.

10. Enter, if needed, the path to upload the standings.
11. Click Save Settings.

Follow the instructions on Uploading Standings to send the league to the site each week.

BPAA Hosted Website

This feature is only available in the Automatic Scoring and Professional editions of BLS-2021. Bowling Centers who are members of the BPAA (Bowling Proprietors' Association of America) have the option to upload league standings to a web site hosted by the BPAA. Centers can contact the BPAA about memberships and/or their Web Hosting options at <http://www.bpaa.com>.

For BPAA member centers that have subscribed to the web hosting, configuring BLS-2021 is pretty straight forward:

1. Open the BLS-2021 league and click **Setup > Internet > Web Uploads**
2. Click YES for BPAA Hosted Website.
3. Click the **BPAA Hosted Site** TAB at the bottom of the page.
4. Enter a unique file name for the league in the **Custom League File Name** field.
5. Enter the **User Name** and **Password** under **Access Settings**.

Changing Web Standings View

To change the appearance of the standings sheets that appear online, simply make the same adjustments like customizing the printed standing sheet, except select Web Standings in the Standing Sheet Setup screen.

For further information on how to adjust the standings see **Setup Your Standing Sheet** on [page 182](#).

Uploading Standings

After configuring the sites that the standings will be sent to, either click **UPLOAD** for the specific site or click **UPLOAD ALL** to send to all the sites selected for upload.

Email

Tasks > Other > Email Bowlers

Selecting this option will bring up the Emails, Labels & Coupons interface.

Note: Be sure to set up Internet Settings with regards to email servers. For more information on Internet Settings, please see Internet Setup topic.

This screen is similar to common emailing programs. To send an email to one or more persons do the following:

1. Select which bowlers to email (use check boxes)
2. Type in email address the receiver can reply to
3. Type in a title in the text box labeled "Subject"
4. Type a Message in the large message box

5. Attach file (if needed) by selecting **YES** using the toggle switch and the at the bottom of the screen, click **Select File** and the follow instructions to attach file
6. Click **Send Email**

Note: Email addresses must be entered in for bowlers in the Bowler Maintenance screen in order to be able to send email to those bowlers.

Sending the standing sheet via Email

BLS-2021 features the option to attach the current weeks standing sheet to email to selected bowlers. To email the standings:

1. Follow steps 1-4 from above.
2. Click Attach PDF of Standing Sheet.
3. Click **Send Email**.

Email Tech Support

Help > Support > Email Tech Support

If having questions on BLS-2021 or require the support staff to examine a league, select this option to bring up a built-in support email form.

Using the wizard, click Next to continue.

Step 1: Enter your customer information so our support staff can locate your customer information to respond to your request.

Step 2: Answer all the questions in this section. The more details provided, the better chance CDE Software, LLC has an opportunity to resolve the problem in a timely fashion.

Step 3: Enter the support question. Please see Getting Good Software Support on [page 296](#) on how to make a good question to send our support staff.

Step 4: If sending a league file to support, click the **Select League** button. This will perform a quick backup of the tournament.

Step 5: **Click Here to Send Email to CDE.** This final selection will generate the email and send it to CDE Staff.

After the email has been transmitted, an automated message with a case number assigned to your inquiry will be sent. CDE Software, LLC makes every effort to respond to your support inquiry in a very timely manner. During peak season (August and September), please allow for additional time to respond to your inquiry as many also request support at that time.

Backup/Restore and Transporting League Data

Chapter

27

Backup/Restore and Transporting League Data

This chapter discusses protecting league data and making it available for transport to another computer.

Depending on the size, creating a league in BLS-2021 can be very time consuming and can be very frustrating having to re-enter data. Backing up the league files after each week is strongly recommended which is why it is included with the Weekly League Duties. Additionally, BLS-2021 provides the ability to create several custom reports, custom styles and different font sets. However, these items do not require frequent backups, only when they are changed. Sometimes things go wrong, through no fault of the computer operator, and data can be lost. We know from years of customer service experience that taking a few minutes to backup the data can prevent a whole lot of headaches later.

In addition, backup files are very useful for transporting leagues between computers. In fact, backups are the only supported method of accomplishing this task. This feature allows for a league secretary to create a league and perform league maintenance on their own copy of BLS-2021, then bring the league to the bowling center with BLS-2021 A/S for the importing of scores on the day(s) of the league. More information on this process later in this chapter.

Traditionally, backups have been performed by writing data to floppy disks for the added security of keeping the data separate from the computer running the program. While BLS-2021 does support this backup media, floppy drives are becoming obsolete technology and most new computers do not even have them. Instead, it is recommended backing up to alternative removable media such as USB memory sticks, thumb drives, travel drives or various other memory cards (SD, Flash, etc.). There are many inexpensive options for storing data away from the initial computer.

Even if removable media is not available, it is still very important to have a backup of the league. At the very least, BLS-2021 be configured to backup to the local hard drive. A backup on the local drive is still better than no backup at all.

BLS-2021 uses the ZIP compatible compression for backing up data. This allows for viewing or extracting the files with a ZIP compatible utility, Windows Compressed files or restored by BLS-2021.

Backup Data

Backing up data is a very important process that should never be neglected. Should a computer disaster ever happen, the chances of recovering from that disaster are greatly improved when backups are readily available. Backing up data also provides a handy method for transporting league and program data from one computer to another. This is especially convenient when moving to a new computer.

A thorough backup consists of 4 separate sets of data as follows:

1. **Leagues:** Use this option to backup leagues(s). This is the most important backup and should be done on a weekly basis.
2. **System Files:** This option will backup various system related files such as font set, templates, customized styles and other program specific settings. This should initially be performed after making program specific adjustments while setting up the

league. Subsequent backups should be made after making any changes that would apply to any leagues managed by the program.

3. **Local Awards:** This option will backup prize configuration for local and bowling center prizes. Perform this backup any time changes are made to the local and bowling center awards.
4. **Common Addresses:** These are the addresses that are entered in Bowler Maintenance under the 'Contacts, Centers, Bank, Associations' section. This backup should be performed any time after changes have been made to contact names and addresses that are globally available to all leagues managed by the program.

Splits and end of season backups: At the end of each split and at the end of each season, make a backup of the league to a separate set of disks. Label each disk clearly with the name of the league and which split the backup was made or if it is the final end of season. Keep these backups in a different location. Following this extra step each season will add an additional means of recovery.

Using other methods of backing up: Using removable media (such as USB flash drives, memory sticks, etc...), recordable CD-ROM or Dropbox.com, can provide an extra safety margin in not only protecting the league files, but the program itself. When backing up the leagues, it is still recommended to use the backup function of the program. This will ensure that all needed files that are associated with each league are included in the backup. Backing up the partial set of files associated with the league will result in a damaged league and lost information.

Another convenient method of backing up league data is to upload the standings to LeagueSecretary.com. In addition to the league standing sheets, BLS-2021 will also upload a backup of the league. The LeagueSecretary.com site will maintain backups from the 3 most recent uploads. As such, even if backups are not performed from the program, you are still protected if you upload the league to LeagueSecretary.com. Access to these backup files requires logging onto the LeagueSecretary.com site, so they will only be available to the secretary uploading the league. For more information on recovering the backup from LeagueSecretary.com, please see the section on restoring leagues discussed later in this chapter.

For more information on uploading to LeagueSecretary.com, please see the section on **Web Uploads** on [page 258](#).

Automatic Backups: This feature can be configured under **File > Preferences and Program Setup > Program Operation Defaults** tab. Change the **Automatic backup when a league is closed** option from **No to Backup**.

Backup Leagues

Making a league backup

To back up a league take the following steps:

1. From the **Opening Screen**, click **Maintenance > Backup > Leagues**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, see **Backing up with a League Open**.
2. Insert the backup memory stick, or an appropriate backup media, or specify a backup folder on the local hard disk drive.
Note: Backing up directly to CDR, CDRW or DVD disks requires specific support from Windows, the CD writing software and/or the installed CD drivers. Unless you are entirely sure your Windows operating system supports this functionality, we recommend that you backup to your local drive first, then burn to CD.
3. The **Select League** screen will appear displaying all leagues in the current directory. If the league is not located in the current folder, change the drive or folder location in the under the **Currently selected drive and directory** section.
4. Double-click on the league to backup or select the league and click **Backup**.
5. The **Select Backup Directory** dialog will open to the location of the **Default Backup Directory** which is configured in the **Options > Preferences > Program Preferences** section previously discussed on [page 108](#). You can keep this location or select a new location.
6. The default file name will be in the following format:
<LeagueName>_Data_thru_Wk_xx.zip, where <LeagueName> is the filename identifying the league and xx = the week in which the backup was performed. Our

League Backup sets contain all the league data from Week 1 up to the week the backup was performed. We recommend keeping the default file name.

7. Click **Save** to begin the backup operation.
8. Exit the **Select League** screen to return to the **Opening Screen**.

After backing up the league, the disk can be removed. Exit the League and File Maintenance screen to return to the Opening Screen.

Backing up with a League open

If the league is already open, to initiate the backup click **Weekly > Finalize this Week > Backup this League**

The **Select Backup Directory** dialog will directly appear since there is no need to select a league. The rest of the procedure is the same as described in the previous section.

After backing up the league, the disk can be removed.

Upload league to LeagueSecretary.com site

When uploading the league(s) to the LeagueSecretary.com site, a backup of the league will automatically be uploaded so that will be an off site backup. This backup is available to the secretary who has administrative access to the league on the Web site.

Backup System Files

Backing up system files is important to be able to recover the program settings if program re-installation is required.

Backing up your program system files

Backing up the BLS-2021 program files occasionally is strongly recommended. This will help protect report styles and local award definitions.

To back up the program system files take the following steps:

1. Insert the USB Drive or appropriate backup media, or specify a backup folder on the local hard disk drive.
2. From the **Opening Screen**, click **Maintenance > Backup > System Files**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, close it by going to Menu **File > Close > Close League** first.
3. The **Select Backup Directory** dialog will open and will default to the removable drive. If backing up to a different drive or folder, navigate to that drive and/or folder. When the Backup Directory is selected, click **Save**. The file saved, by default, will be **BLS2018SYSTEMFILES.BLS2018SYS**.
4. After backing up the System Files, the removable media can be removed.

Backup Local Awards

BLS-2021 provides the ability to configure awards that may be earned through the local bowling associations or even the bowling center itself. (For more information, please see the section **Setup > Awards > Local & Center** on [page 246](#)).

