

Elements on the results sheet

Handicap limitations, if any, and base level, if any.

Block: Please enter "Division1", "NW", "Premier", as appropriate.

Venue: Where the match was played.

Date: When the match was played.

Home team and Away team: Please put in the club name and the definition of the team, if needed, such as "A, B or C", "North or South".

Home team and Away team Games: It is important to complete these, as a cross-check on the individual games totals.

Singles:

Player(s), H'cap, Bisques: The player's name in full, their handicap and, where relevant, the number of bisques they receive.

(Note that, in 2024, all players will have bisques in the Intermediate and B Leagues.)

Home, Away: The hoops scored by the Home and Away players.

+/- for home team:

Either a simple + or +1 for a Home win or – or -1 for an away win.

Or the score difference, with the sign. E.g. hoop scores of 16 and 23 give -7.

In GC handicap games or GC Level Play doubles, where a draw is allowed, enter 0 or ½ in this column.

(Note that draws are never allowed in GC LP singles or in any form of AC or SC.)

Doubles:

As for singles, except that two rows are to be used for the players' names and their handicaps, and one of these rows for the team's bisques in AC and the game's result. Please use two rows as both are needed for the individual Extra Strokes in Handicap GC and it's easier if all of the forms are consistent.

To make it clear which are the doubles matches, you could put them all at the start or at the end of the form, or precede each name with "{" or "{".

Referee: Please put the name and contact number for a referee, if one was present for the match. If there was no referee, please put the home captain's name here.

League Results Secretary: The name appearing at the foot of the table, to whom the result is to be sent.

On a PC or Laptop or on an iPad / Apple system with MS Office

Save it on your system as a template, e.g. "SWF_XX_League".

Exit the website.

When you need to submit the results after a match:

Open the file and save it as "SWF_XX_League_YMMMDD"

Complete the form and save it.

Open an email to the address of the League Results Secretary at the bottom of the form.

Attach the form.

Write any additional information (usually none) in the email.

Send it.

On an iPad or Apple (without MS Office software)

Open your web browser (e.g Safari).

Open the SWF website, www.swfcroquet.org.uk.

Click on the green panel "League Results Forms".

Select one of the options (pdf, OpenDocument, MS Excel, MS Word) for your league.

Download.

Close the browser.

Go to 'Files' (icon of a folder) and your new file should appear under Recents or Downloads.

Open the form.

Depending on the format you chose, you may be able to edit it as it is. If not, then click on the icon for saving (square box with a vertical upwards arrow).

Save to Files and click Done.

Open in Numbers and then click 'Edit'.

Fill in the form.

Click on the icon for saving (square box with a vertical upwards arrow).

"Export and Send".

Save to Excel.

Mail to the email address of the League Results Secretary (LRS) at the bottom of the form.

Send.

