

User Guide

BLS-2023



Effective for version
35.1.14 and newer

BLS-2023 – User Guide

Edition 35.1.14

Printed 9/2/2022

CDE Software, LLC

14220 Interurban Ave S STE 140

Seattle, WA 98168 USA

Tel.: 206-937-8927

Fax: 206-937-6262

Email: help@cdesoftware

Internet: www.cdesoftware.com

© Copyright 2022 by CDE Software, LLC

BLS-2023 is a registered trademark of CDE Software, LLC. All the other trademarks are the property of the respective owner.

This work is protected by copyright. Its use outside of the restricted limits of the copyright law is not permitted without the approval of the publisher and is a punishable offense. This particularly applies to the copying, translating, microfilming, as well as saving and processing in electronic systems. All rights reserved.

Contents

1	Welcome to BLS-2023	17
	System Requirements	17
	Software License	18
2	Windows and You	20
	Definitions Used	20
3	Product Features	23
	Product Feature List	23
4	Installation	25
	Installing from CD ROM	25
	Installation CD does not start automatically	25
	Installing EXE directly from CD	26
	Installing from USB Flash Drive	26
	Installation USB does not start automatically	26
	Installing EXE directly from USB	27
	Installing from Internet	27
	Moving to a New Computer	27
	Registering Product	28
	Registering using Online EZ Registration	28
	Register using File	29
	Register using Copy/Paste Method	29
	Enter Registration Manually	29
	Using a temporary code	30
	Clearing Registrations	30
	Updates	30
	CDE Updater	31
	Upgrades	31
	Can I Install on Multiple Computers?	31
	Can I exchange data between the bowling center?	32
5	Changes to BLS 2023	33
	Installer	33
	Emailer	33
	Parent/Guardian Support	33
	Standing Sheet Wizard	33
	New Menu's	33
	Tiles Settings	34

Contents

Lane Assignments	34
Opening League Screen	36
Certifications	36
Pepsi Tournament	36
Social Distancing	36
6 Program Overview and Opening Screen	38
Options Menu	39
Program Registration	39
Print Current Registration.....	40
Switch Users	40
Clear Registrations.....	40
Local Awards Setup	40
Maintenance Menu	40
Maintenance > Backup	41
Maintenance > Restore	41
Maintenance > Recover	41
Maintenance > Rename	41
Maintenance > Delete	41
Maintenance > Copy	42
League Copy Wizard.....	42
Copy Older Leagues to use with BLS-2023	42
Sample League	42
Copy Font Sets	42
Report Definitions.....	42
Local Award Definitions	42
Styles from Prior BLS.....	42
Custom Menu from BLS-2022.....	43
Certify	43
Help Menu	43
Program Functions	43
About BLS-2023	43
Check For Program Update.....	43
Program Help	43
Program Manual	43
Frequently Asked Questions.....	43
Support	43
Email Tech Support.....	44
Email League to Tech Support.....	44
Remote Support Session.....	44
Live Support Chat.....	44

Contents

Support, Forums and Downloads	44
Online Knowledge-base.....	44
Online Store	44
Downloads	44
Contacting CDE Software	44
Internet Links Section	44
7 Custom Menu	45
8 File Menu	46
Library of bowling forms	46
9 How to be a great league secretary	48
Before your league begins	48
Organization Meeting	48
The First Night of Bowling	49
At the end of the first session	49
Responsibilities each week	50
Mid-Season	50
Before the season ends	50
End of season	50
10 Using Program for Season	52
Home League Secretaries	52
Center League Processors	53
11 Creating a New League	54
Creating a File Name	54
Rules Wizard	54
Creating Perfect Secretary Leagues	55
12 Handicap Leagues	56
General Rules	56
Split Season	57
Legal Lineup	58
Individual Averages	58
Individual Handicaps	59
Team Handicaps	59
Absentee Players	59
Vacant Players	60
Forfeits	60
Bye Teams	60
Team Points	61
Point Summary	62
Special Recognition	62
Handicap Match Point League	64

Contents

Individual Match Points for Absentee Bowlers	64
Individual Match Points for Vacants	65
Opposing a Forfeiting Player	65
Match Point vs BYE Team	66
Individual Points	66
Handicap League with Divisions	66
Team Divisions	67
Bowler Divisions	67
13 Drop-In Singles League	68
Legal Lineup	68
Team Handicap	68
Absent, Vacant Players	68
Setting up the Rosters	69
Recap Sheets	69
14 Schedule and Lane Assignments	70
Change in Lanes Mid-Season	72
Multiple Shifts and Multiple Teams per lane	72
Lane Assignment Options	73
Lane Assignments	74
Dates	74
Points Awarded	74
Type of Week	75
Changing Lane Numbers	76
Bowling on 2 Different Sets of Lanes	76
Bowling Every Other Week	77
Social Distancing	77
Shifts and Social Distancing.....	78
Dark Pair Social Distancing	78
Single Lane, Split Shift Social Distancing Option	79
Extended Pair Mode Social Distancing Option.....	79
Split Team / Split Shift Option.....	80
Pair Bowling, Split Shift Social Distancing Option.....	80
Extended Pair, Single Lane.....	81
1 Team Split Across Pair.....	82
Dark Pair/Extended Single.....	82
Split Team / Split Pair.....	83
Reloading Lane Assignments	83
BYE Team Adjustments	83
Assigning Teams to Specific Shifts	83
15 Quick Reference Tabs	85

Contents

Main	85
Status	86
Officers	86
Notes	86
Option	87
Database	87
16 Program File Menu	88
Exit Program	88
New	88
Open	88
Recent Leagues	89
Utilities	89
Program Preferences	89
Program Operation Defaults	89
Internet and Updates tab	90
Printing, Fonts & Graphics	91
Default Settings for New Leagues	92
Data Entry Settings	92
Date, Time & Phone	92
Master Database	92
Kiosk Options	93
Import Section	93
Import People From Bowler TRAC	93
Read Bowl101 "NamesAddresses.txt" file	93
Import Names, Addresses from any Text file	94
Import from CDE Name, Address Text File	94
Export Section	95
WinLabs: Export data file for WinLabs	95
Export People to Bowler TRAC	95
Export to Excel	95
Export to CSV File	96
Export to Text File	96
Export Average to TBrac	96
Tile Settings	96
17 Setup	97
Setup > Leagues	97
League Planner	98
Rules Worksheet	98
Print Rules	98
Print Financial Worksheet	98

Contents

Print Prize Fund Worksheet	98
Setup > Teams	98
Rosters	98
Print	98
Print Roster Sheets.....	99
Team Captains List.....	99
Blank Signup Sheets.....	99
Standings	99
Web Uploads Setup	99
Passwords	99
18 Setting up the League Rules	100
General Rules	101
League Features	102
What Center(s) League Bowls at	103
Split Season	103
Legal Lineups	104
Individual Averages	105
Individual Handicaps	107
Team Handicaps	108
Absent Players	110
Vacant Players	111
Forfeits	112
BYE Teams	112
Team Points	114
Team Performance Points	115
Individual Points	115
Individual Performance Points	116
Points Summary	117
Divisions	117
Special Recognition	118
Individual Eligibility for Awards	119
Individual Special Recognition	120
Team Special Recognitions	121
Statistical Infomation	121
Additional Rules	122
Special Options	122
Print Your League Rules	122
19 Setting up Teams and Bowlers	123
Setup Team Rosters	123
Reordering a team roster	124

Contents

Finding a bowler	124
Add existing bowler	124
Adding new bowler	124
Dropping a bowler	125
Flagging a bowler	125
Permanently removing bowlers	125
Adding a sub	125
Loaning bowlers	125
Default Roster	125
Bowler List	126
Edit Contacts and Centers	126
Edit Any Bowler	126
Setting up league officers	127
Rerating Bowlings	128
Entering Officers	128
Team Captains List	128
20 Certify	129
Certification/Sanctioning Fees	129
Default League Setup	130
Fee Setup-USBC	131
Fee Setup-Youth	131
Fee Setup-CTF	131
Fee Setup-TNBA	132
Other Associations	132
Other Fees	132
Sanction/Certify Your Bowlers	132
League Officers & Application	135
Print Application	135
Print Membership Cards	136
Print Certified/Sanction List	136
21 Weekly Menu	137
Adjust Team Rosters	137
Auto-Scoring: Import scores from Front Desk	137
Auto-Scoring: Import Log	137
Enter / Correct Current Scores	138
Types of scores to enter	140
Changing Teams	142
Changing Lineups	142
Adding an existing bowler	143
Dropping a player	143

Contents

Adding a sub or existing player	143
Editing Scores	143
Reprinting Scores	143
Overriding Points, Averages and Handicaps	143
Selecting team for draw teams	144
Enter Make-Up and Pre-Bowl Scores	145
Notice to see secretary	146
Awards Enter Non-Detectable Awards	147
High Scores, Stats, Standings, Birthdays	147
Enhanced Team Results	148
Statistical Graphs	149
Assoc. & Local Awards Earned This Week	149
Youth Pepsi Cola Tournament Qualifications	150
Preview & Print weekly standing sheet	150
Standing Sheets	151
Items	151
Layout	153
Messages	154
Styling	154
Graphics	155
Templates	156
Recap Sheets	157
Types of Recap Forms	158
Purchasing Recap Forms	158
Changing Lineup for Recaps	158
Auto-Scoring: Send League to Front Desk	159
Update Kiosks	159
Web Uploads	159
Backup this League	159
Situations	159
Override Next Week's Pairings	159
Teams Bowled on Wrong Lanes	159
Add Tie Breaker	159
Delay Bowling dates a Week	160
22 Brackets Menu	161
What are Brackets?	161
Why Should I Offer Brackets?	161
Do I have to Charge for Brackets?	162
Set up Brackets	162
Bracket Options	163

Contents

Bracket Financial Setup	164
Bracket Handicaps	164
Running Brackets for Youth Leagues	164
Print Bracket Signup Sheets	164
Bracket Registration Screen	164
Print Score Sheets	165
Enter Scores	165
Bracket Results	165
Preparing to Shuffle	166
Opponent View	166
Bracket Payouts	166
Bracket Reports	166
Forced Bracket Losses	166
Jackpot Tickets and Mystery Score	167
23 Reports Menu	168
Weekly	168
Common	168
Labels	168
Mailing Labels	168
View and Print More Reports	169
Setup	169
Mid/End of Season	169
All Awards Earned: Alphabetical	169
All Awards Earned: Week-by-Week	169
Team and Individual Score Histories	170
Financial Histories	170
Final Averages	170
Setup Reports & Custom Reports	171
Report Preview Functions	172
Report Styles	173
Modifying a Style	174
Copying a Style	175
Predefined Styles	175
Printing List of Styles	176
Report Fonts, Watermarks and Logos	176
Font Sets	176
Logos and Watermarks	177
Changing Report Graphics	177
24 Tasks Menu	179
Internet	179

Contents

Upload League	179
Email Bowlers	179
Email Press Sheet	180
Email Final Average Report	181
End of Season Financials	181
Determine Prize Fund	181
Assign Winners to Prize Fund	181
Prep for Next Season	181
Make Final Backup	181
Print Returning Bowler Sign-Up Sheets	181
Restart League for Next Season	181
25 Utilities Menu	183
General Utilities	183
Bowling Calculator	183
League Utilities	183
Delete Future Weeks Data	184
Erase This Weeks Scores	184
Erase All Data and Start Over	184
Clear League Planner	184
Team Utilities	184
Reorder Teams	184
Add Teams	185
Remove Teams	186
Clear Team Rosters	187
Bowler Utilities	187
Deleting Quitters	187
Erase All Association And Local Awards Earned	188
Treasurer Utilities	188
Recalculate Sanction Payments	188
Erase All Financial Data	188
26 Treasurer Duties	189
Fees: Define the Weekly League Fees	189
Regular Fees	189
Discounts	190
One Time Fees	191
Last Week Options	192
More Information	192
Estimated Budget	193
Enter Weekly Bowling Fees	194
Menu's in Enter Fees	194

Contents

Weekly Fees Tab	194
QuickPay	195
Weekly Fee Discount Codes	195
Weekly Fee Payment Codes.....	196
Payments	196
Prepayment for Last Weeks of Bowling.....	197
Other Fees	197
Special Financial Situations.....	197
Fines Tab	198
Payments Tab	199
League Funds Tab	199
Deposits	199
Withdrawal	200
Transfer	200
Adjust Bank	200
Pay Lineage	200
Bank Ledger Tab	200
Deleting items	201
Certification Payments.....	201
Reports Tab	202
Treasurer Utilities Tab	203
Additional Treasurer Functions	204
27 Awards	205
Awards: Local & bowling center awards	205
Previously Earned Awards	207
Awards: League Awards & Prize Fund	207
League Prizes setup	208
League Prizes detail	208
League Prize winners	210
28 Internet and Email	211
Internet Upload and E-Mail Settings	211
Additional Email Settings	212
Gmail Email	212
Outlook Email	212
AOL Email	212
Yahoo Email	213
Comcast Email	214
Web Uploads	214
LeagueSecretary.com	215
Bowl.com	215

Contents

Personal Website 1, 2 and 3	216
BPA Hosted Website	216
Changing Web Standings View	217
Uploading Standings	217
Email	217
Email Tech Support	218
29 Backup/Restore and Transporting League Data	219
Backup Data	219
Backup Leagues	220
Backup System Files	221
Backup Local Awards	221
Backup Common CDE Data	222
Restore Data	222
Restore Leagues	222
Restore System Files	223
Restore Local Awards	223
Restore Common CDE Data	224
Exchanging leagues between computers	224
30 Maintaining USBC Youth Leagues	226
League Rules	226
Pepsi Tournament	227
31 Automatic Scoring	228
Compatible Scoring Systems	228
Configuration for automatic scoring	230
Best Practices	231
Exporting Leagues	231
Importing Scores	232
Fetching scores for brackets	233
32 Mid Season Startup	234
Mid-Season Startup	234
33 Master Bowler Database	236
Installation of the MBD	236
Starting MBD Server	237
Configuring BLS to use the MBD	238
Linking League to Database	238
Adding bowlers from database	239
Master Database Manager	239
Master Database Manager Reports	240
Editing Bowlers in the MBD Manager	240
Bowler Trac and MBD	240

Contents

34 Technical Support	241
Before Contacting Technical Support	242
Some hints for getting quality technical support	242
Going to Contact CDE via Internet?	244
Going to Contact CDE via Fax?	244
Going to Contact CDE via Phone?	245
35 Frequent Questions and Answers	246
Changing Secretaries?	246
Upgrade and Update Policies	246
Upgrade Policy	246
Update Policy	246
Installation	247
My computer won't read the installation CD-ROM	247
Installation program doesn't start or crashes	247
I have Windows 11	248
I have Windows 10	248
I have Windows 8.1	248
I have Windows 7	248
I have Windows Vista	248
I have Windows XP	248
I have Windows 2019 Server	248
I have Windows 2016 Server	249
I have Windows 2012 Server	249
I have Windows 2008 Server	249
I have Windows 2003 Server	249
My Windows is in S Mode	249
Do I need to uninstall older versions first?	249
Do I have to install my older BLS to install the new upgrade? ..	249
Will my leagues get moved to this program?	249
Can I install AS Edition software at home or other computers? ..	250
If installed from the web, do I reinstall from the CD-ROM?	250
Is there a different installer for the different editions?	250
Recovery when installed from web download?	250
What do I do when the program does not start?	250
The computer the software is installed does not have Internet .	251
Leagues	252
Will my leagues get moved to this program?	252
Can I convert my BLS-2016 or earlier leagues to the new BLS? ..	252
Does the AS Edition import leagues from other software?	252
Is there other software compatible with the BLS leagues?	252

Contents

How do I change the file name for my league?	252
How do I remove duplicate bowler records?	253
Backup or Restore Errors	253
General Questions	253
Another secretary is using a copy registered to someone else .	253
Can I use a hacked version of BLS?	253
Can the association give secretaries copies of the software? ...	254
Can a secretary share their software?	254
Transferring Software	254
How do I transfer the software to the next secretary?	254
Can I transfer the software when the previous owner is unreachable?	
Is there a time limit to transfer the software?	255
The registered license holder passed away	255
Automatic Scoring	255
Technical Support	255
Certified/Sanctioned Leagues and Bowling Centers	256
Access to the scoring system required error message	257
Index	258

1 - Welcome to BLS-2023

Congratulations on choosing BLS-2023 for your bowling league needs for the 2022/2023 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-2023 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-2023 are as follows:

Operating System

Windows 11, Windows 10, Windows 8.1, Windows Server 2022, Windows Server 2019, Windows Server 2016 or Windows Server 2012.

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.

Software License

ATTENTION: PLEASE READ THIS DOCUMENT CAREFULLY BEFORE INSTALLING THIS SOFTWARE. THE INDIVIDUAL OR ENTITY USING THIS SOFTWARE OR MANUAL (THE "END USER") AGREES TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, DO NOT USE THE SOFTWARE AND PROMPTLY RETURN THE PACKAGE WITHIN 30 DAYS OF PURCHASE IN ORIGINAL CONDITION, AND THE LICENSE PRICE WILL BE REFUNDED.

The enclosed computer program(s) and the accompanying documentation are provided to the End-User by CDSOFTWARE ("Licensor") for use only under the following terms. Licensor reserves any right not expressly granted to the End-User. The End-User owns the disk on which the Software is recorded, but Licensor retains ownership of all copies of the Software itself. The End-User assumes sole responsibility for the installation, use and results obtained from use of the Software.

1. License.

End-User is granted a limited, non-exclusive license to do only the following:

- Install and maintain the Software on one computer at any time for use only in the End-User's home or own business.
- Make two copies in machine-readable form solely for backup or archival purposes for the computer which the Software is installed. Software is protected by copyright law. As an express condition of this License, the End-User must reproduce the Licensor's copyright notice and any other proprietary legends on the original copy supplied by Licensor.

C. Transfer the Software and all rights under this License to another party together with a copy of this License and all written materials accompanying the Software, provided (i) the End-User gives Licensor written notice of the transfer (including in such notice the End-User's name, address, phone number, customer number and program serial number as well as the transferee's name, address and phone number), and (ii) the other party reads and agrees to accept the terms and conditions of this License and to pay any nominal fees charged to issue new unlock codes to reflect name or serial number changes.

2. Restrictions.

The End-User may NOT sublicense, assign, or distribute copies of the Software or manuals to others. The Software contains trade secrets. The End-User may NOT decompile, reverse engineer, disassemble, or otherwise reduce the Software to a human readable form. THE END-USER MAY NOT MODIFY, ADAPT, TRANSLATE, RENT, LEASE, LOAN, RESELL FOR PROFIT, DISTRIBUTE, OR OTHERWISE ASSIGN OR TRANSFER THE SOFTWARE, OR CREATE DERIVATIVE WORKS BASED UPON THE SOFTWARE OR ANY PART THEREOF, EXCEPT AS EXPRESSLY PROVIDED IN SECTION 1.C. ABOVE.

3. Protection and Security.

The End-User agrees to use its best efforts and to take all reasonable steps to safeguard the Software to ensure that no unauthorized person shall have access thereto and that no unauthorized copy, publication, disclosure or distribution in whole or in part, in any form, shall be made. The End-User acknowledges that the Software contains valuable confidential information and trade secrets and that unauthorized use and/or copying are harmful to Licensor.

4. Termination.

This License is effective until terminated. This License will terminate immediately without notice from Licensor if the End-User fails to comply with any of its provisions. Upon termination the End-User must destroy the Software and all copies thereof, and the End-User may terminate this License at any time by doing so.

5. Limited Warranty.

The Licensor shall have no liability or responsibility to the End-User or any other person or entity with respect to liability, loss or damage caused or alleged to be caused directly or indirectly by this product, including but not limited to any interruption of service, loss of business or anticipatory profits or consequential damages resulting from the use or operation of this program.

If a defect in manufacturing, labeling or packaging is found within 90 days from date of purchase, End-User shall return the Software to Licensor and Licensor's only obligation shall be to replace the defective Software, providing that the End-User provides proof of purchase or the warranty card is on file. The End-User agrees that the foregoing constitutes the End-User's sole and exclusive remedy for breach by Licensor under any warranties made under this Agreement. This warranty does not cover any Software that has been altered in any way by anyone other than Licensor. Licensor is not responsible for problems associated with or caused by incompatible operating systems or equipment, or for problems in the interaction of the Software with software not furnished by Licensor.

