

**CenterMaster
League Record Service
Quick Reference Guide**

February 2001/57-900572-000

Statement of Intent

This manual has been provided for use by qualified bowling center personnel. Customer accepts responsibility for safety training of all personnel who operate this product.

CenterMaster League Record Service Quick Reference Guide

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Reorder Part No. 57-900572-000

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Adding a League Definition



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.




4. Select the Select Menu Button.
5. Select New League and the following page will be displayed:

The screenshot shows the 'CenterMaster' software interface. The title bar indicates 'CenterMaster - 2:25 PM'. The top menu bar includes icons for a printer, a magnifying glass, a desk, a plus sign, and an information icon. On the right, it shows 'CMSERVER: 0', 'MANAGER', and a user profile icon. A left-hand navigation pane lists various categories: Administration, Lane Control, Cash Control, Resources, Leagues (with sub-items: Lite Leagues, Full Leagues, Associations, Reports), Tournaments, Customer Database, Scorer, and Maintenance. The 'Leagues' category is expanded, and 'Full Leagues' is selected. The main window displays the 'Sample League' form under the heading 'League Information'. The form contains the following fields: Name (Sample League), Description (Sample league for training purposes), Account ID (999), Center Name (CenterMaster), and Center Phone (*). Below these are radio buttons for 'Type of Bowlers' with options for Men, Women, Boys, and Girls. There are also input fields for President, Secretary, and Treasurer, each with a small icon to its right. At the bottom of the form, there are buttons for 'Save' and 'Cancel', and navigation arrows.

6. Select the Name field, and enter the name of the league.
7. Select the Description field, and enter a description of this league, if desired.
8. Select the Account ID field, and enter a unique Account Identification number. This number is used to associate the lineage product, charge account and deferred account on the league payment page.
9. Using the check boxes, indicate what type of bowlers are in this league.
10. Select the President field, and enter the name of the league president.
11. Select the Secretary field, and enter the name of the league secretary.

12. Select the Treasurer field, and enter the name of the league treasurer.

13. Select the  Right Arrow button and the following page will be displayed:



The screenshot shows a web application interface for 'Sample League'. The top navigation bar includes 'Administration', 'Lane Control', 'Cash Control', 'Resources', 'Leagues', 'Tournaments', 'Customer Database', 'Scorer', and 'Maintenance'. The 'Leagues' section is expanded, showing 'Lite Leagues', 'Full Leagues', 'Associations', and 'Reports'. The main content area is titled 'Sample League' and contains a 'League Sanctions' table with four rows. Each row has an 'Association' dropdown menu and a 'Sanction Number' text input field. The table is currently empty. At the bottom of the page, there are navigation buttons for back, forward, and search.

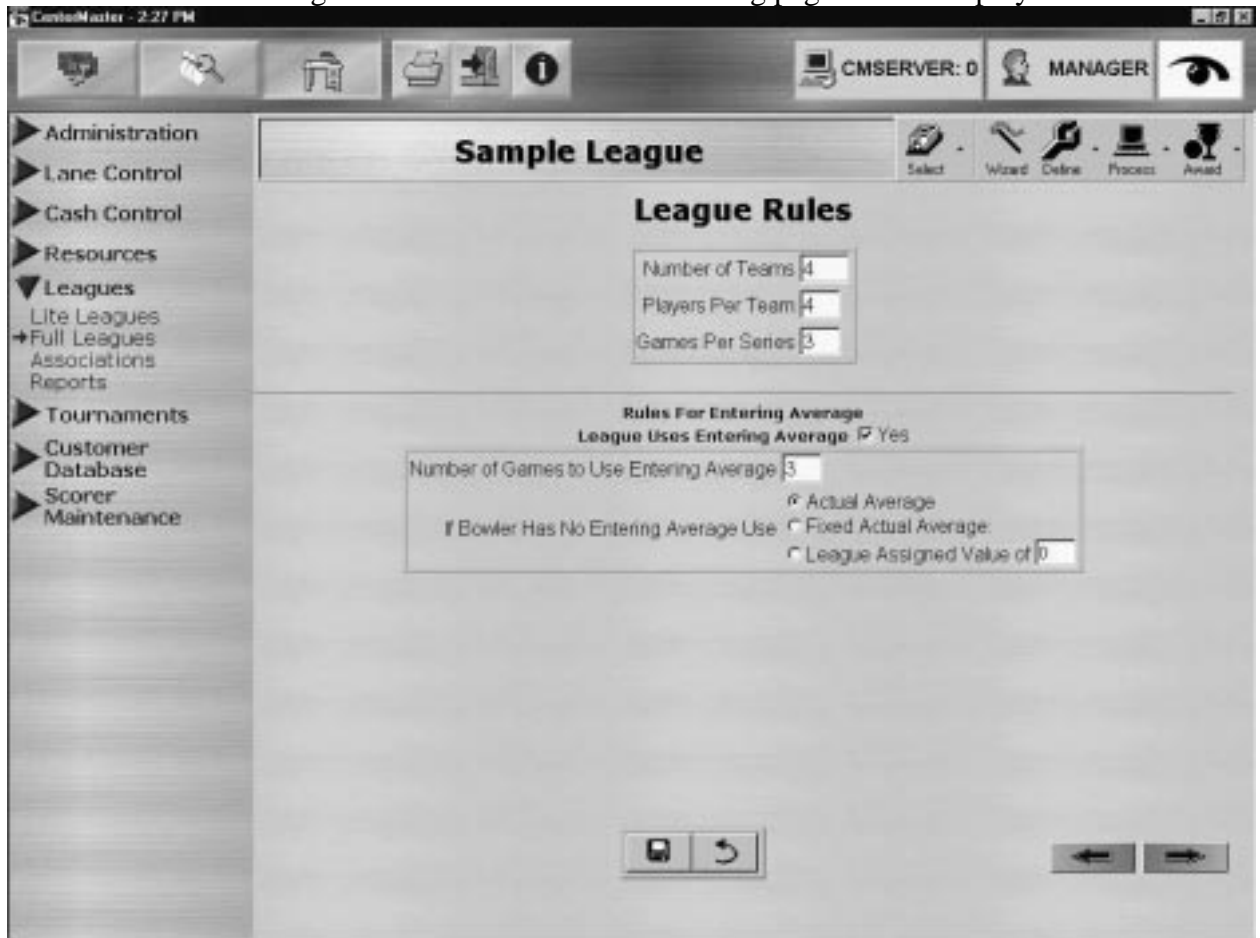
	Association	Sanction Number
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

14. Select the Association 1 drop down box, and select an award giving association for this league, if desired.

15. Select the Sanction 1 field, and enter the league's sanction number for the selected award giving association, if necessary.

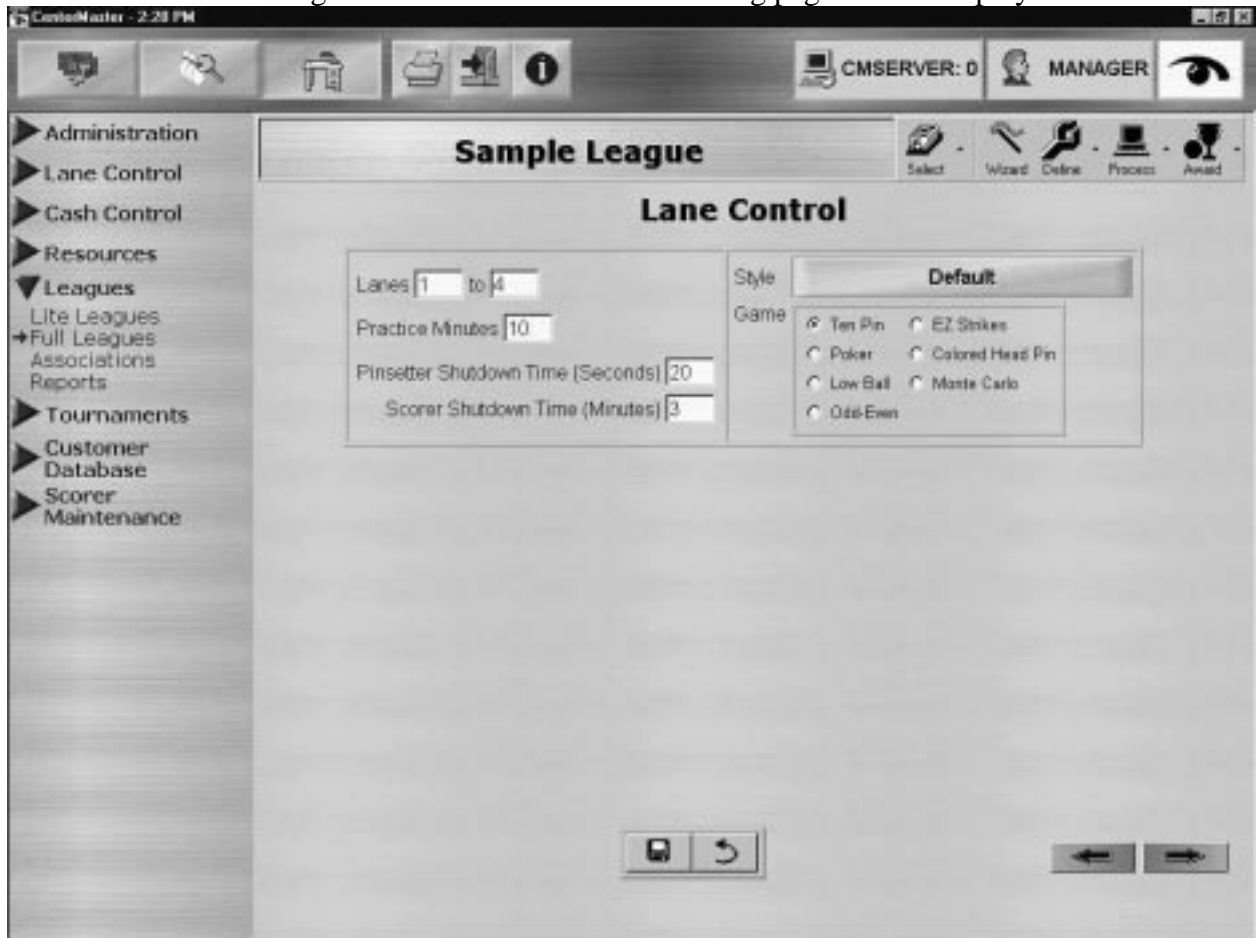
16. Repeat these steps for each additional award giving association that this league participates in.

17. Select the  Right Arrow button and the following page will be displayed:



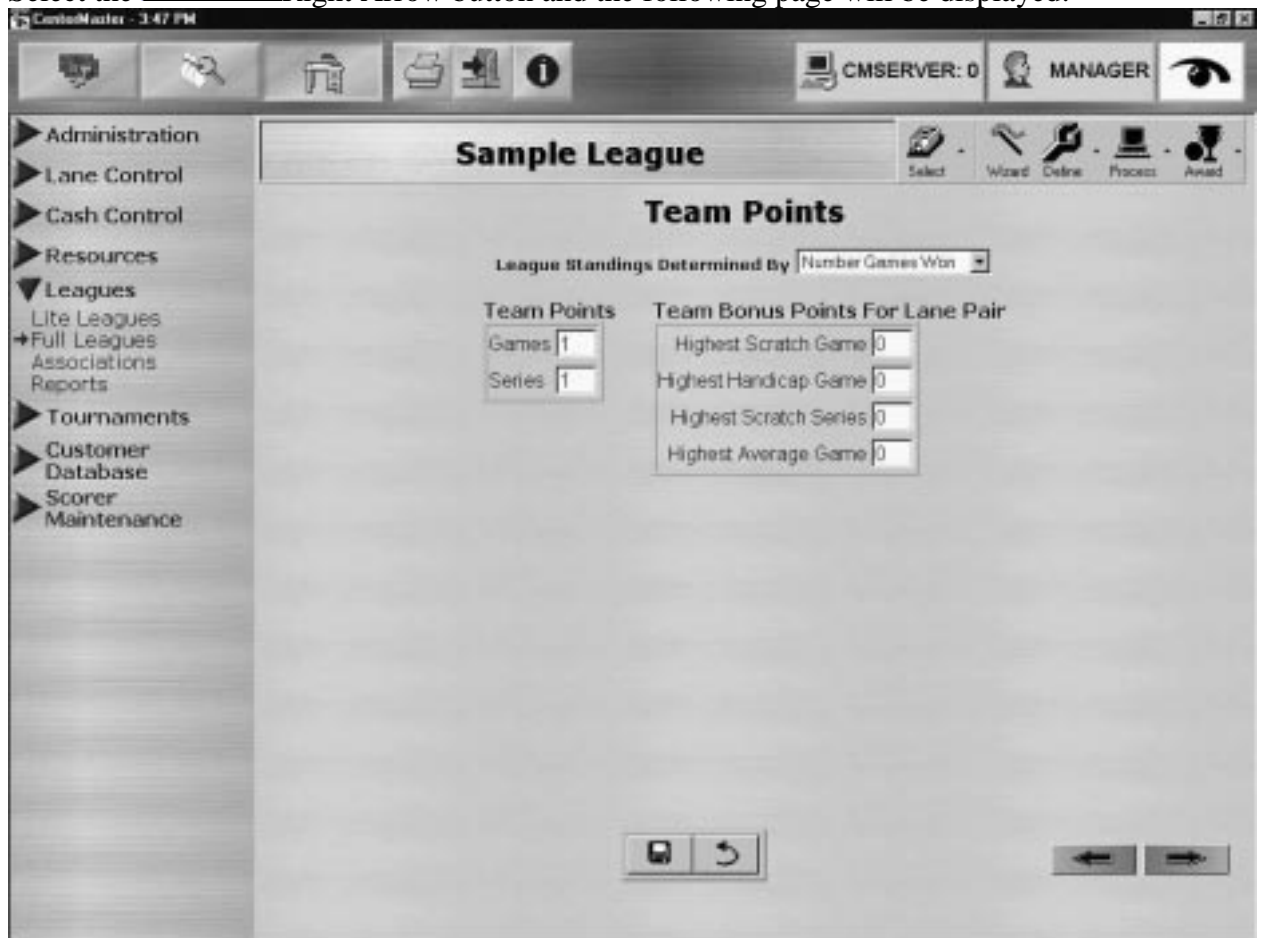
18. Select the Number of Teams field, and enter the number of teams in the league. The number of teams must always be an even number.
19. Select the Players per Team field, and enter the number of bowlers eligible to bowl in the same game.
20. Select the Games per Series field, and enter the number of games in each match.
21. If the league uses entering averages, place a check mark in the League Uses Entering Averages check box and the following additional questions will be displayed, or leave this check box blank if the league does not use entering averages.
 - A. Select the Number of Games to Use Entering Average field, and enter the number of games that the entering average should be used for.
 - B. Select one of the following options for bowlers without an entering average:
 - Actual Average
 - Fixed Actual Average
 - League Assigned Value - If this option is chosen, select the League Assigned Value field, and enter the league assigned entering average value.