Depending on the number of awards configured, the amount of data entry can be substantial. BLS-2021 provides this method of backing up this data once the awards

have been configured. This will make the data available to be restored in the event that BLS-2021 would need to be installed or to restore on another computer.

Backing up your program local awards files

To back up the program system files take the following steps:

1. Insert the appropriate backup media, or specify a backup folder on the local hard disk drive.
2. From the **Opening Screen**, click **Maintenance > Backup > Local Awards**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, close it by going to Menu **File > Close > Close League** first.
3. The **Select Backup Directory** dialog will open and will default to the floppy drive. If backing up to a different drive or folder, navigate to that drive and/or folder. When the Backup Directory is selected, click **Save**.
4. The default backup file name will be **cde_user_defined_awards.zip**.
5. After backing up the System Files, the removable media can be removed.

Backup Common CDE Data

BLS-2021 provides a location where contacts and addresses and other common data between CDE applications can be stored which would be available to any league that is created and/or opened in the program. For example, bowling centers and local/state/national associations would not be unique to any specific league, so this information is made available to all leagues. As additional contacts are entered, the time it would take to re-enter the data could be significant.

Backing up your Common Addresses

1. Insert an appropriate backup media, or specify a backup folder on the local hard disk drive.
2. From the **Opening Screen**, click **Maintenance > Backup > Common CDE Data**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, close it by going to Menu **File > Close > Close League** first.
3. The **Select Backup Directory** dialog will open and will default to the removable media drive. If backing up to a different drive or folder, navigate to that drive and/or folder. When the Backup Directory is selected, click **Save**.
4. The default backup file name will be **CDEAPPCOMMONFILES.APPCMN**.
5. After backing up the System Files, the removable media can be removed.

Restore Data

Restoring data may be necessary if a league becomes corrupt, a computer disaster ever occurs or if a league is being transported to a different location. This section provides a method to restore backup data set previously created with the associated backup functions.

Restore Leagues

Restoring a league has two different benefits. The main benefit is to bring back a backed up league that has been damaged or lost on the computer. The other is to transport a league between centers, or between home and the center.

1. To restore a league backup, do the following:
2. Insert the backup USB Drive, floppy or appropriate backup media that contains the league to be restored.
3. From the **Opening Screen**, click **Maintenance > Restore > Leagues**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, close it by going to Menu **File > Close > Close League** first.
4. In the **Select File to Restore** dialog box, locate and select the ZIP file for the league to be restored.
5. In the **Select Target Directory** dialog box, select the location to restore the league and click OK. The program will default to restoring the league into its default league folder.
6. After restoring the league, the appropriate backup media can be removed.
7. Exit the League and File Maintenance screen to return to the Opening Screen.

Recovering backup file from LeagueSecretary.com

If the standing sheets are uploaded to the LeagueSecretary.com site, a backup of the league will also be uploaded and stored on that site. The following steps can be performed to retrieve a backup file of the league to be restored using the previous instructions.

1. From the **Opening Screen**, click **Maintenance > Restore > Recover League from LeagueSecretary.com**.
2. Enter your LeagueSecretary.com username, password and LeagueID.
3. Save the backup to your desktop.
4. Use the normal Restore League feature using the backup recovered from LeagueSecretary.com.

Note: This is a manual way to recover the league backup, which steps are subject to change since the LeagueSecretary.com site is not maintained by CDE Software, LLC.

1. Connect to the Internet and go to <http://www.leaguesecretary.com>
2. In the upper right corner, log in to the site using your UserName and Password.
3. Scroll down the page to the **League Administration (League Secretaries Only)** section on this page.
4. Follow the instructions to **Administer the League**.
5. Select the **Backup Files** link.
6. Follow the instructions to download the file.
7. **SAVE** the downloaded file and make note of where the file is saved so it can be used when restoring the file.

Restore System Files

To restore the program system files, take the following steps:

1. Insert the backup USB drive or appropriate backup media.
2. From the **Opening Screen**, click **Maintenance > Restore > System Files**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, close it by going to Menu **File > Close > Close League** first.
3. The **Select System Files to Restore** dialog will open and attempt to locate the system file backup by first looking in the appropriate backup media, then the program's installation directory. Locate the **BLS-2021SYSTEMFILES.BLS2018SYS** file and click **Open**.
4. The system files will then be restored and will be returned to the **Opening Screen**.

Restore Local Awards

To restore the local and bowling center awards, take the following steps:

1. Insert the appropriate backup media.
2. From the **Opening Screen**, click **Maintenance > Restore > Local Awards**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, close it by going to Menu **File > Close > Close League** first.
3. The **Select Local Awards to Restore** dialog will open and attempt to locate the local award backup by first looking in the appropriate backup media, then the program's installation directory. Locate the **cde_user_defined_awards.zip** file and click **Open**.
4. The local award files will then be restored and will be returned to the **Opening Screen**.

Restore Common CDE Data

To restore the common addresses, take the following steps:

1. Insert the appropriate backup media.
2. From the **Opening Screen**, click **Maintenance > Restore > Common CDE Data**. If the Maintenance menu option is not available, it is due to the fact that a league file is open. If the league is already open, close it by going to Menu **File > Close > Close League** first.
3. The **Select Common Addresses to Restore** dialog will open and attempt to locate the local award backup by first looking in the floppy drive, then the program's installation directory. Locate the **CDEAPPCOMMONFILES.APPCMN** file and click **Open**.
4. The local award files will then be restored and will be returned to the **Opening Screen**.

Exchanging leagues between computers

A very popular feature of BLS-2021 is the ability to transport a league between computers. The most common application is the ability to take a backup of the league

from home into the bowling center for use with their automatic scoring version of BLS-2021. The center uses the league to send out the team rosters for the league to the lane consoles, then retrieves the scores after bowling.

The other important reason for the ability to exchange data between computers is when switching to a new computer. After installing BLS-2021 on the new computer, the league data that was backed up on the old computer can be restored on the new computer.

Transferring to new computer:

1. On the original computer, backup league data, system files, local awards and common addresses.

- Open BLS-2021. If the league is already open, close it by going to Menu **File > Close > Close League** first.
- From the **Opening Screen**, click **Maintenance**. If the Maintenance menu option is not available, it is due to the fact that a league file is open.
- **Backup Leagues**: This option backs up the league files. This step is not necessary if you have already backed up the league(s).
- **Backup System Files**: This option backs up various system settings such as custom fonts, custom report and customs style settings.
- **Backup Local Awards**: This option backs up local and bowling center award configurations. This only needs to be done if Local and/or bowling center awards have been configured.
- **Backup Common Addresses**: This option backs up the Contact List that contains contact information that is available to all leagues such as the bowling center, local association addresses, bank information, etc.

2. On the new computer, restore league data, system files, local awards and common addresses:

- Open BLS-2021. If the league is already open, close it by going to Menu **File > Close > Close League** first.
- From the **Opening Screen**, click **Maintenance**. If the Maintenance menu option is not available, it is due to the fact that a league file is open.
- **Restore Leagues**: This option restores the league files. Depending on the version of Windows, you will need to use the navigation controls on the left side of the screen to locate the drive these files were backed up to. Typically, you should be able to click on "Computer", "This PC", or "My Computer" and the drive will be listed.
- **Restore System Files**: This option restores system settings such as custom fonts, custom report and customs style settings.
- **Restore Local Awards**: This option restores local and bowling center award configurations. This only needs to be done if Local and/or bowling center awards were initially backed up.
- **Restore Common Addresses**: This option restores the Contact List that contains contact information that is available to all leagues such as the bowling center, local association addresses, bank information, etc.

Exchange data with bowling center:

1. Backup the league to a removable media and give it to the bowling center before bowling.
2. The center uses their BLS-2021 program to restore the league.
3. If the center has an automatic scoring interface version of BLS-2021, they will then send the league to the consoles at the lanes before bowling starts.
4. After league has finished bowling, the center imports the league scores back into BLS-2021.
5. The center will then backup the league to the removable media and return it to the League Secretary.
6. The League Secretary restores the league on the home computer.

Note: To prevent overwriting data between the two copies of the league, it is important to avoid making changes to the league files while the league is bowling. Just as important, the above process needs to be performed each week.

Maintaining USBC Youth Leagues

Chapter

28

Maintaining USBC Youth Leagues

BLS-2021 is designed to not only handle adult leagues, but also USBC Youth leagues. BLS-2021 includes forms for USBC Youth achievement awards and will detect awards earned by bowlers. BLS-2021 also includes the processing of USBC Youth's Pepsi tournament qualifying. Simply set up the qualifications and then designate which bowlers it will accept to advance towards the finals. The USBC has made significant changes to Youth leagues, specifically youth bowler divisions and age requirements.

- Youth ages for assignment into **bowler divisions** is no longer based on the August 1. Instead, the bowler will be assigned to a division based on the age they turn during the entire season (Aug 1, 2013 - July 31, 2014). For example, a bowler named Billy is 8 years old as of "August 1" and will turn 9 on August 5. Under the old rule, Billy would still be in the "under 8" division (typically referred to as Bantam) Under the new rules, Billy would be bowling in the 9 - 12 division.
- Pepsi Tournament is now all Scratch, there are no handicap divisions.
- Youth bowlers can participate in higher division with a waiver signed by the bowler's parents or guardians.

League Rules

The setting up of league rules is the same as setting up the rules for adults. The main difference is working with bowler divisions.

USBC Youth Leagues are now broken into the following divisions:

- **6 and Under**
- **7-8**
- **9-12**
- **13-15**
- **16-17**
- **18-20**

Age as of August 1: This date no longer applies when configuring Youth Divisions.

Alternatively, for additional separation of the bowlers and teams, the Youth Director can create individual league files

Setting up USBC Youth Bowler Divisions

To designate the USBC Youth divisions for the league, go to the **Setup > Rules > General Rules** and scroll down to **League Features**. Make sure that the switch for Bowler Divisions is set to **YES**. Next, select the **Divisions** tab and specify the number of bowler divisions. Next, using the drop-down list box, select the determining factor for the bowler divisions.

Setting up USBC Youth Team Divisions

If the bowlers are intermixed among teams and the league does not have specific teams for each divisions, or there is a separate league file for each team division, leave the number of team divisions at 1.