The Licensor guarantees the accuracy of results and reports for one year from the date of release of this program. If End-User discovers an error in calculations from the way the program is designed to work, the Licensor will correct that error and provide a correction to the Licensee providing it is reported, in writing, to Licensor based on the following:

- Within 90 days of the date of Software release (not date of purchase) - At no charge.
 - Within one year from the date of Software release (not date of purchase) - At no charge other than shipping and handling.
 - Beyond one year from the date of Software release (not date of purchase) - Purchase of upgrade at current pricing.
- The user reporting the error will be required to supply to Licensor, at no charge, whatever materials are required to document and trace the reported error. If materials are requested to be returned to End-User, there will be a shipping and handling fee.
- No oral or written information or advice given by Licensor or its dealers, distributors, employees or agents shall in any way extend, modify or add to the foregoing warranty.

THE WARRANTY AND REMEDY PROVIDED ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE END-USER ASSUMES ALL RISK AS TO THE SUITABILITY, QUALITY, AND PERFORMANCE OF THE SOFTWARE. IN NO EVENT WILL LICENSOR, OR ITS DIRECTORS, OFFICERS, EMPLOYEES OR AFFILIATES, BE LIABLE TO THE END-USER FOR ANY CONSEQUENTIAL INCIDENTAL, INDIRECT, SPECIAL OR EXEMPLARY DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF DATA OR BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE OR ACCOMPANYING WRITTEN MATERIALS, EVEN IF LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. LICENSOR'S LIABILITY TO THE END-USER (IF ANY) FOR ACTUAL DIRECT DAMAGES FOR ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION, WILL BE LIMITED TO, AND IN NO EVENT SHALL EXCEED, THE AMOUNT ORIGINALLY PAID TO LICENSOR FOR THE LICENSE OF THE SOFTWARE.

7. Enhancements.

From time to time Licensor may, in its sole discretion, advise the End-User of updates, upgrades, enhancements or improvements to the Software and/or new releases of the Software (collectively, "Enhancements"), and may license the End-User to use such Enhancements upon payment of prices as may be established by Licensor from time to time. All such Enhancements to the Software provided to the End-User shall also be governed by the terms of this License. IN ORDER FOR THE END-USER TO BE ASSURED THAT IT WILL BE ADVISED OF AND LICENSED TO USE ANY ENHANCEMENTS TO THE SOFTWARE, THE END-USER MUST BE SHOWN IN THE LICENSOR'S DATABASE.

8. General.

This License will be governed by and construed in accordance with the laws of Washington State, and shall inure to the benefit of Licensor and End-User and their

Welcome to BLS-2023

successors, assigns and legal representatives. If any provision of this License is held by a court of competent jurisdiction to be invalid or unenforceable to any extent under applicable law, that provision will be enforced to the maximum extent permissible, and the remaining provisions of this License will remain in full force and effect. Any notices or other communications to be sent to Licenser must be mailed first class, postage prepaid, to the following address: CDE Software 14220 Interurban Ave S STE 140, Seattle, WA 98168

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior proposals, agreements, representations, statements and undertakings are hereby expressly canceled and superseded. This Agreement may not be changed or amended except by a written instrument executed by a duly authorized officer of Licenser.

9. Acknowledgment.

BY INSTALLING THIS SOFTWARE, THE END-USER ACKNOWLEDGES THAT IT HAS READ THIS LICENSE, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. Should you have any questions concerning this License, contact Licenser at the address set forth above.

10. Clipart and Fonts.

Upon paid license of BLS-2023 Standard, BLS-2023 Pro or BLS-2023 A/S, the licensee shall be granted use of included clipart images for use with this software only. Use of included clipart images are prohibited from use other than with the use of this software. At no time may the images be transferred electronically, modified or incorporated into any item that is for distribution or resale.

11. Patches and Updates.

CDE Software will periodically make available minor revisions and improvements to the program in the form of patches or updates.

While CDE Software encourages the updating of its products to the most recent release, updates or patches are provided "as-is".

Neither CDE Software nor its suppliers makes any warranty, express or implied with respect to the content of these materials or the accuracy of any information contained herein, including, without limitation, the implied warranties of merchantability or fitness for a particular purpose. Because some states/jurisdictions do not allow exclusions of implied warranties, the above limitation may not apply to you.

Neither CDE Software nor its suppliers shall have any liability for any damages whatsoever including consequential incidental, direct, indirect, special, and loss profits. Because some states/jurisdictions do not allow exclusions of implied warranties, the above limitation may not apply to you. In any event, CDE Software and its suppliers' entire liability in any manner arising out of these materials, whether by tort, contract, or otherwise shall not exceed the suggested retail price of these materials.

12. Automatic Scoring Editions.

The Automatic Scoring Import and Export specifications and formats are copyrighted and owned by CDE Software and may not be used, in original or modified form, disseminated or reverse engineered without the express written consent of CDE Software.

13. Intellectual Property.

You shall not reverse engineer, decompile, disassemble or otherwise attempt to discover the source code of the Software without express written permission from CDE Software.

14. Data Files.

You shall not reverse engineer, decompile, disassemble or otherwise attempt to discover the data format or specification of the data files generated by the software, nor will create or use third party tools to access, manipulate or generate data files without express written permission of CDE Software.

15. Acknowledgment.

BY INSTALLING THIS SOFTWARE, THE END-USER ACKNOWLEDGES THAT IT HAS READ THIS LICENSE, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. Should you have any questions concerning this License, contact Licenser at the address set forth above.

2 - Windows and You

Is it required to have a masters degree in computer science to run this software? No. BLS-2023 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-2023 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.

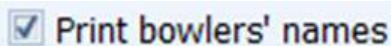
Bubble Help

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 pointer is parked over the control, a bubble pops up with a brief description what it does.

Context Sensitive Help

Another great feature of BLS-2023 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

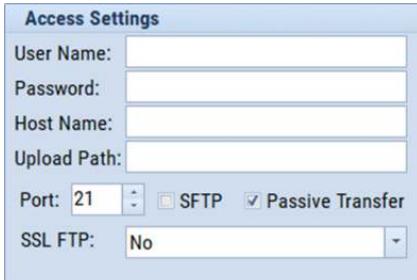


If a text box has an arrow next to it, it is called a drop-down list box. Clicking the arrow opens the list. If the list is large, scroll bars might appear. If this is the case, click the up or down arrows to scroll through the list. If the list is large enough, scroll bars appear.

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.

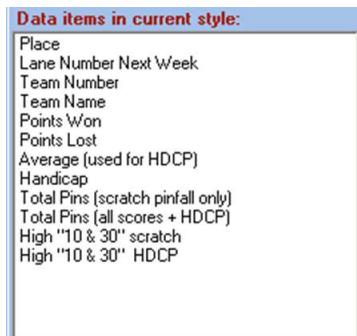
Group box



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

Windows and You

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

CDE Software

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.

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-2023 with limits noted as necessary.

- Manage as many leagues as you wish on the one computer
- Supports 6 games of bowling
- 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
- Handles Bowler and Team Divisions
- Supports individual and team match points for game and series
- 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 8.1, and newer.
- Supports the major awards changes with the 2022/2023 bowling season, from USBC, CTF and TNBA.
- Supports Playing rules for 2022/2023 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
- Add graphics and watermarks from our bowling clip art CD-ROM's 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
- Supports Social Distancing lane assignments
- Simple management of prebowls and makeups, to ensure averages for handicap is properly handled

Product Features

- 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 for the 2022/2023 bowling season.
- FREE backup storage on LeagueSecretary.com, to securely back up leagues for emergencies (One Click!) for the 2022/2023 bowling season.
- 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 2022/2023 season, with award detection and forms, membership forms, sanctions forms, and more for the 2022/2023 bowling season.
- USBC Youth Pepsi Tournament qualifications processing for the 2022/2023 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.
- Program Themes
- 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
- 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
- Social Distancing Lane assignments
- A lot more features... We'll be updating additional features here after the program has been released.

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: [17](#)

Installing from CD ROM

To install the BLS-2023 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](#) [25](#)
3. Click **Install a CDE Software Product**.
4. Click **League Software** from the list of available product categories.
5. Click **Bowling League Secretary 2023**.
6. Click **Install BLS-2023 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from CD on page](#) [26](#) and directly install the software.

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 below steps:
 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 2023**.
7. Click **Install BLS-2023 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from CD on page](#) [26](#) and directly install the software.

Installing EXE directly from CD

To install the BLS-2023 using a CDROM, bypassing the menu system, follow the instructions below:

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 BLS2023 folder
5. Double-click the BLS2023INSTALLER.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-2023 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 26](#).
4. Click **Install a CDE Software Product**.
5. Click **League Software** from the list of available product categories.
6. Click **Bowling League Secretary 2023**.
7. Click **Install BLS-2023 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from USB on page 27](#) and directly install the software.

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 below:
 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**.
4. Click **Install a CDE Software Product**.
5. Click **League Software** from the list of available product categories.

6. Click **Bowling League Secretary 2023**.

7. Click **Install BLS-2023 Standard/Pro/Autoscore** to launch the program installer.

As an alternative, to bypass the installation menu, see [Installing EXE directly from USB on page 27](#) and directly install the software.

Installing EXE directly from USB

To install the BLS-2023 using a USB memory stick, bypassing the menu system, follow the instructions below:

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 BLS2023 folder
5. Double-click the BLS2023INSTALLER.EXE file to install the program.
6. If the User Account Control window opens, click Continue.

Installing from Internet

To install the BLS-2023 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 <https://www.cdesoftware.com>
4. From the home page, click **Download > Download League Software**
5. Select the BLS-2023 tab
6. Locate the BLS-2023 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 **BLS2023INSTALLER.EXE** file that was downloaded and double-click to start the InstallShield Wizard.

Follow on screen instructions to complete BLS-2023 installation.

Moving to a New Computer

Moving BLS-2023 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-2023 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 219](#).

Registering Product

After BLS-2023 program has been installed, an icon shortcut to **Launch BLS-2023** 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-2023 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 this Program** to complete BLS-2023 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 30](#).

Registering using Online EZ Registration

This is the easiest method to register the software, however it requires that BLS have access to the Internet. You must have the receipt generated by our internal order system available, which shows "Hi! This is your receipt". Do not refer to the receipt generated by the online store showing "Online Store Order # xxxx", as it does not contain the correct information needed.

If you have used a temporary registration code from the Online Store purchase, do the following steps in the topic [Clearing Registrations](#).

Do the following to register BLS-2023:

1. Enter the Order Number and Serial number from the receipt or your email with the permanent registration information in it.
2. Click Get Program Registration Online
3. A prompt will display indicating if the information is valid or not.
4. If valid, the information will be displayed. The registration can then be printed for future reference or saved to a file. When ready to complete, click REGISTER.

Register using File

This is also easy but requires you have saved the entire registration block from the email saved to a text file.

If you have used a temporary registration code from the Online Store purchase, do the following steps in the topic [Clearing Registrations](#).

Do the following to register BLS-2023:

1. Click SELECT FILE and locate the text file containing the registration block.
2. Select the file and click OPEN
3. A prompt will display indicating if the information is valid or not.
4. If valid, the information will be displayed. The registration can then be printed for future reference or saved to a file. When ready to complete, click REGISTER.

Register using Copy/Paste Method

This is also easy, but requires you have access to the email containing the program registration block or file where you had copied and saved the registration block.

If you have used a temporary registration code from the Online Store purchase, do the following steps in the topic [Clearing Registrations](#).

Do the following to register BLS-2023:

1. Locate the email that has the registration block or open the file that contains the information.
2. Select the entire registration block (From where it says START to where it says FINISH)
3. Using your keyboard, press CTRL and C at the same time or right-click and select COPY
4. Click the PASTE button on the BLS registration screen. Once the entire information has copied and is displayed, click REGISTER.
5. A prompt will display indicating if the information is valid or not.
6. If valid, the information will be displayed. The registration can then be printed for future reference or saved to a file. When ready to complete, click REGISTER.

Enter Registration Manually

This method requires that the information be entered exactly as the registration block states. It does not matter if information is entered in UPPER or lower case.

If you have used a temporary registration code from the Online Store purchase, do the following steps in the topic [Clearing Registrations](#).

Do the following to register BLS-2023:

1. Enter each field as stated in the registration block. If an item is indicated to leave blank, then leave it empty.

Installation

2. The email address and physical address are not required to be exactly entered.
 3. Temporary Registration should be set to NO.
-

Using a temporary code

Registering using a temporary code vs a permanent code is the same process and can be done using the Copy/Paste Method or Manual Registration method.

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-2023 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, the program will not be register.

Clearing Registrations

If you have used a temporary registration code from the Online Store purchase, do the following steps, otherwise continue to step 3

1. Select Options > Program Registration > Clear All Registrations from the main program screen.
2. The program should delete the registrations and close.
3. Reopen BLS-2023.

Updates

During the course of the BLS-2023 lifetime, CDE Software, LLC will update the software to enhance minor features and address any bug fixes. Updates are free of charge and can 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**

BLS-2023 now utilizes a separate Updater application that keeps all CDE products updated. The check for updates will launch the updater.

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

Note: If BLS-2023 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.

CDE Updater

Also installed with BLS-2023 is a universal updater for CDE Software products.

1. Click Start > Programs > CDE Software > Check for Updates or search for "Check for Updates" and it should be listed under Apps and has a bowling ball for an icon.
2. Click Check for Updates. A list of products with updates will show
3. Click Download Updates
4. Indicate if you wish to install the updates and follow the prompts.

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-2023. Upgrades are simply full version products that qualify for special discounts. It is not necessary to install every version that you have. Simply install BLS-2023.

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-2023 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-2020 and above can be opened in BLS-2023.

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 18](#).

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-2023 and the center has either the Standard, Professional or AutoScoring edition of BLS-2023, 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-2023, 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.

5 - Changes to BLS 2023

While there are a number of improvements, bug fixes and changes far to many to list, the following are highlights of some of the changes in BLS from past versions. This edition is compliant with the 2022/2023 USBC rules and regulations as well as with CTF and TNBA for the 2022/2023 season and includes support for the new Under 18 division Pepsi qualifying. Also note that only bowlers who have reached 18 can purchase Adult USBC membership and only bowlers who have not reached 18 as of August 1st, 2022 can purchase youth membership.

Installer

BLS-2023 is now using a new program installer for an easier program installation. At the end of the installation, the installer will provide a prompt with several options on what to copy from a prior BLS installation. This prompt only appears on the first time installation of the program and will not appear on reinstallation of the software.

The new installer also provides a new Check for Updates mechanism that is simpler and will usually appear on a weekly schedule without the program running. You can still continue to manually check for updates by clicking Help > Check for Updates in the main menu.

Emailer

BLS-2023 has added additional support for Gmail secure emailing support as well as Microsoft email server support forOffice365/Outlook.com/Hotmail.

Parent/Guardian Support

BLS-2023 has added additional support for two parent/guardian for a youth bowler. When connected to the MBD, the parent/guardians will be exported with the bowler.

Standing Sheet Wizard

BLS-2023 now offers a Standing Sheet Wizard to help you customize your standing sheet. This wizard is found in the Setup Menu, Reports, Standing Sheet Wizard. The wizard allows the user to set up the items that are wanted to show on the standing sheet and in what order. To change the style of the items, go to Setup, Reports, Report set up. Once an item in the second list box has been selected, click on the Change Report style button.

New Menu's

BLS-2023 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.

Tiles Settings

To find the tile setting, click on File, Tile settings.



Select the tiles you would like to see and the speed they rotate.

The tabs on the right allow for the number of places to show and/or other options pertaining to the category.

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.

New to this screen is another column on the left side. The first column (#) is a line number. The second one is the actual week number. If a Holiday is inserted, this column will have Hol in this wk # column and the team pairings return to sequential order. Also, if this league is a Split Season league, the split actual split dates are in different colors.

Changes to BLS 2023

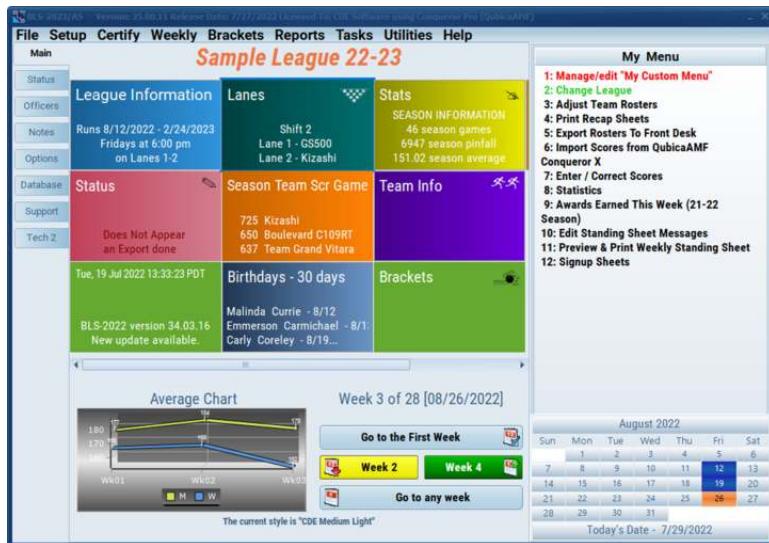
The screenshot shows a software application window titled "Week 3 of 28 Sample League 22-23 Lane Assignments & Rotation". The main area displays a grid of lane assignments for weeks 1 through 28. The columns include Week #, Date, Split #, Points Awarded, Type of Week, Holiday Name, 1st PR Lane, Team Pairings, # of Teams, Start Lane, and a series of lanes numbered 1 through 4. A yellow highlight covers the period from week 3 to week 15, indicating a break or specific event. The right side of the window contains various configuration options under tabs for "Social Distancing", "Dates", "Weeks/Shifts", and "Extra Shifts". These settings include fields for the number of weeks (28), final season standings/prizes (28), teams per lane (1), starting lane (1), starting time (6:00 pm), ending time (8:30 pm), league bowls (2 shifts), and teams per shift (2).

Note: The example of the Printed Lane Assignments, shows how Shifts will be displayed/printed.

The screenshot shows a printed version of the lane assignments for the Sample League 22-23. The page is titled "Sample League 22-23" and includes the date "8/26/2022 Week 3 of 28", the start time "Friday 6:00 pm", and the page number "Page 1". It lists team numbers 1 through 4, each associated with a team name. The main body of the document is titled "Lane Assignments" and contains two sections of lane assignments. The first section, "Shift 1 Friday 6:00 pm", includes lane assignments for weeks 1 through 7. The second section, "Shift 2 Friday 8:30 pm", includes lane assignments for weeks 8 through 28. The document uses a color-coded system where lanes 1 and 2 are blue, lane 3 is orange, and lane 4 is red.

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 Statical 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.



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

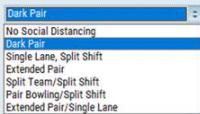
The Pepsi Tournament has added a U18 division. BLS-2023 now has that division in the tournament set up.

Social Distancing

Due to the COVID-19 outbreak, many jurisdictions where centers are at now require social distancing among bowlers, which may be unique.

BLS-2023 supports Social Distancing lane assignments. There are several options to select from.

Social Distance Options:



Dark Pair: Having the pair in between each team pairing dark/off. Example - Teams 1 & 2 bowl on lanes 1-2, Teams 3 & 4 bowl on lanes 5-6, leaving lanes 3-4 dark/off.

Single Lane, Split Shift: This option allows the teams to bowl multiple shifts, moving odd teams to first shift and even teams to the second shift.

Extended Pair: With this option, 2 teams bowl across 2 pairs (4 lanes), i.e. the left team of the pairing bowls on Lanes 1-2 and the right team of the pairing bowls on lanes 3-4.

Split Team/Split Shift: This option is used to divide each team in half, to have reduced numbers of bowlers in a shift. The first half of each team would bowl the first shift and the remainder bowl the second shift.

Pair Bowling/Split Shifts: Leagues would bowl in traditional pair bowling, but the odd teams would bowl first shift and the even teams would bowl the second shift.

Extended Pair/Single Lane: This option is for one team per pair, bowling on one lane. Example is a 10 team league bowls across 10 lanes, the left team of a team pairing bowls on lane 1, the right team of a team pairing bowls on lane 3, and so forth.