22. Select the  Right Arrow button and the following page will be displayed:



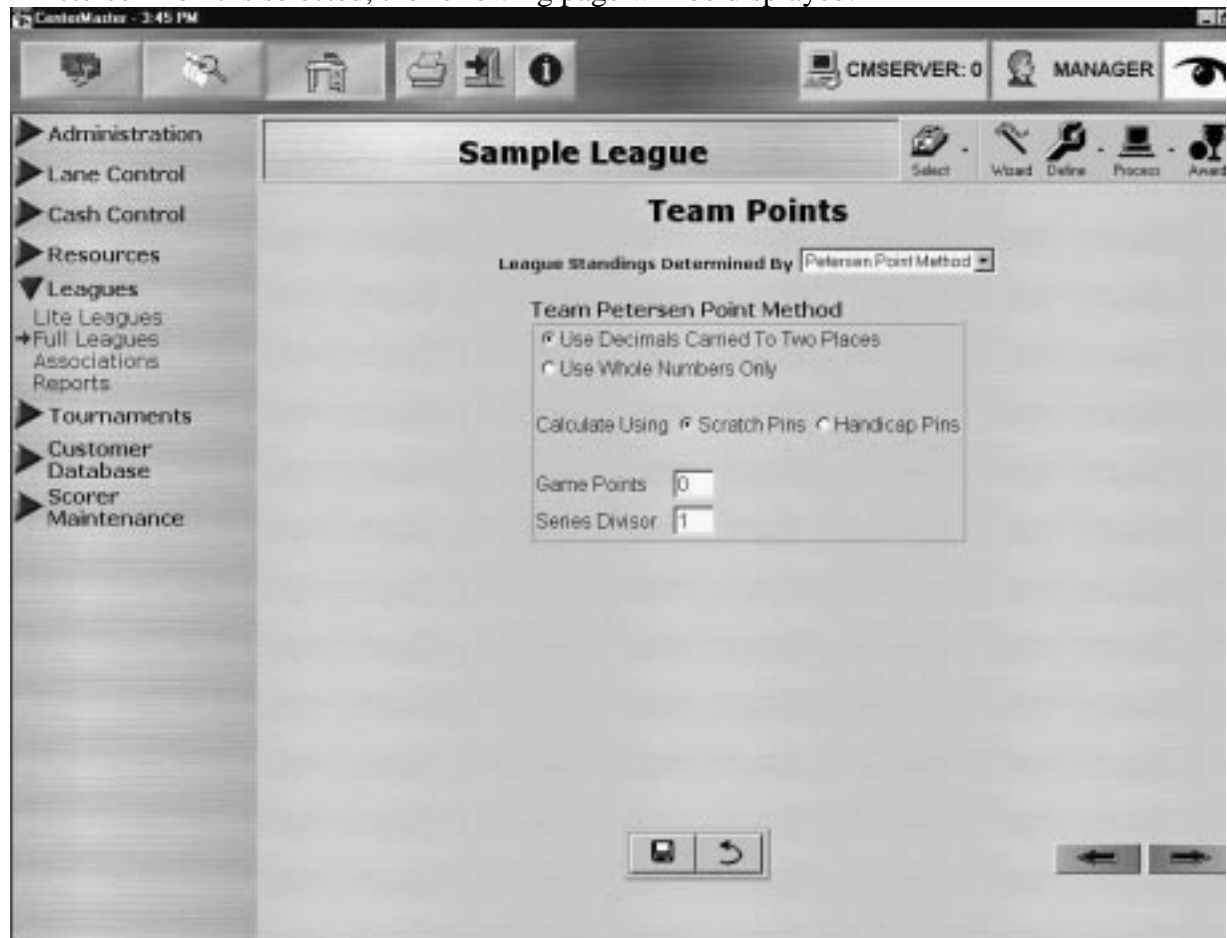
23. Select the Start Lane field, and enter the first lane that the league bowls on.
24. Select the End Lane field, and enter the last lane that the league bowls on.
25. Select the Pinsetter Shutdown Time field, and enter the number of seconds the pinsetter should remain on after the last bowler has completed the last frame of the last game.
26. Select the Scorer Shutdown Time field, and enter the number of minutes the scorer should remain on after the pinsetter shuts down.
27. Select the Style drop down box, and select a style.
28. Select the desired game to be used at the scorer, using the Game radio buttons.

29. Select the  Right Arrow button and the following page will be displayed:



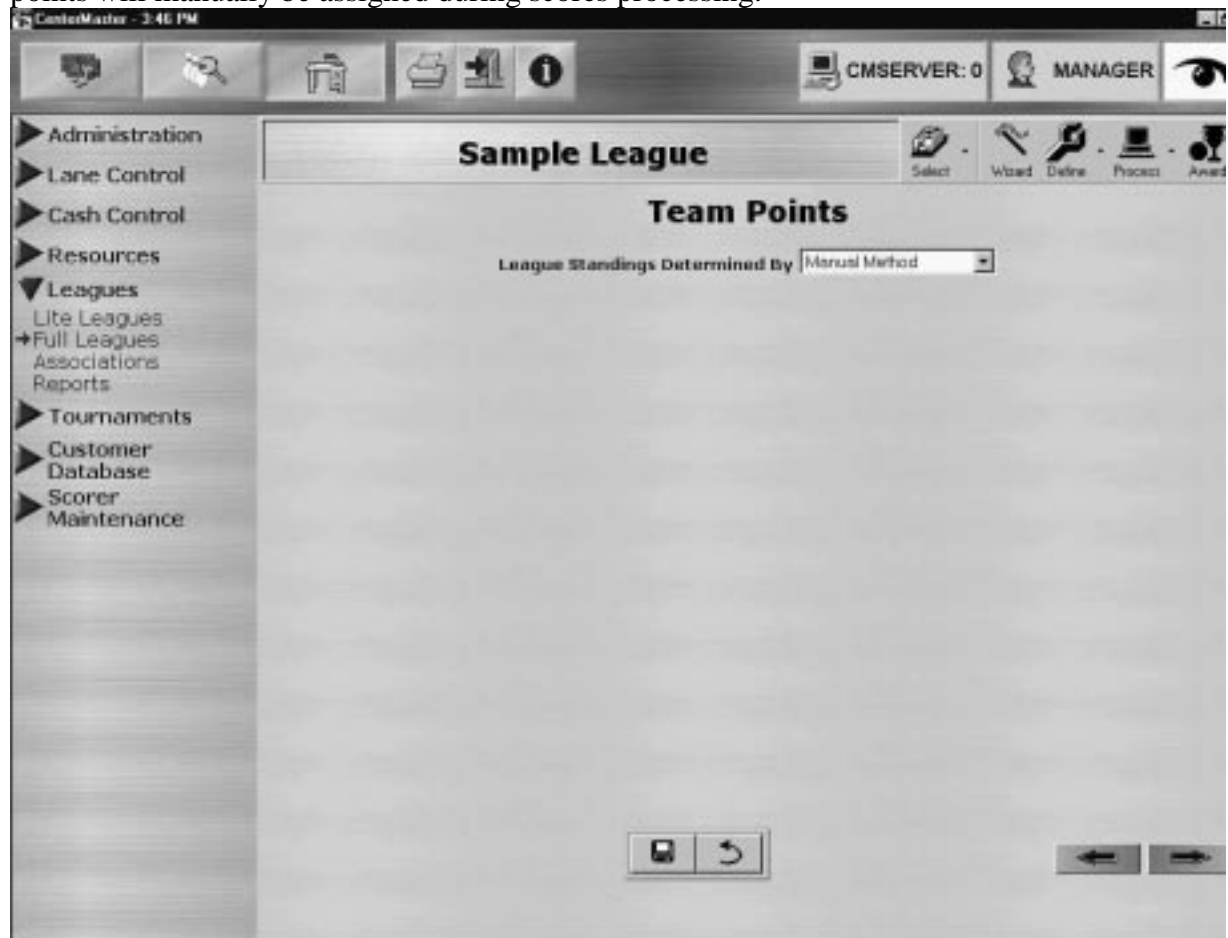
30. Select the Team Points Method drop down box, and select the desired team point method.
1. If Number of Games Won is selected, then perform the following steps
 - A. Select the Game field, and enter the point value awarded for winning a game.
 - B. Select the Series field, and enter the point value awarded for winning the series.
 - C. Select the High Scratch Game field and enter the point value awarded for the High Scratch Game, if desired.
 - D. Select the High Handicap Game field and enter the point value awarded for the High Handicap Game, if desired.
 - E. Select the High Scratch Series field and enter the point value awarded for the High Scratch Series, if desired.
 - F. Select the High Handicap Series field and enter the point value awarded for the High Handicap Series, if desired.

2. If Peterson Point is selected, the following page will be displayed:

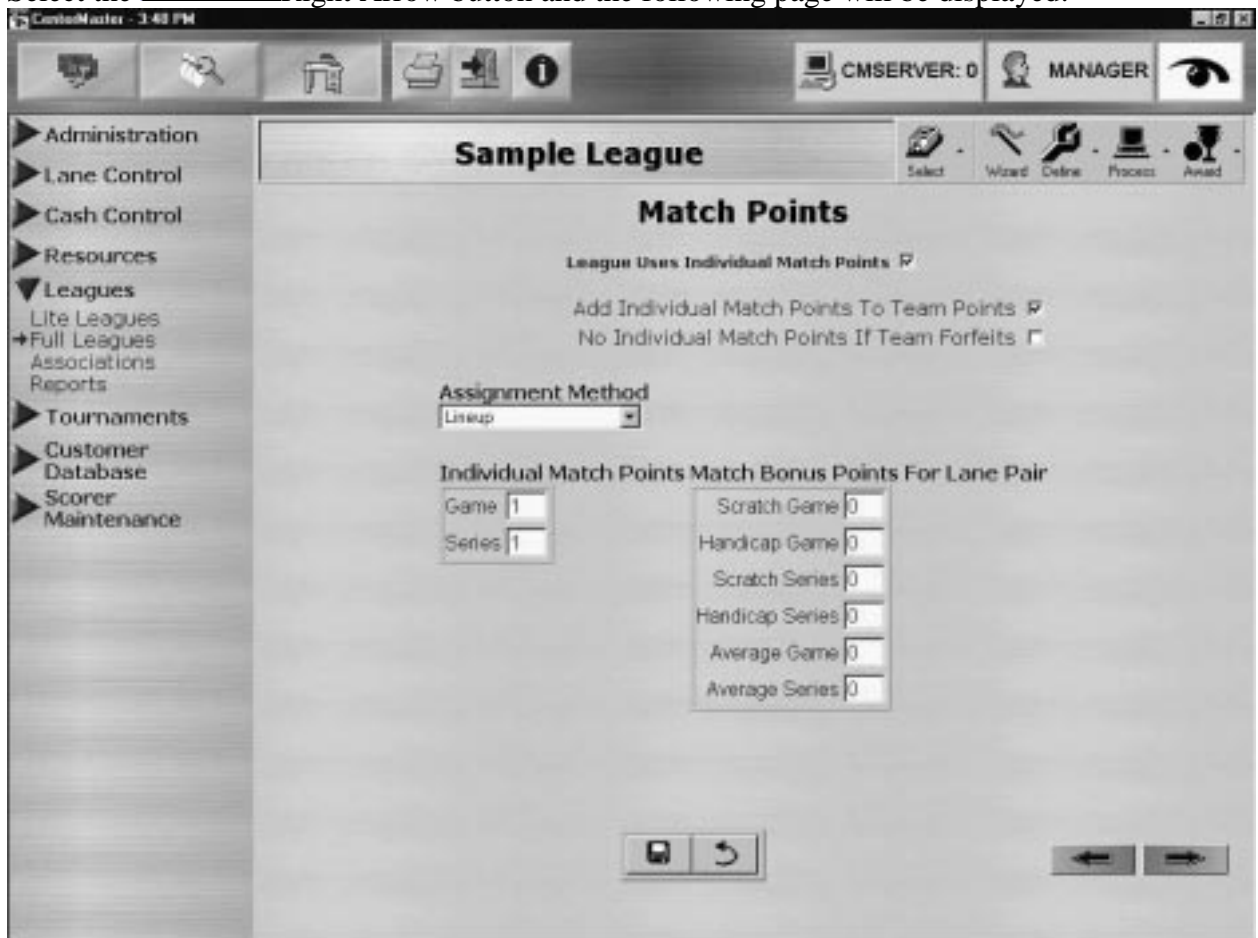


- A. Select either the Decimal Numbers radio button to display the Peterson Points using two decimal places, or the Whole Numbers radio button to display the Peterson Points without any decimal places.
- B. Select either the Scratch Pins radio button to calculate Peterson Points on the team's scratch total pins, or the Handicap Pins radio button to calculate the Peterson Points on the team's handicap total pins.
- C. Select the Game Points field, and enter the number of points awarded for winning a game.
- D. Select the Series Divisor field, and enter the divisor value.

