Adding / Removing a Point Adjustment

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Administrators from time to time may be required to do manual point adjustments usually to account for matters such as tribunal determinations and league restructuring.

Quick Steps: Go to Competitions > select the relevant competition > Teams > select the relevant team > Point Adjustment

Adding a Point Adjustment

1. Within the Management Console, select **COMPETITIONS** from the top menu, then **COMPETITIONS** from the left menu.

2. Select the relevant competition from the listing and then **Teams** from the expanded left menu.

3. Click the **VIEW** icon next to the team that requires the point adjustment.

4. Click the **POINT ADJUSTMENT** button at the top of the page.

5. Complete the fields and then click **SAVE**.

Once you have saved this point adjustment, it will appear in the list with the date, time, reason and value of the point adjustment. This will also appear when you **VIEW** the team from the **Teams** menu.

Removing a Point Adjustment

It may become necessary to remove a point adjustment following an entry error or a change of decision.

1. Within the Management Console, select **COMPETITIONS** from the top menu, then **COMPETITIONS** from the left menu.

2. Select the relevant competition from the listing and then **Teams** from the expanded left menu.

3. Click the **VIEW** icon next to the team that requires the point adjustment.

4. Click the **POINT ADJUSTMENT** button at the top of the page.

5. From the list of active point adjustment, click the cog icon to **DELETE POINT ADJUSTMENT**.

You will notice the the point adjustment is no longer in the list and therefore no longer applied to the team in the competition ladder.

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