We have added additional explanation on social distancing on our knowledge base -

<https://support.cdesoftware.com/kb/a1927/social-distancing-configurations-with-bls-2022.aspx>

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 either of the following:

- From the **Windows** desktop, double-click the **BLS-2023** shortcut
- Click the **Start** button on the task bar. From the Start Menu, select **Programs** (or **Apps** for Windows 8 or newer) > **CDE Software BLS-2023**

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

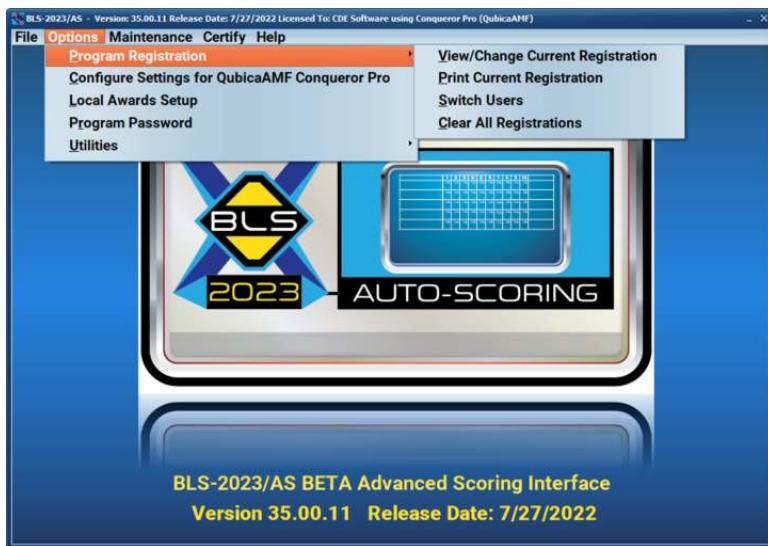
The program help is one of the most important functions to be aware of, as it opens the Help Section of the software. The Help Section is designed to guide you through the program should you need assistance. From anywhere within the program you can select **HELP > Program Help** or push the **F1** key. 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-2023 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-2023 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 subdivided into the following categories:

Program Registration

Registration: These menu functions allow registration and unlocking of BLS-2023.

Print Current Registration: Prints the registration for future use.

Switch Users: The menu functions allow switching program registrations.

Clearing Registrations: The menu functions allow for clearing current registration, such as a Temporary code.

Program Registration

There are several ways to enter your registration.

Register using Copy/Paste: Copy registration from Email, Paste Registration using the Paste button. Then click the Register button.

Registering using Online EZ Registration: The easiest way to register the program

Register using File: Using a file to register the program.

Entering Registration Manually: Manually typing the information into the Registration screen.

Program Overview and Opening Screen

Print Current Registration

Select this option to print the current program registration for the software in order to reregister at a different time.

Switch Users

There are some situations where a secretary who owns BLS-2023 to manage a league, takes over a different league that also owns a license for BLS-2023. 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**.

Clear Registrations

Clearing Registrations: Selecting this option will clear all of the program registrations. This is helpful if there is a program registration issue.

Local Awards Setup

See [Local Awards Set up](#) [40]

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-2023 data.

Restore: Menu functions pertaining to restoring BLS-2023 data from backups.

Delete: Menu functions pertaining to deleting BLS-2023 data.

Copy: Menu functions pertaining to copying BLS-2023 data.

Find: Menu functions pertaining to finding BLS-2023 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.

Program Overview and Opening Screen

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 219](#).

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-2023.

Maintenance > Backup

Maintenance>Back up: Menu functions pertaining to backing up BLS-2023 data.

See [page 219](#) for more information.

Maintenance > Restore

Maintenance>Restore: Menu functions pertaining to backing up BLS-2023 data.

See [page 221](#) for more information.

Maintenance > Recover

Maintenance>Recover: Menu functions pertaining to recovering data from LeagueSecretary.com

Maintenance > Rename

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.

League Copy Wizard

This option allows you to copy a league from any version of BLS that is currently on your machine without having to open that program.

Copy Older Leagues to use with BLS-2023

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-2023. For more information about restoring league files, please see **Restore League Files** on [page \[22\]](#).

Sample League

If for some reason, you deleted the Sample league from your list of leagues and would like to have it back to try something or to see a set up, use this option to get it back in your list of leagues.

Copy Font Sets

You have created a special League Font set in your last program and don't want to have to do it all again, use this function to copy them to BLS-2023..

Report Definitions

This option copies any reports that you have specifically created or changed.

Local Award Definitions

This option allows you to copy all your awards you had set up in your previous version of BLS to BLS-2023 .

Styles from Prior BLS

This option allow you to copy any styles definitions you created for your reports.

Custom Menu from BLS-2022

<This option will copy your custom menu as you had it in your previous version of BLS.

Certify

Setup default Certification Fees.

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-2023 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-2023

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.

Check For Program Update

Selecting this menu item will check the CDE Software web site for the currently available product version for BLS-2023 and provide notification if a newer version is available.

Program Help

This function accesses the help file for BLS-2023.

Program Manual

This function accesses the electronic version of the BLS-2023 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.

Frequently Asked Questions

This function accesses the Frequently Asked Questions file for BLS-2023. 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.

Support

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

Program Overview and Opening Screen

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-2023 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 218.

Email League to Tech Support

An easy way to email the league if it is requested by our support team.

Remote Support Session

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.

Live Support Chat

By using this option, it will take you to our website, to the Live Chat option.

Support, Forums and Downloads

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

Online Knowledge-base

This will bring you to our information page, where there is a link for the Knowledge-base to search for answers to your question(s).

Online Store

A direct link to our on line store to purchase software.

Downloads

A direct link to our website, downloads to down load programs.

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.

Internet Links Section

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

7 - 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 bar 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.

To return to BLS, click the option on the right side of the screen.

8 - File Menu



New: This menu option allow for creating a new league.

Open League for Current Season: Select from a list of current leagues.

Open Other: Open a league from past seasons.

Open Recent League: A shortcut to the most recent league(s) that have been opened.

Clear Recent League List: Removes the recent leagues that have been opened.

Program Preferences: Options for setting up default setting and internet for the program.

Utilities: This menu has the forms library and the calculator.

Tile Settings: Set option of the tiles.

Library of bowling forms

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



This section provides access to all the forms available in BLS-2023. 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.

9 - How to be a great league secretary

The following section provides insights into the ways BLS-2023 will help you be a great league secretary. Once getting acquainted with the basics of BLS-2023, 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-2023.
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.

How to be a great league secretary

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-2023 after the meeting.

To print the league rules worksheet, open BLS-2023 and click the [Library of bowling forms](#) 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-2023 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-2023, 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-2023 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 **Task > Mid/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-2023, 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.

How to be a great league secretary

- 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.

10 - 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-2023 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-2023 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

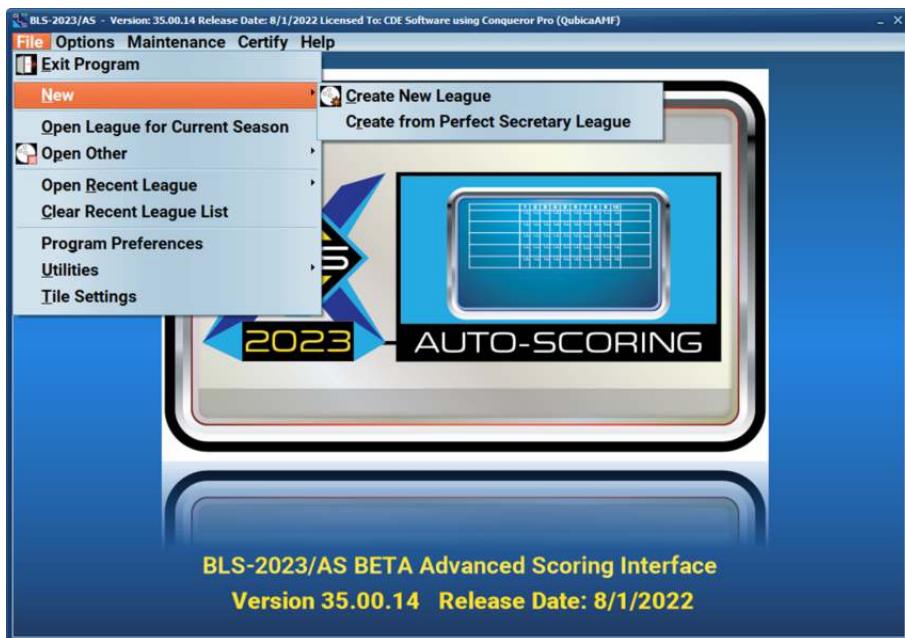
The following is a basic flow chart on how a league processor at the bowling center would use BLS-2023 from the start to the end of the bowling season. There are certainly situations that may occur during the season that may cause a need to deviate from the below schedule, but in general, this is the 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-2023 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. LEAGUE BOWLS
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

11 - 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-2023 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 MonMix21_22, 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:** this file name may be changed to an abbreviation of your league name and a season added to it.

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-2023 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](#) [54].

12 - 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-2023 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-2023 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.

Handicap Leagues

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-2023 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.

Handicap Leagues

Most leagues will use the average minus 10 pins for an absentee score. This is default in BLS-2023, 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, 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-2023. 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.

Handicap Leagues

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-2023 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, than 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.

Handicap Leagues

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](#) [56] 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](#)  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

Handicap Leagues

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 individuals 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](#)  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-2023 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. Using this option will allow the teams to bowl only in their own divisions except on a position session.

Bowler Divisions

BLS-2023 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.

13 - 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](#)⁵⁶ for the basic rules.

This chapter will cover the additional rules any addition rules that will be needed to 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-2023 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-2023, 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'.

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.

14 - 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-2023 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-2023 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 -->.

Schedule and Lane Assignments

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-2023, 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-2023, 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-2023 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+F9** 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-2023 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

Schedule and Lane Assignments

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 101](#).

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-2023 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 remained 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 (the lane number). 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-2023 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 changes 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.

Note: When doing multiple teams per lane, the odd teams will be on the left lane and even on the right. So for example, if teams 1 vs team 2 are on lanes 1 and 2 and teams 3 and 4 were on 1 and 2, then teams 1 and 3 will be on lane 1 and teams 2 and 4 will be on lane 2. The program does not support putting teams 1 and 2 on lane 1 and 3 and 4 on lane 2.

Multiple Shifts: Use the Drop-down list to specify the number of shifts to be bowled in the league. BLS-2023 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.

Schedule and Lane Assignments

The screenshot shows a software interface for scheduling and lane assignments. At the top, there are three tabs: 'Dates' (selected), 'Weeks/Shifts' (highlighted in blue), and 'Schedule'. Below the tabs is a large green checkmark button labeled 'Accept Changes'. Underneath are several input fields: 'Number of Weeks Bowling' (set to 30), 'Final season standings and prizes determined after week concludes' (set to 29), 'Number of Teams per Lane' (set to 2), 'Starting Lane' (set to 1), 'Starting Time' (set to 6:00 pm), and 'Ending Time' (set to 8:30 pm). A dropdown menu titled 'League bowls 1 shift' is open, listing various shift configurations from 'League bowls 1 shift' to 'League bowls 8 shifts'. The 'League bowls 1 shift' option is currently selected.

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:

A vertical list of checkboxes for lane assignment options. The first checkbox, 'Dates & Lanes', has a radio button next to it and is checked. The other three checkboxes are empty: 'Schedule', 'Lane Conditions', and 'Show Reordered Pairings'.

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.

Schedule and Lane Assignments

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-2023 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-2023 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.

Schedule and Lane Assignments

#	Wk #	Date	Points Awarded	Type of Week
1	1	08/30/2022	Normal Points	Normal
2	2	09/06/2022	Zero Points	Normal
3	3	09/13/2022	Normal Points	Normal
4	4	09/20/2022	Double Points	Normal
5	5	09/27/2022	Normal Points	Normal
6	6	10/04/2022	Normal Points	Normal
7	7	10/11/2022	Normal Points	Normal

For the different types of week, see [Type of Week](#) [75].

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 chose 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

Schedule and Lane Assignments

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

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 Lanes text box, type in the correct starting lane. BLS-2023 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](#) [76] 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-2023 has an option to automatically create a schedule for a league that bowls every other week.

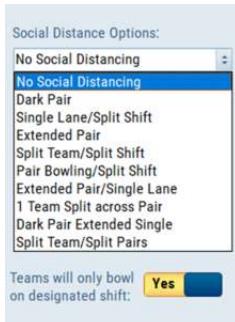
Setup > Lane Assignments. Click on the tab above the calendar, Schedule. Use the Drop-down box to select the correct option the league is bowling, i.e. League bowls every other week, etc.

The dates will now reflect the option chosen.

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

See [Dates](#) ↗⁷⁴

Social Distancing



BLS-2023 has an option to automatically create a schedule for social distancing

Setup > Lane Assignments. Click on the tab above the calendar, Social Distancing. Use the Drop-down box to select the correct option the league is bowling. Changes here will also reflect on the printed recap sheets.,

Dark Pair: Having the pair in between each team pairing dark/off. Example - Teams 1 & 2 bowl on lanes 1-2, Teams 3 & 4 bowl on lanes 5-6, leaving lanes 3-4 dark/off.

Single Lane, Split Shift: This option allows the teams to bowl multiple shifts, moving odd teams to first shift and even teams to the second shift.

Extended Pair: With this option, 2 teams bowl across 2 pairs (4 lanes), i.e. the left team of the pairing bowls on Lanes 1-2 and the right team of the pairing bowls on lanes 3-4.

Split Team/Split Shift: This option is used to divide each team in half, to have reduced numbers of bowlers in a shift. The first half of each team would bowl the first shift and the remainder bowl the second shift.

Pair Bowling/Split Shifts: Leagues would bowl in traditional pair bowling, but the odd teams would bowl first shift and the even teams would bowl the second shift.

Extended Pair/Single Lane: This option is for one team per pair, bowling on one lane. Example is a 10 team league bowls across 10 lanes, the left team of a team pairing bowls on lane 1, the right team of a team pairing bowls on lane 3, and so forth.

1 Team Split across pair: This option is for one team per pair, dividing the team across the two lanes on a pair. This allows for states that limit number of players on a lane bowling on one lane.

Dark Pair/Extended Single: This option is for one team per pair, putting a blank pair between teams. This increases the social distancing between teams.

Schedule and Lane Assignments

Split Team / Split Pair: This option is to put the top half of each team on the odd and even lane, then on the next pair put the remaining players on the odd and even lane. This reduces players on a lane and allows the competition to be "traditional".

We have added additional explanation on social distancing on our online knowledge base

Shifts and Social Distancing

While some of the social distancing methods will require the league to be split into shifts and can do this automatically, there may be situations where you may wish to establish your shifts before enabling social distancing.

For example, if your league has 16 teams, the program would automatically split into two shifts of 8. However, you may want 12 teams on the first shift and 4 on the second. In this situation, you would do the following:

1. Make sure Social Distancing is set to NONE.
2. Establish the number of shifts in the Weeks/Shifts tab as well as the number of teams in each shift, starting times, starting lanes and the acknowledge the changes.
3. Enable the social distancing to the desired type.

Dark Pair Social Distancing

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues bowling in tradition pair mode, but require a dark pair be between pairs with bowlers. Under this example, teams 1-10 would bowl on 1-2, 5-6, 9-10, 13-14, 17-18.

The advantage of this option is that centers can support this option and BLS-2023. can support this currently. The disadvantage is that smaller centers, such as a 12-lane center, would need to split this league into 2 shifts (Early/Late or Day 1/Day2).

Configuration Instructions

The following instructions are for configuring BLS-2022 for this rule using the example league mentioned above. Your league may differ, and it is assumed that the league has already been created with the basic rules.

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Select Dark Pair. If the league needs to be split into shifts due to the lack of lanes available, switch the split shift option to yes.
5. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings as 1-2, 5-6, 9-10, 13-14, 17-18.
6. The printed Lane Assignment Report and the Standing sheet will reflect the actual lanes bowlers will be bowling on. Close the lane assignments.

Schedule and Lane Assignments

Configuration has now been completed. The lane assignments on the standings, lane assignments printout and recaps should be correct with the spacing.

Note for Automatic Scoring Centers:

Each scoring system has their own nuances with how they will handle the export of this league where there are gaps between pairs. We suggest testing this with your system and if needed, contact your scoring system support team for additional guidance.

Single Lane, Split Shift Social Distancing Option

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

The following instructions are for configuring BLS-2023. for this rule using the example league mentioned above. Your league may differ, and it is assumed that the league has already been created with the basic rules.

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Select Single Lane, Split Shift.
5. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately.
6. If you have Automatic Scoring, follow the remaining options.
7. Go to Weekly > Prepare > Export to Scoring System
8. Select the Options tab.
9. Uncheck Bowl on a Pair of Lanes option, which should then enable only the Bowl all frames on same Lane option. This gives instructions to the scoring system that lanes are not to alternate between frames or games. Configuration has now been completed.

Each scoring system has their own nuances with how they will handle the export of this league regarding the instructions that indicates to bowl on the same lane and to not alternate between frames and games. Depending of the scoring system, options in the scoring system front desk software may need to be adjusted to which you would need to contact your scoring system manufacturer support team for guidance.

Extended Pair Mode Social Distancing Option

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues, but require fewer people within a distance, requiring a maximum of one team on a pair of lanes. Under this example, teams 1 would bowl on 1-2, team 2 on 3-4, team 3 on 5-6, team 4 on 7-8, team 5 on 9-10, team 6 on 11-12, team 7 on 13-14, team 8 on 15-16, team 9 on 17-18 and team 10 on 19-20.

The advantage of this option is that teams can bowl in tradition alternating lanes.

The disadvantage is that center size can be an issue, requiring the league to be split into multiple shifts.

Schedule and Lane Assignments

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Select Extended Pair.
5. With the option to Add Lanes, the league will be spread across all lanes available as needed. When set to Add Shifts, the league will be split into shifts.
6. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately.

Split Team / Split Shift Option

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues but require fewer people within a distance. Under this example, teams 1 through 10 would bowl on their traditional lanes and bowl in traditional alternating lane fashion. The difference is that the league would have each team's first two players bowl the first shift and the remaining players play the second shift.

The advantage of this option is that teams can bowl in tradition alternating lanes and allow a semblance of competition as both partial teams are on the pair under the same conditions and the mental state of the game from a sports perspective is kept.

Configuration Instructions

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Select Extended Pair.
5. With the option to Add Lanes, the league will be spread across all lanes available as needed. When set to Add Shifts, the league will be split into shifts
6. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately.

Pair Bowling, Split Shift Social Distancing Option

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues, but require fewer bowlers in the center and/or lanes. Under this example, teams 1-10 would bowl on 1-2, 3-4, 5-6, 7-8, 9-10, but would be split into 2 shifts (Early/Late) where odd teams would bowl first, in traditional pair mode, then even teams would bowl during the second shift in tradition pair mode.

The advantage of this option is that USBC now has an emergency rule that will allow sanctioned leagues to use this method and BLS-2023. can support this currently and that size of center does not factor in this rule. It also allows all teams to bowl in traditional pair mode.

Schedule and Lane Assignments

The disadvantage is that the second shift would have more challenging lane conditions unless the center redressed the lanes.

Configuration Instructions

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Select Pair Bowling, Split Shift.
5. With the option to Add Lanes, the league will be spread across all lanes available as needed. When set to Add Shifts, the league will be split into shifts.
6. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately, as well as the printed lane assignment report and the standing sheet lane assignments.

Extended Pair, Single Lane

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues, but require a dark lane be between each team. Under this example teams 1 would bowl on 1, team 2 on 3, team 3 on 5, team 4 on 7, team 5 on 9, team 6 on 11, team 7 on 13, team 8 on 15, team 9 on 17 and team 10 on 19 (Note – This could also be everyone on the even lanes instead of the odd lanes).

The advantage of this option is that USBC now has an emergency rule that will allow sanctioned leagues to use this method and BLS-2023. can support this currently and that size of center does not factor in this rule.

The disadvantage is that it requires centers to be large enough to accommodate. BLS also does not support extending the teams across just the odd (or even) lanes, for recaps, lane assignments, standings, and Automatic Scoring purposes. For secretaries using the Standard or Professional edition, you will need to cross out and update the lane numbers bowled. When manually entering scores, however, the matchups would be the same, just the lane numbers would appear off. For Automatic Scoring Systems, while BLS can accommodate instructing the scoring system to not alternate lanes between frames and games, the scoring system would need to be able to manage moving the even lanes to different lanes, such as when a lane breaks down. Depending on the scoring system, scores may not be able to be returned for all teams, requiring manual score entry.

Configuration Instructions

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Select Extended Pair, Single Lane.
5. With the option to Add Lanes, the league will be spread across all lanes available as needed. When set to Add Shifts, the league will be split into shifts.
6. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately.

Schedule and Lane Assignments

1 Team Split Across Pair

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues, but require fewer people on a lane. Under this example, Player A and B from team 1 would bowl on lane 1 and Player C and D from team 1 would play on lane 2. Player A and B from team 2 would bowl on lane 3 and Player C and D from team 2 would play on lane 4.

The advantage of this option is that teams can bowl in tradition alternating lanes and still be one team on a pair, but with the team divided among the pair, bowling is faster.

The disadvantage is that center size can be an issue, requiring the league to be split into multiple shifts.

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Select 1 Team Split across Pair
5. With the option to Add Lanes, the league will be spread across all lanes available as needed. When set to Add Shifts, the league will be split into shifts.
6. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately.