3. If Manual Method is selected, the following page will be displayed and team points will manually be assigned during scores processing:



31. Select the  Right Arrow button and the following page will be displayed:



32. Place a check mark in the Individual Match Points check box if the league uses Individual Match Points, or leave the the check box blank if Individual Match Points are not used.
33. If Individual Match Points are used perform the following steps:
- If Individual Match Points are to be added to the team points, place a check mark in the Add Individual Points to Team Points check box, or leave the check box blank if Individual Points are not added to team points.
 - If Individual Match Points are forfeited when the team forfeits, place a check mark in the No Individual Points if Team Forfeits check box, or leave the check box blank if a Bowler receives Individual Match points if the team forfeits.
 - Select the Lineup Method Drop Down Box, and select one of the following assignment Methods:
 - Lineup Order
 - High Average versus High Average
 - Manual Method
 - Select the Game field, and enter the number of points a bowler is awarded for winning a game.
 - Select the Series field, and enter the number of points a bowler is awarded for winning the series.

- F. Select the High Game Scratch field, and enter the number of bonus points a bowler is awarded for the High Scratch Game on the pair, if desired.
- G. Select the High Series Scratch field, and enter the number of bonus points a bowler is awarded for the High Series Scratch on the pair, if desired.
- H. Select the High Game Handicap field, and enter the number of bonus points a bowler is awarded for the High Handicap Game on the pair, if desired.
- I. Select the High Series Handicap field, and enter the number of bonus points a bowler is awarded for the High Handicap Series on the pair, if desired.

34. Select the  Right Arrow button and the following page will be displayed:



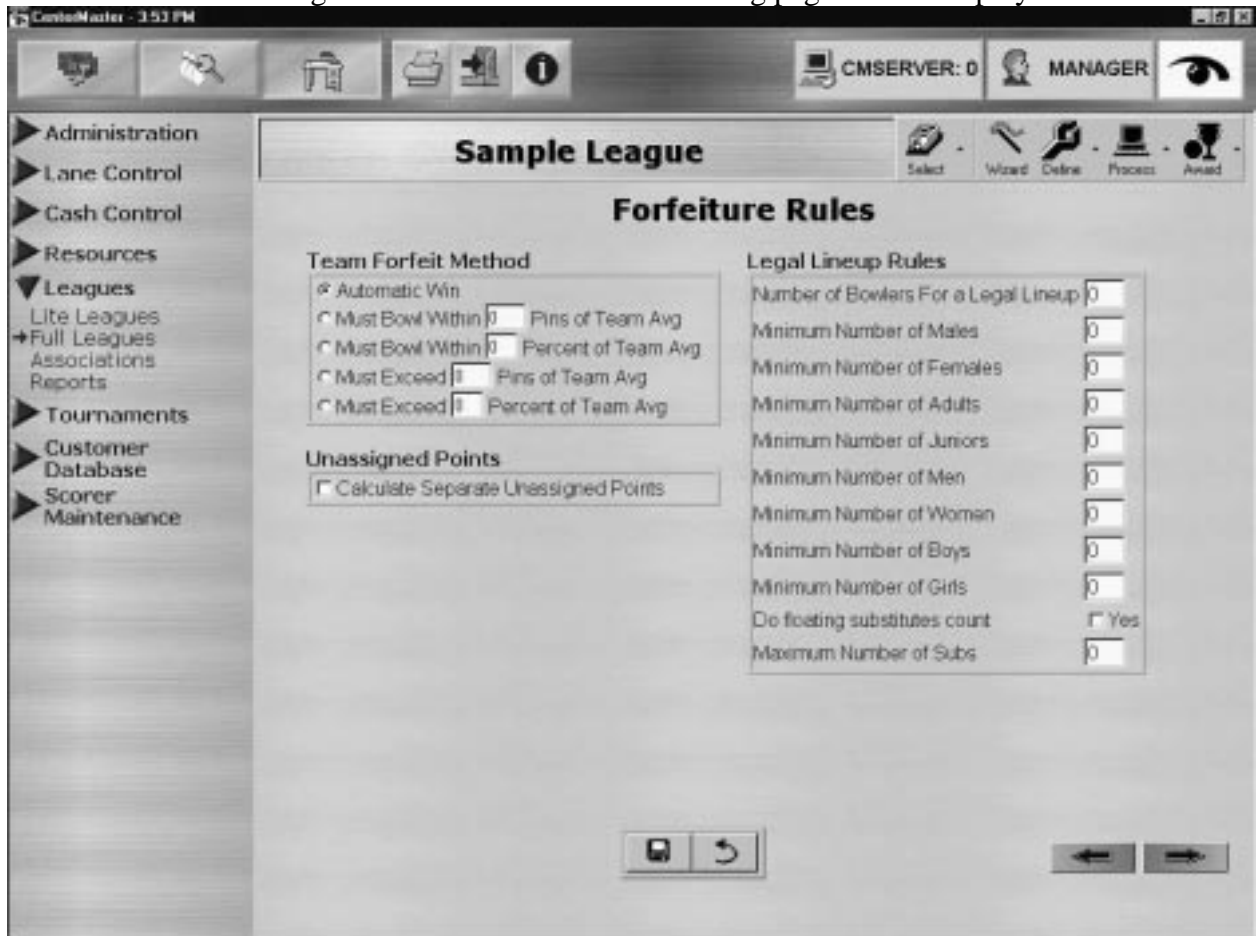
35. Select one of the following Absentee score penalty methods:

- Deduct Pins
- Deduct Percent
- Fixed Score

36. Select each applicable bowler type field and enter the absentee score penalty value.

37. For vacancy scores, select each applicable bowler type and enter the vacancy game score and the average that the handicap is based on for the vacancy bowler.

38. Select the  Right Arrow button and the following page will be displayed:



The screenshot shows a web application window titled "Sample League" with a "Forfeiture Rules" section. The left sidebar contains a navigation menu with items like Administration, Lane Control, Cash Control, Resources, Leagues, Tournaments, Customer Database, Scorer, and Maintenance. The main content area is divided into two columns: "Team Forfeit Method" and "Legal Lineup Rules".

Team Forfeit Method

- Automatic Win
- Must Bowl Within Pins of Team Avg
- Must Bowl Within Percent of Team Avg
- Must Exceed Pins of Team Avg
- Must Exceed Percent of Team Avg


Unassigned Points

- Calculate Separate Unassigned Points

Legal Lineup Rules

- Number of Bowlers For a Legal Lineup
- Minimum Number of Males
- Minimum Number of Females
- Minimum Number of Adults
- Minimum Number of Juniors
- Minimum Number of Men
- Minimum Number of Women
- Minimum Number of Boys
- Minimum Number of Girls
- Do floating substitutes count Yes
- Maximum Number of Subs

39. Select one of the following Team Forfeiture Rules:
- Automatic Win
 - Team Must Bowl Within ___ Pins of Team Average
 - Team Must Bowl Within ___ Percent of Team Average
 - Team Must Exceed ___ Pins of Team Average
 - Team Must Exceed ___ Percent of Team Average
40. If necessary, select the appropriate team forfeiture rule's value field, and enter the desired value.
41. Place a check mark in the Calculate Separate Unassigned Points check box if the league keeps track of losses against a team that is forfeiting as Unassigned Points, or leave the check box blank to cause the system to track losses against a team that is forfeiting as losses.
42. Select the Number of Bowlers Required For A Legal Lineup field, and enter the number of bowlers that must be present for a legal lineup.
43. If necessary, select appropriate bowler types, and enter the number of that bowler type that must be present for a legal lineup. Unless the league rules specifically state a number, these fields are usually left at zero.

44. Place a check mark in the Do Floating Subs Count check box if floating substitutes count toward the legal lineup, or leave the check box blank if floating substitutes do not count towards the legal lineup.
45. If floating substitutes count towards the legal lineup, select the Maximum Number of Subs field, and enter the maximum number of the lineup that can be a floating substitute.
46. Select the  Right Arrow button and the following page will be displayed:



47. Select which fields will be displayed when adding bowlers to the league roster that are not in the customer database.

48. Select the  Right Arrow button and the following page will be displayed:



The screenshot shows the 'Sample League' application window. The title bar indicates 'CMSERVER: 0' and 'MANAGER'. The main content area is titled 'Individual Divisions'. Below the title, there are three dropdown menus for 'Specification 1', 'Specification 2', and 'Specification 3', each currently set to '[None]'. To the right of these dropdowns is a button labeled 'Default To YABA Divisions'. Below the dropdowns is a table with 12 rows and two columns: 'Name' and 'Description'. The table is currently empty. At the bottom of the window, there are navigation buttons: a 'Back' button, a 'Refresh' button, and a 'Next' button.

	Name	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

49. If Individual Bowler Divisions are used, perform the following steps:
- Select the Specification One drop down box, and select the primary Individual Division criterion.
 - Select the Specification Two drop down box, and select the secondary Individual Division criterion, if necessary.
 - Select the Specification Three drop down box, and select the tertiary Individual Division criterion, if necessary.
- OR**
- Select the YABA Divisions button to cause the system to automatically use standard YABA divisions.

50. Select the  Right Arrow button and the following page will be displayed:



Sample League

Individual Handicap

Handicap Type: Individual

Handicap Separated By: Same For All Bowlers

Handicap: Percent

Apply Handicap: By Game

	Same
Handicap %	50
Handicap Earn	200
Max Handicap Per Game	200
Min Handicap Per Game	0
Max Average	200
Min Average	0

51. Select the Handicap Separated By drop down box, and select one of the following methods:

- Same For All Bowlers
- By Gender
- By Division

52. Select the Handicap drop down box, and select one of the following methods:

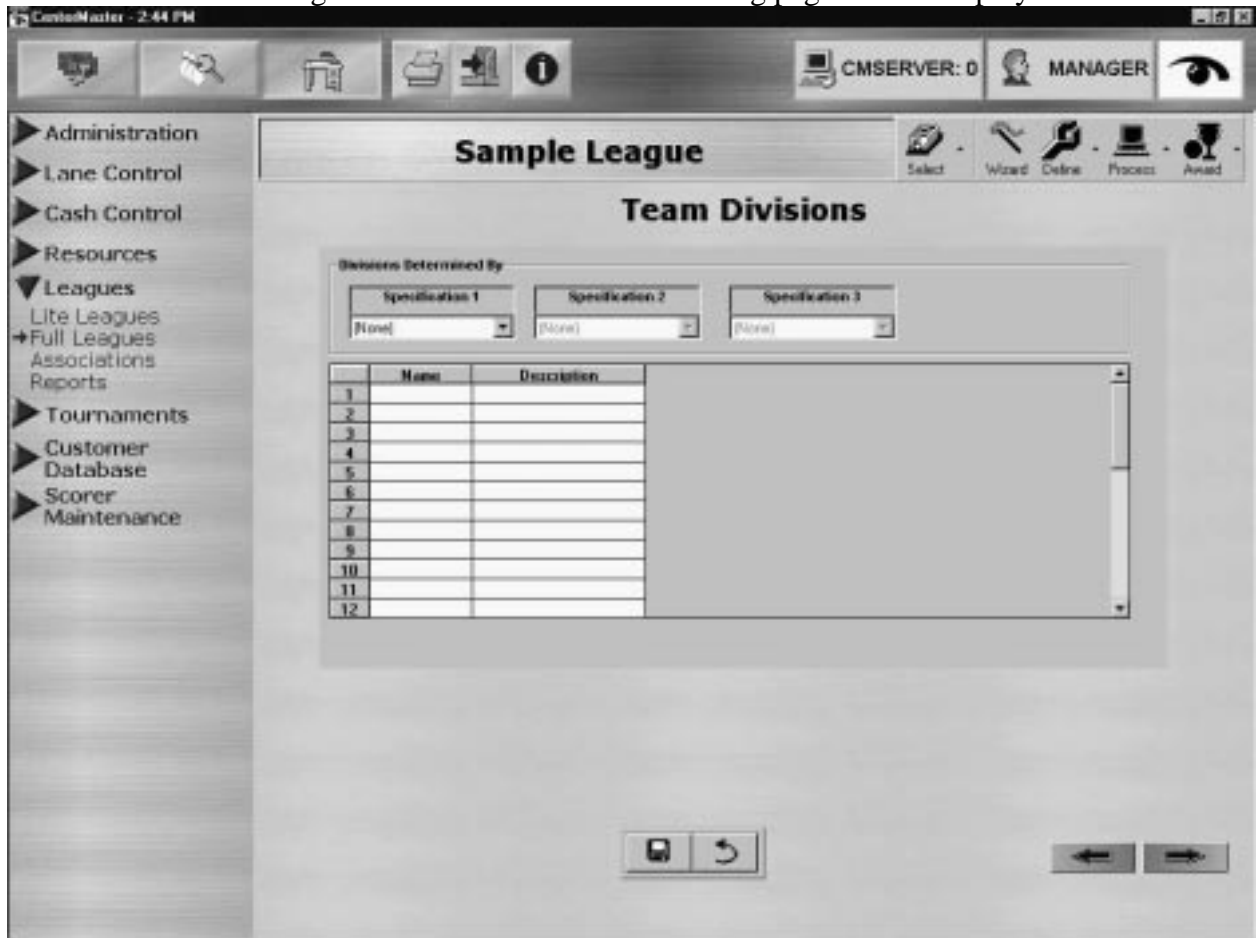
- Scratch
- Percent
- Fixed Number of Pins

53. Select the Apply Handicap drop down, and select one of the following methods:

- By Game
- By Series

54. Based on the selections made above, select each of the fields the system displayed, and enter the appropriate values.

