

Your event-day desk

HOST GUIDE · 9 SEPTEMBER 2026 · CURRENT RC1 EDITION

MBCCM keeps the club register, event plans, draw, scores and recovery records together. Management holds your club and event library. The live desk focuses on one selected event, including arrivals before play begins.

The host decides the Conditions of Play, confirms arrivals, authorises changes and agrees results with the players. The app checks the recorded information; your club remains responsible for sporting decisions.

The working sequence

- 01** Prepare the club register and available rinks.
- 02** Create the event and save its Conditions of Play.
- 03** Enter players, form complete teams and generate the draw.
- 04** Open check-in, confirm arrivals and resolve exceptions.
- 05** Start the event; manage play, scores and the audience display.
- 06** Review qualification, complete the final and export the records.

Before anyone arrives

Confirm the correct club and event. Download a full club backup, locate the file and copy it outside the laptop. Have paper scorecards, pens, the run sheet, power supplies and a rehearsed projector connection ready.

Use one operator window, the same browser profile and the same app address. Your club database lives in that browser, separately from the application folder.

Rehearse in a separate club

Load 24-player training club creates a practice club with twelve pairs and six rinks. Select your real club again before event day. The public demo resets; it is not an event record.

This guide covers the 9 September edition and its companion Windows package. Earlier 8 September copies lack the newer leg/rest and automatic-display controls. Some screens and filenames still say MBCTM.

Choose a workable format

PLAN · AGREE THE CLUB'S CONDITIONS OF PLAY

Open **Events** → **Create event**. Give it a recognisable name, choose Singles or Pairs, and choose One day or Season competition. In Settings, choose its structure.

Structure	Useful when
Round-robin (optional finals)	Every competitor should meet the others in one group.
Sections then knockout	A larger field needs shorter qualifying groups followed by finals.
Straight knockout	Winners should progress through a bracket.

A practical 24-player rehearsal

Twelve pairs on six rinks can use two sections of six pairs: 30 qualifier games, then four semi-finalists if two qualify from each section. A complete round-robin among all twelve pairs needs 66 games before any optional final.

Use that comparison to plan a realistic afternoon. It is an example, not a universal standard tournament format. Confirm the actual club rules before using it.

Save the event settings

- Choose fixed counting ends or a shots target; Each end or Final result recording; and bowls per player.
- Set win, draw, loss, bye and walkover policies, plus the ranking order.
- For sections, set their number and the exact qualification quota. Select the rinks for this event.

The editable **Club short pairs** preset starts at eight ends, four bowls per player and 3/1/0 points.

Championship singles starts with a 21-shot target. Review every preset against the club's Conditions of Play.

Allow enough time

The draw's duration estimate is a planning aid. Adjust minutes per end/game and changeover time to your club's pace, then allow for arrivals, breaks and deciding ends.

Register people and prepare the draw

ENTRIES · TEAMS · RINKS

Use **People** for the reusable club register. Search before creating another profile. Check whether a matching name is the same person.

You can also create a profile while entering an event: **Create [name] as a Member**, **Add [name] as a Guest** or **Add [name] as a Visitor**. Visitors reveal a Bowling Club field. Missing optional details do not prevent play.

New profiles create follow-up notifications. Opening one marks it read; completing the profile and marking **Profile reviewed** is a separate action. **Convert to member** preserves the person's history.

- 01** In Entries, register the intended players. New entries begin as Entered, including profiles created during check-in. Entered does not mean arrived.
- 02** Open Teams. Choose Draw teams automatically, or Add manual team and assign players. A pair needs two people; the second is the skip. Use Swap lead / skip if needed.
- 03** Review team names and section assignments. Select Generate draw, then inspect every game, rink and leg. A leg is a group of games scheduled to play together.

Odd numbers

Add a partner or use Check-in to designate a reserve or withdrawal before drawing complete pairs. An odd number of complete teams can receive byes. RC1 does not support triples or mixed pairs/triples.

After setup changes, review a new draw

Saving setup changes or deliberately editing teams clears the unplayed draw. Regenerate and reprint it. Attendance updates alone preserve the draw.