Dark Pair/Extended Single

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues, but require fewer people on a lane. Under this example, Team 1 would play on lane 1, then lane 2 would be empty and then lanes 3 and 4 would not be used. Then team 2 would be on 5, then lane 6 would be empty, then pair 7 and 8 would not be used

The advantage of this option is that there is much greater distance between teams.

The disadvantage is that center size can be an issue, requiring the league to be split into multiple shifts.

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing. Dark Pair Extended Single
5. With the option to Add Lanes, the league will be spread across all lanes available as needed. When set to Add Shifts, the league will be split into shifts.
6. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately.

Split Team / Split Pair

For the purposes of this article, a ten-team league with 4 bowlers on a team will be used as the example in a 24-lane center and that the league rules state the league starts on lane 1.

This option is for centers where the local or state requirements accommodate leagues, but require fewer people on a lane. Under this example, Player A and B from team 1 would bowl on lane 1 and Player A and B from team 2 would play on lane 2. Player C and D from team 1 would bowl on lane 3 and Player C and D from team 2 would play on lane 4.

The advantage of this option is that teams can bowl in tradition alternating lanes and still be a limited number of players on a lane, but allows the option of the opponents being on same pair,

The disadvantage is that center size can be an issue, requiring the league to be split into multiple shifts.

1. Open BLS-2023
2. Open the league
3. From the main menu, click Setup > League > Lane Assignments.
4. On the right side of the Lane Assignments grid is a tab labeled Social Distancing/Split Team / Split Pair
5. With the option to Add Lanes, the league will be spread across all lanes available as needed. When set to Add Shifts, the league will be split into shifts.
6. While the lane assignment screen will keep the normal lane numbers used, the automatic scoring export as well as recaps will display the pairings appropriately.

Reloading Lane Assignments

To reload the standard USBC lane schedule, click RELOAD in the lane assignment screen and the schedule will reload from the week BLS is currently on.

This is always a good idea to verify when creating a new league or restarting a league.

BYE Team Adjustments

The lane assignment schedule offers an option to force the BYE team to either the first or last lane used, moving their opponent to that pair as well. This is helpful for bowling centers to allow the ability to turn the lanes into Open Play sooner as they are on the end.

To adjust, click the BYE button in the lane assignments and then indicate which end of the league the BYE team should be.

Assigning Teams to Specific Shifts

A new feature in BLS-2023 is the ability to assign teams to a specific shift when bowling each week. An example would be a 20 team league bowling in a 10 lane center, where the league must be played in two shifts to accommodate all the teams. The problem is that some teams may only be able to bowl at the designated time for the first shift each week and others may only be available during the second shift times. The new feature allows the ability to assign each team to their preferred availability.

To use this feature:

1. Go to Setup > League > Lane Assignments

Schedule and Lane Assignments

2. Select the number of shifts bowled and click Accept Schedule Changes if prompted
3. Select Yes to the option that teams will only bowl on specified shifts.
4. Click Accept Schedule Changes if prompted
5. Close the lane assignments and go to Setup > Teams > Rosters
6. Designate the shift each team will bowl in the upper left of this screen. Note: This option will only show if in the lane assignments, the league is set to bowl shifts.

The screenshot shows a software interface for managing bowling schedules and rosters. At the top, there's a dropdown menu labeled "Any Shift" and a title "1 - Team 1". Below this is a list of shifts: Shift 1, Shift 2, Shift 3, Shift 4, Shift 5, Shift 6, Shift 7, and Shift 8. A dropdown arrow points down from the "Any Shift" menu. The main area displays a table for "Team 1". The columns in the table are: Team Name, Div, Scratch Pins, HDCP Pins, Points Won, Points Lost, Unearned, Games Won, and Game Los. The data for Team 1 is: Team Name (Team 1), Div (1), Scratch Pins (0.0), HDCP Pins (6.0), Points Won (0.5), Points Lost (0.0), Unearned (0.0), Games Won (0.0), and Game Los (0.0). Below this table is another table for "Emmerson Carmichael" with columns: First Name, Last Name, Jr. Sr., sex, Div, ?, Book Gms, Book Avg, Ent Gms, Ent Avg, Pins, Gms, Avg, and HCP. The data is: First Name (Emmerson), Last Name (Carmichael), Jr. Sr. (B 1), sex (?), Div (150), Book Gms (490), Book Avg (3), Ent Gms (163), Ent Avg (57), Pins (490), Gms (3), Avg (163), and HCP (57).

Team Name	Div	Scratch Pins	HDCP Pins	Points Won	Points Lost	Unearned	Games Won	Game Los					
Team 1	1	0.0	6.0	0.5	0.0	0.0	0.0	0.0					
First Name	Last Name	Jr. Sr.	sex	Div	?	Book Gms	Book Avg	Ent Gms	Ent Avg	Pins	Gms	Avg	HCP
Emmerson	Carmichael	B 1		150		490	3	163	57				

When printing recaps and exporting rosters to the scoring system, BLS-2023 will follow the lane assignment schedule, in the order of lowest to highest lane, and place teams on each shift, starting from the starting lane. Even though two teams may be assigned to lanes 1 and 2, it does not mean that they oppose each other in the actual lane assignments. For example, if team 1 plays team 2, yet team 1 is bowling on the first shift and team 2 is bowling on the second shift, the match up of team 1 vs team 2 will still happen. The teams just so happen to be bowling at different times and not necessarily on the same pair.

Important note about this feature and Social Distancing options:

This feature is not compatible with the following social distance options:

- Dark Pair - Adding Shifts
- Single Lane / Split Shift
- Pair Bowling / Split Shift
- 1 Team Split Across Pair - Adding Shifts or Adding Lanes
- Split Team / Split Pairs - Adding Shifts or Adding Lanes

15 - Quick Reference Tabs

When the league is opened, the league screen contains several quick reference tabs:



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 screenshot shows the 'Status' tab interface. At the top, it displays 'Week 3 of 28' and 'Sample League 21-22' with the date '08/26/21'. Below this is a section titled 'Instructions, Game Status and a Reminder of Your League Rules'. It includes a 'Score Color Legend' with four categories: purple (Forfeit), red (Too many scores), yellow (More scores needed), and green (Game is OK). A note states: 'The color of the heading above each game indicates if too many scores are entered or need to enter more scores.' To the right is a 'Return to Score Entry Screen' button. Below the legend, a section titled 'Your league rules regarding minimum legal lineup' notes: '4 people bowl each Game. Minimum legal lineup requires 2 real scores (not absentee, vacancy or dummy) be entered otherwise the team will forfeit. Of those scores, 2 must be bowled by regular members of the team. Substitutes do not count towards minimum legal lineup.' A bolded link 'Here is the status of each game for the current pair of teams' is present. The main content area lists game statuses for GS500 and Kizashi teams across three games, each with a note about needing more scores.

===== GS500 == Game 1 =====
More! You need to enter more scores. You set the rules for 4 people bowling but you entered only 3 scores.
===== GS500 == Game 2 =====
More! You need to enter more scores. You set the rules for 4 people bowling but you entered only 3 scores.
===== GS500 == Game 3 =====
More! You need to enter more scores. You set the rules for 4 people bowling but you entered only 3 scores.
>> Series not included in season highs because you do not allow a series with a forfeit or an incorrect number of scores.
===== Kizashi == Game 1 ===== OK
===== Kizashi == Game 2 ===== OK

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 127.

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-2023.

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

MBD-2023 Installed Indicator - The orange status indicator button will display if the MBD-2023 was actually installed on the computer or not. If the status indicates that the MBD-2023 was not installed. There is a separate installer for the MBD.

Master Bowler Database Server - This indicator button will display if the MBD-2023 server program is running or not. The MBD-2023 server runs in the system tray and shows as a square green icon. If it is not running, start the server from Windows Services.

Master Bowler Database Status - This indicator button will display the status of the MBD-2023 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? - Select YES to link the league or NO to unlink the league.

16 - 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-2023 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](#) : Options for the program.

Exit Program

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-2023.

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-2023.

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-2023. 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-2023: 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-2023 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: List of forms available for printing, such as blank membership cards or awards forms.

Program Preferences

This section defines the general settings for the BLS-2023 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-2023.

Sounds can be enabled or disabled from this screen by toggling the switch. BLS-2023 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.

Level of expertise can be set controlling amount of informational and warning dialogs 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-2023 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-2023 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-2023 started.

Select the default directory when opening a file--

Program File Menu

This option allows for different directories/folders to be opened when selecting the open league 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-2023 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-2023 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-2023 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-2023 and is used to access the Automatic Scoring configuration screen. For more information, please see the chapter on Automatic Scoring on page 230.

Internet Settings:

This section contains settings that will be utilized by BLS-2023 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 send a test email. If an email is not received in the next few minutes, please check 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

Program File Menu

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 153](#).

TIP: When reports stop printing in color, the setting on this screen usually 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-2023 Auto-Scoring and Professional Editions. Use this section to Enable the Master Bowler Database for use with BLS-2023 after the database has been installed. For more information on installing the MBD-2023, see **Installation of the MBD** on [page 236](#).

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-2023, skip to step 6.
4. If the Bowler Database is located on a remote computer, the information will need to be entered for BLS-2023 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-2023 . By default, this port number is configured for **16210**. As such, unless a change was made on the MBD-2023 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-2023 Pro or A/S Editions in a center that has installed CDE Software's Bowling Kiosk, then kiosks can be updated with the current information present in the league.

BLS-2023 can update the kiosk automatically by going to File > Program Preferences > Kiosk Options. Under Kiosk Options, change the option to Automatically update the CDE Bowlers' KIOSK's to Yes.

Furthermore, indicate how much time before games that 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 bowler imported already exists in the league.

When creating a new league, BLS-2023 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-2023.

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-2023 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-2023 supports importing names and addresses form leagues created by the Bowl101 program. Follow these steps to import to bowler names and addresses from Bowl101:

Program File Menu

Note: A new league file will need to be created in BLS-2023 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-2023.

This option allows bowler information from text files, to be imported into BLS-2023. 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-2023 supports importing names and addresses from leagues created by older versions of BLS. This is useful for leagues that were created by BLS-2017 and older versions. 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-2023 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

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 People to Bowler TRAC

This option is only available in the Automatic Scoring version of BLS-2023.

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 (BPAAs).

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.

Export to Excel

Export Names and address to an Excel file to use in another application. Save file to desired location, selecting which Excel format to save as.

Export to CSV File

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

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.

Tile Settings

When a league is open, different tiles display different pieces of information for the League Dashboard.

Different items can be shown or hidden along with being able to be static or scrolling, which scrolling speed can be further customized.

[Tiles Settings](#) 

17 - Setup

BLS-2023 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 100](#)

Schedule - [See Page 70](#)

Officers - [See Page 127](#)

Planner - [See Page 98](#)

Print Rules Worksheet - [See Page 98](#)

Print Rules - [See Page 98](#)

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-2023, 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](#) 

Print Roster Sheets - [See Page](#) 

Team Captains List - [See Page](#) 

Blank Signup Sheets - [See Page](#) 

Rosters

See [Setting up Teams and Bowlers](#) 

Print

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](#) [151].

Web Uploads Setup

This section configures the uploading of your standings to the web. For more information see [Upload Standings](#) [214].

Passwords

This feature is only available in the BLS-2023 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

18 - Setting up the League Rules

BLS-2023'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-2023 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-2023 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-2023 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-2023 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.

General Rules
Who We Are
How And When We Bowl
League Features
Where We Bowl
Split Season
Legal Lineup
Individual Averages
Individual Handicaps
Team Handicaps
Absent Players
Vacant Players
Forfeits
Bye Teams
Team Points
Individual Points
Points Summary
Special Recognition
Special Options
Additional Rules

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.

Setting up the League Rules

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-2023 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-2023 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.

Setting up the League Rules

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-2023 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 Yes 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.

Setting up the League Rules

Once the split season has been enabled, enter the number of splits the season will be divided into. BLS-2023 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-2023 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 over-rides 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 teams 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-2023 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-2023. 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-2023 can simply display the fact that the cap has been exceeded, on the Enter/Correct Current Scores screen. Alternatively, BLS-2023 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-2023 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.

Setting up the League Rules

Capping of handicapped scores - USBC Rule 100g-5

Maximum handicap game score (with handicap)

(Default value is 999)

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-2023.

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.

Setting up the League Rules

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 bowed 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.

Setting up the League Rules

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-2023 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.

Setting up the League Rules

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-2023, 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.

Setting up the League Rules

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-2023 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-2023 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-2023 Automatic Scoring or Professional Editions**. The **BLS-2023 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-2023 are explained in the chapter on **Weekly League Duties** on [Page 148](#).

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

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/deducted 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.

Setting up the League Rules

- **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-2023 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-2023 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 Enter screen and click in the Show Game Positions, and click the check box. Click update form. A **ps** column will appear behind the game score column for each game. This option does not support a 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.

Setting up the League Rules

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 102](#).

Note: For mixed leagues, BLS-2023 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-2023 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-2023, 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 Team 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-2023 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-2023 supports up to 16 bowler divisions. For mixed leagues, Bowler Divisions do not need to be configured, as BLS-2023 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.

Setting up the League Rules

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-2023 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-2023 will remove them from the individual awards. However, there is a switch that will allow the

Setting up the League Rules

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-2023 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-2023 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 [118](#).

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 118](#).

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-2023 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.

Setting up the League Rules

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 173](#).

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-2023 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-2023 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

19 - 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-2023 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 46](#).

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-2023 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.

Setting up Teams and Bowlers

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-2023 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-2023 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-2023 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-2023 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 104](#). When the rule is enabled, the **default roster** is set based on the roster order at the time. However, if the team captain

Setting up Teams and Bowlers

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.

Edit Contacts and Centers

The information on this screen used to be combined with the Edit any Bowler. This screen is used for entering your bank information, local associations information, and any contact you may need that are not league members.

Edit Any Bowler

Setup > Edit Any Bowler

The **Edit any Bowler** provides for an alternative location to enter bowler data. The **Edit any Bowler** 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:

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 .Names on this tab would not be any of your bowlers

Adding a new bowler: Must be on the A-Z tabs. Add any bowler on any tab and BLS-2023 will automatically re-sort them.

A new bowler can be entered in the **Edit any Bowler** 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

Setting up Teams and Bowlers

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 **Edit any Bowler** screen and click the bowlers' name. The bowlers' information will appear. Simply type over the existing information and click the Save menu button at the top.

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 Bowler, Team and Status section on the lower right side of this screen.

To prevent a bowler from showing up on the Standing Sheet as a substitute, but still keep them in the league database in case they may return in the future, you can set the status to **Not a League Member**.

If a bowler has passed during the year and has s

A bowler can be completely removed from the database using the **Delete this Name** from the **League File button** or **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

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 **Edit any Bowler**, 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 **Edit any Bowler** 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:

Setting up Teams and Bowlers

- **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 as an officer:

1. Select and display the bowler record to be assigned to the office (from the Bowler and not the contacts). Officers must be on a team.
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 re-rated during the season. To re-rate a bowler, select the bowler in the **Edit any Bowler** screen and select RE-RATE Menu at the top..

Click New Re-Rate and then enter the week that the re-rate is effective and the re-rated 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 > Print > 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.

Note: When setting up the Team Rosters, you must designate the team captain for this list to populate.

20 - Certify

BLS-2023 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.

The screenshot shows a software interface titled "Information for Sample League 21-22". At the top, there are tabs for "League Information", "USBC", "YOUTH", "TNBA", and "Discounts". Below the tabs, there's a section titled "Will You be entering Financial Information?". It contains a question and a note: "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." There are two buttons: "Yes" (highlighted in blue) and "No".

Below this section is another titled "Sanctioning Organization & League Type". It asks: "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."

At the bottom left, there's a "League Certification Information" section with dropdown menus for "This League Sanctioned:" (set to "USBC") and "This League is also Sanctioned by:" (set to "TNBA"). To the right of these are three sections: "Type of League" (dropdown menu, currently "Seniors" and "Traveling" are selected), "Type of Lane Conditions" (dropdown menu, currently "House/Standard"), and "Awards" (dropdown menu, currently "None").

Note: If the League Application Form is to be printed from BLS-2023, this will need to be answered **Yes** so that financial information is included with the application.

Certify

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-2023 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.

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.

Certifications

If you are not tracking Bowler Money, do you wish to automatically consider Bowlers as Sanctioned?

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 2022/2023 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-2023. 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-2023 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-2023 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 that 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-2023 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-2023. 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.

The screenshot shows the 'Bowler Information' tab selected in the Certify Bowlers software. The 'Team Name' dropdown is set to 'Team #1 - GS500'. The bowler's details include First Name: Marianna, Last Name: Dodge, Middle Initial: M, Jr/Sr: -, Nickname: -, Address: 333 W 22nd Dr, City: Seattle, State: WA, Zip: 98003, Postal Code: 09/01/1975, Country: -, Company: -, Birthday: -, Gr. SSN: -, Female: -, E-Mail Address: -, Phone #1: -, Ext: -, Cell: -, Phone #2: -, Ext: -, Evening: -, Book Avg: 4 Gms: 0, Phone #3: -, Ext: -, Phone #4: -, Ext: -, Alt. Avg: AA # Gms: 0, USBC ID #: 46-65412, CTF ID #: -, See Me: -, USBC Adult Certified: TNBA #: -. Payments In: USBC, Memberships, TNBA, Extra. At the bottom, there are sections for USBC Organization (Adult selected), Card Group (Standard selected, others: Basic, Additional, Already Paid, Discounts), USBC Certifications (National Dues selected, Already Paid checkbox), and Total All Organizations: \$15.00. Payment Method: Cash/Check, Check Number: [redacted].

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 129.

If tracking financial information

When BLS-2023 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 we 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

Certify

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-2023 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:

Association Dues Paid in [Return](#)

League:	<input type="text"/>
	League Number: <input type="text"/>
Center:	<input type="text"/>
	Center Number: <input type="text"/>
Association:	<input type="text"/>
	Association Number: <input type="text"/>

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-2023 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 Cards

The screenshot shows a software interface titled "Print Sanction Membership Cards". At the top, there are buttons for "Close", "Print Cards", "Print Blank Cards", and "Help". Below the buttons is a section titled "Print Certification Membership Cards" containing a table of bowler names and their details. To the right of the table are several selection boxes for filtering bowlers by association, sex, and age group. At the bottom, there are options for "Print Options" such as "Preprinted USBC Cards" or "Plain Paper".

ID	Bowler Name	Sex	Team	Sanc1	Sanc2
1	Carmichael, Emmerson	?	1	B	
2	Coreley, Carly	W	1	B	
3	Mead, Lon	?	1	B	
4	Dodge, Marianna	?	1	B	
5	Ellis, Robert	?	2		
6	Lusk, Celeste	?	2		
7	Abel, Brendan	?	2		
8	Currie, Malinda	?	2		
9	Carlisle, Luciano	?	3		
10	Coffman, Elena	?	3		
11	Galo, Benito	?	3		
12	Dwyer, Josefa	?	3		
13	Cobb, Monte	?	4		
14	Simmons, Ann	?	4		
15	Daley, Stephan	?	4		
16	Friedman, Janine	?	4		
17	Sub, Sammy	M	0		

BLS-2023 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-2023 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:

- Under **Select Bowlers**, indicate how the bowlers will be selected for printing.
- Under **Select an Association**, click the specific association whose membership cards will be printed.
- Under **Who?**, select which sexes will be included.
- Under **USBC**, select the appropriate membership choice.
- Manually select bowlers** under **Select Bowlers**, select the bowler by clicking the bowler's name under **Bowler List** print individual cards.
- 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.

21 - Weekly Menu

Once league rules have been set, by default, BLS-2023 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 123](#).

Auto-Scoring: Import scores from Front Desk

The option is specific to BLS-2023 Automatic Scoring Edition. For more information, please see the chapter devoted specifically to Automatic Scoring on [page 232](#).

Auto-Scoring: Import Log

The option is specific to BLS-2023 Automatic Scoring Edition. For more information, please see the chapter devoted specifically to Automatic Scoring on [page 232](#).

Weekly Menu

Enter / Correct Current Scores

Entering scores is the heart and soul of BLS-2023. 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 as 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-2023 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.

Weekly Menu

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		

Always show this options selector Remember these settings

Font Scale: Medium

 **Cancel**  **Reset to Default**  **Update Form**

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** one page¹⁰⁴.

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-2023 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 change 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. Standard version does not support the manual change the positions but if the bowlers are in the correct position but the ps number doesn't match up, click on the Scores menu, then on Reset game positions. This will put the ps numbers in order. Best to do it for both teams.