55. Select the  Right Arrow button and the following page will be displayed:



Sample League

Team Divisions

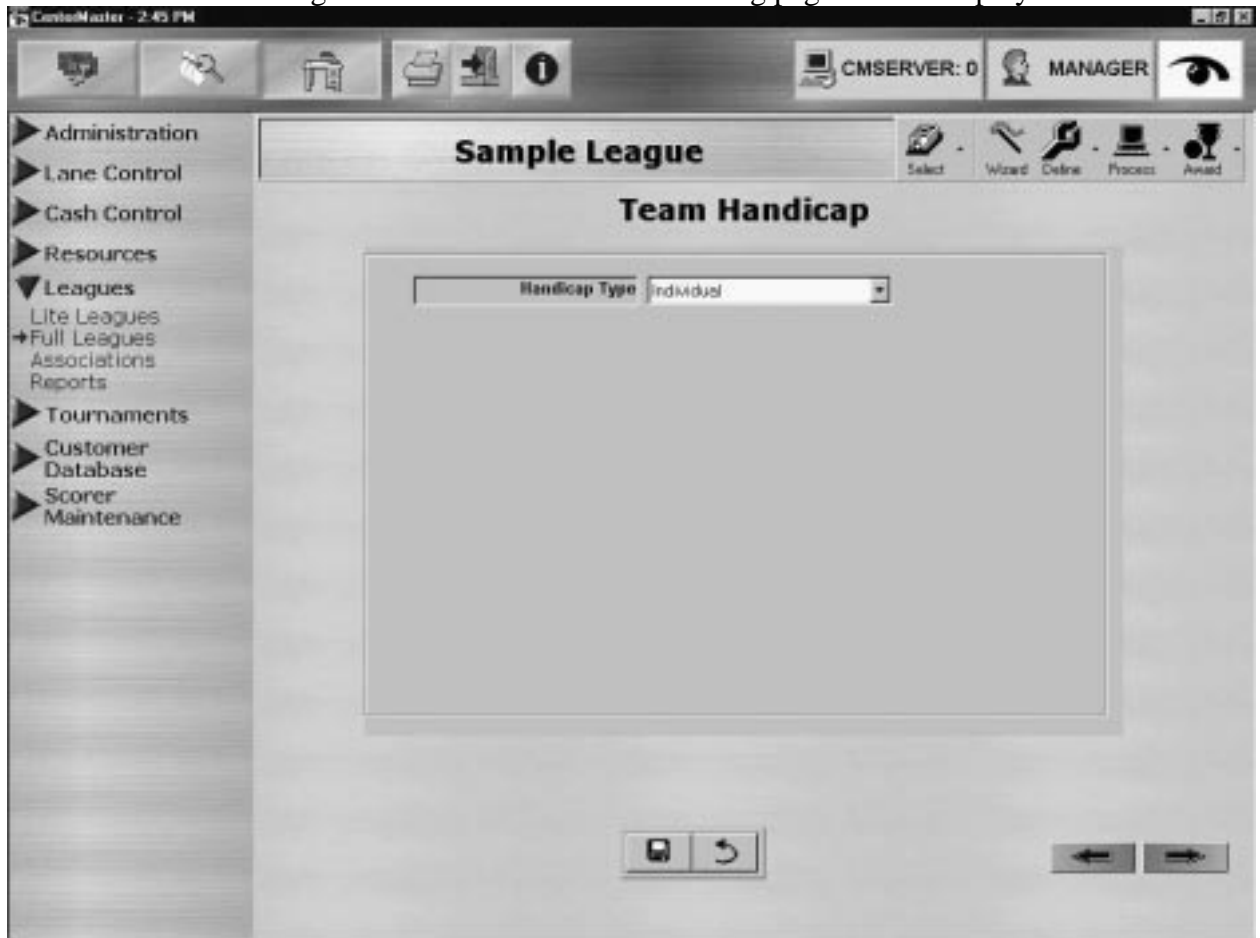
Divisions Determined By

Specification 1 [None] Specification 2 [None] Specification 3 [None]

	Name	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

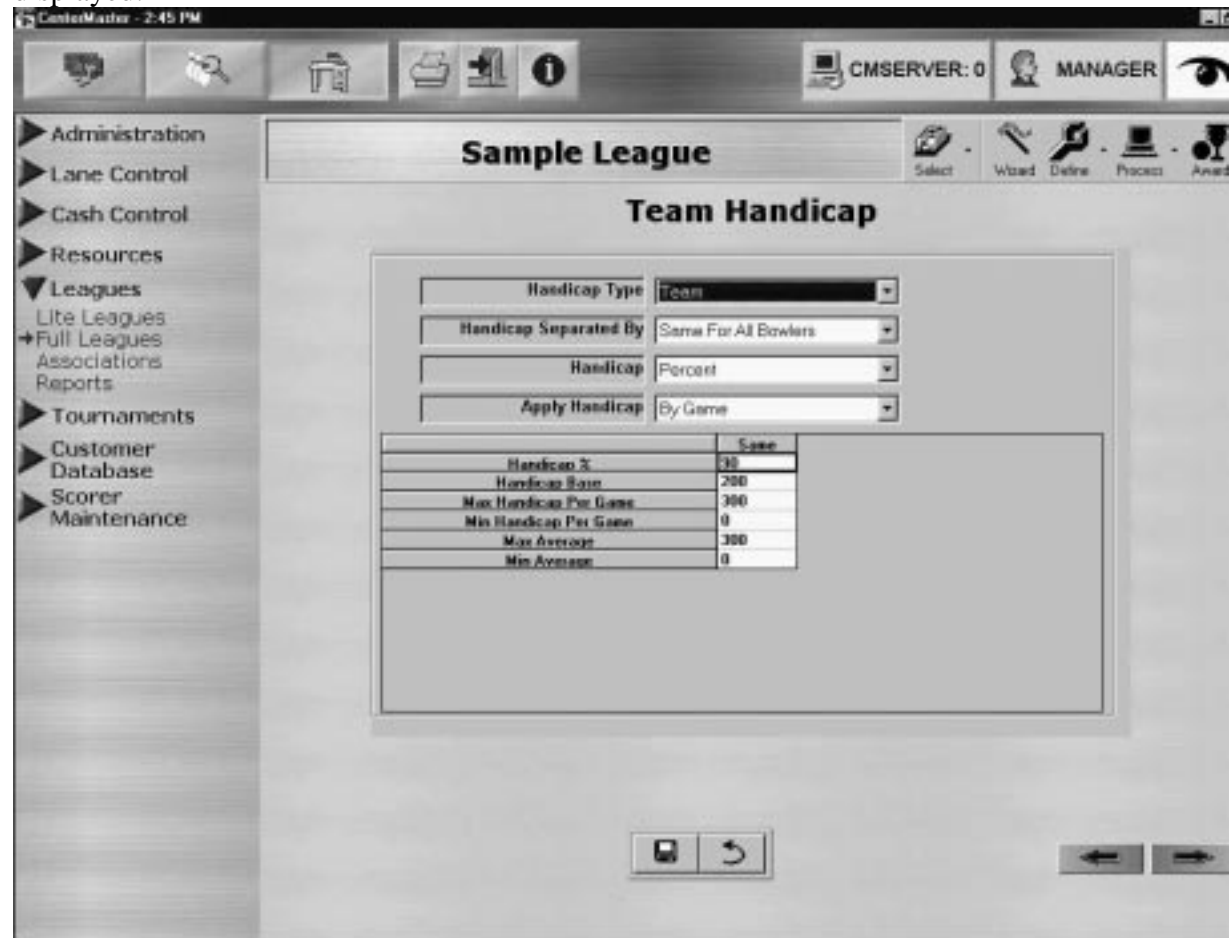
56. If Team Divisions are used, perform the following steps:
- Select the Specification One drop down box, and select the primary Team Division criterion.
 - Select the Specification Two drop down box, and select the secondary Team Division criterion, if necessary.
 - Select the Specification Three drop down box, and select the tertiary Team Division criterion, if necessary.

57. Select the  Right Arrow button and the following page will be displayed:



58. Select the Handicap Type drop down box, and select one of the following methods:
- Individual - If this method is chosen, the system will use the sum of the individual handicaps as the team handicap and no further questions regarding team handicap are presented.
 - Team - If this method is chosen, the system will use the sum of the individual averages handicap method as the team handicap and the following page will be

displayed:



59. Select the Handicap Separated By drop down box, and select one of the following methods:

- Same For All Bowlers
- By Gender
- By Division

60. Select the Handicap drop down box, and select one of the following methods:

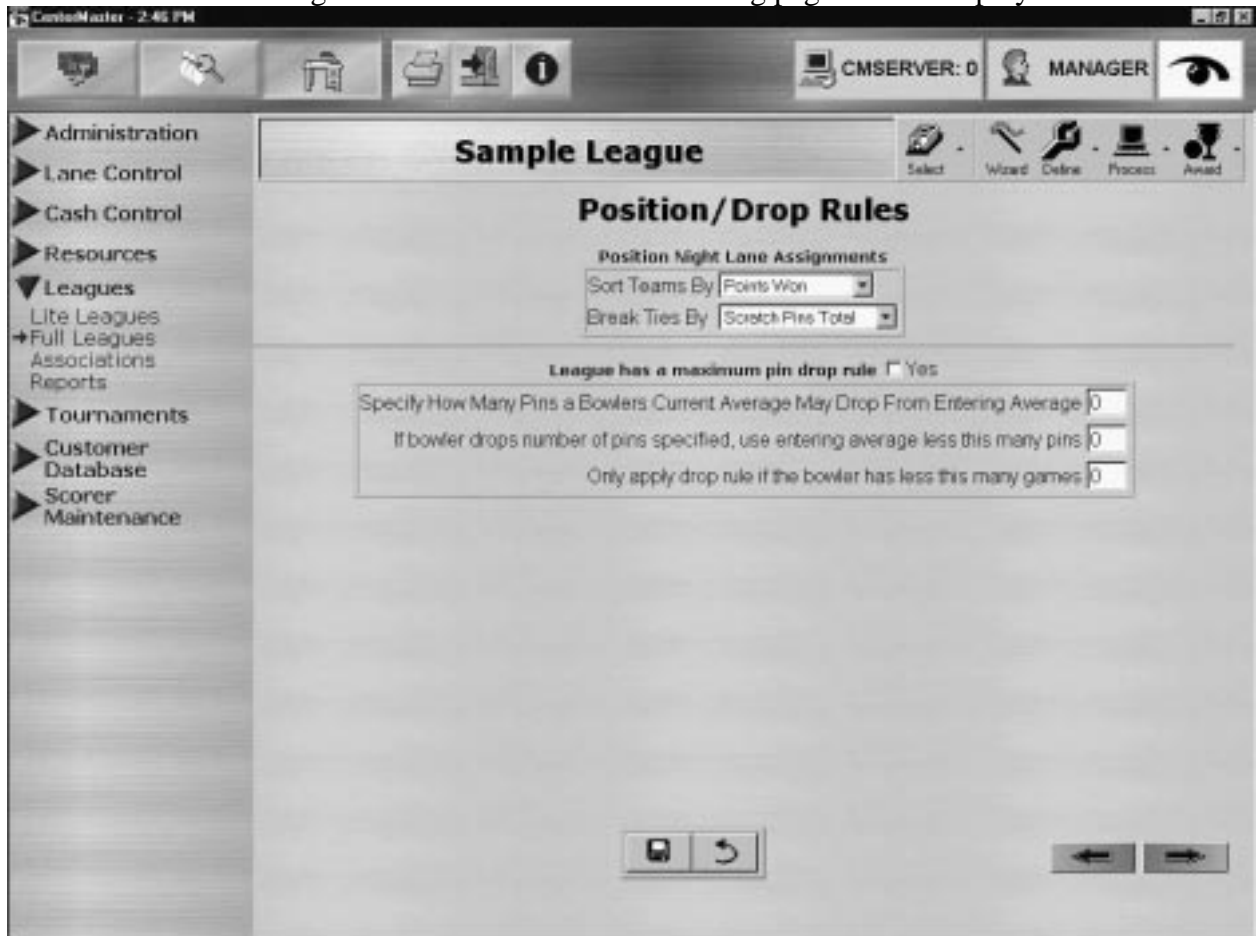
- Scratch
- Percent
- Fixed Number of Pins

61. Select the Apply Handicap drop down box, and select one of the following methods:

- By Game
- By Series

62. Based on the selections made above, select each of the fields the system displayed, and enter the appropriate values.

63. Select the  Right Arrow button and the following page will be displayed:



The screenshot shows a web application interface for configuring league rules. The title bar indicates 'CenterMaster - 2:46 PM'. The top navigation bar includes icons for home, search, and help, along with 'CMSERVER: 0' and 'MANAGER' with a user icon. A left sidebar menu lists various system functions: Administration, Lane Control, Cash Control, Resources, Leagues (with sub-items: Lite Leagues, Full Leagues, Associations, Reports), Tournaments, Customer Database, Scorer, and Maintenance. The main content area is titled 'Sample League' and 'Position/Drop Rules'. Under 'Position Night Lane Assignments', there are two dropdown menus: 'Sort Teams By' set to 'Points Won' and 'Break Ties By' set to 'Scratch Pins Total'. Below this, a section titled 'League has a maximum pin drop rule' has a checked checkbox labeled 'Yes'. Three input fields are present: 'Specify How Many Pins a Bowlers Current Average May Drop From Entering Average' (value 0), 'If bowler drops number of pins specified, use entering average less this many pins' (value 0), and 'Only apply drop rule if the bowler has less this many games' (value 0). At the bottom, there are buttons for save, refresh, and navigation arrows.