If the league covers every team's division, go to the **Setup > Rules > General Rules** and scroll down to **League Features**. Make sure that the switch for Team Divisions is set to **YES**. Next, select the Divisions tab and set the number of Team Divisions to the number of USBC Youth divisions the league offers. Click Teams will only bowl teams in their own divisions if junior teams will only play junior teams, bumper teams will only play bumper teams, etc.

Finally, go to **Adjust Team Rosters** and designate which division each team is in.

Pepsi Tournament

The Pepsi Youth Bowling Championships is a special tournament for youth bowlers, which is administered by the USBC Youth. BLS-2021 handles the league level qualifications.

Birthdays: In order to properly detect which division a bowler will qualify for the Pepsi tournament, the bowler's birth date must be entered. This can be entered on the **Adjust Team Rosters** or the **Bowler Maintenance** screens discussed in a previous chapter ([page 148](#)). The bowler's age is based on how old the bowler will be when their birthday arrives between August 1st, 2014 and July 31st, 2015. This is a change from previous years, which determined a bowler's age by how old they were on August 1st.

Pepsi Setup

To configure the **Pepsi Tournament** league qualifying, go to the **Weekly > Process This Week > Youth Pepsi Cola Tournament Qualifications**. Configure the **Pepsi Tournament Qualifying Rules** as follows:

Qualifying Weeks: Indicate of the 1st and 2nd Period qualifying will consist of 1 or 2 Weeks using the toggle switch. Enter the week numbers for each qualifying period. **Note:** If the league has advanced beyond the qualifying periods entered, go back to the first week of the qualifying period to properly pick up the results.

Enter your advancement ratios and fees. Identify if the league/local tournament will have "Under 6" Divisions by toggling the switch. Enter the Advancement ratio provided by the local tournament director. When entering the ratio, just enter the ratio number. Example: If the advancement ratio is 1:6 (one in every 6) then enter just the number 6.

Mail Pepsi Tournament Forms To: Click on the **Reports for Awards and Pepsi Tournament** tab to identify where the Pepsi Tournament paperwork is to be mailed. Usually this will be to a tournament director who is not at the same address as the local or state association. Click **Select Address** which will open the Important Contacts section of the **Bowler Maintenance** page.

Accepting or declining a qualifying bowler

Go to the **Weekly League Duties** menu and click **Youth Pepsi Cola Tournament Qualifications**. Click the **First Period Pepsi Tournament** or **Second Period Pepsi Tournament** tab depending on the qualifying period.

Indicate if the bowler will advance into the scratch or handicap division, by selecting the bowler and clicking on the **Scratch** or **Handicap** buttons. Next click **Advanced** to indicate that the bowler will be listed on the Pepsi report form.

If the bowler declines to advance, select the bowler and click **Decline**.

A worksheet can be printed to help indicate who will advance or decline by going to the **Reports for Awards and Pepsi Tournament** tab and printing the **Pepsi League Worksheet**. Take the worksheet when asking the bowlers if they wish to advance to the next level, mark it on the form. Then enter the information into BLS-2021.

Printing the Report Form

Go to the **Weekly > Youth Pepsi Cola Tournament Qualifications**. Click the **Reports for Awards and Pepsi Tournament** tab. Select the **Pepsi League Worksheet** form and click Print.

This form is sent back to the Pepsi Tournament coordinator.

Chapter

29

Automatic Scoring

When automatic scoring was first introduced to bowling centers, there was only a couple of companies and models to choose from. As technology improved and costs were lowered, other companies came out with competing systems. Color, graphics, speed detection became better and faster.

While the equipment that worked at the lanes became better, so did the front desk computers that controlled the lanes. Original systems used early forms of Unix or Xenix. While the operating systems are still around in one form or another, Microsoft's DOS and Windows operating systems became the standard for most businesses. And newer companies have developed front desk systems using Microsoft operating systems.

Each scoring system typically would have to develop their own software to manage leagues and tournaments. The drawback was that this left out the majority of league secretaries and centers that used BLS.

In 1993, Dacos and Heddon decided to provide compatibility with BLS-6. This allowed the center to set up the rosters in BLS and export the names and handicaps to the lanes. Once leagues were completed, BLS would read the scores bowled and enter them. The center then would print the standings and the recaps.

Currently, there are several scoring systems that have followed suit and offer importing and exporting capabilities to BLS.

In 1999, CDE Software developed a generic import and export method for scoring companies to use, providing additional functionality to league and tournament programs such as scoresheets and current score details.

What's needed?

To use BLS-2021 A/S, the scoring system must be compatible and the scoring edition of BLS-2021 must be purchased. BLS-2021 Standard and Professional Editions do not feature automatic scoring compatibility.

Most league and tournament functions are handled by the back office computer that is networked to the front desk computer. BLS-2021 A/S is compatible with most networks and uses the network to import and export data. If the center uses one computer for the front desk and does not have a separate back office computer, BLS-2021 A/S can be installed on that machine.

Compatible Scoring Systems

At the time of this writing, the following systems are available that are compatible with BLS-2021 A/S.

Certified Scoring Systems

The following compatible scoring systems participate in CDE Software's Certified Automatic Scoring program. Each system is continually tested by CDE's technical staff for compatibility and inter-operational functionality.

QubicaAMF Worldwide
8100 AMF Drive

Brunswick Bowling & Billiards Corporation
525 Laketon Ave

Mechanicsville, VA 23111
Phone: 804-730-4000 Fax: 804-559-8650

Front Desk/ Scoring: Conqueror Pro,
Conqueror and Conqueror Universal

A.K.Microsystems International Pty Ltd
Australia
Phone: 617 3201 1963 Fax: 617 3201 1963

** Front Desk/ Scoring: TouchDesk 3

USA
Phone: 248-375-2751

US Bowling
5480 Schaefer Ave
Chino, CA
Phone: 909-548-0644

Front Desk/Scoring: Pulse

Muskegon, Michigan, 49441-2697
Phone: 800-232-2369 or 231-725-3300

Front Desk/ Scoring: Sync
** Front Desk/ Scoring: Vector, Vector Plus,
Classic

Steltronic
4600 E Arrow Hwy
Montclair, CA 91763
Phone: 800-942-5939 / 909-971-6565

Front Desk/ Scoring: Focus, WINS

Non-Certified Scoring Systems

The following systems have interfaces available to CDE Software products but have not undergone certification.

QubicaAMF Worldwide
8100 AMF Drive
Mechanicsville, VA 23111
Phone: 804-730-4000 Fax: 804-559-8650

Front Desk/ Scoring: Boss 9.0 and Boss 9.1

Brunswick Bowling & Billiards Corporation
525 Laketon Ave
Muskegon, Michigan, 49441-2697
Phone: 800-232-2369 or 231-725-3300

** Front Desk/ Scoring: CenterMaster 1.10 +

Bowling Electronic Services & Technologies
5269 Briarwood Ave
Centennial, CO 80122 - USA
Phone: 720-251-6816

Front Desk/ Scoring:
ComputerScore/Ebonite/Vantage Matrix

Joystick Scoring
1621 McEwen Dr, Unit 40
Whitby -Ontario L1N 9A5 - Canada
Phone:888-569-7845 905-432-2832

Purrfect Score
28351 S Tamiami Trail
Bonita Springs, FL 34134
Phone: 800-922-9559, Fax: 239-947-6908

Front Desk/ Scoring: Purrfect Desk

Switch
Tekeli ITOB Organize Sanayi Bölgesi
Ekrem Demirtas caddesi No:44
35477 Menderes, Izmir
Turkey
Email: info@switchbowling.com

Front Desk/Scoring: Switch 2

Twelve Strike
2231 E Curry Street
Long Beach - California 90805 - USA
Phone: 562-984-6240 Fax: 562-428-8114

** These Front Desk/Scoring systems may require networked computer with compatible scoring.

Configuration for automatic scoring

After installing BLS-2021 A/S, the program must be configured to access the scoring system.

It is assumed that the scoring system is currently set up for compatibility with BLS-2021 A/S. If there are any questions regarding the front desk setup or configuration, contact the scoring company's technical support team.

Unlocking the configuration screen

To prevent accidental tampering with settings, the screen is locked to prevent major configuration changes.

To unlock the screen, click the lock box under Scoring System. Enter **CDESOFTWARE** when prompted for a password (all as one word in upper case) and click the checkmark. The lock should now appear as unlocked giving access to change settings.

Locating the Front Desk

In order to import and export leagues to the front desk, BLS-2021 A/S must be pointed to where the front desk is located.

Next to the Location/Computer name of Front Desk text box, click the browse button and locate the front desk computer's main drive.

If BLS-2021 A/S is installed on a back office computer, it is important that the front desk computer's C: drive is mapped to a drive on the back office computer. This is normally done during the computer installation. Consult your operating system manual or Microsoft's technical support for details on how to map a drive.

Setting the export directory

BLS-2021 A/S must be pointed to where the team roster files are exported in order for the front desk to find them. These files, called export files, are used to put bowlers on the lanes as well as to indicate the bowler handicaps. Each scoring system has its own particular location. Contact your scoring company for exact locations.

To indicate the location of the export directory, click the browse button next to Export Drive and Directory.

Setting the import directory

BLS-2021 A/S must be pointed to where score files are saved by the front desk in order to find files for importing. These files, called import files, contain scores and results during bowling.

To indicate the location of the import directory, click the browse button next to Import Drive and Directory.

Software Revision

If new features come along, the revision of the software for support to the scoring system may need to be incremented or gone back for legacy support.

Definition of and options for scoring system

Each scoring interface has their own particular set of features. Some features are also added in newer versions of the scoring system.

BLS-2021 A/S is designed to integrate these particular options into the export file.

It is important to remember that certain options may not be available on your particular scoring system.

The options for the scoring system are fairly self-explanatory. However, a few do need mentioning.

Lane Movement is supported

Certain scorers feature the ability to move lanes after each game of bowling. Enable this option if your system supports this.

Scoresheet Available

Certain scorers provide the ability to report information on frame by frame scores.

Best Practices

When using the Autoscoring edition of this software, it is important to do things in the appropriate order and week, in order to obtain the best results and minimize potential issues.

