# 5. Setting up Venues

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*Venues must be set up in order to fixture the relevant games to the venue. This will also mean the venue details will display on the public Sports portal, making it easier for the public to identify where a game is being played. Venues only need to be set up once.*

1. Select the **Sports** module along the top menu

2. Select the **Venues** tab on the left-side menu

3. Select the **Actions** menu bar in top - right > **Add**

4. Fill in all relevant details regarding the Venue;

Name: Name of the Venue

Code: Input a Venue Code

Sport: Select Hockey as the Sport

Number of Facilities: Represents the number of hockey fields available at that venue

Default Facility Title: Select the most relevant title from the drop down list

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