Open check-in, then start

ARRIVALS · READINESS · THE FIRST LEG

Choose **Open check-in** from the event library or setup. The live desk opens before play. In Check-in, search the entries and use **Check in [name]**, or select an attendance state.

State	Meaning
Entered	Registered; arrival not yet confirmed.
Present	Arrival confirmed.
Late	Expected but not yet present.
No-show	Recorded as not attending.
Reserve	Available outside the active lineup.
Withdrawn	No longer taking part.

Use **Check in all entered** only after confirming everyone covered by it has arrived. It includes entries marked Entered or Late.

Use **Add an entry during check-in** for a new arrival. The entry still begins as Entered. Confirm arrival separately and resolve the team assignment.

Start is a separate decision

Start event stays disabled until the draw is ready, active teams are complete, assigned players are Present and other blockers are resolved. Warning links take you to the relevant screen.

For a pre-start absence, record Late or No-show and use **Edit teams & draw**. Find a replacement or change participation, then deliberately prepare and review a new draw. Do not mark an absent player Present to bypass the check.

Attendance is not a match decision

After Start, changing attendance does not award wins, substitute players or cancel games. Use Recorded changes for those actions. Check-in alone never redraws the event.

Run the green and the display

LIVE DESK · LEGS · SEASON COMPETITIONS

Connect the projector as an extended Windows display. In **Audience display**, choose **Open audience display**, move the window to the projector and enter Full screen. If blocked, use Audience link. Keep the operator app open.

Auto · follow the live event follows check-in, play, breaks and completion. During play it cycles through current games, upcoming games, standings and any saved announcement. Use **Save announcement** after editing. **Blank** pauses the public screen.

Use **All fixtures** to confirm game number, leg, rink and opponents. In Score desk, select the correct game before entering a score.

Between one-day tournament legs

- 01** When everyone has finished physically playing the leg, select a Rest duration and End leg & start rest. This does not agree results. Late paper cards remain available at the score desk.
- 02** When ready, choose End break & start leg [number]. Timer expiry does not start the next leg automatically.
- 03** If no next leg is scheduled, agree the outstanding results and open Standings & finals.

Resume a season competition

Use **Resume live event** for an already-started championship. An unresolved fixture with known opponents can be resumed independently. Recorded changes → Schedule a fixture date & time assigns an appointment to an unstarted game. Times display in the device's local time zone.

RC1 season-start limitation

Initial Start requires every assigned entrant marked Present, including season competitions. There is no separate activation/check-in workflow for players attending on different dates. Do not falsify attendance to work around this limitation.

Enter and agree the score

EACH END · PAPER TOTALS · COMPLETION

Each-end recording

End type	How to record it
Normal	Only one side scores.
Tied	0–0; counts towards the scheduled length.
Dead	0–0; replay it. It does not count towards the length.
Extra	Resolve a tied fixed-end knockout after its scheduled ends.

Shots-target matches continue with normal ends until the target; they do not use Extra. Check running totals and end history. **Remove last unagreed end** corrects the latest entry before agreement.

Paper or final-result recording

Enter both final shot totals. For normal fixed-end completion, confirm all scheduled counting ends were played. A target match must have reached its target.

If some ends are already saved, **Complete from paper totals, preserving the detailed ends** reconciles them with the paper card. Enter a reason. Totals cannot fall below saved subtotals; the app checks whether the played ends can support them.

Agree the match result

- Normal: the required match length or target was reached.
- Mathematically clinched: a fixed-end knockout cannot be recovered within the remaining ends.
- Conceded: a side concedes before normal completion.
- Agreed curtailed result: the club agrees an exceptional shortened finish.

Exceptional finishes need the actual ends played and a reason. A tied knockout must resolve its winner. Tick **Both sides have agreed this score and result**, then **Save agreed result**. Wait for the saved revision indicator.

Handle changes and exceptions

PREVIEW · GIVE A REASON · KEEP RECOVERY RECORDS

Open **Recorded changes**, select the action and identify the actual player or fixture. Enter a clear reason, choose **Preview change**, inspect the affected games, then **Download backup & apply change**. Locate the downloaded file. The app also saves a recovery snapshot.