The following is the best practice to follow week to week with the assumption week 1 was exported, games were bowled, but scores have not been imported:

1. Import scores for week 1 and note any issues mentioned in the import log.
2. Go to **Weekly > Enter and Correct Scores** and verify scores against the recaps. Enter new bowlers that import log detected and manually enter those scores.
3. Print the standing sheet.
4. Upload standings to LeagueSecretary.com / Bowl.com , etc.
5. Indicate any nation/local awards earned that can not be automatically detected, such as 7-10 split, clean game, etc.
6. Print any USBC/CTF/TNBA awards forms
7. Print the statistics for this week or any other reports (except recap sheets), as desired
8. Backup the league to removable media, such as a USB Memory device, external hard drive, network hard drive so that the league can be recovered in case of a computer disaster that causes the data on the computer this software is installed on to be lost or corrupted.
9. Advance to the next week (week 2).
10. Make any adjustments to the league if any teams have been added or dropped.
11. Make any adjustments to the rosters, if bowlers have moved in their lineups, moved to a different team, known subs added to a team, etc.
12. Print the recap sheets.
13. Export the rosters to the front desk.

Repeat these steps each week.

Exporting Leagues

Typically, rosters are exported, league is bowled, scores are imported, scores are verified, standings and reports are printed, recaps are printed, and then rosters are exported for the next week.

The following section gives more information on exporting features

Preparing to export

Exporting rosters to the scoring system is similar to how recaps work. Export to the Front desk can either be in the last week that scores are entered or can be in the following week that scores will be bowled. Either method exports the rosters for the next week. As a reminder as to how our programs work, if scores are entered: export for the next week. If no scores are entered: export for the current week. We recommend always advance to the next week before exporting or printing recaps. This allows changes before exporting or printing recaps. If scores for week 5 are entered, print the standing sheet and other reports then advance to week 6, make any necessary roster changes, then export and print recaps.

Reminder: The league must be in the week where scores are entered to print the standing sheet for the following week.

To export rosters to the scorer, do the following:

1. Click **Weekly > Prepare This Week > Auto-Scoring: Send League to Front Desk**.
2. Select the particular Bowling Options.
3. Click **Export to Front Desk**.

That's it. The rosters should be available at the front desk for sending to the lanes.

Changing rosters before exporting

If rosters need to be changed before sending to the lanes, simply advance to the week that will be bowled. Scores should NOT be entered for this week.

Go to Team Rosters and change the lineups, then export the rosters as normal.

Note: Any changes to the rosters or scores after exporting to the front desk, will not be reflected on the lanes unless the league is re-export and click Yes to overwrite the existing file before sending the league out to the lanes.

Importing Scores

After scores have been completed for league, they must be imported to BLS-2021 A/S. This eliminates most manual score entry and decreases the possibility of user error in typing in scores. The following section gives more information on importing scores.

Importing scores

When league bowling has completed and the front desk has closed the league, the scores will be available to be process by BLS-2021 A/S.

If the league is not in the week that scores are imported, change to that week.

Click **Weekly > Process This Week > Auto-scoring: Import scores from Front Desk**. The Import Scores button indicates that scores are available to import.

Import Options

There are several options affecting the importing of scores. The following options are available:

*Based on scoring system features.

Re-order Team Rosters matching bowlers at lanes:

In order to provide lineup changes that match between BLS and the lanes, select this option. The roster will be re-ordered to the lineup on the lanes. When advancing to the next week, the lineup will be the new lineup.

Do not tag new bowlers as subs:

Select this option to import new bowlers on the team as regular members, instead of subs. A bowler's status can be changed to a sub at any time. This feature is simply used to help automation.

Score Removal during import

The following options affect how scores are imported:

- Remove scores before importing: Selecting this option will erase scores currently entered and import scores from the front desk.
- Don't erase scores: Maintains scores currently entered and will replace scores found from the front desk.
- Ask before overwriting: Same as above, but will prompt before replacing existing scores.
- Keep existing scores: Selecting this option will keep existing scores entered and bring in only the new scores.

Ignore ID numbers

Select to ignore the bowler ID#'s used during the import process and import scores based on bowler's name.

Error Log

After scores are imported, an error file is generated. This error file will show any problems or issues that need attention before printing standings or advancing weeks.

Typically, scores will appear in the error log due to a bowler being added at the lanes who does not currently belong to the league. This can either be a real bowler who is new or a current member who has mistyped their name or entered the wrong ID#.

Also, appearing in the error log can be absentee scores that are incorrectly entered.

Use this report to manually entering or correcting scores.

Fetching scores for brackets

Using the Brackets Module for automatic scoring edition of BLS-2021 A/S the program can fetch the currently completed scores for bracket results.

Most scoring systems provide the current scores while league is bowling, without closing the lanes.

To grab the latest scores, simply click the **Fetch Scores** icon in **Bracket Results**.

Scores can imported from the automatic scoring screen, too. Use the **Import Scores During Bowling** button unless all bowlers have finished bowling and all lanes have been closed.

Chapter

30

Mid Season Startup

This is commonly used when changing league software in the middle of the season and not having to re-enter all the scores for previous weeks that were bowled, or if all the data for the league was lost and there was no backup to restore.

There may be some situations where a league has already started and several weeks have been bowled prior to any data being entered into BLS-2021. In this scenario, it is recommended that scores be entered starting with Week 1. However, it may be prudent and less time consuming to simply start the league from the current week as opposed to entering data starting with week one. This is what is referred to as a **Mid-Season Startup**.

Starting a league mid-season is identical to starting any new league with the exception of having to enter year-to-date scoring information. A new league file would need to be created, league rules would need to be configured, league bowler information would need to be entered and team rosters established. Once this initial information has been entered, the mid-season startup is ready to be processed using the most current standing sheet available for the league.

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The recommended procedure for a **Mid-Season Start-up** would be to have the current week's standing sheet.

When setting up the rules of the league, **Setup > Rules > General Rules**, after entering the original start date for the league (when the league bowled the first session) and the number of weeks the league is bowling, in the next section, enter the **current week number** the league is bowling. Acknowledge the message that come up. Finish setting up the rest of the rules according to the league rules/bylaws. The program will automatically take the league to the current week of the league (the one entered in the Mid-season option).

Once on the current week, go to **Setup > Team Rosters** and enter the team and bowler information.

1. Click the Padlock in the lower left corner of the screen.
2. Using the Previous Week's Standing Sheet, enter Team information with regards to Pins, Points Won/Lost, Games Won/Lost and team high 10/30 scores.

3. For each bowler, enter Pins, Games, individual high 10/30 (High Game/High Series) scores and Points Won/Lost (Match Point Leagues)
4. Repeat steps 2 & 3 for each team until all the information for each team and bowler has been entered.
5. The league is now ready for scores to be entered for the current bowling session.

Note – For leagues with multiple parts/splits, in order to have each split standings, the league will need to be taken to the week of the split to enter the previous weeks' data from the last standing sheet prior to the split and manually put the scores in for the week ending the split/part. All the scores will need to manually enter for each week until current.

Important Notes:

- Scores cannot be entered for previous weeks. This includes make-up scores for weeks prior to the mid-season startup or pre-bowl scores bowled prior to the mid-season start up for weeks after the mid-season start up.
- Previously earned National or Local Association Awards will not be available.
- Bowler and Team Histories will be incomplete.
- Scores for League Awards or Prizes may be incomplete.
- Data that can be entered is limited to data listed on the Standing Sheet.

Method 2:

1. Create a new league, configure the rules, setup position rounds, enter bowlers and assign team rosters.
2. From the main screen, click on Go to any week then select the last week bowled.
3. Warning dialogs will be displayed as advancing each week since there are no scores entered. Simply click OK on these warnings
4. Go to Setup > Rosters
5. Click the Padlock in the lower left corner of the screen.
6. Using the Previous Week's Standing Sheet, enter Team information with regards to Pins, Points Won/Lost, Games Won/Lost and team high 10/30 scores.
7. For each bowler, enter Pins, Games, individual high 10/30 scores and Points Won/Lost (Match Point Leagues).
8. Repeat steps 6 & 7 for each team until all the information for each team and bowler has been entered.
9. Enter scores from Recap Sheets.
10. Print Standing Sheet. This should match the current Standing Sheet for the league. If these standing sheets do not match, verify the pins and number of games were entered correctly as well as ensuring the League Rules have been configured correctly.

Method 3:

1. Create a new league, configure the rules, setup position rounds, enter bowlers and assign team rosters.

2. From the main screen, click on Go to any week then select the week that will be bowled next.
3. Warning dialogs will be displayed as advancing each week since there are no scores entered. Simply click OK on these warnings
4. Go to Weekly > Prepare this week > Adjust Team Rosters.
5. Click the Padlock in the lower left corner of the screen.
6. Using the Previous Week's Standing Sheet, enter Team information with regards to Pins, Points Won/Lost, Games Won/Lost and team high 10/30 scores.
7. For each bowler, enter Pins, Games, individual high 10/30 scores and Points Won/Lost (Match Point Leagues)
8. Repeat steps 6 & 7 for each team until all the information for each team and bowler has been entered.
9. The league is now ready for scores to be entered for the current bowling session.

Chapter

31

Master Bowler Database

The Master Bowler Database (**MBD**) is an add on program, designed as a central location to store personal information for bowlers. Information stored includes, but is not limited to, address, phone, email, as well as the National bowler ID. This allows any bowler to added to any league managed by BLS-2021, either as a substitute or regular team member, without having to re-enter the personal information. This program is only available for the BLS-2021 Professional and Auto-Scoring Editions.

Installation of the MBD

The MBD-2021 can be installed from CD or downloaded from the Internet. It is not included in the BLS-2021 installer, as not all customers use the MBD, so we provide a separate installer.

NOTE: BLS-2021 Auto-Scoring or Professional Editions must be installed and activated prior to installing the MBD.

Installing from CD ROM

To install the Master Bowler Database using a CDROM, follow the instructions below

1. If Windows is not currently logged in under a Windows account with Administrator privileges, then log in as Administrator or as a user with Administrative privileges.
2. Insert the CD-ROM. If Autoplay is enabled, the menu screen will appear. If Autoplay is disabled, run the Menu by opening **My Computer**, double-click on the CDROM drive, then double-clicking on the **SETUP.EXE** file.
3. From the screen that appears, select **CDE Software Products**.
4. Another screen will appear that lists several different products that are offered by CDE Software. Each of these products will install when clicked on and will run in DEMO mode.
5. Select BLS-2021
6. The next screen will list several different items that are associated with BLS-2021. To install, click **Install MBD-2021**. This will run the InstallShield Wizard which will walk through the installation process.
7. Follow on screen instructions to complete the MBD-2021 installation.
Note: When installing the MBD-2021 Manager on a remote machine that will connect the database over the network, select **Custom** when prompted for Setup Type so that MBD-2021 Server can be deselected for installation.
8. At the end of the installation, check the option "Start MBD-2021 Server" before closing the installer unless it was not installed in the previous step.
9. Grant full permission by any firewall security prompts for the server to access or be accessed by the network.
10. After the installation is complete, exit the CD-ROM installation menu.

