12. Generating Fixtures

This section provides instructions for creating the draw for the competition. This can be done either manually (each fixtured game is created individually) or using a fixture template which then generates the fixture automatically.

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

2. Select the **Competitions** tab on the left-side menu > Click on **Manager**

3. Click on the relevant Competition

4. Click on the **Fixtures & Results** tab on the left - side menu, there are now two options to create the competition fixture;

Using a fixture template and generating the fixture automatically

    a. Select the **Generate Fixtures** button which is located on the main screen

    b. Fill in all required fields;

        Start Date: The first date of the competition

        Round From: Select which Round you wish to generate from (usually this is round 1)

        Round To: Select the last Round you wish to generate (usually this is the final round of the regular season)

        Round Interval: The number of days that lapse between each round (note: if your competition alternates between playing on a Saturday and a Sunday, for example, simply select the closest round interval time - this is not hard-coded into the system and can be adjusted later)

        Earliest Start Time: Provide the earliest start time for the match

        Latest Start Time: Provide the latest start time for the match

Match Type: Select either Season or Finals

Existing Fixtures: If this is the FIRST time generating fixtures, select Overwrite. If you are creating ADDITIONAL fixture games and you wish to retain any current fixtured matches, select Extend

Include Teams: If this is set to YES then it will utilise the previously created Teams and Seeding

Random Fixture Time: If this is set to Yes then it will look for any free venue allocated time, rather than utilising the rules put in place previously.

c. Select **Generate Fixtures** once all fields are completed

Manually adding each fixtured match to the competition

a.
  a. Select the **Add** button which is located on the bottom of the main screen

  b. Use the drop-down list to select the **Round** you wish to add

  c. Select the **Match Type**, **Home Team**, and **Away Team** using the drop-down list boxes

  d. Select the date of the fixture

  e. Select the number of sections required (this indicates the number of fields required)

  f. Select the **Venue & Time** (note: The system will only display available venue timeslots that have been set up prior)

  g. Click **Save**

h. The fixture will now be added to the overall Fixture & Result Listing

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