Action	What to check
Substitute a player	Choose an unassigned replacement or create a profile. Future unstarted fixtures receive the replacement. Started/completed fixture rosters retain their history.
Award a specific walkover	Choose the winner of an unplayed match. Saved walkover points/shots apply; no ends are invented. It cannot erase recorded play.
Reduce remaining fixed ends	The new limit cannot be below ends already recorded. Completed results remain unchanged.
Change remaining score-entry method	Saved end detail remains. The ranking policy must still be supportable.
Cancel selected games	History remains, but the cancelled game contributes no standings result.
Assign a fixture rink	Choose an available event rink before that fixture starts.
Schedule a fixture date & time	For a season event, set an appointment before the fixture starts.

If play has already been recorded, use an agreed conceded or curtailed result where appropriate, rather than a walkover.

Correcting an agreed result

Reopen a result for correction is blocked if it would invalidate a later match that has started. Qualifier results are frozen once finals are selected. Restore the appropriate recovery checkpoint to revisit that decision, reviewing the later work it would supersede.

Qualify, finish and print

STANDINGS · FINALS · PAPER RECORDS

Open **Standings & finals**. Check the table against the saved ranking rules. Names and record IDs do not settle sporting ties. Ends won is unavailable when the required detail was not recorded.

Choose finalists

Select competitors in bracket seed order and give a **Qualification / early finish reason**. For sections, select exactly the saved number of qualifiers from each section. Explain the club's decision on tied positions.

Use **Preview finals** and review the bracket. **Download backup & apply finals** freezes the decision. Unfinished qualifiers are cancelled and retained in history; their partial scores do not count.

This flow can shorten an event by selecting finalists early. Consider unequal games played and explain the decision.

A round-robin can finish without finals when no unresolved fixtures remain and the ranking produces a unique leader. Give a reason and use **Download backup & finish round-robin**. A tied lead needs a deciding match. The agreed knockout final determines its champion.

Print & export

Choose **Team and game allocations**, **Four-up scorecards** or **Duplex calibration sheet**. Use **Print / save PDF**, or **Download run sheet CSV**.

For scorecards, use A4 at actual size/100%, disable browser headers and footers, and match the selected duplex flip edge in the printer dialog. On the calibration print, matching numbers should overlap when held to the light.

Long singles and changed draws

Target games offer 32–256 planned rows on numbered continuation cards. Running out of rows does not end the game. Reprint affected paperwork after lineup or fixture changes.

Save, recover and close the day

KEEP A COPY OUTSIDE THE EVENT LAPTOP

The header distinguishes **Saving...**, **Saved · revision [number]** and **Save failed**. A button press alone is not proof of a completed save.

If saving fails

Keep the window open. Use **Download unsaved recovery** for the pending change and **Download last saved club backup** for committed records. Try **Retry this save**. **Download recovery & reload saved club** preserves recovery material before returning to saved records. Do not clear browser data.

If records seem missing or read-only

Check the original address, port, browser profile and selected club: each storage location is separate. Preserve the profile while investigating. For a read-only window, close the other operator window before **Try taking control**. Audience windows are separate.

Restore safely

In **Backup & recovery**, choose a JSON backup and review counts, inventory and warnings. **Import as a new club copy** leaves existing clubs intact. Deliberate replacement first downloads the selected club's backup and creates a separate recovery club.

Recovery snapshots restore an event checkpoint as a new revision. A current backup downloads first. Review which later changes the restored event will supersede.

At close

- 01** Agree outstanding results. Export a full club backup, locate it and copy it outside the laptop. Retain the signed paper records.
- 02** Use Leave live desk to return to the event library. Archive completed events to reduce clutter; Reopen makes an archived record available again.
- 03** Use Duplicate draft for a future event with reusable settings and fresh Entered registrations.

Backups are your portable club record

The full app works locally without Google sign-in. It is not currently syncing to Google Drive. Browser storage and on-device recovery snapshots are not an off-device backup.