Installing from the Internet

To install the MBD-2021 from the Internet, follow the instructions below

1. If Windows is not currently logged in under a Windows account with Administrator privileges, then log in as Administrator or as a user with Administrative privileges.
2. Connect to the Internet and open a web browser to CDE Software's home page at <http://www.cdesoftware.com>
3. From the home page, select **Downloads** tab.
4. Step 1: Click on Master Bowler Database. Step 2: Click on **MBD-2021 Program**. Scroll down to Step 3.
5. Select the yellow **Download** button and click on it.
6. Depending on the browser, an option to Run or Save should be presented. For simplicity, select Run if this is the destination computer. However, using the Save option, will facilitate keeping a copy of the installation program as a backup or to transfer to another computer.
7. If the Run option is selected, the InstallShield Wizard will automatically start when download is complete. If the Save option was selected, locate the downloaded MBD-2021INSTALLER.EXE file and double-click to start the installation.
8. Follow on screen instructions to complete the MBD-2021 installation.
Note: When installing the MBD Manager on a remote machine that will connect the database over the network, select **Custom** when prompted for Setup Type so that MBD-2021 Server can be configured to not be installed.
9. At the end of the installation, check the option "Start MBD-2021 Server" before closing the installer unless it was not installed from the previous step.
10. Grant full permission by any firewall security prompts for the server to access or be accessed by the network.

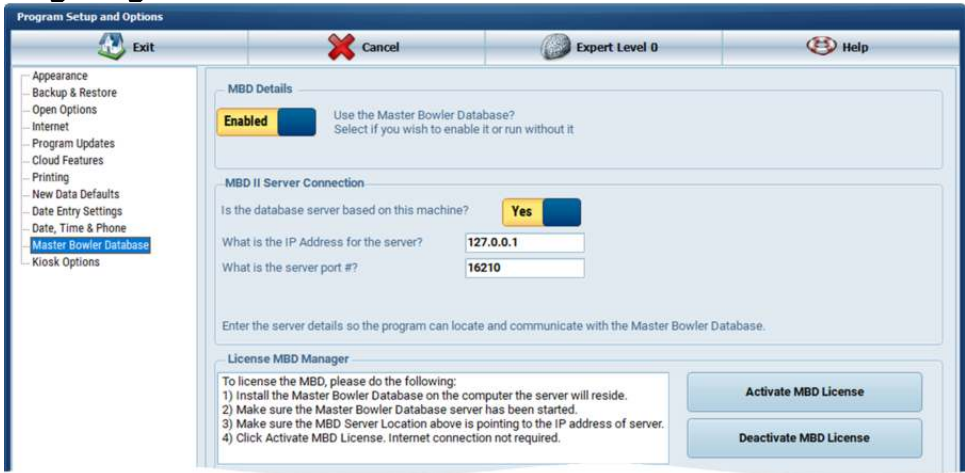
Installing the database:

After the MBD-2021 has been installed, the first step is to create a new database. This task is performed from the MBD-2021 Manager application. This application can be launched from the **Start Menu in Programs > CDE Software MBD-2021**. When running MBD-2021 Manager for the first time, grant full permission by any firewall security prompts for the manager to access or be accessed by the network.

From the MBD-2021 Manager screen, click on the **Database Setup TAB**.

From this page, click **Install Database**. If a database already exists, a prompt will appear requesting permission to delete it first. Only do this if intending to clear and reset the database from the beginning.

Configuring BLS to use the MBD



Once the database has been installed, use the following steps to configure BLS-2021 to use the MBD-2021:

1. Launch BLS-2021.
2. Go to **File > Program Preferences**
3. Click on the Master Database tab
4. If the Bowler Database is located on the same machine running BLS-2021, skip to step 7.
5. If the Bowler Database is located on a remote computer, the information will need to be entered for BLS-2021 to utilize the database. Under **MBD II Server Connection**, toggle the "Is the database server based on this machine", switch to **No**. Enter the IP Address for the computer where the bowler database is located.
6. Enter the server port number that will be used to access the MBD-2021. By default, this port number is configured for **16210**. As such, unless a change was made on the MBD-2021 Server, nothing else will be necessary on this screen.
7. Click Activate MBD License. Internet connection not required.
8. Change the switch under **MBD Details** to **Enabled**. The database is now ready for use.

Upon exiting this screen, the Database Status monitor should read **MBD Available**. It may be necessary to exit BLS-2021 and restart program. If the database still fails to load, verify the configuration settings in the **Program Setup and Preferences**.

Linking League to Database

The final step to interface BLS-2021 with the MBD-2021 is to link the league files.

When the league file is opened, there will be another section labeled **MBD** in the **Database** tab. Click on the switch to change the option to **YES**, for 'Will this league be linked to the Master Bowler Database?' This will add the league to the database and copy all the bowler information.

As an alternative, go to **Setup > League > Rules > Special Options** and link the league to the database under the **Master Bowler Database** section.

When league file is linked to the database, all the bowlers in the league file are copied into the database. If a bowler already exists in the database, a duplicate record will be created.

1. Click Select Person To Remove and then locate the original person that will be merged to a different person.
2. Click Select Person To Keep and locate the duplicate person that will remain in the database.
3. Copy any information from the person being removed that is necessary and is missing from the person that will remain. A shortcut to copying information is to click in a field in the removed persons panel and then press SHIFT-CTRL-C.
4. Click Merge Now.

Adding bowlers from database

Now that the league has been linked to the MBD-2021, the database can be used to enter bowlers who are not currently on the league. This can be done from **Weekly > Prepare This Week > Adjust Team Rosters** or **Weekly > Process This Week > Enter/Correct Current Scores**. Depending on the nature of the new bowler, click on **Replace, Sub** or **Add** and the following screen will appear to select the bowler:



To add a bowler from the MBD, simply click the **Select from Master Bowler Database**. This will bring up a list of bowlers in the MBD from which the bowler name can be selected, or a new bowler created if they do not exist in the database.

Locate the bowler to be added to the league then click **Import Selected Person**. If the bowler does not exist, use the **Add New Bowler to Database** and add the bowler information.

Upon clicking the **Save New Bowler to Database** button, the name will be added to the list of bowlers where it can be selected to Import into the league.

Master Database Manager

The MBD-2021 Manager is a utility that is installed with the MBD-2021 used to print reports and to do general database maintenance.

The Manager is only available for BLS-2021 Pro and BLS-2021 Autoscoreing Edition customers.

The Manager utility has its own help file where additional details and help can be found.

Master Database Manager Reports

The MBD-2021 Manager offers several individual and league reports and labels. To print a report, simply locate the report in the list and click on the report. A preview will appear of the report, which can then be printed or exported into select formats.

Many of the reports can be further adjusted by changing the sort or report separation options.

Editing Bowlers in the MBD Manager

To change details for a person in the MBD-2021, simply click the **Edit Bowlers** button located in the **Bowlers** tab. From here, edit the appropriate information, such as name, address, email or phone numbers.

The changes will be saved when selecting a different person or clicking **Close**.

Bowler Trac and MBD

The MBD-2021 Manager supports exporting or importing bowlers from Bowler Trac, a software product from the Bowling Proprietors of America.

Exporting

To export the persons listed in the MBD-2021, click **Export to Bowler Trac** found in the **Bowlers** tab and select the location to save the file. This file then can be used to import the people into Bowler Trac.

Importing

To import people from Bowler Trac into MBD-2021, create an export file in BITS format from Bowler Trac and then click **Import from Bowler Trac** found in the **Bowlers** tab to select the BITS formatted file. Select the people to import.

Chapter

32

Technical Support

CDE Software's goal is to provide low-cost software to the bowling industry. We have chosen not to include technical support costs in the price of our software, since doing it would penalize the majority of customers who do not use our services.

We believe this policy has advantages over the 'pay-for-support of time' - limited support policies of other companies. Unlike many software companies, CDE Software provides FREE program support to registered users of BLS-2021; however, you assume costs for your own long distance phone charges, online charges, facsimiles or postage.

Please note that CDE Software experiences the highest volume of support and sales inquiries during the peak months of August, September and January. The easiest method to obtain support is via our discussion forums on our website or email. We make every effort to respond to your support questions in a timely fashion.

There are several ways for you to get help:

Support & Updates Function

BLS-2021 includes the ability to use your Internet connection to check for updates to the software and send our Support department your questions and league files.

Internet

Our website is at <http://www.cdesoftware.com>, featuring live online chat with staff during normal business hours.

Electronic Mail

Our help desk can be reached at help@cdesoftware.com.

Please, always include your name, serial number, or customer number, in all Email correspondence.

Important: If using a SPAM filter, white list, or other means of detecting email as SPAM, add help@cdesoftware.com to your list of accepted email addresses BEFORE emailing CDE, to ensure responses are received. Over time, we have received many calls from upset customers not receiving responses, when it was their SPAM protection blocking responses from CDE Software.

Automated systems requiring humans to enter special codes to allow emails to be received (i.e. Earthlink's SpamBlocker), will block responses. Add our email addresses to your list of acceptable emails to remove this requirement.

Phone

Phone support is limited to the current major versions of the software.

Customer Support hours are 10 AM - 4 PM Pacific time Monday-Friday, with extended hours Mondays and Fridays until 5:30 pm. If residing in the Eastern Time Zone, subtract 3 hours from your clock.

• BLS-2021 Standard or Professional Editions

If you are an individual league secretary or bowling center with the **BLS-2021 Standard Edition** or **BLS-2021 Pro Edition**, which are considered consumer products, then technical support can be reached at: **(206) 937-8927**

• BLS-2021 Auto-Scoring Edition

If you are a bowling center with the **BLS-2021/S Edition** (Automatic Scoring Edition that imports and exports to the scoring front desk) then the Automatic Scoring Support Division can be reached at: **(877) 937-5744** or **(206) 937-5744**. Automatic Scoring

Support Division technicians will not answer questions about the Standard or Pro edition products.