64. If the league uses Position Rounds, select the Sort Teams By drop down box, and select one of the following methods:
- Points Won
 - Percentage Won
 - None
65. If the league uses Position Rounds, select the Break Ties By drop down box, and select one of the following methods:
- Scratch Pins Total
 - Handicap Pins Total
66. If the league uses entering averages, and has a maximum drop rule, place a check mark in the League Has Maximum Drop Rule check box, or leave the check box blank if the league does not use this rule.
67. If the Maximum Drop Rule is enabled, select the Number of Pins Field and enter the number of pins the bowler's average must drop below the entering average.
68. If the Maximum Drop Rule is enabled, select the Average Penalty Field and enter the penalty to be subtracted from the bowler's entering average. If there is no penalty, enter a zero in this field.
69. If the Maximum Drop Rule is enabled, select the Number of Games Field and enter the number of games that must be bowled before this rule is applied.

70. Select the  Right Arrow button and the following page will be displayed:



71. Select the Number of Places to Show field, and enter the number of bowlers that should be listed in the individual awards section of the standing sheet.
72. Select the either Scratch or Handicap Total pins using the Type of Pin Total radio buttons.
73. Select the Show Number of Games Over This Score field, and enter the game count score threshold value.
74. Select the Show Number of Series Over This Score field, and enter the series count score threshold value.
75. Place a check mark in the Show Vacancies on the Recap Sheet check box to list vacant bowlers on the recap sheets, or leave the check box blank to leave blank lines on the recap sheets.
76. If the league uses split seasons, place check marks in the check boxes for the values that are reset after each split season, and leave the check boxes blank for values that are not reset after each split season.

77. Select the  Right Arrow button and the following page will be displayed:



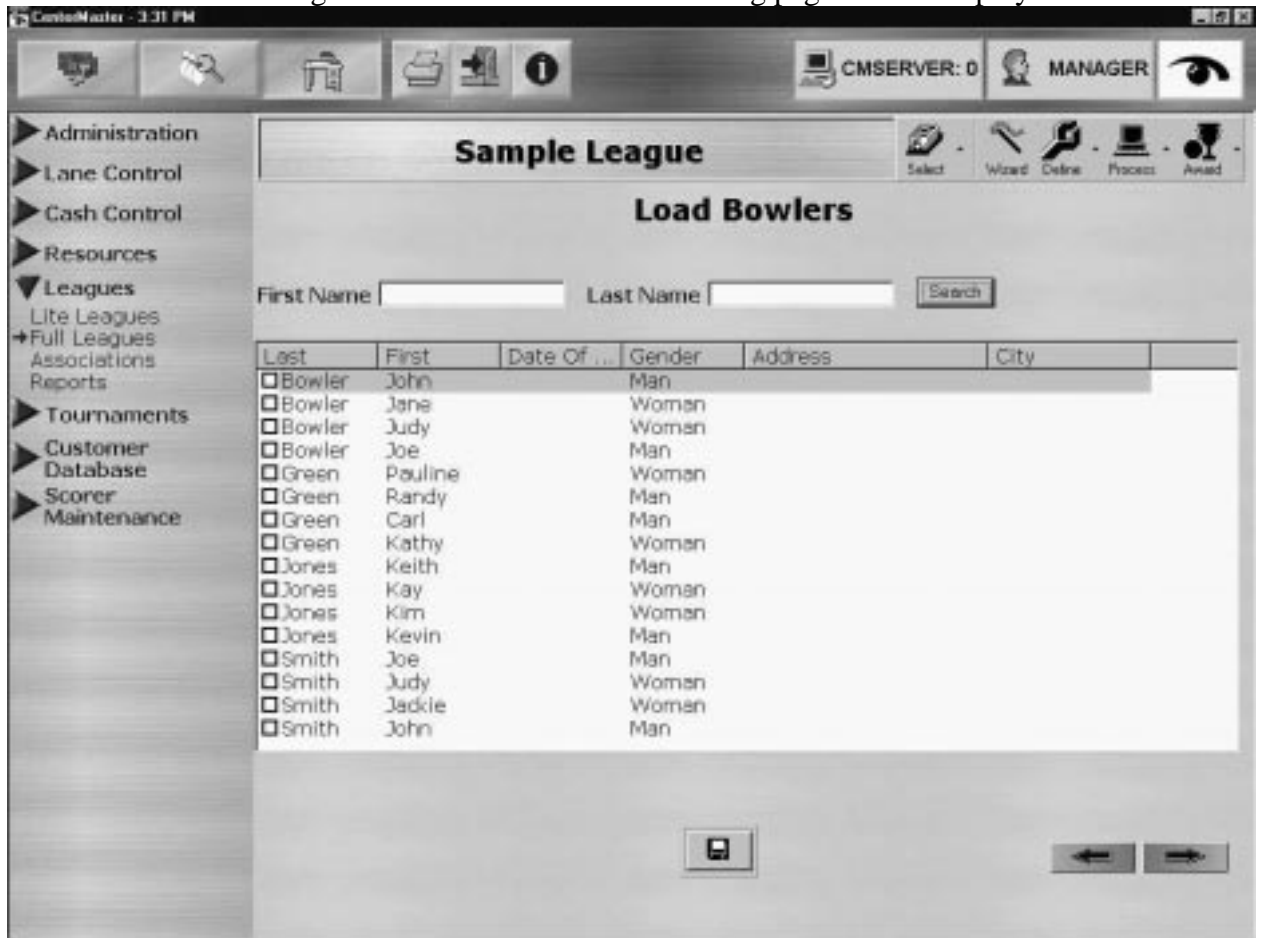
78. Select the Start Date field, and enter the first date of bowling for the league. The date may also be selected using the calendar control.
79. Select the Number of Weeks field, and enter the number of weeks of bowling, or the Select the End Date field and enter the date for the last bowling session, and the number of weeks will be automatically computed.
80. Select the Start Time field, and enter the time bowling starts for this league. **Note:** The start time is used to reserve lanes on the resource manager.
81. Select the End Time field, and enter the time bowling ends for this league. **Note:** The end time is used to reserve lanes on the resource manager.
82. Select the Start Lane field, and enter the first lane of the range of lanes this league uses.
83. Select the End Lane field, and enter the last lane of the range of lanes this league uses. **Note:** If this league bowls on non-contiguous lanes, select and enter lane data for each additional lane range used.
84. Select the Minimum Days Between Scheduling field, and enter the number of days between each bowling session. Usually this value is seven, unless the league bowls more than once a week.
85. Select the day(s) this league bowls using the day check boxes.

86. Select the  Right Arrow button and the following page will be displayed:



87. The Schedule Details page allows the operator to make changes to the weekly schedule details. Select a week to be changed, and the following items may be modified:
- Place a check mark in the Position Round check box to make the selected week a Position Round.
 - Place a check mark in the Sweeper to make the selected week a Sweeper.
 - Place a check mark in the End of Split Season to make the selected week a End of a Split Season.
 - Place a check mark in the Holiday/bye to make the selected week a Holiday/Bye with no bowling scheduled.
 - Place a check mark in the Fun Night to make the selected week a Fun Night.
 - To change the regularly scheduled date of bowling, select the date field and enter a new date, or used the calendar control to select a new date.
 - To change the regularly scheduled time of bowling, select the start and end time fields and enter the new times.
 - To change the regularly scheduled range of lanes bowled on, place check marks next to the lanes to be used, and remove check marks from the lanes not to be used.
 - When changes are complete for a week, select the save button.

88. Select the  Right Arrow button and the following page will be displayed:



The screenshot shows a software application window titled 'CenterMaster - 3:31 PM'. The main content area is titled 'Sample League' and 'Load Bowlers'. It features a search bar with 'First Name' and 'Last Name' fields and a 'Search' button. Below the search bar is a table with columns for 'Last', 'First', 'Date Of ...', 'Gender', 'Address', and 'City'. The table lists 15 bowlers, each with a checkbox in the 'Last' column. At the bottom of the window, there is a 'Save' button and two navigation arrows.

Last	First	Date Of ...	Gender	Address	City
<input type="checkbox"/> Bowler	John		Man		
<input type="checkbox"/> Bowler	Jane		Woman		
<input type="checkbox"/> Bowler	Judy		Woman		
<input type="checkbox"/> Bowler	Joe		Man		
<input type="checkbox"/> Green	Pauline		Woman		
<input type="checkbox"/> Green	Randy		Man		
<input type="checkbox"/> Green	Carl		Man		
<input type="checkbox"/> Green	Kathy		Woman		
<input type="checkbox"/> Jones	Keith		Man		
<input type="checkbox"/> Jones	Kay		Woman		
<input type="checkbox"/> Jones	Kim		Woman		
<input type="checkbox"/> Jones	Kevin		Man		
<input type="checkbox"/> Smith	Joe		Man		
<input type="checkbox"/> Smith	Judy		Woman		
<input type="checkbox"/> Smith	Jackie		Woman		
<input type="checkbox"/> Smith	John		Man		

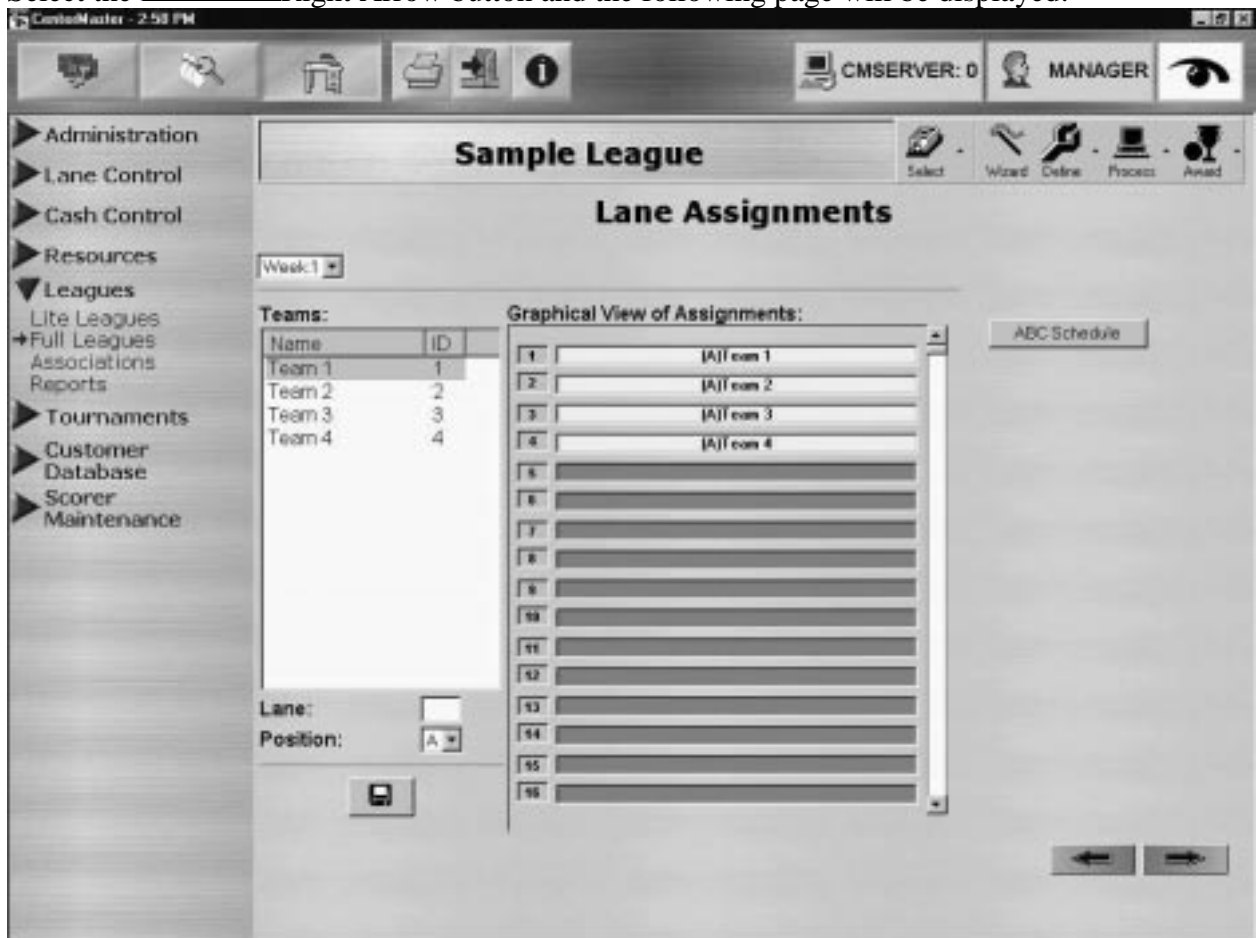
89. Place check marks next to the bowler names in the customer database that should be added to the league roster, and select the save button.

90. Select the  Right Arrow button and the following page will be displayed:

The screenshot shows a web application interface for managing a league. The main content area is titled "Sample League". It includes a "Teams" section with a search box and an "ID" button. Below this are fields for "Team Name" and "Team Division" with an "Inactive" checkbox. A "Team Bowlers" section features a "Select Captain" button and a table with columns for Position, Captain, ID, First Name, and Last Name. To the right is a "Selection Type" dropdown set to "Unsigned Bowlers" and a large empty table with columns for ID, First Name, and Last Name. At the bottom, there is an "Add/Edit Bowler" section with fields for Name, Average, Gender (set to "Man"), and Individual Division, along with save and cancel buttons.