In the options screen, you check the Remember these setting so each week, the options you want to see every week, will stay after you update form for all future weeks.

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 123](#).

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 to the sub list. See also the **Setup > Team > Rosters** section on [page 123](#).

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-2023 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:

Weekly Menu

- 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-2023 is very easy, it is done on one screen. As scores are entered, BLS-2023 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 143](#).

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-2023 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

Weekly Menu

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 ATTN 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-2023 can automatically detect awards for USBC and CTF for the 2022/2023 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 a score. However, there are awards that the program can not automatically detect, such as Clean Games, 7-10 splits, Dutch 200's, etc., that are not a numerical award.



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 > Statistics/Awards**, select **League Statistics** 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.
- **Birthday 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.

Weekly Menu

Scratch Game	Handicap Game	Scratch Series	Handicap Series
1 205 Malinda Currie	213 Marianna Dodge	584 Malinda Currie	607 Marianna Dodge
2 203 Monte Cobb	212 *Sammy Sub	582 Monte Cobb	606 Monte Cobb
3 201 *Sammy Sub	211 Monte Cobb	561 *Sammy Sub	603 Stephan Daley
4 185 Luciano Carlisle	210 Malinda Currie	526 Luciano Carlisle	602 Elena Coffman
5 183 Robert Ellis	209 Stephan Daley	517 Robert Ellis	598 Malinda Currie
6 178 Josefa Dwyer	208 Ann Simmons	511 Josefa Dwyer	598 Josefa Dwyer
7 176 Ann Simmons	207 Elena Coffman	500 Janine Friedman	595 Luciano Carlisle
8 175 Carly Coreley	207 Josefa Dwyer	494 Ann Simmons	594 *Sammy Sub
9 175 Marianna Dodge	206 Janine Friedman	493 Marianna Dodge	593 Janine Friedman
10 175 Janine Friedman	205 Luciano Carlisle	490 Emmerson Carmichael	590 Ann Simmons
11 171 Stephan Daley	201 Carly Coreley	489 Stephan Daley	579 Brendan Abel
12 170 Emmerson Carmichael	200 Brendan Abel	488 Elena Coffman	577 Emmerson Carmichael
13 169 Elena Coffman	199 Lon Mead	479 Carly Coreley	569 Carly Coreley
14 131 Benito Gallo	198 Celeste Lusk	376 Benito Gallo	565 Lon Mead
15 127 Brendan Abel	197 Emmerson Carmichael	360 Brendan Abel	565 Celeste Lusk
16 125 Lon Mead	196 Benito Gallo	320 Lon Mead	564 Benito Gallo
17 110 Celeste Lusk	0 Robert Ellis	307 Celeste Lusk	0 Robert Ellis

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-2023 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-2023 has the ability to re-arrange the team standings. This can be done by going to **Weekly > Statistics/Awards**, select **League Statistics** and select **Enhanced 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

Pair-by-Pair

1) 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.

2) 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.

3) 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.

League Average

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.

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 132](#).

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.

Weekly Menu

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](#) 129.
- To print Men and Women on separate forms, ensure BLS-2023 is configured as "Not Merged" by going to Certify > Association > Default fees on [page](#) 129. Under the USBC Options, there is a toggle switch for Merged or Not Merged.
- BLS-2023 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](#) 129.
- 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-2023 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-2023. For more information on please see the chapter on Certification on [page](#) 129.

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-2023 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](#) 226.

Preview & Print weekly standing sheet

Standings sheets can be previewed on the screen before printing. One or more copies can be printed.

BLS-2023 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 151](#).

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-2023 will identify the rule that causes the score to be ineligible on the Results screen previously discussed on [page 147](#).

Standing Sheets

Standing Sheets are the most important report to be generated in BLS-2023. 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.

Weekly Menu

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**

The screenshot shows the 'Set Up Your Printed Standing Sheet' window. On the left, there's a sidebar with a list titled 'These are NOT on your Standing Sheet' containing items like Bracket Results, High Averages, and Message Box #1. The main area has a list titled 'Order of Items on the Standing Sheet' with items like Sanction/Certification Officers, Lane Assignments, and Team Standings. The 'Team Standings' item is highlighted with a red background. Below this list are buttons for 'Move Up', 'Move Down', and 'Remove item from standings sheets'. To the right, there's a 'Team Standings' section with a 'Print' button, a dropdown for 'Limit the listing of team standings to [No limit - Print All Teams]', and buttons for 'Print', 'Omit', and 'Show Bye Teams'. At the bottom, there's a preview of a report with sample data and buttons for 'Change Report Style' and 'On the Current Page'.

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 configured 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 173.

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-2023 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-2023 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.



Weekly Menu

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-2023 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-2023 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 A/S Editions of BLS-2023, 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 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-2023) 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 176](#).

Graphics

This tab is used to place and adjust the pictures on the **Standing Sheet**.

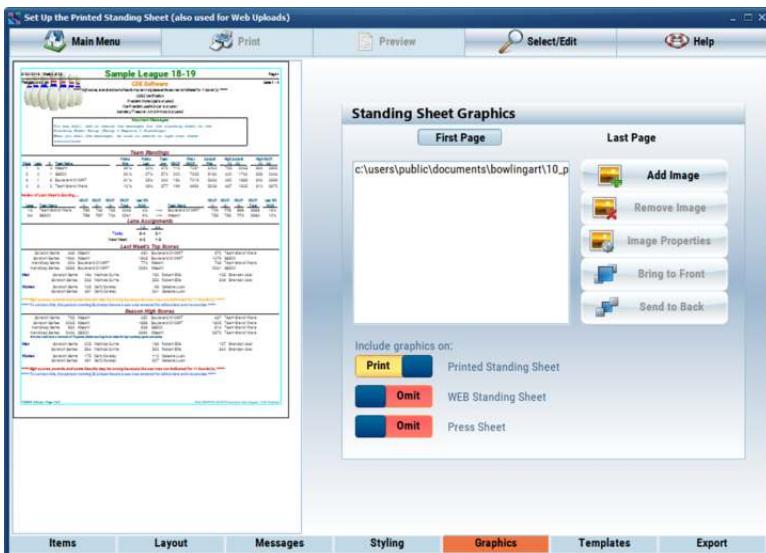
Change the Image Location to the drive and directory where the graphic images are located. Use images from anywhere on the computer, the current version of BLS or previous versions of BLS. Use the folder selection under **Currently Selected Drive and Folder** to locate the image file. Select the image located in List of available Images. A preview of the image will appear in the Image Preview area.

When the ClipArt included with BLS-2023 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 177](#).

Weekly Menu

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 [177](#).

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 **b2022_**

To load a template, select a template from the list and click on the standings report to load the template.

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-2023 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.

Weekly Menu

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-2023 Pro and BLS-2023 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 3-part: This form is 5.5" high and has the two teams side by side.

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.

Plain Paper - w/Scr/Hcp Divider: This form has space for scratch game and handicap game to be written. 2 Teams per pair.

Plain Paper- 1 pair with Rosters: 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.

Plain Paper Landscape - 1 pair: Two teams, one pair.

Plain Paper Landscape - 12 bowlers, two teams, one pair.

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.

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-2023 Automatic Scoring Edition. For more information, please see [Automatic Scoring > Exporting Leagues](#) [231].

Update Kiosks

BLS-2023 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](#) [214].

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](#) [219].

Situations

As the league progresses during the season, there are circumstances that may call for the adding, removing or re-ordering of teams. BLS-2023 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.

Add Tie Breaker

Generally a Tie Breaker is used after a position round for either split season leagues or at the end of the season. This is an easy way to insert a tie breaker week. Once you process your position round and find you need to have a roll off/tie breaker, then use this feature to insert it.

Delay Bowling dates a Week

If you need to delay a scheduled week of bowling due to a weather related issue, or the center is closed for some reason, use this feature. It will automatically remove the date, leaving the team pairings as they are. The program will add another week to the end of the season, so the league will bowl the correct number of weeks. If you are shortening your league, you will need to go into the rules and change the number of weeks the league bowls.

22 - Brackets Menu

BLS-2023 Pro and BLS-2023 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-2023 Pro and BLS-2023 A/S feature similar technology, Tbrac is a separate product than BLS-2023 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-2023 Pro and BLS-2023 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.

Brackets Menu

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-2023 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 Types.

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 types. Adding a reverse brackets or a Team Bracket would require additional Bracket Sets to be enabled. BLS-2023 supports up to 12 bracket types.

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.

Enabled	Status?	Bracket Title	Type of Bracket	Entries per Bracket	Number of Games	Games	Payouts
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> no entries	Bracket 1	Singles, Handicap	8	3	1-2-3	2
2	<input type="checkbox"/> (not used)	Bracket 2	Singles, Handicap	8	3	1-2-3	2
3	<input type="checkbox"/> (not used)	Bracket 3	Singles, Handicap	8	3	1-2-3	2
4	<input type="checkbox"/> (not used)	Bracket 4	Singles, Handicap	8	3	1-2-3	2
5	<input type="checkbox"/> (not used)	Bracket 5	Singles, Handicap	8	3	1-2-3	2
6	<input type="checkbox"/> (not used)	Bracket 6	Singles, Handicap	8	3	1-2-3	2
7	<input type="checkbox"/> (not used)	Bracket 7	Singles, Handicap	8	3	1-2-3	2
8	<input type="checkbox"/> (not used)	Bracket 8	Singles, Handicap	8	3	1-2-3	2
9	<input type="checkbox"/> (not used)	Bracket 9	Singles, Handicap	8	3	1-2-3	2

Definitions Options Financial Setup Handicaps Templates

Current Bracket Definition:

Favorite Bracket Types Double-Click on a picture to use it This bracket set is → Enabled

8 person 3 game HDCP Page 1 of 4 (10 types defined) 8 person 3 game SCRATCH + 4 game 16 person

Number of games bowled in this bracket: 3 Number of bowlers in each bracket: 8

Standard Style Eliminator Type Singles Team

Bracket Levels:

Add this Bracket to Your Favorite Brackets List Delete this Bracket from Favorite Brackets List

Next Previous

Bracket Options

After configuring the structure of the bracket, options can be type for the style of bracket.

What is the title of this bracket type: Change the title of the Bracket type to better describe the type of bracket.

What games are used in this bracket: Indicate which games are used for this bracket type 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 over-riding this option.

Limiting brackets: Brackets for each type can be limited to a specific number of brackets offered as well as the number that a bowler can enter. type 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 type.

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 type 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 type and enter the **Amount Paid IN** by the bowlers. For example, if Fred Ziffell is entering into the first bracket type 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 type to another, the status will change for that bracket type.

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 eliminates 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 also be 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**.

Bowler Names	Score Data	Entry Information
<input type="button" value="Last"/> Name Displayed First <input type="button" value="Hide"/> First Name <input type="button" value="Hide"/> Last Name <input type="button" value="Hide"/> Nick Name <input type="button" value="Hide"/> Middle Initial <input type="button" value="Hide"/> Vintage <input type="button" value="Show"/> Full Names	<input type="button" value="Show"/> Show Scores <input type="button" value="Hide"/> Average +/- <input type="button" value="Show"/> Scores + HDCP <input type="button" value="Hide"/> HDCP Each Game <input type="button" value="Hide"/> Average Each Game <input type="button" value="Hide"/> Match Points	<input type="button" value="Only Entered Bowlers"/> <input type="button" value="Hide"/> VOIDed Entries <input type="button" value="Hide"/> Entry Stats <input type="button" value="Show"/> Opponent Data <input type="button" value="Hide"/> Show EVERYTHING
Additional Bowler Information	Finance and Brackets	Miscellaneous
<input type="button" value="Show"/> Left/Right Hand <input type="button" value="Hide"/> Age <input type="button" value="Hide"/> Book Average <input type="button" value="Hide"/> Teams	<input type="button" value="Hide"/> Financial Data <input type="button" value="Hide"/> Brackets <input type="button" value="Hide"/> Side Pots <input type="button" value="Hide"/> House Pots	<input type="button" value="No"/> Allow editing names <input type="button" value="Yes"/> Enter scores 1 game at a time <input type="button" value="No"/> Always indicate PAID in FULL <input type="button" value="Yes"/> Allow entry and changing of scores <input type="button" value="Yes"/> Manual score entry
<input type="button" value="Show"/> This screen next time Registration is opened.		
<input type="button" value="X"/> <input type="button" value="Cancel"/> <input type="button" value="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-2023 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. First you must select a bracket type. Then you can select the options on the Bracket Shuffle screen.

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-2023 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-2023 Pro or A/S will allows 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-2023.

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.

23 - Reports Menu

Reports represent a major aspect of BLS-2023 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-2023 provides a section specifically for creating and generating reports:

Email and Labels

Setup

- Customize Advanced Reports 

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 217](#).

Labels

Reports > Labels > Address

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.

Reports > Labels > Bowler

These labels are the bowlers name and league name. Follow the instructions for the Address labels to select the label you want to use.

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.

Mid/End of Season

The following items are listed in the sub menu; Email Final Average Report, Final Averages, Financial Histories, Team & Bowler Histories

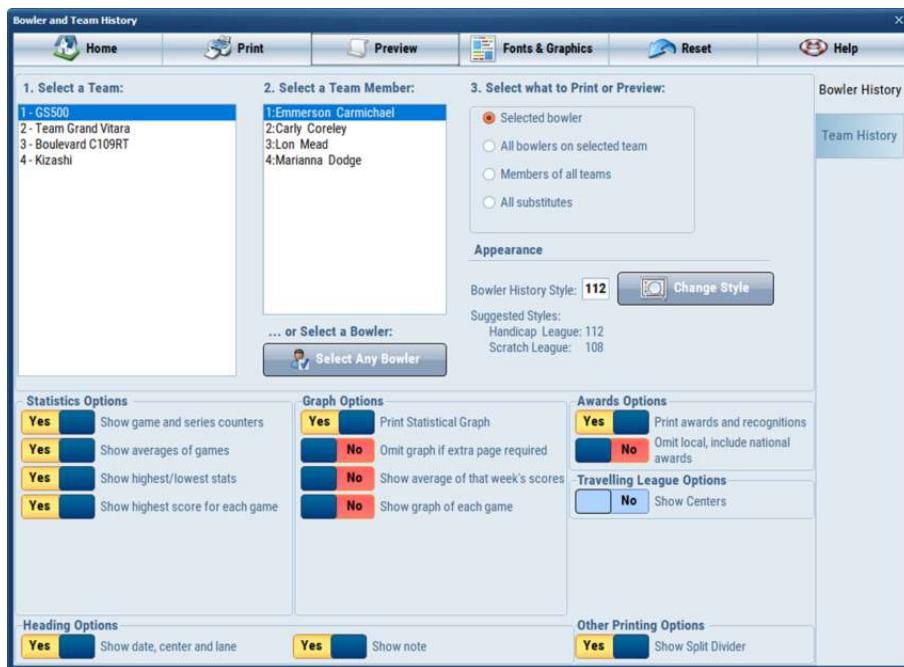
All Awards Earned: Alphabetical

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



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](#) [130]

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](#)

Setup Reports & Custom Reports

Select a Special League Report Here

- 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
- 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

Set the Report Options Here

Title of Report: 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

Options

<input type="checkbox"/> Black Ink Only	<input type="checkbox"/> 14" Paper	<input type="checkbox"/> Start each part on a new page
<input type="checkbox"/> More space between lines	<input checked="" type="checkbox"/> Use nickname	<input type="checkbox"/> Include nickname with proper name
<input type="checkbox"/> Landscape orientation		<input type="checkbox"/> Extra space after every 5 names
<input type="checkbox"/> After page 1, headings will be brief rather than full headings as on page 1		

View Style

# Team Name	Team Captain	Phone	E-Mail
12 The Gutter Delights	Scott Johnson	(555)555-1234	spamsomeone@spam.net

View Style #2

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. .

Reports Menu

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 **Page Dn:** Click to display the next page in the report to allow more of the report to be viewed report.
on the screen.

Zoom In: Click Zoom > Zoom In to expand the **Print:** Print the contents of the report.
report to aid in viewing the report information.

Page Up: Click to display the previous page in the **Export:** Exports the report into different formats report.

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 HCDP 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, HCDP
91 2-col Avg and Ave Change
92 Awards: Detailed List
93 Awards: Scratch
94 Phone/Email/Address & Book
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 HCDP League
113 Birthday 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-2023 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-2023 offers many bowler and team styles that can be customized based on the report information needed. Styles in BLS-2023 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-2023 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

Reports Menu

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-2023:

- **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-2023 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-2023 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.

Reports Menu

The screenshot shows the 'Style List' tab selected in the 'Reports Menu'. The main area displays a table of team statistics:

Place	#	Team Name	Points Won	Points Lost	UnEarned Points	% WON	Year-To-Date WON	Y-T-D LOST	Games Won	Scratch Pins	Pins + HDCP
10	12	The Gutter Delights	68.8%	123%	56%	1%	129	112%	113%	3%	23145 34087

Below the table, there are two lists of data items:

- Data Items available to use:**
 - 000:bTeam Name
 - 102:bTeam Number**
 - 100:bTeam Name
 - 101:bTeam Name (shortened)
 - 000:bTeam Officers**
 - 94:bTeam Captain's Name
 - 95:bTeam Captain's Phone
 - 96:bTeam Captain's E-Mail
 - 195:bTeam Captain's Address
 - 000:bTeam Statistics**
 - 109:bDivision Number
 - 108:bPlace
 - 107:bLane Number Next Week
 - 103:bAverage Number Games: NOT used for HDCP
 - 104:bAverage (used for HDCP)
 - 106:bHandicap
 - 105:bTotal Pins (all scores + HDCP)
 - 159:bTotal Pins (scratch pinfall only)
 - 203:bTotal HDCP Pins Y-T-D
 - 204:bTotal Scr. Pins Y-T-D
 - 110:bHigh Scratch Game
 - 111:bHigh Scratch Series
 - 112:bHigh HDCP Game
 - 113:bHigh HDCP Series
 - 118:bHigh '10 & 30' scratch
- Data items in current style:**
 - 108:bPlace
 - 102:bTeam Number
 - 100:bTeam Name
 - 123:bPercent points won
 - 120:bPoints Won
 - 121:bPoints Lost
 - 122:bPoints UnEarned
 - 158:bYear-to-date % Won
 - 116:bYear-to-date Won
 - 117:bYear-to-date Lost
 - 175:bGames Won (just games, not series or pairs)
 - 159:bTotal Pins (scratch pinfall only)
 - 105:bTotal Pins (all scores + HDCP)

On the right side, there are several style configuration buttons:

- Add Item**
- Remove Item**
- Undo Changes**
- Set to Default**
- Clear**
- Move Item UP**
- Move DOWN**
- Spacing**: Narrow
- Headings**: Small
- Columns**: 1
- Data Size**: Large

Date Modified: 11/2/2018

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-2023 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-2023).

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-2023 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-2023 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-2023.

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-2023 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 174.

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-2023 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-2023, 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.

Reports Menu

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-2023 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 complete 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.

24 - Tasks Menu

Tasks contain features used at the middle of the bowling season and end of the bowling season for BLS-2023.

Average Report: Click Average Report to bring up a preview of the final average report. 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 these averages.

Team and Individual Score Histories: This option is provided to print summary of the season for teams and all the bowlers.

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

Upload League

Upload league to Leaguesecretary.com, Bowl.com and personal websites.

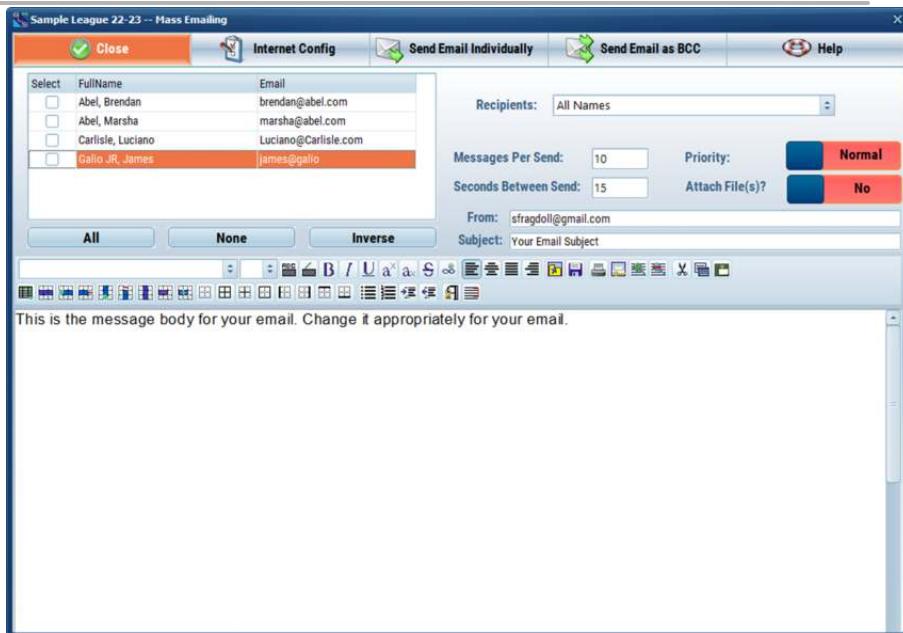
Email Bowlers

Tasks > Internet > Email Bowlers

Selecting this option will bring up the Email Bowlers screen.