FAX 24 hours per day / (206) 937-6262

Before Contacting Technical Support

Although we've worked hard to make this program as easy-to-use as possible, the wide range of computer hardware, software and operating systems available today can be confusing. Please follow this brief checklist to help trouble-shoot the problem:

READ THE MANUAL

Solutions to 99% of questions and problems can be found within this manual and FAQ. Our support department has compiled this list to help resolve some of the most common questions asked by customers.

CHECK ON-LINE HELP

It will provide specific information to the item you were working on. Click the Help button. The online help is updated more frequently than the manual and may contain more detailed information.

CHECK FOR PROGRAM UPDATES

Use the built-in update checker or visit our website to see if you have a current version of this program. If a problem was discovered, such as a program bug, a fix may have been made already.

ONLINE KNOWLEDGE BASE and FREQUENTLY ASKED QUESTIONS

Use your Internet connection to visit our web site at <http://www.cdesoftware.com>. From the home page you can access CDE Software's online Frequently Asked Questions which may answer the questions you have.

ONLINE DISCUSSION FORUMS

Visit our web site at <http://support.cdesoftware.com> and sign up for free to view posted messages and interact with CDE staff and other fellow secretaries. Questions you have may already been asked by other users and the solutions posted.

TRY DIFFERENT THINGS WITH A SAMPLE FILE

Do not be afraid to experiment, but always keep a backup of your file.

Some hints for getting quality technical support

Include Version and Serial Number Information

Many times we have already addressed an issue you may be experiencing, in the form of an update. The only way we can determine if this is a new problem or if the problem was already resolved, is for you to include the version number and serial number of the software you have a question about. The serial number allows us to locate you in our customer records.

Provide Specific Examples

Try to include specific examples to illustrate your question. If necessary, provide a step-by-step description of exactly what you did, exactly what happened, and exactly what you were expecting. Even if the problem is obvious, it is useful to include a specific example so that we can be sure that we are looking at the same problem at which you are looking.

Provide Complete Information about the Problem

Try to provide enough information to enable us to reproduce the problem. This may require you to send a backup of the tournament or we may need detailed information about your computer system, such as hardware specifications, or information about other software on your computer. If you are not sure what information will be needed, just send the information that you think is relevant, and we will contact you if we have additional questions.

Try to Reproduce the Problem

Problems that can be reproduced in a simple, systematic way are much easier to fix than intermittent problems or problems that come up only under loosely specified conditions. In fact, unless a problem can be reproduced on our computers, it is usually not possible to fix it. Problems not easily reproduced tend to get fixed when a reproducible example shows up in other testing.

Separate the Problem from Background Information

Separate the description of the problem from a discussion of the situation, in which the problem came up, and from speculation about possible causes of the problem. Your speculations about a problem are often very helpful, and there are many problems for which background information about the problem can be very valuable in coming up with a solution. While we enjoy reading about unique things you do with our software or your tournament, for the purpose of answering questions, it is useful to keep that information separate from a description of the problem itself.

Describe the Problem in Generic Terms

Try to describe your question in language meaningful to someone, with a general background in bowling and computers.

Check Your Work

Before reporting a problem, verify the problem is in BLS-2021 and not your own configuration, or elsewhere on your computer system. Of course, some problems, are obvious. If BLS-2021 gives a conspicuously wrong result or crashes for no apparent reason, then we certainly want to know about it. If documentation leaves the intended behavior unclear, we would like to know about that too. If the problem is not in BLS-2021, then you may need to look to other resources for assistance.

Include Only One Topic in Each Message

For organizational purposes, include only one question in each message. It's easier to send different questions to different experts and avoids confusion in keeping track of which response goes with which part of your message.

Identify Your Questions Clearly

If your message involves a question or other remarks requiring a response, make sure your questions are explicit.

Look to Other Experts

Although we have here at CDE Software are the world's experts on BLS-2021, we do not have the world's experts on other aspects of running a tournament or your computer system. If your question is not strictly confined to BLS-2021 but instead involves other hardware or software (such as a printer or the operating system), then you may want to look to other experts for help. Our online community is a great place to interact with other users of BLS-2021 and may have more input or suggestions regarding your questions with BLS-2021 or running a tournament.

Going to Contact CDE via Internet?

If you have access to the Internet:

This is the most preferred method of communicating with us. After all, with new technology at our fingertips, why should you be forced to put up with delayed deliveries and damaged disks?

You can Email our technical support department. You will be answered promptly and best of all, you can sign on at any time of the day, (not just restricted to when CDE's offices are open).

The current updates to our software can be downloaded off the web, as well as product information, frequently asked questions, and find other bowling related sites. The website also features a bulletin board to interact with other users of CDE programs. Other customers may have already posted and received answers to questions you may have.

Sometimes the program is purchased by a bowling center. If that is your situation, the program should be registered under the name of the organization along with the name of the person in charge of using the program. Otherwise, the program will be licensed for use by the individual named and only that person will be eligible for support.

Using BLS-2021's built-in Internet features

This program includes features such as automatic updating and support requests.

Sending Email directly to CDE

The email address to send support questions to is help@cdesoftware.com

Be sure to include in EVERY email correspondence:

- Your real name. We do not know our customers by their nickname, AOL user name or Email address.
- Your Email address. Always check to make sure you use your correct Email address.
- Program serial number.
- Exact installed program version. (Saying you have BLS-2021 is not what we need. Looking in this manual for the version will not help you or us either. We need the exact program version installed on your computer which is found when you start the program and would be in the format of 26.xx.xx).
- Your customer number (not required, but helps us locate your customer record).
- Computer system, model and operating system (Windows 8.1, Windows 8, Windows 7, Windows Vista, etc.).
- Describe the problem, include any reports which detail the problem. Include the exact version (Shown in main screen).

Going to Contact CDE via Fax?

If you fax, be sure to include in EVERY correspondence:

- Your real name. We do not know our customers by their nickname, AOL user name or Email address.
- Your return fax number for us to reply. If your fax shares your voice line, advise us when is the best time to fax back.
- Program serial number.
- Exact installed program version. (Saying you have BLS-2021 is not what we need. Looking in this manual for the version will not help you or us either. We need the exact program version installed on your computer which is found when you start the program and would be in the format of 26.xx.xx).
- Your customer number (not required, but helps us locate your customer record).
- Computer system, model and operating system (Windows 8.1, 7, Vista, etc.).
- Describe the problem, include any reports which detail the problem. Include the exact version (Shown in main screen).

Note:

Please do not fax letters asking the technical support department to call you, or telling us that our phone lines have been busy. While we realize that it may be difficult sometimes to reach our technical support by voice during peak periods, remember that you are not being charged by the phone company for a busy signal.

Going to Contact CDE via Phone?

If you telephone us:

During the start of league season (August, September, January and May), the telephone is the most difficult ways to reach our support staff. Consider the alternative methods we've provided our customers to get assistance such as our online chat, community forums or email.

Do not call CDE Software's orders or customer service phone lines line for technical assistance as these operators are not trained to handle support questions. They will instruct you to call our technical support department. Please also do not call these lines asking why our support phone is busy. If the phone line is busy, it means our staff is assisting other customers at the time you called.

Please read the following two paragraphs carefully! If you do not know which edition of BLS-2021 that you have, then start BLS-2021 and click **Help > About BLS-2021**. The PRODUCT EDITION will display if you have the Standard, Professional or AutoScoring edition.

BLS-2021 Standard Edition

If you have BLS-2021 Standard Edition, support is available by phone at: **(206) 937-8927**.

BLS-2021 Professional Edition

If you have BLS-2021 Professional Edition, support is available by phone at: **(206) 937-8927**.

BLS-2021 Automatic Scoring Edition

Bowling center with the BLS-2021 A/S Edition (Automatic Scoring Edition that imports and exports to the scoring front desk) then CDE Software has a dedicated Automatic Scoring Support phone number at: **(206) 937-5744**. Automatic Scoring Support Division technicians will not answer questions about the Standard or Pro edition products.

If the telephone is the only method available to you, please observe the following guidelines:

- **BE AT YOUR COMPUTER.** Do not call us when you are not at the physical location of the computer. The support department may not receive the needed information to help diagnose the problem.
- Have your program serial number in front of you.
- Have exact installed program version in front of you. (Saying you have BLS-2021 is not what we need. Looking in this manual for the version will not help you or us either. We need the exact program version installed on your computer which is found when you start the program and would be in the format of 26.xx.xx.)
- Have your customer number handy, because helps us locate your customer record.
- What is your computer brand, model and operating system (Windows 10, 8, 7, Vista, etc.).
- Be able to tell the support staff the nature of the problem including the sequence of steps and keystrokes which led to the problem or what you were trying to do and how the results differed from what you expected.

Frequent Questions and Answers

Chapter

33

Frequent Questions and Answers

The following section addresses some common questions. Please also see the Frequently Asked Questions section in our online help, as well as our Knowledge base on our website, at <http://support.cdesoftware.com>

Changing Secretaries?

Per the license agreement, in order to transfer ownership of this software, you must send a transfer of ownership form to CDE Software. This form is installed with the program or can be downloaded from the CDE Software website at <http://www.cdesoftware.com/transfer.pdf>. This form must include the current licensee's (End-User) and the new licensee's (new End-User) signatures, including both names, addresses and phone numbers. The transfer will not be considered effective until the new licensee receives a written confirmation letter.

There may be a nominal fee charged to the licensee for issuing a new key file reflecting address or name changes.

When transferring the license, all previous licensees must transfer all materials, disks and any archives of leagues and previous software versions to the new licensee and remove the software from their computers.

It is best to take care of the transfer of ownership form as soon as you are aware you will no longer be using the software and will be transferring the software to someone else.

Upgrade and Update Policies

CDE Software, LLC has a simple upgrade and update policy. They are not the same concept, so please read each policy carefully.

Upgrade Policy

CDE Software, LLC releases a new edition of BLS annually, adding new features, options and improvements the program whenever possible. Each new editions also supports USBC, CTF, TNBA and other certifying organizations for that season.

When CDE Software, LLC releases a major upgrade, registered End-Users an announcement is made on our website as to costs and upgrade procedures. Information may be sent in a newsletter or email. If you did not purchase your copy of the program directly from CDE Software, LLC or have moved or transferred your license, it is important that you notify CDE Software, LLC as to where update notifications should be sent.