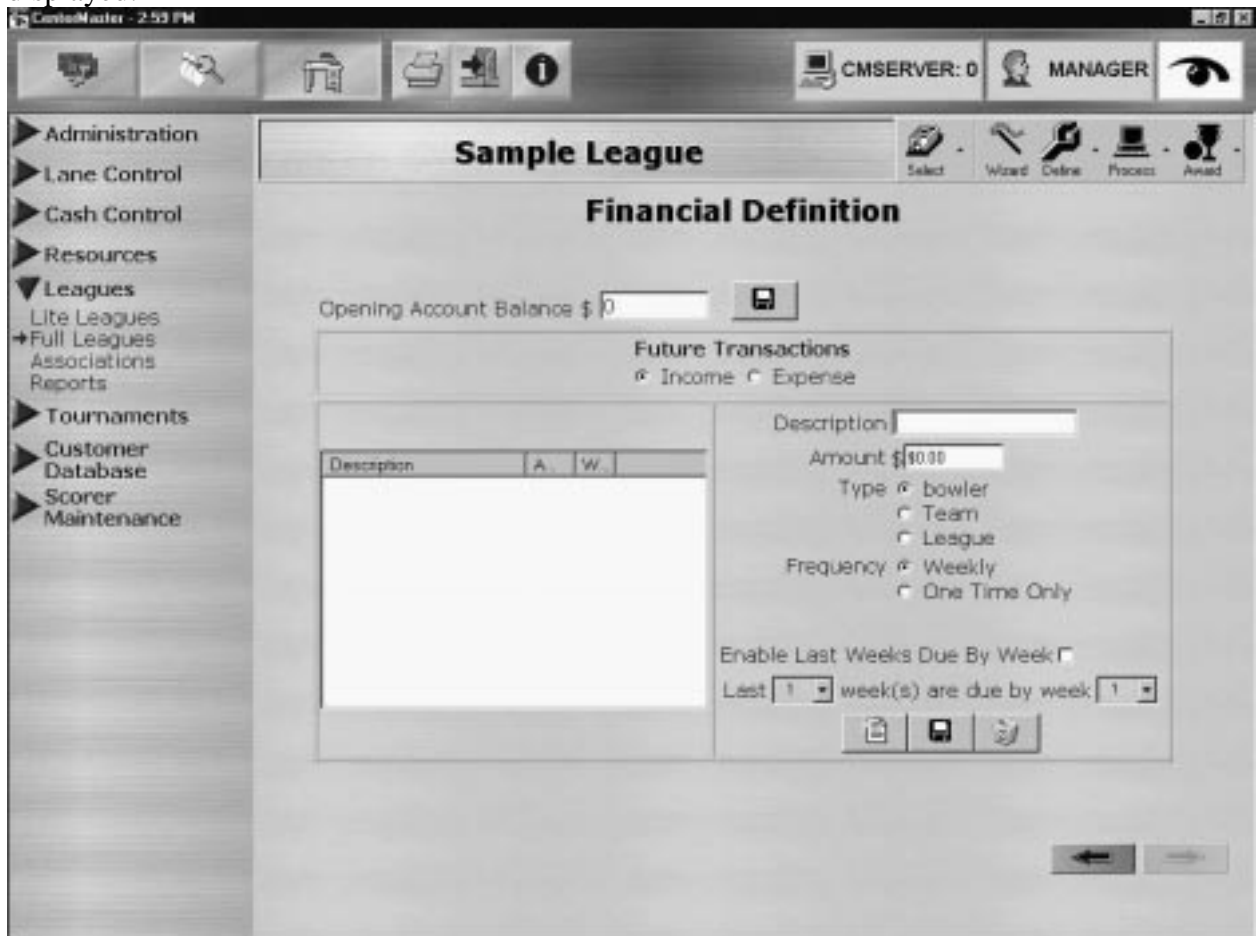
91. Select the New Team button.
92. Select the Team Name field, and enter the team's name.
93. If Team Divisions are used, select the Team Division drop down box and select the team's division.
94. From the League Roster, select the first bowler, and press the Add to Team button. Repeat this step for all bowlers on the team.
95. If a bowler isn't on the league roster, enter the bowler's information in the add bowler section.
96. When all bowlers have been added, select the bowler designated as the team captain and select the Select Captain button.

97. Select the  Right Arrow button and the following page will be displayed:



98. If the league is using the standard ABC/WIBC/YABA schedule, select the ABC Schedule button.
99. If the league is not using the standard schedule, or non-standard lane assignments are required for a given week, select the week to be changed, select the first team to be moved and enter the new lane assignment in the Lane field. If more than one team is to be assigned to the lane, use the position drop down box to select the teams position on the lane, where A represents the first team, B represents the second team and so on, or simply drag the team from the list on the left to the desired lane on the right.
100. Select the save button when the lane assignment is correct.

101. Select the  Right Arrow button and the following page will be displayed:



102. If the league already has a balance in their treasury account, select the Opening Balance field and enter the current balance.
103. To build a financial transaction, select either the income or expense radio button to indicate whether this transaction is an income or expense transaction.
104. Select either the Bowler, Team or League radio button to indicate what type of transaction is being created.
105. Select the either Weekly or One Time Only to indicate how often this transaction will occur.
106. Place a check Mark in the Enable Prepayment check box if this transaction is to be paid in advance, such as lineage fees for the last two weeks of bowling.
107. If Prepayment was enabled for this transaction, enter the number of weeks that must be prepaid, and by what week they must be paid.
108. Select the New Transaction button to save this transaction. Repeat these steps for each transaction desired.

109. If the league is being converted to CenterMaster in the middle of a season, and you wish to enter the totals from an existing standing sheet, without processing the



league's scores week by week, select the Define Menu button.


110. Select Mid-Season Conversion and the following page will be displayed:

The screenshot shows the 'Sample League' Midseason Conversion Information page. The interface includes a navigation menu on the left with options like Administration, Lane Control, Cash Control, Resources, Leagues, Tournaments, Customer Database, Scorer, and Maintenance. The main area displays a table for entering bowler data, with columns for bowler name, Entering Average, Pins, Handicap Pins, Games, High Scratch, High Handicap, High Scratch Series, and High Handicap Series. The table is organized by team, with Team 3 and Team 4 listed. At the bottom, there is a 'First Week To Process' field set to 'Week:1' and navigation buttons for back, save, and forward.

bowler	Entering Average	Pins	Handicap Pins	Games	High Scratch	High Handicap	High Scratch Series	High Handicap Series
Team 3								
Kay Jones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Keith Jones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kevin Jones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kim Jones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team 4								
Jackie Smith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Joe Smith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
John Smith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Judy Smith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

First Week To Process:


111. Enter the required information for each bowler listed.

112. Select the  Right Arrow button to move to the next mid season conversion page. Repeat this step, until the information has been entered for all bowlers.

113. On the last bowler information page, select the First Week to be Process field and enter the first week number to be bowled using the new system.

114. Select the  Right Arrow button to move to the next mid season conversion page.

115. Enter the required information for each team listed.

116. Select the  Right Arrow button to move to the next mid season conversion page. Repeat this step, until the information has been entered for all teams.

117. If the league is being converted to CenterMaster, and the league uses split seasons, and the current week is after the end of at least one split season has ended, select






the Define Menu button.

118. Select Mid-Season Split Season from the menu and the following page will be displayed:

The screenshot shows the CenterMaster software interface. The title bar reads 'CenterMaster - 3:52 PM'. The top menu bar includes 'CMSERVER: 0', 'MANAGER', and a help icon. The left sidebar contains a navigation tree with categories: Administration, Lane Control, Cash Control, Resources, Leagues (with sub-items: Lite Leagues, Full Leagues, Associations, Reports), Tournaments, Customer Database, Scorer, and Maintenance. The main window title is 'Sample League'. Below the title, there are icons for 'Select', 'Wizard', 'Define', 'Process', and 'Award'. The main content area is titled 'Midseason/SplitSeason Information- Page:1' and contains a table with the following data:

bowler	Pins	Handicap Pins	Games	High Scratch	High Handicap	High Scratch Series	High Handicap Series
Team 1							
Jane Bowler	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Joe Bowler	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
John Bowler	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Judy Bowler	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team 2							
Carl Green	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kathy Green	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pauline Green	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Randy Green	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the table area, there are three navigation buttons: a left arrow, a central button with a document icon, and a right arrow.

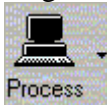
119. Enter the required information for each bowler listed.
120. Select the  Right Arrow button to move to the next mid season conversion page. Repeat this step, until the information has been entered for all bowlers.
121. Select the  Right Arrow button to move to the next mid season conversion page.
122. Enter the required information for each team listed.
123. Select the  Right Arrow button to move to the next mid season conversion page. Repeat this step, until the information has been entered for all teams.
124. Congratulations, the league definition is now complete!

Processing Scores from Frameworx

Automatic Scorers



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league to be processed from the league list.



5. Select the Process Menu button.
6. Select Automatic Score Processing and the following page will be displayed:

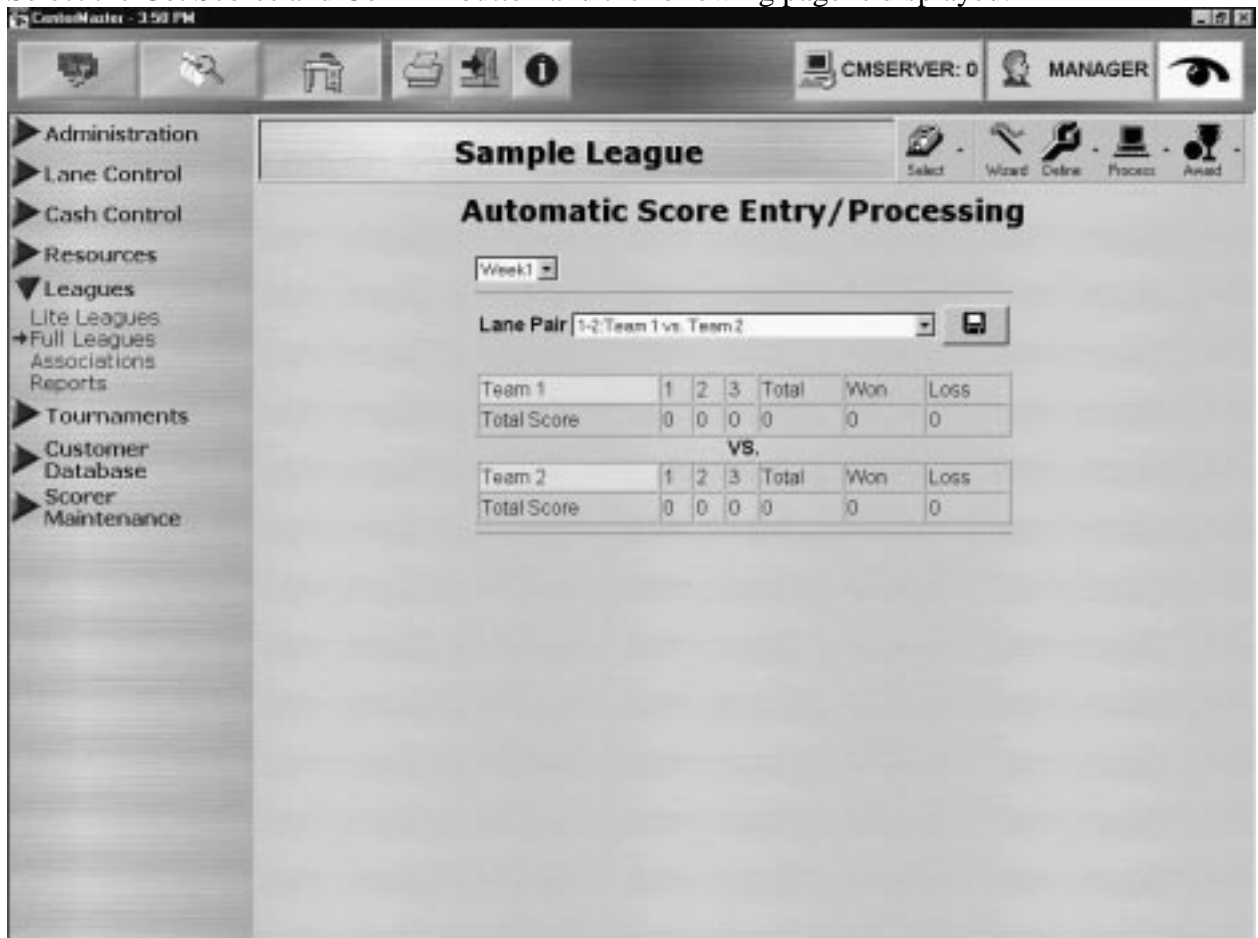
The screenshot shows a web application interface for 'CMSERVER: 0 MANAGER'. The main content area is titled 'Sample League' and 'Automatic Score Processing'. A table lists the following data:

Week	Start Date
1	4/10/00 2:18:00 PM
2	4/17/00 2:18:00 PM
3	4/24/00 2:18:00 PM
4	5/1/00 2:18:00 PM
5	5/8/00 2:18:00 PM
6	5/15/00 2:18:00 PM
7	5/22/00 2:18:00 PM

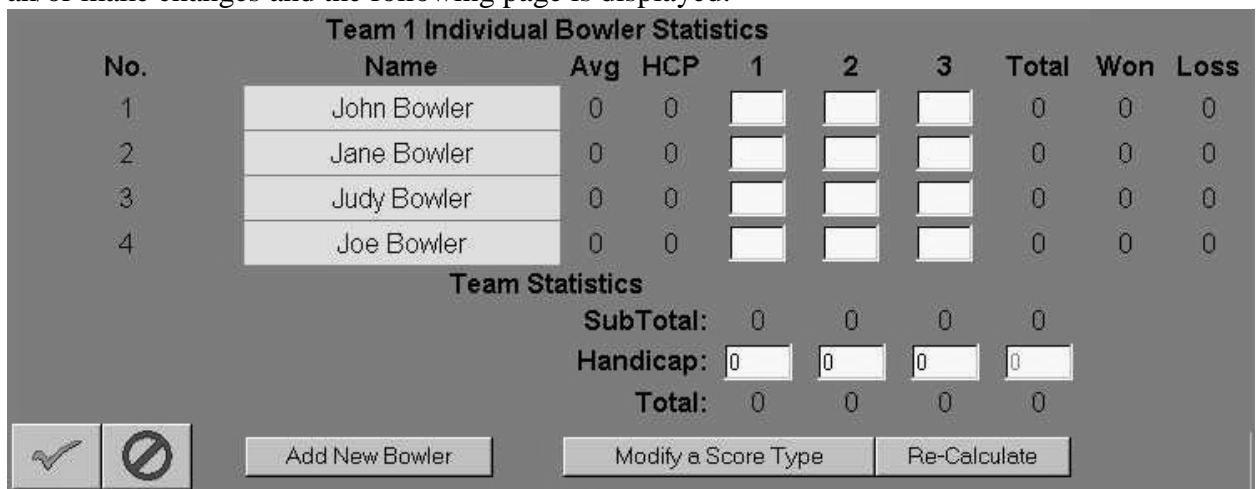
A button labeled 'Get Scores and Confirm' is located to the right of the table. The interface also includes a left-hand navigation menu with options like Administration, Lane Control, Cash Control, Resources, Leagues, Tournaments, Customer Database, and Scorer Maintenance.