Note: Be sure to set up Internet Config with regards to email servers. For more information on Internet Settings, please see Internet Setup topic.

Tasks Menu



This is the message body for your email. Change it appropriately for your email.

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. Indicate how many messages to send at one time. Some providers only allow a few messages sent at a time.
6. Indicate how many seconds between sends. To prevent appearing like you are sending SPAM, it's a good idea to space out the timing of sending your emails to 30 seconds per send.
7. Attach file (if needed) by selecting YES using the toggle switch, click **Select File** and the follow instructions to attach file
8. Click **Send Email**

Note: Email addresses must be entered in the Bowler Maintenance screen in order to be able to send email to those bowlers.

Sending the standing sheet via Email

BLS-2023 features the option to attach the current weeks standing sheet to email to selected bowlers. To email the standings:

1. Follow steps 1-6 from above.
2. Click Attach PDF of Standing Sheet.
3. Click **Send Email**.

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 207](#).

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 207](#).

Prep for Next Season

The following should be done when preparing a new season's league after the past season 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. Use the 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.

Tasks Menu

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.



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 sets 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 team numbers to match 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.

25 - 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 218](#).

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 219](#)

General Utilities

The following general utilities available are:

Bowling Calculator

Forms Library

Bowling Calculator

The Bowling Calculator that is included with BLS-2023 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.

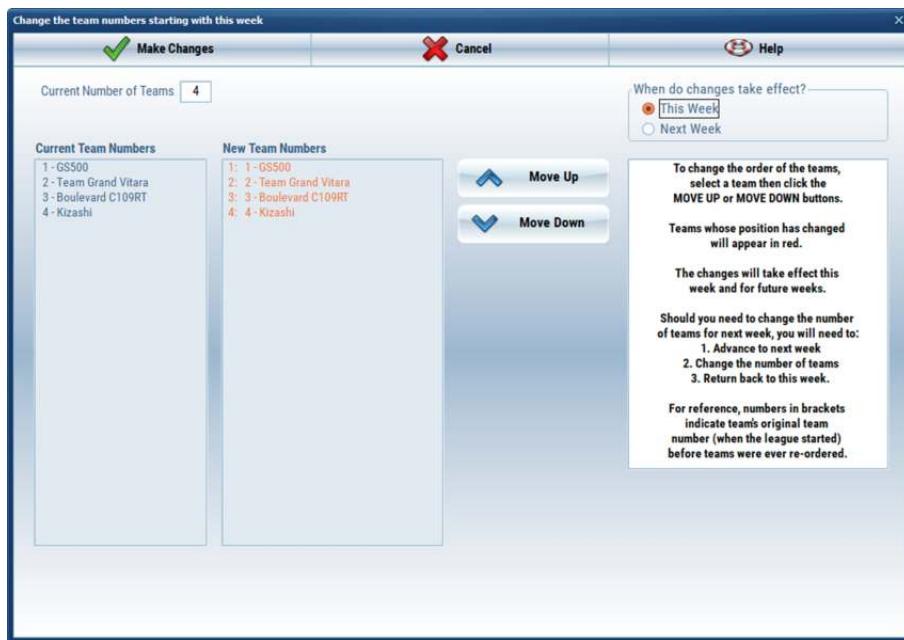
Reorder Teams

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.

Utilities Menu

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.

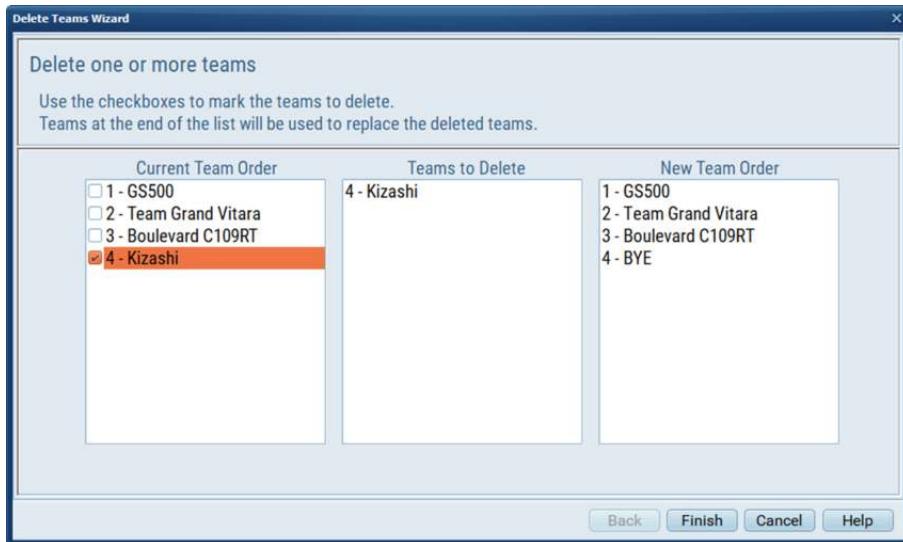
Utilities Menu

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-2023 has made removing teams and re-ordering 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 removed. 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-2023 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 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 teams that will have the Team Number changed. The objective is 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 to 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.

26 - 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-2023 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-2023 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-2023 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 129](#).
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-2023 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 for example Jack Pot ticket sales.. These additional fee categories do not need to be part of the weekly fees, but by renaming the user fee on this screen and leaving the Fee column empty, these additional funds can be deposited to the Fee and will be itemized on the financial report.

Note: The **General Funds** line item is a category used by BLS-2023 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.

Treasurer Duties

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 paid, the total fee is calculated for the corresponding fee type. BLS-2023 automatically will put the correct amount into the line items on the League Funds screen in the Process Bowling Fees.



Automatically Fill Payments For: These options 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 may be removed from the Amt. Collected column in the Process Bowling screen..

Discounts

BLS-2023 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 youth bowlers pay different fees than the adults, a child discount can be created that would be applied to the youth bowlers. Simply enter the amount discounted from each individual line item in the Child column.

Once a discount is set, the table at the bottom of the page shows amount due for each fee type when discounts are applied.

Discount Amounts by Bowler Type

	Account Item	Senior Discount	Child Discount	Employee Discount	Discount #1	Discount #2
	Total Discount		\$5.00	\$8.00		
1	Lineage		\$5.00	\$8.00		
2	Secretary Fee					
3	Prize Fund					
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					

	Discount with Fee Type of	With Senior Discount	With Child Discount	With Employee Discount	With Discount #1	With Discount #2
1	Regular Fee \$10.00	\$10.00	\$5.00	\$2.00	\$10.00	\$10.00
2	Absent Fee	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
3	Vacant Fee					
4	Substitute Fee	\$8.00	\$3.00		\$8.00	\$8.00

Discounts show the amount that will be subtracted from Regular Bowler fees. This adjustment will also be applied to absent and substitute bowlers.

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. You must also enter the R for regular fee. The program will then record the correct amount due and owed in the proper columns.

One Time Fees

These screens are used to define one time fees. It is simple to use and allows for:

One Time Bowler Fees

	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 Bowler Fee Report Headings

Blr Fee #1	Blr Fee #2	Blr Fee #3
Bowler	Bowler	Bowler
Fee 1	Fee 2	Fee 3

Restore Defaults

Treasurer Duties

- **One time team fees (tab):** Team Sponsor Fee and up to 3 user-defined fees
- **One time bowler fees (tab):** 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 week(s) 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 not required. 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 line item 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 the actual number of weeks that will require payment.



More Information

Additional Information Settings

If the league has a grace period before it begins charging for vacancies on teams, set it here. Bowlers/Vacants 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 A/S Editions of BLS-2023.

Estimated Budget

This displays the estimated budget broken down by the amounts estimated to be collected for each fund/line item. 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. Note: These are your Budgeted numbers on the League Funds screen (first column) in Enter weekly fees screen.

The screenshot shows the 'Weekly Fees and Discounts Setup' window with the 'Estimated Income' tab selected. The window has tabs for 'Regular Fees', 'Discounts', 'Last Weeks Fee Options', and 'One Time Team Fees'. Below the tabs is a sub-tab for 'Estimated Budget'. The main area contains a table titled 'Estimated Income' with a note: 'These figures are estimates to help you plan your league's finances.' The table has columns for 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, and Adjusted Budget. The table lists various fees like Lineage, Secretary Fee, Prize Fund, Trophy Fund, etc., along with their respective values. At the bottom, there is a row for 'Total Income' with values \$4480.00 and \$4480.00.

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

Another thing to be aware of, if you have restarted this league from a past season and the number of teams has changed or the number of bowlers on a team, you may want to check this screen so that it reflects the Budget amounts are correct. 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. Or you can just click on the Reset button on this screen and it will recalculate the budget.

Treasurer Duties

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.

You especially will want to check this screen if your Sanction application is not reporting the correct number of teams/bowlers.

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 192](#).

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.

Menu's in Enter Fees



Close: Closes the screen and exits the Enter Fees screen

Options: Allows you to select how you want to enter the fee's

Quick Pay: Can pay all the teams automatically without having to go to each bowler or team

Reports: Options to preview and print various reports

Utilities: Refund or Move monies from one team to another

Other Screens: This menu gives you short cuts to the screens listed there,

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 move to the next team or move back with the "**Page Up**" key.

Treasurer Duties

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-2023.

The screenshot shows the BLS-2023 software interface. At the top, there's a menu bar with options like Close, Options, Quick Pay, Undo, Reports, Utilities, Other Screens, and Help. Below the menu is a toolbar with buttons for Team List, Week done, Week, and Week 3. The main area has tabs for Weekly Fees, Fines, Payments, League Funds, Bank Ledger, Reports, and Utilities. The current tab is 'Payments'. A sub-tab 'INDIVIDUAL PAYMENT RECORD FOR WEEK 3 (8/26/2022)' is selected. This screen displays a table of bowlers and their payment details. The table includes columns for Name, Bir Status, Owes Sanc, Begin Balance, Disc Type, Code, Amount Due, Amount Paid, Print Meth, Check #, CC Transaction Number, Fee Balance, Final 2 Wks Amt, Final 2 Wks Bal, Bir Fine, and Fine Balance. The data shows four bowlers: Emmerson Carmichael, Carly Coreley, Lon Mead, and Marianna Dodge, all with \$10.00 due and paid. A total row for 'TOTAL ALL BOWLERS' shows \$40.00 due and paid. Below this is a 'Team Payment Record' section with a table for weeks 1 through 16. The table includes columns for Week, Date of Bowling, Amount Due, Amount Paid, Team Arrears, Team Credits, Team Fund, Fine Balance, Sanction Payment, and Envelope Total. The data shows weekly payments of \$40.00 for weeks 1, 2, and 3, with a note that week 4 is 9/2/2022. On the left side of the main area, there's a sidebar with actions: Up, Down, and See Me.

Note: Data can only be entered one week in advance. Example: If the league file is currently in week 2, BLS-2023 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

Treasurer Duties

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 S 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.
R	This bowler paid. This includes unpaid balances.		Bowler marked as paid for the substitute bowler fee.
			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

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-2023 will appropriately credit the bowler's account.

Leave the **Amt Paid** column blank when bowlers do not pay anything 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-2023 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 column (Final 2 weeks amt).

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-2023 software interface with the following details:

- Team List:** 1 - GS500
- Week:** Week 3
- Tab Selection:** Bowler Fines & Fees for Week 3 (8/26/2022)
- Buttons:** Close, Options, Quick Pay, Undo, Reports, Utilities, Other Screens, Help
- Sub-Menu Buttons:** Weekly Fees, Fines, Payments, League Funds, Bank Ledger, Reports, Utilities
- Current View:** Detail
- Table Headers:** Name, Bir Status, Disc Type, Bir Fine, Fine Balance, Fine Amt, Fine Paid
- Data Rows:**

1	Emmerson Carmichael					
2	Carly Coreley					
3	Lon Mead					
4	Marianna Dodge					
- Section Below Table:** Team Payment Record
- Actions Column:** Up, Down, See Me
- Table Headers for Payment Record:** Week, Date of Bowling, Team Fined, Fine Balance, Fine Amt, Fine Paid
- Data Rows for Payment Record:**

1	8/12/2022				
2	8/19/2022				
3	8/26/2022				
4	9/2/2022				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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

Treasurer Duties

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 refunded back to the bowler.

Fines Tab

BLS-2023 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

Payments 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 adjusted budget and the current bank balance.
- Displays the quantity and type of fee codes entered in the active week
- 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.

The screenshot shows a software window titled "Week 3 of 28 --- Sample League 22-23 --- 8/10/2022". The menu bar includes Close, Options, Quick Pay, Undo, Reports, Utilities, Other Screens, and Help. The toolbar has buttons for Team List, Weekly Fees, Fines, Payments, League Funds (highlighted), Bank Ledger, Reports, and Utilities. The main area displays a table titled "LEAGUE FUNDS as of 8/26/2022". The table has columns for Line Item, Budgeted, Credit, Debit, Total Change, and Totals Thru 8/26/2022 (Credit, Debit, Total Change, Current Funds). A note says "This Week, there were: 16 Regular bowlers". To the right are five buttons: Deposit, Withdrawal, Transfer, Adjust Bank, and Pay Lineage. At the bottom, it shows "This Week's Net Deposit: \$162.00" and "Current Bank Balance: \$480.00".

Line Item	Budgeted	Week 3			Totals Thru 8/26/2022			This Week, there were: 16 Regular bowlers
		Credit	Debit	Total Change	Credit	Debit	Total Change	
Total Credited/Debited	\$4480.00	\$162.00	\$0.00	\$162.00	\$480.00	\$0.00	\$480.00	
Certification Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1 Lineage	\$3584.00	\$128.00	\$0.00	\$128.00	\$384.00	\$0.00	\$384.00	
2 Secretary Fee	\$224.00	\$8.00	\$0.00	\$8.00	\$24.00	\$0.00	\$24.00	
3 Prize Fund	\$672.00	\$24.00	\$0.00	\$24.00	\$72.00	\$0.00	\$72.00	
4 Trophy Fund	\$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	
6 Service Fee	\$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	
8 User Fee #1	\$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	
10 User Fee #3	\$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	
12 General Funds	\$0.00	\$2.00	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	
13 Other Income	\$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	
Total Credits/Debits	\$4480.00	\$162.00	\$0.00	\$162.00	\$480.00	\$0.00	\$480.00	

This Week's Net Deposit: \$162.00 Current Bank Balance: \$480.00

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.

Treasurer Duties

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.

Treasurer Duties

The screenshot shows the 'Income & Expenses Summary' screen. At the top, there are tabs for 'Team List', 'Reports', 'Utilities', 'Other Screens', and 'Help'. Below the tabs, there are buttons for 'Weekly Fees', 'Fines', 'Payments', 'League Funds', 'Bank Ledger', 'Reports', and 'Utilities'. The main area displays a table of transactions:

Item No.	Date	Week	Description	Transaction Type	Payments	Income	Interest/Adjustment
1	8/19/2016	Wk01	Weekly Fees Received	Weekly Fee		\$160.00	
2	8/26/2016	Wk02	Weekly Fees Received	Weekly Fee		\$158.00	
3	8/26/2022	Wk03	Weekly Fees Received	Weekly Fee		\$162.00	

To the right of the table are several buttons:

- Deposit
- Withdrawal
- Transfer
- Adjust Bank
- Pay Certifications
- Delete

Below the table is a 'Line Note:' field with a scrollable text area.

On this screen are the buttons:

- Deposit
- Withdrawal
- Transfer
- Adjust Bank
- Pay Certifications
- 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 Duties

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

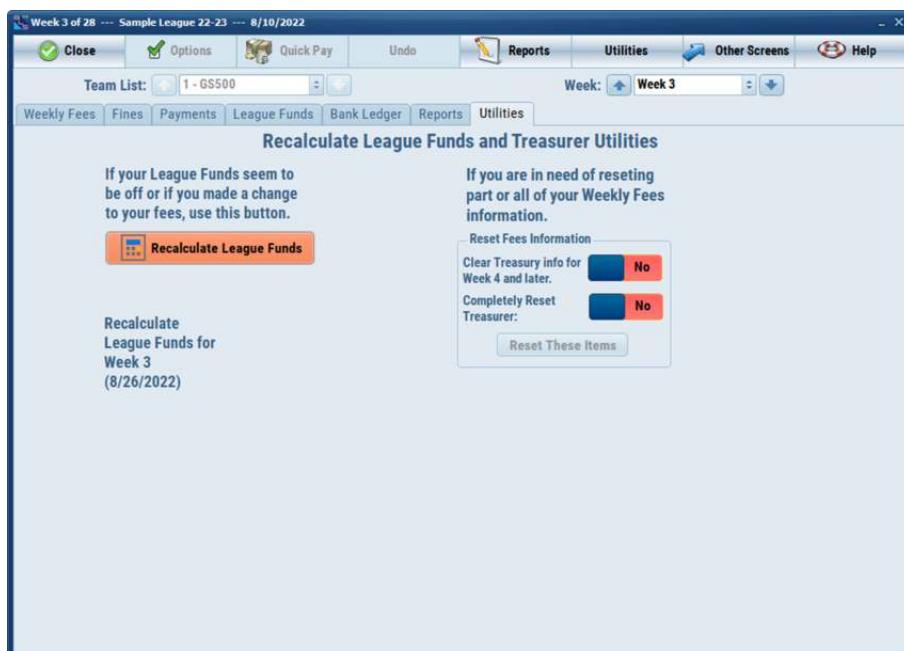
Printing the bowler's arrears will show who owes, how much, and is separated by what team they are on.

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.

Treasurer Duties

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-2023 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 option is provided for customers running BLS-2023 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.

27 - 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.

Note: For National and Local Association awards to be awarded, bowlers must be sanctioned thru bowler membership under the Certify Menu or Considered Sanctioned/Certified if you are not tracking the Certifications collected thru BLS.

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**.

The screenshot shows the 'Award Definitions' window with the 'Local Assoc. Awards' tab selected. On the left, a list of pre-programmed awards is shown, with '275 Game' currently selected. The main panel contains fields for defining the award: 'Description of award: 275 Game', 'Association required: USBC', 'Type of award: Game', 'Frequency: Once per season', and 'Award Applies To: Men, Women'. Below these, there are filters for 'Score between a range' (275-299), 'Age must be at least 0 and no more than 0', 'Score must be at least 275 and no more than 299', and 'Must bowl at least 0 games or can use book average if less'. There are also buttons for 'Add Award' and 'Remove Award'.

BLS-2023 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.

Awards

BLS-2023 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. **Tripligate 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-2023 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**.

Awards

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 118](#).

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**.

	Prize Description	Event	Type	Num Places	Division	Sex	Trophy \$ Total	Cash Total
1	Team Place (Standing)	Team	Team Place (Standing)	4			\$300.00	
2	Team Place (Standing)	Team	Team Place (Standing)	4			\$300.00	
3	Individual Handicap Game	Individual	Individual Handicap Ga	1		Boys	\$5.00	
4	Individual Handicap Game	Individual	Individual Handicap Ga	1		Girls	\$5.00	
5	Individual Handicap Series	Individual	Individual Handicap Se	1		Women		\$6.00
6	Individual Handicap Series	Individual	Individual Handicap Se	1		Men		\$6.00

Modifying an 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-2023, 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-2023 detect and assign the prizes. This will need to be done after the last week where scores count is bowled.

	Prize Description	Event	Type	Num Places	Division	Sex	Trophy \$ Total	Cash Total
1	Team Place (Standing)	Team	Team Place (Standing)	4			\$300.00	\$300.00
2	Team Place (Standing)	Team	Team Place (Standing)	4			\$300.00	
3	Individual Handicap Game	Individual	Individual Handicap Ga	1		Boys	\$5.00	
4	Individual Handicap Game	Individual	Individual Handicap Ga	1		Girls	\$5.00	
5	Individual Handicap Serie	Individual	Individual Handicap Se	1		Women		\$6.00
6	Individual Handicap Serie	Individual	Individual Handicap Se	1		Men		\$6.00

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-2023 has a **Point Money Calculator** to generate some calculated numbers based on total un-allotted 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.

Awards

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.

28 - 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-2023\ 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-2023 allows BPAA member bowling centers to upload standing sheets to the BPAA hosted website.