Pricing for upgrades are based on program currently licensed and is generally lower for those with the most recent software.

Update Policy

CDE Software, LLC periodically will release updates to BLS-2021 to address program issues or software bugs. There may also be feature enhancements released during the product lifetime. Updates, however, are NOT designed to transition software to the next MAJOR edition and will not add capabilities of future seasons for certifying organizations.

When CDE Software, LLC releases a minor update, the program update is made available for download on our company website at <http://www.cdesoftware.com>. Updates are available for free, providing the updates are downloaded from our website.

If you do not have Internet access there are two options available.

1) Downloading the update from our website does not require that Internet be available on the BLS-2021 computer. Anyone from anywhere can visit our website, download the update and transfer to removable media or device. This feature is particularly handy for bowling centers that either do not have Internet access or have access on a different computer. This option is FREE and helps ensure that you have the most recently made update available.

2) Request a replacement CD-ROM with the latest available update made available. Contact our customer service department or technical support department. There is a nominal charge to send a CD-ROM to cover materials, shipping and handling. Please note that CDE Software can not guarantee that the CD-ROM will reflect the most recent update available on our website. CDE Software, LLC is not responsible for CD-ROM's that are shipped and a newer update is made while your CD-ROM is in transit.

Installation

The following are topics relating to the installation of the software.

My computer won't read the installation CD-ROM

This can happen in the following situations:

1. The CD-ROM drive may be too old. There have been several changes to the CD-ROM format. While the CD's are made to maintain as much legacy support as possible, it's possible your device may be too old.

Troubleshooting tips:

- First check to see if your device can read other CD-ROMS. If not, then service or replace your device.
- Verify if the installation CD-ROM is readable on another CD-ROM device on your system or another system
- Check your device manufacturer's web site or technical support on the availability of software to upgrade the device firmware (software that is programmed on the device itself)
- Check for any updated Windows drivers from the device manufacturer or the operating system maker
- Upgrade your CD-ROM device

2. The CD-ROM device may be mis-calibrated or have a dirty lens. Both problems can cause improperly reading some or all CD-ROMS.

Troubleshooting tips:

- Use a recommended CD-ROM lens cleaner to clean the lens
- Service or replace your CD-ROM device

Installation program doesn't start or crashes

When the installation CD-ROM is inserted, the device reads the CD and the Windows will launch the autoplay program. The installation program is simply a helper and is not required for installation of individual programs.

Troubleshooting tips:

1. Make sure autoplay is enabled for your CD-ROM device. Check your Windows guide for details.
2. Double-Click on the Sampler.EXE in the root folder of the CD-ROM.
3. Manually install the program by using Windows Explorer and running the **BLS2021INSTALLER.EXE** located in the BLS2021 folder.

I have Windows 10

Yes. BLS-2021 has passed Compatible with Windows 10 certification tests by Microsoft.

I have Windows 8

Yes. BLS-2021 has passed Compatible with Windows 8 certification tests by Microsoft.

I have Windows 7

Yes. BLS-2021 will work with Microsoft Windows 7.

I have Windows Vista

Microsoft discontinued all support and security updates to Windows Vista in April 2017. BLS-2021 is not compatible with Microsoft Windows Vista without Service Pack 1.

While installation on Windows Vista may work as intended, we are unable to guarantee continued compatibility due to the discontinuation of Windows Vista. We are not doing any internal testing for compatibility with Windows Vista.

I have Windows XP

Microsoft discontinued all support and security updates to Windows XP in April 2014. BLS-2021 is not compatible with Microsoft Windows XP with Service Pack 2 or earlier.

While installation on Windows XP with Service Pack 3 may work as intended, we are unable to guarantee continued compatibility due to the discontinuation of Windows XP. To find out if your Windows XP has Service Pack 3 installed, right-click on the My Computer icon on your Windows Desktop and select Properties.

We are not doing any internal testing for compatibility with Windows XP.

I have Windows 2012 Server

Yes. BLS-2021 has passed Compatible with Windows 2012 Server certification tests by Microsoft.

I have Windows 2008 Server

Yes. BLS-2021 has passed Compatible with Windows 2008 Server certification tests by Microsoft.

I have Windows 2003 Server

Microsoft discontinued all support and security updates to Windows 2003 Server in July 2015.

While installation on Windows 2003 Server may work as intended, we are unable to guarantee continued compatibility due to the discontinuation of Windows 2003 Server.

We are not doing any internal testing for compatibility with Windows 2003.

Do I need to uninstall older versions first?

No. BLS-2021 will install all the files it needs, and does not care about the older files. BLS-2021 installs into the BLS2021 folder.

Do I have to install my older BLS to install the new upgrade?

No. Upgrades are full versions of software, discounted in price and do not require older products to be previously installed.

Will my leagues get moved to this program?

If you have BLS-2017, BLS-2016 or BLS-2015 then BLS-2021's installer will look for the newest program available and copy all leagues as an option. If you said no to this step, then leagues will need to manually be copied or restored.

Can I install AS Edition software at home or other computers?

No. The Autoscoreing Edition of BLS-2021 can be installed only at the bowling center on one computer. Installation at home requires a Standard or Pro edition license. Installing any of our software on multiple computers requires additional licenses for the software.

If installed from the web, do I reinstall from the CD-ROM?

No. The installer from the website is the exact same installer as the CD-ROM, although there is a possibility that the installer on the website is newer than what is on the CD-ROM, which is desirable.

Is there a different installer for the different editions?

No. They are one and the same installer. The registration for the software will appropriately unlock specific features of the software depending on the edition purchased.

Recovery when installed from web download?

If you need to re-install on a new computer, new hard drive or other computer malfunction, download and install the program from the website. All currently supported products manufactured by CDE Software, LLC are available for download at any time. These programs will install demonstration mode but will be unlocked upon entering the registration information. Use the following steps to download BLS-2021:

1. Open your Internet connection.
2. Go to <http://www.cdesoftware.com>
3. Select **Download Software** then **Program Demos**
4. Select the **BLS-2021 Program Installer**

5. Read through the details and instructions, then click on **Download Now**
6. When prompted to **Run** or **Save**, select **Save**
7. Save program to your Desktop, or other location where you will be able to find it.
8. Once the download is complete, double-click the **BLS2021INSTALLER.EXE** file that was downloaded.

What do I do when the program does not start?

There may be times when you Launch BLS-2021 and the program will not start. In addition, when you attempt to launch the program again, you may receive an error: "You may only run 1 copy of BLS-2021 at a time"

This problem can occur under low memory conditions or when non-standard Windows options are configured. The following suggestions can be used to resolve this issue:

- Reduce the Color quality from 32 bit to 16 bit

This can be done by right-clicking on the desktop and selecting 'Properties' to bring up the Display Properties dialog. Click on the 'Settings' TAB and change the 'Color quality' option. You may also want to check for updated video drivers from the manufacturers web site.

- Ensure BLS-2021 is not configured to be run in any type of compatibility mode. right-click the 'Launch BLS-2021' icon and go to Properties. Click on the 'Compatibility TAB and verify that nothing is selected for the **Compatibility mode** option.
- Verify a default printer driver is installed

Even if a printer is not attached to the system, at least one printer driver must be installed and set as default. Open **Control Panel**, then **Printers & Faxes** to ensure there is a default printer driver installed. If no printers are listed, add a new printer and select as default.

- Clean up the Windows operating environment by removing unnecessary programs and/or services.

Windows 7 and higher include a utility called **System Configuration Utility** (MSCONFIG) which simplifies this process. To access this utility, click **Start > Run** then type "MSCONFIG". This utility allows you to select different Startup options as well as the ability to disable various Startup programs and/or services. For more information, please consult your Windows documentation or help.

- Check settings for 'Data Execution Prevention' or DEP (Windows 7 and higher)

Windows Vista and higher includes a security feature for Data Execution Prevention or DEP. To view these settings, right-click 'My Computer' and go to Properties. From the System Properties, click the 'Advanced' TAB and select the 'Settings' option under the Performance section. Click the 'Data Execution Prevention' tab and verify that it is set to 'Turn on DEP for essential Windows programs and services only

If this section is set to 'Turn on DEP for all programs and services except those I select:', add **BLS2021.EXE** to the list of programs.

The computer the software is installed does not have Internet

This is a common situation for bowling centers, where the software is installed on a scoring system computer that is not connected to the Internet. The solution is to

download the software from a computer that does have Internet access and transfer the installer to a removable media such as a Memory Stick, Thumb Drive or CD-ROM.

To install the BLS-2021 from the Internet, follow the instructions below

1. Have serial number and invoice with the product registration information. Be sure to place all the product registration information in the front of the manual.
2. If Windows is not currently logged in under a Windows account with Administrator privileges, then log in as Administrator or as a user with Administrative privileges.
3. Connect to the Internet, then go to <http://www.cdesoftware.com> then click **Downloads**.
4. Select the **Program Installers and Demos** link. All CDE Software, LLC programs listed in this section are the complete programs designed to function in demonstration mode until registration information is entered.
5. Next to **BLS-2021 Program Installer**, click the **Download** link.
6. Depending on your Web browser, you may be presented with an option to **Run** or **Save**. Use the **Save** option, you will be able to keep a copy of the installation program as a backup or to transfer to another computer.
7. Select the **Desktop** as the destination to save the program installer and click **Save**.
8. After the transfer has completed, locate the **BLS2021INSTALLER.EXE** file that was downloaded and save to removable media.
9. Take the removable media to the computer that the software will be installed on.
10. Double-click on the **BLS2021INSTALLER.EXE** file to start the InstallShield Wizard.
11. Follow on screen instructions to complete BLS-2021 installation.

Leagues

The following are common questions pertaining to leagues.

Will my leagues get moved to this program?

If you have BLS-2018, BLS-2017 or BLS-2016, then BLS-2021's installer will look for the newest program available and copy all leagues. Skipping this step will require leagues to be manually copied or restored.

Can I convert my BLS-2015 or earlier leagues to the new BLS?

No. Because of all the changes made to the league files, you will need to reenter your leagues.

Does the AS Edition import leagues from other software?

Importing leagues from other software, such as Brunswick or AMF's league record service is not supported due to the extreme differences in the software. If you are coming from Twelve Strike's BLS-6 software, you will also need to reenter your leagues as that edition of BLS is too old and can not be converted.