7. The current week to be processed is highlighted. Processed weeks are listed in red. Unprocessed weeks are listed in black. Select a different week, if necessary.

8. Select the Get Scores and Confirm button and the following page is displayed:



9. Compare the team totals to the recap sheet. If all scores are correct for both teams of this pair, select the save button, and the system will advance to the next pair teams. If the totals do not match, Select the highlighted team name to view the entire team recap sheet an/or make changes and the following page is displayed:



10. If a bowler substitution is necessary, select the bowler's name, and the following dialog box will be displayed:

Last Name	First ...
Bowler	Jane
Bowler	Joe
Bowler	John
Bowler	Judy
Green	Carl
Green	Kathy
Green	Pauline

- A. Select an existing sub from the list, or enter a new substitute's information.
 B. Select the check mark button.
11. If a score type must be changed, such as making a bowler absent, select the Modify Score Type button and the following dialog box will be displayed:

- A. Select the bowler to change from the bowler drop down list.
 B. Select game(s) from the game drop down list.
 C. Select the type of change from the following options on the score type drop down box:
- **Remove Games** - This option removes the scores for the selected bowler and games.
 - **Absent** - This option causes the scores for the selected bowler and games to be converted to absent games.
 - **Vacancy Man** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a man bowler.
 - **Vacancy Woman** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a woman bowler.
 - **Vacancy Boy** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a boy bowler.
 - **Vacancy Girl** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a girl bowler.
 - **Modify Score Date** - This option causes a date field to be displayed. When a date is entered in this field, the scores are considered to be bowled on this date, instead of the schedule date of bowling for the selected week.

This allows prebowled scores and postbowled scores to be included in the bowler's average at the proper time.

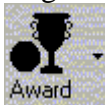
- D. Select the check mark button.
12. If an additional bowler is necessary, select the Add New Bowler button, and a new bowler field is added. Then follow the steps for making a bowler substitution, listed above.
 13. If modification of the team handicap is necessary, select the team handicap field to be changed, and enter the new handicap value.
 14. If a recalculation of bowler averages and handicaps and/or team totals is required, select the ReCalc button.
 15. When the scores for the current team are correct, select the check mark button.
 16. Select the other team of this pair, and repeat the above steps, if necessary.
 17. When all scores are correct for both teams of this pair, select the save button, and the system will advance to the next pair teams.
 18. Repeat the above process for all teams in the league.

Award Maintenance

For **ALL** award maintenance procedures, first perform the following steps:

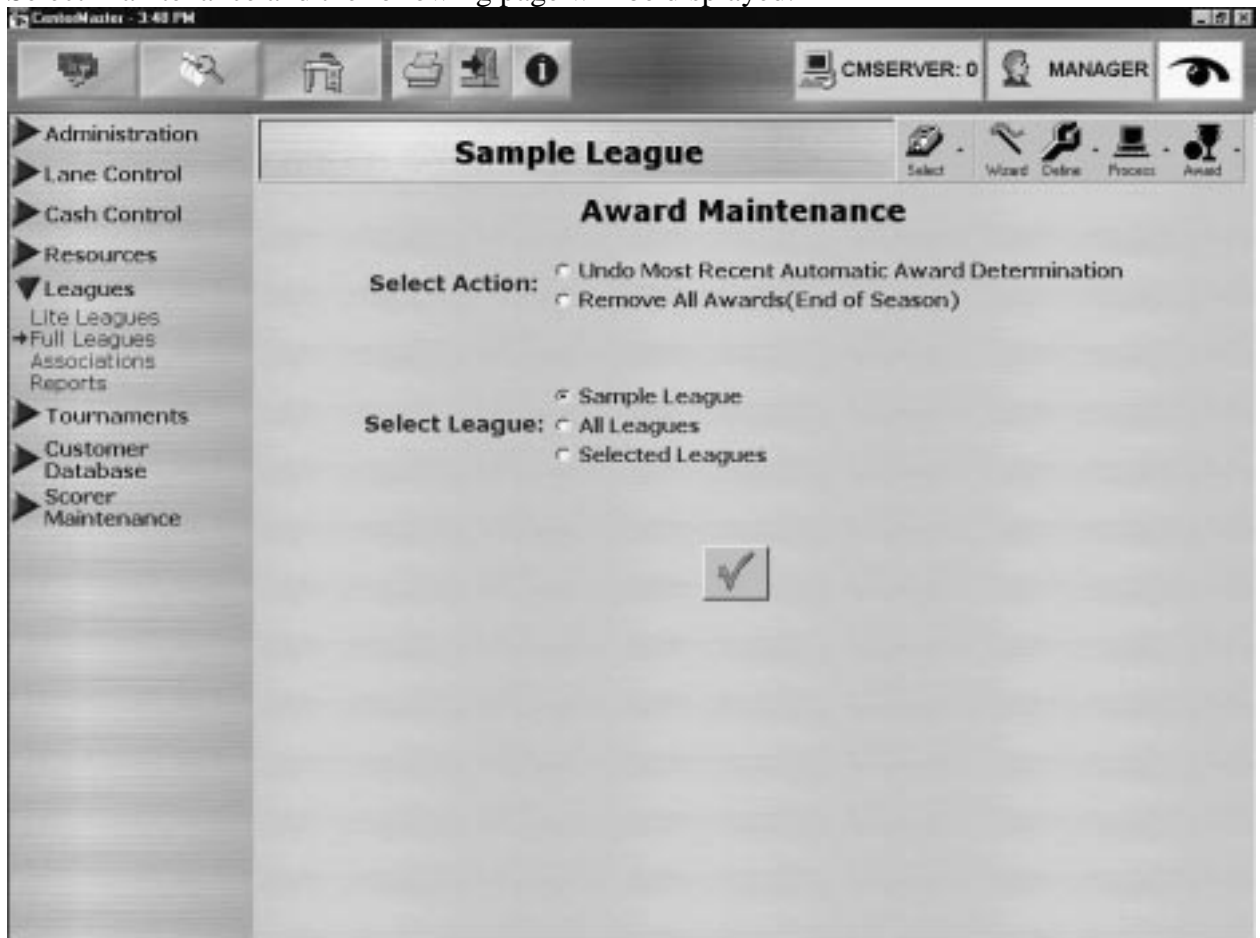


1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league from the league list.



5. Select the Award Menu button.

6. Select Maintenance and the following page will be displayed.



7. Perform the steps for **Undo Most Recent Automatic Award Determination or Remove All Awards (End of Season)** as listed below:

Undo Most Recent Automatic Award Determination

1. Select the Undo Most Recent Automatic Award Determination radio button.
2. Select one of the following radio buttons:
 - **Current League** - This selection causes the system to perform the selected award action on the currently selected league. The currently selected league is displayed at the top of the page.
 - **All Leagues** - This selection causes the system to perform the selected award action on **ALL** leagues.
 - **Selected Leagues** - This selection causes the system to display a league list that allows the operator to individually select the desired leagues.
3. Select the check mark button to perform the award action.

Remove All Awards (End of Season)

1. Select the Remove All Awards (End of Season) radio button
2. Select one of the following radio buttons:

- **Current League** - This selection causes the system to perform the selected award action on the currently selected league. The currently selected league is displayed at the top of the page.
 - **All Leagues** - This selection causes the system to perform the selected award action on ALL leagues.
 - **Selected Leagues** - This selection causes the system to display a league list that allows the operator to individually select the desired leagues.
3. Select the check mark button to perform the award action.

Changing an Award



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league from the league list.



5. Select the Award Menu button.
6. Select Edit from the menu and the following page is displayed:

The screenshot shows a software interface for editing an award. The title bar reads 'CMSERVER: 0 MANAGER'. The main window title is 'Sample League'. On the left is a navigation menu with categories like Administration, Leagues, and Tournaments. The main area is titled 'Select Award to Edit' and contains a table with columns 'bowler', 'Award', 'Date', and 'Entered'. Below the table are several form fields: 'Award Abbreviation' (dropdown), 'Award Title', 'Awarding Association', 'Membership Number' (dropdown), 'Date Bowled' (date picker), 'Award Average', 'Award Handicap', 'Award Score(s) or POA', and 'Award Game(s)'. At the bottom, there are checkboxes for 'Disqualified' and 'Over Wis Limit', and a 'Date Filed with Association' date picker.

7. Select the award to be changed from the award list.
8. Make necessary changes.

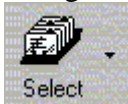


9. Select the Save button.

Change Current Week



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.



4. Select the Select button menu.
5. Select the Change Current Week menu item, and a dialog box will be displayed.
6. Enter the new current week number and select OK, or select cancel to abort the process without changing the current week.

Changing a League Definition



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league from the league list.



5. Select the Define Menu Button
6. Select the desired league definition page.
7. Make necessary changes to the page.



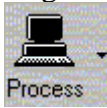
8. Select the Save button.
9. Repeat these steps for remaining changes.

Changing Processed Scores



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.

4. Select the league to be processed from the league list.



5. Select the Process Menu button.
6. Select Manual Score Entry/Processing and the following screen will be displayed:

The screenshot shows the 'Sample League' interface for 'Manual Score Entry/Processing'. The left sidebar contains a navigation menu with items like Administration, Lane Control, Cash Control, Resources, Leagues (with sub-items: Lite Leagues, Full Leagues, Associations, Reports), Tournaments, Customer Database, Scorer, and Maintenance. The top toolbar includes icons for Select, Wizard, Define, Process, and Award. The main area features a 'Week 1' dropdown, a 'Lane Pair' dropdown set to '1-2: Team 1 vs. Team 2', and two tables for Team 1 and Team 2. Each table has columns for 1, 2, 3, Total, Won, and Loss, with 'Total Score' rows showing zeros.

Team 1	1	2	3	Total	Won	Loss
Total Score	0	0	0	0	0	0

VS.

Team 2	1	2	3	Total	Won	Loss
Total Score	0	0	0	0	0	0

7. The next week to be processed should be displayed in the week number dialog box.
8. Select the week number drop down box, and select which week number to change.
9. The first pair of teams should be displayed.

10. Select the team drop down box, and select the desired team pair. Select the yellow team name field and the following score entry dialog box will be displayed:

Team 1 Individual Bowler Statistics									
No.	Name	Avg	HCP	1	2	3	Total	Won	Loss
1	John Bowler	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0
2	Jane Bowler	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0
3	Judy Bowler	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0
4	Joe Bowler	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0

Team Statistics

SubTotal: 0 0 0 0

Handicap: 0 0 0 0

Total: 0 0 0 0

11. Make necessary changes to the scores.
 12. If a bowler substitution is necessary, select the bowler's name, and the following dialog box will be displayed:

Replace John Bowler With:

Existing League Bowlers ▾

Last Name	First ...
Bowler	Jane
Bowler	Joe
Bowler	John
Bowler	Judy
Green	Carl
Green	Kathy
Green	Pauline

Create New Sub

Name

Average

Gender ▾

- A. Select an existing sub from the list, or enter a new substitute's information.
 B. Select the check mark button.
13. If a score type must be changed, such as making a bowler absent, select the Modify Score Type button and the following dialog box will be displayed:

Bowler: **Game:** **ScoreType:**

▾ ▾ Remove Games ▾

- A. Select the bowler to change from the bowler drop down list.
 B. Select game(s) from the game drop down list.

C. Select the type of change from the following options on the score type drop down box:

- **Remove Games** - This option removes the scores for the selected bowler and games.
- **Absent** - This option causes the scores for the selected bowler and games to be converted to absent games.
- **Vacancy Man** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a man bowler.
- **Vacancy Woman** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a woman bowler.
- **Vacancy Boy** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a boy bowler.
- **Vacancy Girl** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a girl bowler.
- **Modify Score Date** - This option causes a date field to be displayed. When a date is entered in this field, the scores are considered to be bowled on this date, instead of the schedule date of bowling for the selected week. This allows prebowled scores and postbowled scores to be included in the bowler's average at the proper time.

D. Select the check mark button.

14. If an additional bowler is necessary, select the Add New Bowler button, and a new bowler field is added. Then follow the steps for making a bowler substitution, listed above.
15. If modification of the team handicap is necessary, select the team handicap field to be changed, and enter the new handicap value.
16. If a recalculation of bowler averages and handicaps and/or team totals is required, select the ReCalc button.
17. When the scores for the current team are correct, select the check mark button.
18. If changes to the other team of this pair are required, select the other team, and repeat the above steps, as necessary.
19. When all scores are correct for both teams of this pair, select the save button.
20. Repeat the above process for all changes required.

Clearing League Scores



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.



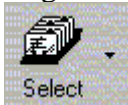
4. Select the Select button menu.
5. Select the Clear Scores menu item and a confirmation dialog box will be displayed.

6. Select OK to clear the league's scores, or cancel to abort the process without clearing the league's scores.

Cloning a League



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league to be cloned from the list of leagues.