In addition, BLS-2023 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)**.

Internet and Email

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.

Additional Email Settings

Additional Email Settings for Outlook, AOL, Yahoo, and Gmail.

All fields must be filled in with all the information needed in **Your Identity** in the Internet Setting screen.

[AOL Email](#) [212]

[Outlook Email](#) [212]

[Yahoo Email](#) [213]

[Gmail Email](#) [214]

Gmail Email

To send outgoing email with Gmail, change the Special Mail Server to Gmail.

Make sure your gmail address is entered for Email Address and User Name. Ignore the password.

Click Sign in with Google enter/select the Gmail profile and to approve BLS-2023 to access your Gmail account for sending emails. Once approved, the program will use the special platform provided by Gmail for sending emails securely.

To remove permission, change Special Mail Server back to none.

Outlook Email

To send outgoing email with a Microsoft email account, such as Outlook.com, Hotmail, Office365, change the Special Mail Server to Office365/Outlook.com.

Make sure your Microsoft email address is entered for Email Address and User Name. Ignore the password.

Click Sign in with Microsoft enter/select the Microsoft profile and to approve BLS-2023 to access your Microsoft account for sending emails. Once approved, the program will use the special platform provided by Microsoft for sending emails securely.

To remove permission, change Special Mail Server back to none.

AOL Email

Set Special Mail Server option to None.

To send outgoing email with AOL:

SMTP Server: smtp.aol.com

Username: < AOLemail address> without the @aol.com

Password: <AOL user password> (which should be using the Generated App Password from AOL - See Below)

Use Advanced Settings to set SMTP Server Port: Yes

SMTP Server Port: 465

Email Server requires SSL and/or TLS Mode: Yes

SSL/TLS Start Mode: Automatic or Implicit

Note: If you get an error message of "535 5.7.0 (#AUTH005) Too many bad auth attempts error when trying to send email" then you will need to adjust your security settings in your AOL account by:

going to <https://login.aol.com/account/security>

Select Account Security

Click Generate app password

Select Other App

Enter BLS-2023. for the name

Click Generate

Make a note of the generated App password and enter that into the password field of BLS.

Please note that AOL may change their security requirements from time to time. These instructions have been tested in Sept 2020.

Yahoo Email

To send outgoing email with yahoo:

Set Special Mail Server option to None.

SMTP Server: smtp.yahoo.com

Username: user name (same as email without the @yahoo.com)

Password: <user password> (which should be using the Generated App Password from YAHOO - See Below)

Use Advanced Settings to set SMTP Server Port: Yes

SMTP Server Port: 465

Email Server requires SSL and/or TLS Mode: Yes

SSL/TLS Start Mode: Automatic or Implicit

Note: If you get an error message of "535 5.7.0 (#AUTH005) Too many bad auth attempts error when trying to send email" then you will need to adjust your security settings in your YAHOO account by:

going to <https://login.yahoo.com/account/security>

Select Account Security

Internet and Email

Click Generate app password

Select Other App

Enter BLS-2023. for the name

Click Generate

Make a note of the generated App password and enter that into the password field of BLS.

Please note that YAHOO may change their security requirements from time to time. These instructions have been tested in Sept 2020.

Comcast Email

Set Special Mail Server option to None.

SMTP Server: **smtp.comcast.net**

Username: <**Comcast user name**>

Password: <**Comcast user password**>

Use Advanced Settings to set SMTP Server Port: **Yes**

SMTP Server Port: **587**

Email Server requires SSL and/or TLS Mode: **Yes**

SSL/TLS Start Mode: **Automatic**

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** ^[102] **Features** ([page](#) ^[102]) 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-2023. 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-2023 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 214](#).

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-2023 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-2023. 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.

Internet and Email

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-2023 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-2023 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-2023. 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-2023 is pretty straight forward:

1. Open the BLS-2023 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 151](#).

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 > Internet > 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 follow instructions to attach file
6. Indicate how many messages should be sent in each batch of emails sent. Some Internet providers do not like a large number of emails being sent at one time. The default is 10 messages at a time.
7. Indicate how many seconds between each batch being sent. This allows the emails to be spaced out, again, making it more friendly for certain Internet providers that may think you are sending unsolicited emails. The default is 15 seconds per second.
8. 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-2023 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-2023 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 242](#) 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.

29 - 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-2023 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-2023 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-2023, then bring the league to the bowling center with BLS-2023 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-2023 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-2023 can be configured to backup to the local hard drive. A backup on the local drive is still better than no backup at all.

BLS-2023 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-2023.

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

Backup/Restore and Transporting League Data

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-2023 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 217](#).

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 91](#). You can keep this location or select a new location.

Backup/Restore and Transporting League Data

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-2023 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 **BLS2022SYSTEMFILES.BLS2022SYS**.
4. After backing up the System Files, the removable media can be removed.

Backup Local Awards

BLS-2023 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 [205](#).)

Depending on the number of awards configured, the amount of data entry can be substantial. BLS-2023 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-2023 would need to be installed or to restore on another computer.

Backup/Restore and Transporting League Data

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-2023 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.

Backup/Restore and Transporting League Data

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-2023SYSTEMFILES.BLS2022SYS** 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-2023 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-2023. 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-2023 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-2023. 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-2023. 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.

Backup/Restore and Transporting League Data

- **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-2023 program to restore the league.
3. If the center has an automatic scoring interface version of BLS-2023, 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-2023.
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.

30 - Maintaining USBC Youth Leagues

BLS-2023 is designed to not only handle adult leagues, but also USBC Youth leagues. BLS-2023 includes forms for USBC Youth achievement awards and will detect awards earned by bowlers. BLS-2023 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:

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• Under 8• Under 10 | <ul style="list-style-type: none">• Under 12• Under 15 | <ul style="list-style-type: none">• Under 18
(Effective the 2020/21 season, if the bowler has not reached 18 by August 1, 2021 they can bowl in the 16-17 division) |
|--|---|---|

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-2023 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 123). The bowler's age is based on how old the bowler will be when their birthday arrives between August 1st, 2021 and July 31st, 2022. 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 if 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 8" 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-2023.

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.

Note: For the 2021/22 Season, the U20 division is no longer part of the Pepsi Youth Championships.

31 - 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-2023 A/S, the scoring system must be compatible and the scoring edition of BLS-2023 must be purchased. BLS-2023 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-2023 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-2023 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-2023 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
Mechanicsville, VA 23111
Phone: 804-730-4000 Fax: 804-559-8650

Brunswick Bowling & Billiards Corporation

525 Laketon Ave
Muskegon, Michigan, 49441-2697
Phone: 800-232-2369 or 231-725-3300

Front Desk/ Scoring: Conqueror X, 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

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

Front Desk/ Scoring: Central Desk Pro (Windows) / Central Desk DOS

** These Front Desk/Scoring systems may require networked computer with compatible scoring.

Configuration for automatic scoring

After installing BLS-2023 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-2023 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-2023 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-2023 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-2023 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-2023 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-2023 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**.

Automatic Scoring

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-2023 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-2023 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-2023 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.

32 - 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-2023. 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.

Mid-Season Startup

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-2023. 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 will need to be created, league rules will need to be configured, league bowler information will 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.

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.

33 - 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-2023, either as a substitute or regular team member, without having to re-enter the personal information. This program is only available for the BLS-2023 Professional and Auto-Scoring Editions.

Installation of the MBD

The MBD-2023 can be installed from CD or downloaded from the Internet. It is not included in the BLS-2023 installer, as not all customers use the MBD, so we provide a separate installer.

NOTE: BLS-2023 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-2023**
6. The next screen will list several different items that are associated with BLS-2023. To install, click **Install MBD-2023**. This will run the InstallShield Wizard which will walk through the installation process.
7. Follow on screen instructions to complete the MBD-2023 installation.
Note: When installing the MBD-2023 Manager on a remote machine that will connect the database over the network, select **Custom** when prompted for Setup Type so that MBD-2023 Server can be deselected for installation.
8. At the end of the installation, check the option "Start MBD-2023 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-2023 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-2023 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-2023INSTALLER.EXE file and double-click to start the installation.
8. Follow on screen instructions to complete the MBD-2023 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-2023 Server can be configured to not be installed.
9. At the end of the installation, check the option "Start MBD-2023 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-2023 has been installed, the first step is to create a new database. This task is performed from the MBD-2023 Manager application. This application can be launched from the **Start Menu** in **Programs > CDE Software MBD-2023**. When running MBD-2023 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-2023 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.

Starting MBD Server

The MBD server starts when the computer is started. However, If you receive a message such as "MBD Error EDB-1100. Check that the server is running and that this program is correctly pointing to IP and Port that the serves is configured for. Check firewall configurations to allow incoming and outgoing connections on the configured port with this program." then most likely the MBD server stopped running.

To resolve, either reboot the computer MBD Server is installed on or do the following:

1. Press the **WINDOWS** key and the **R** key at the same time.
2. Enter **SERVICES.MSC** and press enter.
3. Within **Local Services** listed, locate **CDE Software MBD Server**. Verify that the startup type is **Automatic**.
4. Verify that the status says **RUNNING**. If the status does not say Running, then Windows did not start the server after booting up. Right-click on this service and select **Start**.
5. Repeat for the CDE Software MBD Background Service

Configuring BLS to use the MBD



Once the database has been installed, use the following steps to configure BLS-2023 to use the MBD-2023:

1. Launch BLS-2023.
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-2023, skip to step 7.
5. If the Bowler Database is located on a remote computer, the information will need to be entered for BLS-2023 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-2023. By default, this port number is configured for **16210**. As such, unless a change was made on the MBD-2023 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-2023 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-2023 with the MBD-2023 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.

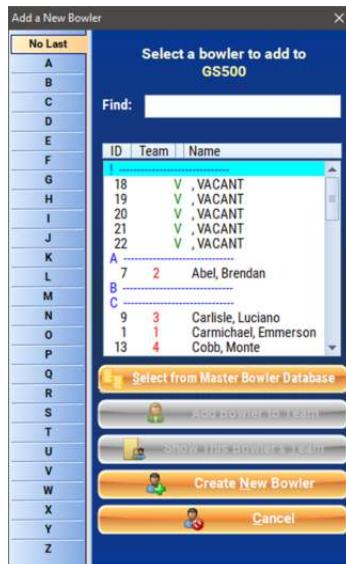
As an alternative, go to **Setup > League > Rules > Special Options** and link the league to the database under the **Master Bowler Database** section.

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-2023, 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-2023 Manager is a utility that is installed with the MBD-2023 used to print reports and to do general database maintenance.

The Manager is only available for BLS-2023 Pro and BLS-2023 Autoscoring Edition customers.

The Manager utility has its own help file where additional details and help can be found.

Master Database Manager Reports

The MBD-2023 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-2023, 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-2023 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-2023, 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-2023, 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.

34 - 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-2023; 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-2023 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-2023 Standard or Professional Editions**

If you are an individual league secretary or bowling center with the **BLS-2023 Standard Edition** or **BLS-2023 Pro Edition**, which are considered consumer products, then technical support can be reached at: **(206) 937-8927**

- BLS-2023 Auto-Scoring Edition**

If you are a bowling center with the **BLS-2023 A/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-2023 and not your own configuration, or elsewhere on your computer system. Of course, some problems, are obvious. If BLS-2023 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-2023, 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-2023, 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-2023 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-2023 and may have more input or suggestions regarding your questions with BLS-2023 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-2023'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-2023 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 10, 8.1, Windows 8 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-2023 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 10, 8.1, 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-2023 that you have, then start BLS-2023 and click **Help > About BLS-2023**. The PRODUCT EDITION will display if you have the Standard, Professional or AutoScoring edition.

BLS-2023 Standard Edition

If you have BLS-2023 Standard Edition, support is available by phone at: **(206) 937-8927**.

BLS-2023 Professional Edition

If you have BLS-2023 Professional Edition, support is available by phone at: **(206) 937-8927**.

BLS-2023 Automatic Scoring Edition

Bowling center with the BLS-2023 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-2023 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, 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.

35 - 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-2023 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.

Frequent Questions and Answers

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-2023 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.

Frequent Questions and Answers

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 **BLS2023INSTALLER.EXE** located in the BLS2023 folder.

I have Windows 11

Yes. BLS-2023 has passed Compatible with Windows 11 certification tests by Microsoft.

I have Windows 10

Yes. BLS-2023 has passed Compatible with Windows 10 certification tests by Microsoft.

I have Windows 8.1

Yes. BLS-2023 has passed Compatible with Windows 8.1 certification tests by Microsoft.

I have Windows 7

Microsoft discontinued all support and security updates to Windows 7 in January 14, 2020. While installation on Windows 7 may work as intended, we are unable to guarantee continued compatibility due to the discontinuation of Windows 7. We are not doing any internal testing for compatibility with Windows 7.

I have Windows Vista

Microsoft discontinued all support and security updates to Windows Vista in April 2017. BLS-2023 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-2023 is not compatible with Microsoft Windows XP with Service Pack 2 or earlier.

This program requires SHA-256 to be compatible with the secure digital signature that companies use to authenticate an installer as coming from the developer. Windows XP was released prior to Microsoft compatibility with SHA-256 and is unable to install on Windows XP. This was added in Windows 7.

I have Windows 2019 Server

Yes. BLS-2023 has is compatible with Windows 2019 Server,

I have Windows 2016 Server

Yes. BLS-2023 has is compatible with Windows 2016 Server,

I have Windows 2012 Server

Yes. BLS-2023 has passed Compatible with Windows 2012 Server certification tests by Microsoft.

I have Windows 2008 Server

Microsoft discontinued all support and security updates to Windows 2008 Server on January 14, 2020.

While installation on Windows 2008 Server may work as intended, we are unable to guarantee continued compatibility due to the discontinuation of Windows 2008 Server.

I have Windows 2003 Server

Microsoft discontinued all support and security updates to Windows 2003 Server in July 2015.

This program requires SHA-256 to be compatible with the secure digital signature that companies use to authenticate an installer as coming from the developer. Windows 2003 Server was released prior to Microsoft compatibility with SHA-256 and is unable to install on Windows 2003 Server. This was added in Windows 2008 Server.

My Windows is in S Mode

No. Windows S Mode is a special mode of Windows 10 or 11 that limits software installed to come from the Windows Store. To install BLS-2023 Windows must be taken out of S Mode. Please visit our online knowledgebase or Microsoft for instructions on how to take your Windows out of S mode.

Do I need to uninstall older versions first?

No. BLS-2023 will install all the files it needs, and does not care about the older files. BLS-2023 installs into the BLS2023 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-2020, BLS-2019, BLS-2018 or BLS-2017 then BLS-2023'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 Autoscoring Edition of BLS-2023 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-2023:

1. Open your Internet connection.
2. Go to <http://www.cdesoftware.com>
3. Select **Download Software** then **Program Demos**
4. Select the **BLS-2023 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 **BLS2023INSTALLER.EXE** file that was downloaded.

What do I do when the program does not start?

There may be times when you Launch BLS-2023 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-2023 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-2023 is not configured to be run in any type of compatibility mode.

right-click the 'Launch BLS-2023' 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 **BLS2023.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-2023 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-2023 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 **BLS2023INSTALLER.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 **BLS2023INSTALLER.EXE** file to start the InstallShield Wizard.
11. Follow on screen instructions to complete BLS-2023 installation.

Leagues

The following are common questions pertaining to leagues.

Will my leagues get moved to this program?

If you have BLS 2022, BLS-2021, BLS-2020, BLS-2019 or BLS-2018 then BLS-2023'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-2016 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-2023 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-2023 may be cryptic and you want to assign a more descriptive file name.
2. BLS-2023 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-2023 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 the 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-2023 or when uploading to LeagueSecretary.com, please click on the FAQ button in BLS-2023 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-2023 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.

Frequent Questions and Answers

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?

Associations must purchase a separate license and serial number for each computer BLS-2023 is installed on directly from CDE Software.

Associations that share program registrations with their members and league secretaries is considered 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-2023 license, then the software can only be installed on only one computer. If the association purchases 20 BLS-2023 licenses (with each of the 20 being a different serial number), then the software can be installed on 20 computers, with each computer using a different serial number.

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-2023 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-2023 is a simple task, however there are a few guidelines:

1. Print the Transfer of Ownership form from within BLS-2023 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-2023 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-2023'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-2023 upgrade, then you can not transfer BLS-2015, or BLS-2016 or BLS-2017 or BLS-2023 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-2023 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-2023 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-2023 is designed to track the USBC/CTF/TNBA awards for the 2022/2023 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-2023 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

Index

1	10 pin type of bowling	102	bank account adjusted budget Adjusting rosters AK Microsystems Alternative average AMF AOL Email Setup application	200 199 137 228 105 228 212
2	2+2 leagues	101	certification membership sanction	135 136 135
3	3+3 leagues	101	Application number CTF TNBA USBC	131 132 131
A	A4 paper size standing sheet	91 153	arrears quitting bowlers assign	197 197
absent			league officers	127
bowler fee		197	prize winners	181
earning match points		110	Association	
pin drop rule		110	address	135
score value		110	backup	219
Absentee Players		59	restore	222
Access Violation			association awards	
Backup League		253	makeup	119
Activation			post bowl	119
program		39	prebowl	119
Add			automatic scoring	228
teams		185	Best Practices	231
Adding			compatible systems	228
Dates		74	configure	230
Removing		74	error log	137
additional payment		192	export directory	230
address book		126	export to	231
addresses			fetching scores	233
defaults		92	front desk directory	230
adjust			import directory	230

automatic scoring	228	pins over series	118
import from	232	previously earned	207
import log	137	printing	149
lane movement	230	rules	118
options	230	season report	169
password	230	team	118
scoresheet	230	TNBA	149
setup	230	USBC	149
Average			
above base	108	B	
alternative	105	Backup	
base	108	associations	219
book	105	bowling center	219
cushioned	105	common addresses	219
entering	105	default directory	89
report	170	Error: Access Violation	253
Roll Off	70	Error: Class Not Registered	253
USBC	70	Error: Interface Not Supported	253
Error: Library not Registered	253		
Average Cap			
forfeit	104	Error: Unspecified Error	253
scratch league	104	leagues	219
Average Chart	46	LeagueSecretary.com	219
Averages		local awards	219
override	143	process	219
award		restore	222
most improved	119	system settings	219
team priorities	121	to Tech Support	218
Awards		baker score	140
Blank Forms	46	bank	
bowling center	149	ledger	200
center setup	205	bank account	
CTF	149	adjustments	200
earned this week	149	bank balance	199
eligibility for individual	119	Birthdays	147
enable/disable local	122	Blank Work sheet	
individual	118	Fees	98
local association	149	Prize fund	98
local setup	205	Blind	
most improved average	118	earning match points	111
non-detectable	147	score value	111

Index

BLS	Rerate	
Import names/addresses	94 Bowling	128
older version	94 Every Other Week	77
Book Average	105 Bowling center	32
Entering	123 awards	149
bowl.com	backup	219
setting up	215 restore	222
Bowl101	where bowled	101
Import names/addresses	93 Bowling Forms	46
bowler	BPA	93
adding new bowler	124 upload	214
Delete from league	126 Brackets	
different team	124 disabling	162
division rules	117 enable	102
dropping from roster	125 enabling	162
finding	124 entering scores	165
fines	198 fees	164
flagging	125 fetch scores	233
history	170 forced losses	166
missing for league awards	147 handicap	163
move	124 opponent view	166
Remove from league	126 options	163
bowler arrear reports	202 payout	166
Bowler Divisions	67 registration	164
bowler list	126 reports	166
bowler maintenance	results	165
Pending Notes	126 score sheets	165
Reminders	126 scratch	163
Bowler Trac	setup	162
Export	95 shuffle	166
Import	93 signup sheet	164
MBD	240 ties	163
bowlers	what are they	161
absent fee	197 Brunswick	228
certifying	132 budget	
divisions	102 adjusted	199
email	179, 217 BYE Team	193
labels	217 estimated	193
loaning	125 Bumper	102
quit the league	125 Bye team	

Bye team	average	46
earning match points	112 handicap	46
Lane Assignments	83 Class Not Registered	
rules bowling against	112 Backup	253
Bye Teams	60 Exit Program	253
Bylaws	LeagueSecretary.com	253
conflicts	48 Restore	253
	clear	
C	league planner	184
Calculator	183 Registrations	40
Canadian 5 pin	team rosters	187
type of bowling	102 this weeks scores	184
Cancel	Clipart	155
due to weather	70 Code	
Candle pin	registration	39
type of bowling	102 codes	
Captains	discount	195
Report	99 payment	196
cards	Comcast	
membership	136 Email Setup	214
Center	Common addresses	
awards	149 restore	222
where bowled	101 Common Message Box	154
Center awards	Compatible	
setup	205 scoring systems	228
certification	Configure	
application	135 automatic scoring	230
application number	129 Converting	
bowlers	132 BLS 2011 and earlier	252
fees	129, 131 Leagues	252
payments	201 copy	
certified	league	181
bowler report	136 older leagues	42
Change lineups	142 Copy Obsolete Awards	
Change User	28 old Youth Awards	205
Changing	USBC	205
Lane Numbers	76 copying	
secretary	246 styles	175
weeks	85 Counters	
Chart	game	121