Is there other software compatible with the BLS leagues?

CDE Software, LLC currently does not support or endorse 3rd party companies that can read, write or manipulate BLS-2021 data. It is a violation of the software license to create 3rd party tools to read, write or manipulate the data files. CDE Software, LLC is

not responsible for data loss or damages to data files from the result of using 3rd party software.

How do I change the file name for my league?

There are typically two reasons you may want to change the file name for your league:

1. The Default file name initially assigned by BLS-2021 may be cryptic and you want to assign a more descriptive file name.
2. BLS-2021 A/S Edition is used and initial file names are greater than 8 characters, unsupported by some Front Desk software.

The recommended method for renaming the file name is to make a copy of the league and create a new file name as follows:

1. Click on **Maintenance > Copy > Copy BLS-2021 league to somewhere else**
2. Select the league to duplicate, then click the **Copy a League** button.
3. Enter a unique name for the new league file, select a destination folder then click **OK**. Be sure to limit the number of characters to 8 if the computer system or automatic scoring system has this limitation.
4. Click **Cancel** to exit back to main screen.
5. Open the newly copied league and confirm all settings and scores.
6. Once the league data in new file name has been verified, delete the league stored using the original file name.

How do I remove duplicate bowler records?

Each bowler is assigned a unique ID# when added. Occasionally, a bowler can be mistakenly entered more than once. The following solution resolves this problem:

1. Locate each duplicate bowler's bowler ID# and write it down.
2. Print a bowler history for each of these bowler ID#'s.
3. Examine the bowler histories. Select the bowler that has bowled the earliest in the season. This will be called the "true" bowler.
4. Look at the other bowler's history and locate the first week that the scores were entered.
5. Change the league to that week.
6. Go to **Scores** and locate the "non-true" bowler.
7. Remove the scores and the "non-true" bowler from the team roster.
8. Add the "true" bowler to the team and re-enter the scores.
9. Repeat until your league is caught up.
10. Re-print the bowler histories for the bowlers and make sure that only the "true" bowler has scores.
11. Go to the **Bowler Maintenance** screen and locate the "non-true" bowler.
12. Change the "non-true" bowler's name to **VACANT** and change the status of the bowler to **Quit the League**.

Backup or Restore Errors

If you receive a backup or restore error in BLS-2021 or when uploading to LeagueSecretary.com, please click on the FAQ button in BLS-2021 and look for FAQ #214 or search for the word Backup or Restore. This question is frequently posed to our

support staff and we have a very simple solution to the problem documented in the FAQ file.

General Questions

The following are general questions asked by our customers.

Another secretary is using a copy registered to someone else

If you believe someone is using a pirated copy of the software or is distributing copies of the software, please contact CDE Software with as much information as you can. You can contact us via e-mail at piracy@cdesoftware.com or contact us at 206-937-8069.

Your name and information will be held in strict confidence.

Can I use a hacked version of BLS?

Only license holders of BLS-2021 shown in our customer database are licensed to use the software. Hacked versions of the software may contain viruses that will destroy your data and/or operating system.

CDE Software, LLC is not responsible for damages to league data, computer operating system or any other damages relating to hacked versions of our software.

In an effort to make sure that you are getting legitimate software from CDE Software, LLC, installers and programs are digitally signed by Geotrust, Verisign or Comodo, recognized signing agencies that authenticate software was signed by our company computers.

If you have found any hacked copies of the software or feel you are using a hacked edition of the software, please contact our technical support department.

Can the association give secretaries copies of the software?

Providing each computer BLS-2021 is installed uses a unique BLS-2021 serial number and registration purchased by the association, directly from CDE Software, yes.

Otherwise, No. This is software piracy and a federal crime punishable for up to \$100,000 and 1 year in prison per violation.

For example, if the Greater Metro Association purchases 1 BLS-2021 license, then the software can only be installed on one computer. If the association purchases 20 BLS-2021 licenses (with each of the 20 being a different serial number), then the software can be installed on 20 computers.

If you have an association or bowling center and wish to purchase additional copies of the software, please contact our customer service department for details and discounts available.

Can a secretary share their software?

No. The software license for BLS-2021 is only for one computer and cannot be shared among multiple secretaries.

Each installation of this software must have a unique serial number and registration code that was purchased directly from CDE Software.

This is software piracy and a federal crime punishable for up to \$100,000 and 1 year in prison per violation .

To purchase additional copies of the software, please contact our customer service department for details and discounts available.

Transferring Software

The following topics address transferring software to a different party.

How do I transfer the software to the next secretary?

The transferring of BLS-2021 is a simple task, however there are a few guidelines:

1. Print the Transfer of Ownership form from within BLS-2021 or from our website at <http://www.cdesoftware.com>. The form is in Adobe Acrobat Reader format and the free Adobe Reader is available from <http://www.adobe.com>.
2. The outgoing secretary must complete their portion.
3. The incoming secretary must complete their portion.
4. The completed form must be mailed or faxed to CDE Software.
5. BLS-2021 must then be uninstalled from the outgoing secretary's computer along with any previous editions of BLS as all versions of BLS are transferred to the new secretary.
6. CDE Software will make sure the form is complete and then revoke the license from the previous secretary and issue a new license for the new secretary.

The nominal fee of \$10.00 (Standard and Pro editions only) is waived providing the league was originally named as part of the outgoing secretaries license.

Can I transfer the software when the previous owner is unreachable?

This depends upon how the software is currently registered at CDE Software.

If the software is shown with the league name as part of the registration, then the current league president must countersign for the outgoing secretary along with a note reflecting the situation.

If the software is shown as registered to an individual, then the software can not be transferred until the form is signed and completed by the currently registered owner. The only exception is if the league can prove that the software purchase was specifically reimbursed by the league.

Is there a time limit to transfer the software?

BLS-2021's license can be transferred as long as the product has not reached the end of life as listed on our support website. After the software has reached end of life, only the named license holder has the rights to use and install the software.

Please note that you can not transfer different versions of this product when it has been upgraded or is an upgrade from a prior product, unless the whole product line is transferred together.

For example:

If you are the named license holder for BLS-2015 Full version, BLS-2016 upgrade, BLS-2017 upgrade and BLS-2021 upgrade, then you can not transfer BLS-2015, or BLS-2016 or BLS-2017 or BLS-2021 without transferring all to the next secretary.

The registered license holder passed away

Unfortunately this has happened before. The process of transferring software from the deceased secretary to the new one is simple.

If the league was named as part of the software license, then the current league president must countersign for the outgoing secretary along with a note reflecting the situation.

If the software is shown as registered to an individual, then the software transfer must be signed by the spouse or executor of the estate and a note must be enclosed regarding this situation.

Automatic Scoring

The following topics address automatic scoring products.

Technical Support

Customers of the automatic scoring editions of BLS-2021 qualify to contact our dedicated Automatic Scoring specialists at (206) 937-5744. This number is only available to the automatic scoring interfaced editions of CDE Software products and is not available for individuals using the Standard, Pro or any other non-interfaced editions of our products.

Certified/Sanctioned Leagues and Bowling Centers

While the majority of bowling centers will use the interfaced version of BLS-2021 to manage the leagues, send rosters to the front desk so that names, averages and handicaps are sent to the lanes as well as import scores from the lanes after league has finished.

Because this program is focused on the individual league secretary, there are some features that typically are not used, such as keeping track of the league financial's, who has paid for their certification/sanction card, etc. While those responsibilities are done by the secretary / treasurer, a center usually lets the league manage that on their own.

Awards, however, while the responsibility of the league secretary, are usually also kept track by the bowling center as well. Over the years we have seen bowlers quit leagues and/or no longer bowl leagues at a bowling center because the secretary fails to properly track the awards for that year, leaving bowlers that would have qualified for the award, be left out or ignored. While the problem lies within the league, many customers feel that it is the center's fault.

BLS-2021 is designed to track the USBC/CTF/TNBA awards for the 2020/2021 bowling season. In order for the program to properly track awards, the following is the minimum that must be done for EACH league:

1. Indicate the certification/sanctioning organizations and enter, once available, the league certification/sanction number. This is done in

Certification>Certification/Sanction Fees.

2. If the league is certified as being a Managed League, select YES to this option. The majority of leagues are NOT managed. A managed league is where a league that is completely managed (ran) by bowling center can now be certified, providing that specific requirements are met as defined by USBC in order to qualify for bonding purposes.
3. At this point, you need to make three choices based on what you would like to do:
 - a) Keep track of finances in terms of how bowlers paid for their certification card (national, state, local dues, etc.)
 - b) Don't keep track of finances, but keep track bowlers that paid for their card
 - c) Don't keep track of finances and assume that every bowler in league is a paid member (most common for bowling centers)

Tracking Financial's

Indicate YES to the option that financial's are tracked. Enter the appropriate fees for your state and local associations after indicating if the association is a merged or non-merged association. Go to Certification>Sanction/Certify your bowlers and for each bowler indicate the appropriate membership options and if the bowler has paid those fees. Bowlers that have not paid their fees will not qualify for certified awards, nor show on any certified reports.

Tracking only paid/non-paid status

Indicate NO to the option that financial's are tracked and NO to the assumption that all bowlers are certified. Go to Certification>Sanction/Certify your bowlers and for each bowler indicate if the bowler has paid for their card or not. Bowlers that have not paid their fees will not qualify for certified awards, nor show on any certified reports.

Assume all bowlers are members

Indicate NO to the option that financial's are tracked and YES to the assumption that all bowlers are certified. All bowlers will now be assumed that they have paid for their cards and will qualify for certified awards and show on any certified reports.

Access to the scoring system required error message

The automatic scoring interfaced editions of CDE Software products require three particular settings be specifically set based on the automatic scoring system and the particular setup of the scoring system computers as well as where the CDE product is installed.

If a message is displayed stating "Access to the scoring system required for full use of this program" appears, then one of the following issues may be the cause:

- The location of the front desk, as defined in the Automatic Scoring Setup screen, is not set to the appropriate location for your center's particular configuration with the scoring system and front desk.
- The computer as defined by the location of the front desk, as defined in the Automatic Scoring Setup screen, is either turned off or not available for access across the network.

- License and serial number for BLS-2021 was used on multiple computers (each installation requires a different serial number)
- Software was installed on a computer not connected to the scoring system, which is required for full use of the program.

Because of the number of configurations available, please contact our automatic scoring division support at (206) 937-5744

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