Competition Setup [Guide]

mynetball

USER GUIDE

Competition Setup

interactSPORT

Welcome to ResultsVault

Please take a few minutes to read through this getting started guide, which provides an overview of the core features of ResultsVault and aims to help new users familiarise themselves with the software and complete some key tasks.

Once logged into ResultsVault, detailed help files are also found on each screen, specifically for that task.

Logging into ResultsVault

A Welcome email is sent to all new users containing a Login ID and Password with a link to the Administration page.

Navigating the Administration Menu

Navigating ResultVault is performed via a series of menus organised into a set of 4 task-specific modes.

Mode	Description	Top Level Menus
Organisation	Organisation contacts and office bearers and details, Member Signup, Account Management and User Maintenance.	Organisation, Webstore, People, Members, Users, Help.
Competition Management	All competition management functions including grade and fixture management, ladders, umpire management, reports, etc.	Competition, People, Players, Umpires /Referees, Communications, Reports, Help
Competition Participation	This mode is used by Associations that manage teams that participate in competitions run by another organisation (Eg: Representative teams) Functions include team selection, match results / player score entry and registering players to a governing body	Matches, Teams, People, Members, Players, Communications, Configuration, Help
Website (SportzVault)	Only available to organisations with a SportzVault website this mode is for managing online content.	Content, Site, Webstore, SportzVault Options, Help

Where to begin?

As a starting point we suggest a change of password to something more memorable. To do this navigate to

> ⓘ **MODE:** Organisation   **MENU:** Users -> My Account -> Change Password

The new password must be at least 6 characters long and should ideally contains a mixture of numbers, capital and lower case letters (other forms of punctuation are also acceptable).

Change Password

? Help on this topic

The following password rules apply:
The password must be at least 6 characters long.

Additionally, you should make your password as strong as possible by using a combination of upper and lower case letters, numbers, and special characters such as #,%,$,& etc. The password strength indicator (visible when you are entering a new password) will give you an idea of how strong your password is from *Weak* to *Very Strong*.

Login ID	sys_admin
Current Password	
New Password	
	Minimum number of characters is 6
New Password (confirm)	

Change Password

Now that that is taken care of the real work can begin. ResultVault offers a Competition Setup Wizard and we recommended starting there.

ⓘ **MODE:** Competition Management **MENU:** Competition -> Setup Wizard

Each step can be performed via the standard ResultsVault menus, navigation directions and a brief description are provided for each below the following screen.

Competition Setup Wizard

Setup Mode
- ○ Simple
- ● Advanced

Teams Mode ?
- ○ Teams managed by clubs
- ● Teams managed by this organisation

✓ Step 1:	**Review Competition Settings >>** Setting current season, competition preferences etc	Current season 2013	? HELP
✓ Step 2:	**Create Admin Users >>** Manage administration users	No. active users 6	? HELP
Step 3:	**Create Venues >>** Add and configure venues/courts	No. venues 0	? HELP
Step 4:	**Configure ladder points schemes >>** Points schemes is where points are allocated against different match outcomes	No. schemes 0	? HELP
Step 5:	**Configure ladder display schemes >>** Display schemes control how a ladder is calculated and displayed	No. schemes 0	? HELP
Step 6:	**Manage/Create Teams for Internal Comps >>** Internal Teams are those which are associated with a club	No. Teams 0	? HELP
Step 7:	**Team Nomination >>** Create a Team Nomination form to allow clubs to nominate teams	No. forms 0	
Step 8:	**Manage Grade >>** Grades are competitions between teams	No. active grades 0	? HELP
Step 9:	**Create Grade Divisions >>** Grade Divisions allow you to group grades together under logical categories	No. categories 0	? HELP
Step 10:	**Manage Squad Lists >>** Squads are default playing lists for each team	% Teams with squads 0%	
Step 11:	**Allocate Teams to Grades >>** Designate which teams play in which grades for a given season	% Grades with teams 0%	? HELP
Step 12:	**Create Fixtures >> TIP** Create competition schedules in bulk	% Grades with Fixture 0%	? HELP
✓ Step 13:	**Import Players >>**	No. active players	

	Bulk import players for an internal competition	1132	
Step 14:	**Voted Awards Setup >>** Setup awards to allow for match by match voting for players	No. awards 0	

Step Indicators

✓ Complete	The tasks required to perform this step look complete.
Partially Complete	There may be additional tasks required to complete this step.
Not Complete	Looks like nothing has been setup for this step.

Step 1: Review Competition Settings

> ⓘ **MODE:** Competition Management   **MENU:** Competition -> Competition Settings

Competition Settings

⬚ **Help on this topic**

Registration	Clearances	Result Types

☑ Enable registration
[Update]

Grade settings

*Set the *Requires registration* flag for all grades here. This is the same as setting it on the *Edit Grade* screen for each individual grade. If set for a grade, players must be registered to this organisation before they can be selected in a team.

Name	Require Registration*		Registration Type	
Test Division	Require reg and prevent selection	▾	All Types	▾
[Update]				

The most important action to perform here is to set the current season for the association and its affiliates. Other tasks that can be performed here include managing the past Season List, Clearance set up and Result type configuration.

The current season is set for the association using the drop-down list and update button. The current season for all affiliated child organisations can be set using the go button.

Clearances and permits are enabled here and a link to the association's rules around such processes can be entered here to be made available on all relevant admin pages.

The list of result options that will be available when entering results is configured here.

