

Editing a Round in a Competition

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Quick Steps: Go to **Competitions > Competitions > Select Relevant Competition > Rounds**, select the relevant round and click **Edit**.

Editing Rounds allows you to make changes to the round name and the dates of the round. The name of the round appears on the Sports Portal, and therefore can be renamed to match a round's theme if there are special rounds throughout the competition.

Editing a round in a competition:

1. Within the Management Console, select **COMPETITIONS** from the top menu, then **COMPETITIONS** from the left menu.
2. Select the relevant competition and then select **ROUNDS** from the expanded left menu.
3. Here you can:
 - Edit basic information (**EDIT** icon)
 - Edit matches (**GRID** icon)
 - **DELETE** a round
 - **LOCK** results entry (this will prohibit administrators uploading results from the front end)
 - **PUBLISH** fixture
 - **PUBLISH** results
4. Once all fields are completed, click **SAVE**.

If you have specially themed rounds in your competition, eg Heritage Round, then you can name the round by this theme to help communicate it to members and team administrators.

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