Index

Counters	new leagues	92
series	121 operation defaults	89
Create	54 definition	
File Name	54 brackets	161
credit	delete	
bowler fees	197 financial items	201
CTF	future weeks	184
application number	131 leagues	41
awards	149 quitters	187
fees	131 Registration	40
membership dues	131 teams	186
Cushioned average	105 deposits	199
custom	determine	
reports	171 prize fund	181
custom menu	Difference of averages	
add	45 individual	115
clear	45 team	108
manage	45 Disable	
reorder	45 local & bowling center awds	122
Customization	TNBA awards	122
program	89 discounts	
D	codes	195
data	lineage	190
reset	prize fund	190
Database	regular	190
enable	secretary	190
link	87 treasurer	190
Manager	87 display	
skip	239 styles	173
date	87 Divisions	
formats	bowler rules	117
Dates	92 bowlers	102
Adding	enable	102
Removing	74 team rules	117
Default	74 teams	102
roster	Draw team	144
defaults	104 rules bowling against	112
addresses	Drop	
backup directory	92 teams	186
	89 Dropbox	90

Dropbox	90	Enable
backups	219	local & bowling center awds
Drop-in Absentee	68	TNBA awards
Drop-in Legal Lineup	68	End time
Drop-in Team Handicap	68	Entering average
Drop-in Team Roster	69	erase
Drop-in Vacant Player	68	all data
Drop-In/substitute		all financials
league	102	this weeks scores
Duck pin		Error
type of bowling	102	Backup League
Dummy		Backup: Access violation
earning match points	111	Backup: Class Not Registered
score value	111	Backup: Interface Not Supported
dummy score	140	Backup: Library not registered
Dummy team	112	Backup: Unspecified Error
rules bowling against		Exit Program
Duplicate Bowlers	238	Restore League
Merging		Restore: Access violation
		Restore: Class Not Registered
		Restore: Interface Not Supported
E		253
Editing Bowlers		Restore: Library not registered
Master Bowler Database	240	Restore: Unspecified Error
effects		Upload to LeagueSecretary
graphic	177	Error log
eligibility		automatic scoring
individual awards	119	estimated
Email		budget
AOL	212	193
bowlers	179, 217	Every Other Week
Comcast	214	Bowling
configure servers	211	Exchange
Gmail	212	Exit Program
league	218	Error: Access Violation
Outlook	212	Error: Class Not Registered
setup	211	Error: Interface Not Supported
support	218	Error: Library not Registered
Yahoo	213	Error: Unspecified Error
Empty team		Expertise
rules bowling against	112	program level

Index

export	deleting items	201
kiosk	93 financial	189
to front desk	231 history	170
to scoring system	231 financials	
WinLABS	95 brackets	164
Export directory	erase all	188
automatic scoring	230 fines	
<hr/>		
F	bowler	198
	team	198
factory	First night of bowling	101
styles	175 First place lockout	
FAQ	schedule	70
accessing	38 flagging bowler	125
fees	189 Font	
absent bowler	197 change	176
blank work sheet	98 color	176
brackets	164 effects	176
certification	131 gradient	176
credit for bowlers	197 management	176
CTF	131 size	176
lineage	189 Font Sets	176
one time	191, 197 Fonts	
other	197 Changing	154, 157
prize fund	189 forced losses	
quickpay	195 brackets	166
quitting bowlers	197 Forfeit	
regular	189 earning match points	112
sanction	131 override points	143
secretary	189 Forfeiting	
substitute	197 average cap	104
team sponsor	197 requirements to win against	104
TNBA	132 Forfeits	60
treasurer	189 Format	
USBC	131 hard drive	25
weekly	194 formats	
weekly payment codes	196 date	92
File Name	international	92
Create	54 phone	92
Final average report	170 time	92
finances	forms	

forms		H
award	149	handicap
recap form types	158	brackets
recap printing	157	difference team average
Frequently asked questions		108
accessing	38	enable
Frequently Asked Questions	43	individual
Front desk		maximum for individual
automatic scoring	230	mid-season change
Fuction key	142	negative
Function key		percentage
main screen	38	sum of bowler
functions		team
support	218	team average
funds		team tracking
league	199	tracking scores
transfer	200	vacant
future weeks		Handicap Chart
delete	184	Handicaps
		override
G		Help
Game counters		accessing
individual	121	Program
Games bowled	101	high average
Gender		award
allowed in league	102	awards
General Rules	56	eligibility
Ghost team		games required
rules bowling against	112	highs
Global		season
message	154	weekly
Gmail		history
Email Setup	212	bowler
graphics		financial
changing	177	team
customizing		I
defaults	177	91
filters	177	import
standing sheet	155	Bowl101 names
Graphs	147	CDE names

Index

import	twitter	214	
from front desk	232	uploading standings	214, 217
from scoring system	232		
names/addresses from text	94		
Import directory	Joystick	228	
automatic scoring	230		
Import log	K	137	
Importing	Keyboard shortcuts	142	
scores	137	main screen	38
Individual	score entry	138	
awards eligibility	119	Kiosk	
forfeit rules	104	export	93
game counters	121	options	93
high awards	102	updating	159
performance points	115		
pins over average	115	L	
points	102, 115	labels	
series counters	121	bowler	217
statistics	121	print	168
Individual Averages	58	Lane	
Individual Handicaps	59	starting	101
Individual Points	66	Lane assignments	74
injury score	140	adding a date	70
Install		Assigning specific shifts	83
clipart	155	BYE Team	83
new computer	27	changing a date	70
Installation	25	changing pairings	73
CD-ROM	25	manual	70
Internet	27	manual assignments	73
multiple computers	31	manual changes	159
Interface Not Supported	253	multiple teams	70
Internet	90	position rounds	70
bowl.com	215	Reload USBC Schedule	83
functions	102	reloading USBC schedule	70
installation	27	removing a date	70
leaguesecretary.com	215	reverse	70
personal website	216	Social Distancing	77
proxy	211	split lanes	70
settings	89	Splitting	76
setup	211	traveling league	70

Index

Lane assignments	74	team missing	147
vacation	70	League Name	101
Lane condition		league options	
red,white,blue	129	quick reference tab	87
Lane movement		Leagues	
automatic scoring	230	2+2	101
Lane Numbers		3+3	101
Changing	76	backup	219
Lanes		BLS 2011 and earlier	252
bowling on wrong lanes	159	Converting	252
last weeks prepayment	197	defaults	92
Last weeks results	151	deleting	41
Launch		open/close	89
program	38	options	89
League	102, 183	restore	222
begining	48	transport	224
bylaws	48	traveling	101
certification	129	LeagueSecretary.com	
clear planner	184	backup	219
copy older	42	center membership	215
drop-In/substitute	102	Error: Access Violation	253
email to Tech Support	218	Error: Class Not Registered	253
funds	199	Error: Interface Not Supported	253
handicap	102	Error: Library not Registered	253
name	101	Error: Unspecified Error	253
officers	135	restore	222
organization meeting	48	setting up	215
packet	48	ledger	
password	99	bank	200
Planner		98 Legal	
prizes	208	lineup	104
rename	101	Legal Lineup	58
reset all data	184	Level	
restart	181	expertise	89
rules	102	Library	
scratch	102	Bowling Forms	46
traveling	101	Library is not Registered	
type	102	Backup	253
League awards		Exit Program	253
bowler missing	147	LeagueSecretary.com	253

Index

Library is not Registered	Master Database	
Restore	253 enable/disable	92
License	18 server location	92
registration	28 match	
Limit	points	102, 115
team handicap	108 Match points	
lineage	Absentee	64
discount setup	190 against absentee	110
fee setup	189 against forfeit	112
payments	200 against vacant	111
lineup	Bye Team	66
changing recaps	158 change lineups	142
legal	104 Forfeit	65
loaning bowlers	125 Individual	64, 65, 66
Local association	Vacants	65
awards	149 Maximum	
Local awards	individual handicap	107
restore	222 team handicap	108
setup	205 MBD	87, 236
logos	Bowler Trac	240
adding	154 Editing Bowlers	240
<hr/>		
M	installation	236
	Manager	239
Main	setup	236
rules	101 MBD Server	
Makeup	145 Starting	237
association awards	119 Meeting	
eligibility for individual	119 organization	48
Manager	membership	
Editing Bowlers	240 application	136
Master Database	239 cards	136
Reports	240 Memberships	
Manual	Life Member	132
Program	43 USBC Hall of Fame	132
Manual lane assignments	70 Mendes	228
Master Bowler Database	87, 236 Menu	
installation	236 Custom	45
Manager	239 My	45
Reports	240 merged association	130
setup	236 Merging	

Merging	installation	27
Duplicate Bowlers	238 New League	54
messages	no tap	
common	154 type of bowling	102
global	154 non-detectable awards	147
standing sheet	154 non-merged association	130
Mid-season	Number of	
change handicap rule	107 games bowled	101
Mid-season start	234 teams	101
mistakes	Number of pins	
financial	201 when bowling a forfeit	104
Modify		
team standings	148	
modifying	Officers	
styles	174 assigning	127
Monitors	display	86
multiple	89 league	135
most improved	quick reference tab	86
award	119 selecting	127
eligibility	119 Oil pattern	
games required	120 red,white,blue	129
Most improved average	one time fees	191, 197
awards	102 Opening screen	38
Move bowler	opponent view	
different team	124 brackets	166
Multiple	Options	
computers	31 automatic scoring	230
monitors	89 brackets	163
shifts	70 graphics	91
teams per lane	70 leagues	89
my menu	45 printing	91
N	Organization	
	meeting	48
Negative	Outlook	
handicap	107 Email Setup	212
New	Override	
season	181 averages	143
New bowler	eligibility for awards	143
adding	239 forfeit	143
New Computer	224 handicaps	143

Index

Override points	individual 143 personal website	115
Ownership transfer	setting up 246 Peterson points	216 115
P	phone formats	92
pacer score	140 Pin drop	
Paper size	absent	110
A4	91 average	105
default	91 Pins over average	
parings	individual	115
adding	73 Pins over series	
changing	73 awards	102
removing	73 planner	
Password	clear	184
automatic scoring	230 League	98
league	99 Playing strength	101
Treasurer	204 Playoff	
pay envelope	results	148
print	202 Point Summary	62
payment	Points	
summary	199 individual	102, 115
payment codes	196 match	102, 115
payments	override	143
certification	201 performance points	115, 116
lineage	200 peterson	115
reset sanction	188 rules	114
payments made	196 summary	117
payout	Points Awarded	74
brackets	166 policy	
Pending Notes	update	246
Bowler Maintenance	126 upgrade	246
Standing sheet	153 Position rounds	
Pepsi	1st Place Lockout	70
tournament	227 lane assignments	70
Percentage	reverse lane assignment	70
difference of average	115 roving	70
match point	115 Post bowl	145
when bowling a forfeit	104 association awards	119
performance points	115, 116 eligibility for individual	119

Prebowl	145	Help	43
eligibility for individual	119	installation	25, 28
predefined		Manual	43
styles	175	operation defaults	89
Preferences		preferences	89
program	89	registration	39
prepayment		re-install	25
last weeks of league	197	release date	43
Press sheet		setup	89
setup	153	start	38
preview		Update	43
buttons	172	updates	30
Previously earned		upgrades	31
awards	207	version	43
print		proxy	
labels	168	configure	211
pay envelope	202	setup	211
Registration		40 purchasing	
schedule		70 recap forms	158
style list	176	Purrfect Desk	228
printing		<hr/>	
A4	91	Q	
awards earned	149	qualify	
color	91	individual awards	119
defaults	91	QubicaAMF	228
paper size	91	quick reference tabs	85
recaps	157	quickpay	
priorities		weekly fees	195
individual season highs	120	quitters	
individual weekly highs	120	delete	187
setting team award	121	quitting league	
prize fund		arrears	197
assign to	181	bowler fees	197
award to	181	<hr/>	
Blank Work Sheet	98	R	
discount setup	190	Recap Sheets	69
fee setup	189	recaps	
prizes		available types	158
league	207, 208	blank	158
Program		changing lineup for	158

Index

recaps	Removing	
printing	157 Adding	74
purchasing	158 Dates	74
Reducing	Rename	
teams	186 league	101
registration	team	123
brackets	164 reorder	
change	39 team roster	124
Clearing	30 Reordering	
code	39 teams	184
Manual entry	29 Repeat	
multiple leagues	28 schedule	101
multiple license	28 report	
Online EZ Registration	28 awards alphabetized	169
Print	40 awards by week	169
program	28, 39 certified bowler list	136
Temporary Code	30 final average	170
using a file	29 financial history	170
Using Copy/Paste	29 returning signup	181
Registrations	style list	176
Clear	40 styles	173
Delete	40 Reports	
Switch	40 bowler arrears	202
regular	bracket signup	164
discount setup	190 brackets	166
fee setup	189 custom	171
regwin32	253 Master Bowler Database	240
regwin64	253 pay envelope	202
Re-install	25 preview buttons	172
release date	43 setup	171
Reminders	team arrears	202
Bowler Maintenance	126 treasurer	202
Score Entry	146 Reprinting	
Standing sheet	153 scores	143
removal	Requirements	
of bowlers	125 system	17
Remove	Rerate	
date	70 Bowlers	128
leagues	41 reset	
teams	186 all data	184

reset	clear all	187
sanction payments	188 export	231
Responsibilities	Signup Sheets	99
weekly	50 team	123
restart	Roving position rounds	70
league	181 rubber band	
Restore	type of bowling	102
associations	222 Rules	
backup	222 awards	118
bowling center	222 bowler divisions	117
common addresses	222 general options	102
default directory	89 main	101
Error: Access Violation	253 points	114
Error: Interface not supported	253 print	98, 122
Error: Library not Registered	253 team divisions	117
League	253 Worksheet	98
leagues	222	
LeagueSecretary.com	222 S	
local awards	222 S Mode	
Nothing happens	253 Windows	249
system settings	222 sanction	
Results	147 application	135
brackets	165 bowlers	132
playoff	148 fees	131
previous weeks	151 reset payments	188
roll-off	148 Sanctioned	
standing sheet	151 rules option	102
team standings	148 Schedule	
Roll Off	print	70
average	70 repeats	101
schedule	70 roll off	70
scores count	70 Score	
USBC	70 absent value	110
Roll-off	dummy value	111
results	148 vacant value	111
Roster	Score Entry	
default	104 adding a substitute	143
order	104 adding existing bowler	143
rosters	adding handicap and average	
adjusting	137 columns	138

Index

Score Entry	brackets	163
changing lineups	142 league	102
changing teams	142 season	
dropping bowlers	143 awards report	169
entering scores	143 for league	101
information	138 restart	181
preferences	138 split	102, 103
Reminders	146 Season highs	
screen options	138 bowler missing	147
score sheets	individual priorities	120
brackets	165 team missing	147
scores	Secretary	
baker	140 changing	246
dummy	140 discount setup	190
entering	143 fee setup	189
erasing this week	184 Serial Number	
fetching	233 change	39
for brackets	165 program	39
handicap	138 Series counters	
import	232 individual	121
importing	137 sets	
injury	140 bracket	162
makeup	145 Settings	90
pacer	140 setup	
post bowl	145 brackets	162
prebowl	145 league prizes	208
reprinting	143 lineage discounts	190
types	140 lineage fee	189
vacancy	140 new computer	27
youth vacancy	140 one time fees	191
Scoring	prize fund discounts	190
automatic	228 prize fund fee	189
scoring system	program	89
configure	230 regular discounts	190
export to	231 regular fee	189
import from	232 secretary discounts	190
Scoring systems	secretary fee	189
compatible	228 standing sheets	151
scratch	treasurer discounts	190
average cap	104 treasurer fee	189

	Standing Sheet	
sexes		
allowed in league	102	A4 page size
Share		bottom indent
Software	254	graphics
Shifts	70	left indent
Assigning specific teams	83	messages
Social Distancing	78	page layout
shuffle		Pending Notes
brackets	166	Reminders
sign up		setup
returning bowlers	181	top indent
signup sheets		standings
brackets	164	bowl.com
Social Distancing		change
1 team split across pair	82	changing order of items
Dark Pair	78	changing style
Dark Pair/Extended Single	82	leaguesecretary.com
Extended Pair Mode	79	personal website
Extended Pair/Single Lane	81	removing items from
Pair Bowling/Split Shift	80	templates
Shifts	78	uploading
Single Lane, Split Shift	79	what to show
Split Team / Split Pair	83	Starting
Split Team/Split Shift	80	lane
Software		program
Copy	254	Starting time
license		18 Startup
Share	254	mid-season
transferring	246	Stats
Sounds		status
enable/disable	89	quick reference tab
Special Recognition	62	Steltronic
split		styles
season	102, 103	copying
split lane assignments	70	modifying
Split Season	57	predefined
Splitting		print list
Lane Assignments	76	substitute
sponsor fees		adding in score entry
team	197	fees

Index

substitutes	rename	123	
adding	125	sponsor fees	197
league awards	119	vacant	112
suggested styles	173	team arrear reports	202
summary		Team Divisions	67
payment	199	Team Handicaps	59
points	117	Team Points	61
Support		team roster	
email	218	adding new bowler	124
functions	218	bowler list	126
Swith		dropping bowler	125
Registration	40	finding a bowler	124
Users	40	reordering	124
System Files		team rosters	123
Restore	223	adding subs	125
System settings		Assigning to specific shifts	83
backup	219	clear all	187
restore	222	Teams	
		adding	185
		Assigning to specific shifts	83
Tabs		deleting	186
quick reference	85	divisions	102
team		drop	186
award priority	121	high awards	102
bye	112	lane assignments	70
change	123	reducing	186
division rules	117	remove	186
draw	112	reordering	184
empty	112	Teams on the league	101
fines	198	Tech Support	
forfeit rules	104	email	218
ghost	112	templates	156
handicap rule	108	Text	
handicap tracking	121	import names and addresses	94
history	170	ties	
missing for league awards	147	brackets	163
name	123	playoff	148
one time fees	197	roll-off	148
over-ride standings	147	time	
payment summary	199	formats	92

Index

Tip	candle pin	102
color	91 duck pin	102
registration	28 no tap	102
Tips	rubber band	102
bowler not listed high scores	119 Type of Week	75
team not listed high score	121	U
TNBA		
application number	132 U.B.L.	115, 116
awards	149 Ultimate Bowling League	102
certification	132 Unspecified Error	253
Certification Fees	132 update	
disabling	122 kiosks	159
enable	122 policy	246
fees	132 Program	30, 43
membership dues	132 Updates	90
print forms	149 CDE Updater	31
sanctioned	132 upgrade	
tracking	122 policy	246
tournament	Standard to Pro	39
Pepsi	227 Upgrades	
tracking	program	31
individual handicap award	120 uploads	
transfer	bowl.com	215
funds	200 leaguesecretary.com	215
Transfer of ownership	246 personal website	216
Transport	web	214, 217
leagues	224 USBC	
Traveling	application number	131
league	101 awards	149
treasurer	fees	131
discount setup	190 rules	48
fee setup	189 youth	226
option	102 USBC awards	
reports	202 makeup	119
utilities	203 over-ride pre/postbowl rule	119
Twelve Strike	228 post bowl	119
Twitter	214 prebowl	119
type of bowling	unopposed	119
10 pin	102 USBC Hall of Fame	132
canadian 5 pin	102 USBC lane schedule	

Index

USBC lane schedule	individual priorities	120
reloading	70 team missing	147
Users	weeks	
Switch	40 changing	85
utilities	183 delete future	184
league	183 last weeks prepayed	197
treasurer	203 league bowled	101
<hr/>		
V	Welcome	17
	Windows	
Vacancies	S Mode	249
legal lineup	104 WinLABS	
vacancy score	140 export	95
Vacant	withdrawls	200
earning match points	111 Y	
handicap	107	
score value	111 Yahoo	
Vacant Players	60 Email Setup	213
Vacation	youth leagues	226
lane assignments	70 youth vacancy score	140
Vantage	228	
version		
program	43	

W

watermarks	
standing sheet	154
Weather	
canceling a night	70
web	
bowl.com	215
leaguesecretary.com	215
personal website	216
uploads	214, 217
Web standings	
setup	153
weekly	
fees	194
weekly duties	137
Weekly highs	
bowler missing	147