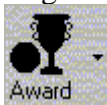
5. Select the Select button menu.
6. Select the Clone League menu item.

The cloned league will be an exact duplicate of the selected league's definition, without any bowler information.

Deleting an Award



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league from the league list.



5. Select the Award Menu button.

- Select Edit from the menu and the following page is displayed:

- Select the desired award from the list.



- Select the Delete button.

Deleting Leagues



- Select the Office Page button.
- Select the Leagues Twist Button.
- Select Full Leagues.



- Select the Select button menu.
- Select the Delete League menu item and a confirmation dialog box will be displayed.
- Select Yes to delete the league, or No to abort the delete league process without deleting the league.

Making Financial Transactions

For ALL Financial Transaction actions, first perform the following steps:



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league from the league list.



5. Select the Process Menu button.
6. Select Financial Entry and the following page will be displayed:

7. Perform the steps for **Adding, Changing and Deleting Financial Transactions** as listed below:

Adding Financial Transactions:

1. Select the Income Radio Button to display Income transactions or select the Expense radio button to display expense transactions.
2. The current week is displayed by default. If another week is desired, select the week number drop down box and select the desired week.

3. Select the League radio button to display league transactions, select the team radio button to display team transactions or select the bowler radio button to display bowler transactions.
4. Select the Default Amount button to automatically enter the default amount for all the transactions displayed, or select a transaction from the list.
5. If a transaction was selected from the list, perform the following steps:
 - A. Select the Description field, and enter a new description if the default description is inappropriate.
 - B. Select the Current Fee field, and enter the amount full amount due/paid if the default amount is incorrect.
 - C. Select the Amount Paid field, and enter the amount paid.



6. Select the  New button.

Changing Financial Transactions

1. Select the Income Radio Button to display Income transactions or select the Expense radio button to display expense transactions.
2. The current week is displayed by default. If another week is desired, select the week number drop down box and select the desired week.
3. Select the League radio button to display league transactions, select the team radio button to display team transactions or select the bowler radio button to display bowler transactions.
4. Select a transaction was selected from the list and make necessary changes.



5. Select the  Save button.

Deleting Financial Transactions:

1. Select the Income Radio Button to display Income transactions or select the Expense radio button to display expense transactions.
2. The current week is displayed by default. If another week is desired, select the week number drop down box and select the desired week.
3. Select the League radio button to display league transactions, select the team radio button to display team transactions or select the bowler radio button to display bowler transactions.
4. Select a transaction was selected from the list.



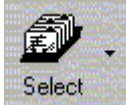
5. Select the  Delete button.

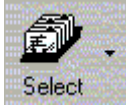
Importing Leagues



1. Select the  Office Page button.
2. Select the Leagues Twist Button.


3. Select Full Leagues.
4. Define the new League, up to the team setup page. [Click Here](#) for more information on defining a new league.



5. Select the  Select Button menu.
6. Select the Import... menu item, and the League Import page will be displayed.
7. Select the location of the import file. The league import file must be created on the Command Network, Desk Command or Cashworx system. The file is automatically stored on the floppy disk. The location of the file will usually be "A:\\" followed by the exported league name/number.
8. Select import.
9. Complete the league definition.


Printing League Reports

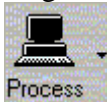


1. Select the  Office Page button.
2. Select the Leagues Twist button.
3. Select Reports.
4. Select the Report Drop Down Box.
5. Select the desired report.
6. Enter required criteria for report.

Manually Processing Scores

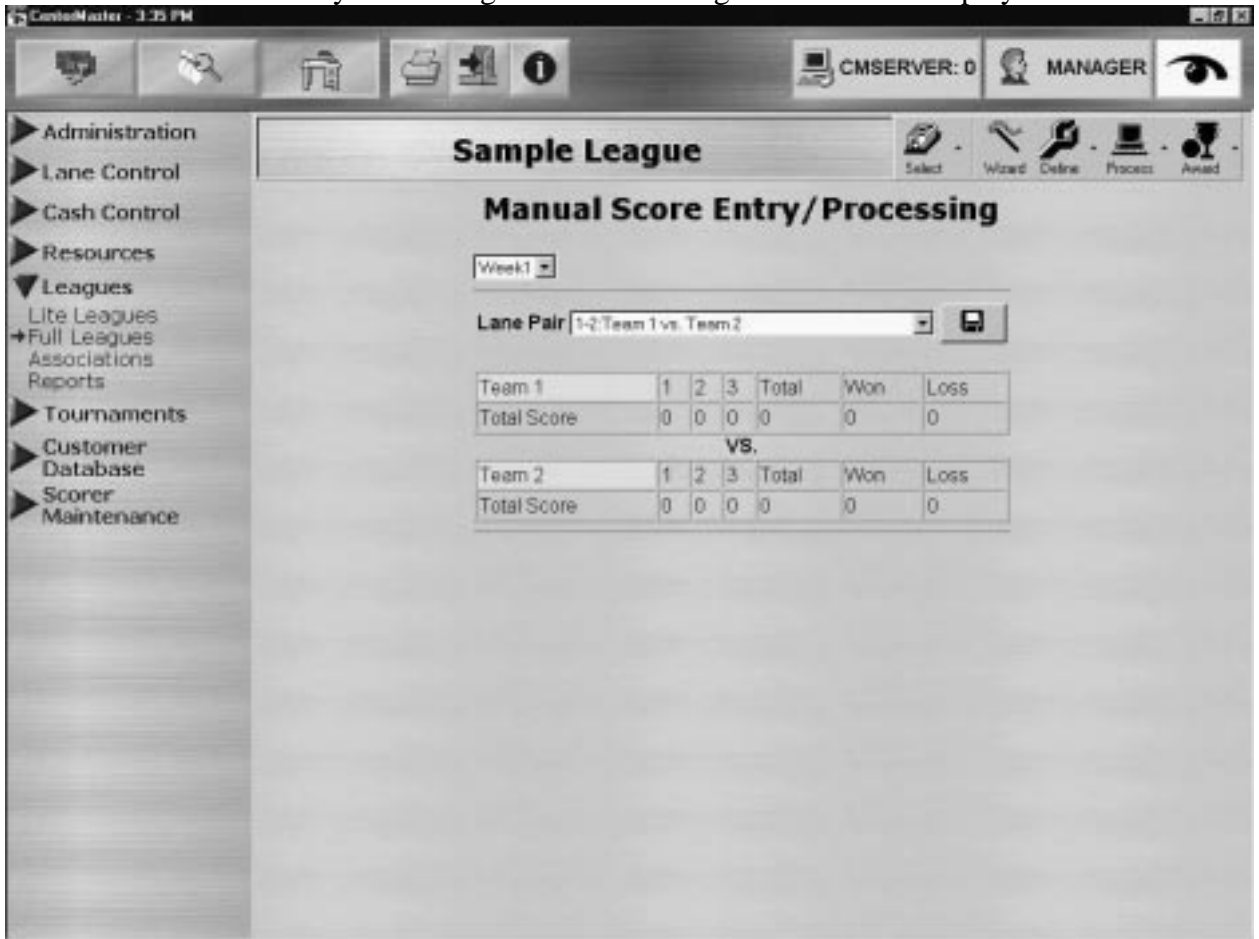


1. Select the  Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league to be processed from the league list.

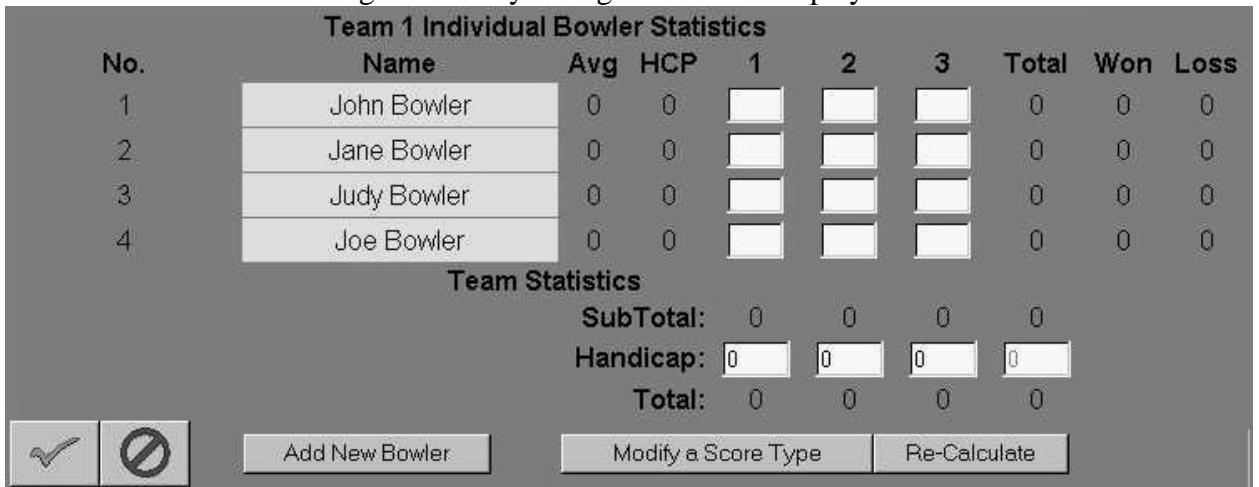


5. Select the  Process Menu button.

- Select Manual Score Entry/Processing and the following screen will be displayed:



- The next week to be processed should be displayed in the week number dialog box. If not, select the desired week.
- The first pair of teams should be displayed. If not, or a different pair of teams is desired, select the team drop down box to select the desired team pair. Select the yellow team name field and the following score entry dialog box will be displayed:



- Enter the scores for each bowler.

10. If a bowler substitution is necessary, select the bowler's name, and the following dialog box will be displayed:

Last Name	First ...
Bowler	Jane
Bowler	Joe
Bowler	John
Bowler	Judy
Green	Carl
Green	Kathy
Green	Pauline

- Select an existing sub from the list, or enter a new substitute's information.
 - Select the check mark button.
11. If a score type must be changed, such as making a bowler absent, select the Modify Score Type button and the following dialog box will be displayed:


- Select the bowler to change from the bowler drop down list.
- Select game(s) from the game drop down list.
- Select the type of change from the following options on the score type drop down box:
 - Remove Games** - This option removes the scores for the selected bowler and games.
 - Absent** - This option causes the scores for the selected bowler and games to be converted to absent games.
 - Vacancy Man** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a man bowler.
 - Vacancy Woman** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a woman bowler.
 - Vacancy Boy** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a boy bowler.
 - Vacancy Girl** - This option changed the scores for the selected bowler and games to be converted to vacancy scores for a girl bowler.
 - Modify Score Date** - This option causes a date field to be displayed. When a date is entered in this field, the scores are considered to be bowled on this date, instead of the schedule date of bowling for the selected week.

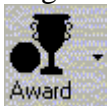
This allows prebowed scores and postbowed scores to be included in the bowler's average at the proper time.

- D. Select the check mark button.
12. If an additional bowler is necessary, select the Add New Bowler button, and a new bowler field is added. Then follow the steps for making a bowler substitution, listed above.
 13. If modification of the team handicap is necessary, select the team handicap field to be changed, and enter the new handicap value.
 14. If a recalculation of bowler averages and handicaps and/or team totals is required, select the ReCalc button.
 15. When the scores for the current team are correct, select the check mark button.
 16. Select the other team of this pair, and repeat the above steps, as necessary.
 17. When all scores are correct for both teams of this pair, select the save button, and the system will advance to the next pair teams.
 18. Repeat the above process for all teams in the league.

Adding a New Award



1. Select the  Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Select the league from the league list.




5. Select the  Award Menu button.

- Select New from the menu and the following page is displayed:

The screenshot shows a web application interface for 'Sample League'. The top navigation bar includes 'Administration', 'Lane Control', 'Cash Control', 'Resources', 'Leagues', 'Tournaments', 'Customer Database', and 'Scorer Maintenance'. The 'Leagues' section is expanded, showing 'Lite Leagues', 'Full Leagues', 'Associations', and 'Reports'. The main content area is titled 'Sample League' and contains a 'Select Award to Edit' table with columns for 'bowler', 'Award', 'Date', and 'Entered'. Below the table are several form fields: 'Award Abbreviation' (dropdown), 'Award Title', 'Awarding Association', 'Membership Number' (dropdown), 'Date Bowled' (calendar), 'Award Average', 'Award Handicap', 'Award Score(s) or POA', 'Award Game(s)', 'Disqualified' (checkbox), and 'Date Filed with Association' (calendar). On the right side of the form, there are four buttons: a document icon, a document with a plus icon, a circular arrow, and a document with a plus icon.

- Select the Bowler drop down box, and select the bowler that the award is for.
- Select the Award drop down box, and select the abbreviated name of the award.
- Select the Membership number field, and enter the bowler's sanction number.
- Select the Date Bowled field, and enter the date the award score was bowled.
- Select the Average field, and enter the bowler's average as of the day the award score was bowled.
- Select the Handicap field, and enter the bowler's handicap as of the day the award score was bowled.
- Select the Award Scores or Pins Over Average field, and enter the award scores or pins over average.
- Select the Award Games field and enter the award games.
- Select the Date Filed field, and enter the date that the paperwork was submitted to the award organization.

- Select the  New button.

Creating a New League



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.



4. Select the Select button menu.
5. Select the New League menu item, and the League information page will be displayed.



6. Enter the information on this page and select the right arrow button to move to the next league page.
7. Repeat the last step for each page of league information.

Note: It is recommended that the operator save the league definition frequently.

Selecting a League



1. Select the Office Page button.
2. Select the Leagues Twist Button.
3. Select Full Leagues.
4. Perform any of the following steps:
 - Select a league from the list of leagues displayed.



- Select the Select button.



- Select the Select drop down list, and select the Select Existing League menu item.

Once a league is selected using any of the above methods, any league functions performed will affect the selected league.