Step 2: Create Admin Users

> ⓘ **MODE:** Organisation   **MENU:** Users -> User List

User Maintenance

? Help on this topic

▶ Add New User

Netball Australia user list

☐ Show deleted users

▲ Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions	
jd_naprod	Jess Davies	support@interactsport.com	25 Jan 13 11:47AM		Edit	Select... ▼	Go
netsal	Sally Judd	support@interactsport.com			Edit	Select... ▼	Go
ngna	Nicholas Goodman	support@interactsport.com	30 Jan 13 1:40PM		Edit	Select... ▼	Go
rcna	Rosa Comis	support@interactsport.com	14 May 12 1:26PM		Edit	Select... ▼	Go
saraneta	**Sara Williams**	support@interactsport.com		👤	Edit	Select... ▼	Go

Notes:

Locked users	red	🔒
Deleted users	orange	⛔
Principal user	**bold**	👤

Last Login times are in local time for this organisation.

Additional users can be created to assist with admin tasks. The level of access a user has is determined by the User Roles assigned to them.

To create a new user, click on the add user link in the top left corner of the page. The following fields are required to successfully create a user. Other fields are useful for communication purposes (sending SMSs with replies returning to the users phone) or further restrictions (Grade / User Roles)

Field	Description
Login ID	This must be unique. An abbreviation of the association's name in combination with the users name or a number are the recommended format.
User Name	The name of the person that uses this ID. When a person leaves an organisation the User name and password can be changed to allow a new person to use the existing Login ID
Email	A valid email address must be provided. The welcome email which contains the user's Login ID and password will be sent to this address. It will also be used for password recovery and any system notifications sent to this user
User Roles	These determine the pages and functions that the user will be able to access. See the 'help on this topic' page or glossary of ResultsVault terms for more information on user roles.

Step 3: Create Venues

ⓘ **MODE:** Competition Management **MENU:** Competition -> Venues -> Manage Venues

Venue Management

▶ Add New Venue

☐ Show inactive venues

▲ Venue Name	Address	Map Ref	Lat.	Long.	Status		
Alcoa Reserve	Anglesea				ACTIVE	Edit	Delete
Barwon Heads Foreshore Reserve	Bluff Road, Barwon Heads, 3227	Melways Map 497 C5	-38.28901	144.49656	ACTIVE	Edit	Delete
Burdoo Reserve	Wingarra Drive, Grovedale, 3216	Melways Map 465 E9	-38.21182	144.32861	ACTIVE	Edit	Delete
Central Reserve	Gravesend Street, Colac 3250	Melways Map 627 A8	-38.34792	143.58710	ACTIVE	Edit	Delete
Court 1	Karindia Park				ACTIVE	Edit	Delete
Court 2	Kardinia Park				ACTIVE	Edit	Delete
Court 3	Kardinia Park				ACTIVE	Edit	Delete
Court 4	Kardinia Park				ACTIVE	Edit	Delete

To create a new venue, click on the add new venue link in the top left corner of the page.

The only information required to create a venue are a name and the number of courts available. For the purposes of fixturing venues effectively it is advisable to create an individual venue for each court available and to set the number of courts available at the venue to 1.

Eg: A stadium with 8 courts should be broken down into 8 separate courts (Court 1 - Court 8) with 1 court available at each.

Additional information such as street address, comments and map references will all be made publicly available via a link on your published fixtures.

> (i) It is also recommended that match start times for fixture slots be created at this stage.
>
> > (i) **MODE:** Competition Management   **MENU:** Competition -> Draws -> Configure Start Times
>
> ## Match Start Times
>
> ▶ Add new match start time
>
> | Day | Start Time | Sort Order | Edit |
> |-----|-----------|-----------|------|
> | Monday | 12:00 PM | 1 | Edit |
>
> Fixture start times are used in combination with venues to create fixture slots, a specific time that a specific court will be available for a match each week.
>
> To create a new start time, click Add new match start time. Select a day and enter a playing time. The sort order determines the ordering of your start times with lower values at the top of the list and higher values at the bottom of the list.

Step 4: Configure Ladder Points Scheme

> (i) **MODE:** Competition Management   **MENU:** Competition -> Ladders -> Maintain Ladder Point Schemes

To create a ladder points scheme use the add new ladder points scheme link in the top left corner of the page.

Ladder Points Scheme Management

? **Help on this topic**

▶ Back to Ladder Points Scheme Management

Ladder Points Scheme Name *	FNG Standard Ladder
Automatically add bonus points to match points	☑
Default points scheme	☑

Ladder points for result types and bonus points/byes (if applicable)

Result Type/Bonus Type/BYE	POINTS
WON	4
LOST	0
DRAWN	2
ABANDONED (INCOMPLETE)	0
ABANDONED (NO MATCH)	0
MATCH POSTPONED	0
WON ON FORFEIT	4
LOST ON FORFEIT	0
WON ON FORFEIT (ALT)	0
LOST ON FORFEIT (ALT)	0
WON ON PROTEST	0
DOUBLE FORFEIT (DRAW)	0
DOUBLE FORFEIT (NO MATCH)	0
LOST ON PROTEST	0
BYE	4

Ladder points schemes are applied to grades to tell the automatic ladder calculations how to process match results. If all of your grades are the same they can all use the same scheme or alternate schemes can be created for different competitions.

Point values are assigned result types and match events and ladders are automatically calculated overnight after results have been entered.

Step 5: Configure Ladder Display Schemes

ⓘ **MODE:** Competition Management **MENU:** Competition -> Ladders -> Maintain Ladder Display Schemes

Ladder Display Scheme Management

? Help on this topic

▶ Add New Ladder Display Scheme

Name	Num. Ladders using scheme	Edit	Delete
BFNL Netball Standard Ladder	25	Edit	
GFNL Standard Netball Ladder	25	Edit	

The default scheme (if any) is shown in bold

Ladder display schemes are used to vary the way ladders display in the public portal.

To create a ladder points scheme use the add new ladder display scheme link in the top left corner of the page.

Step 6: Manage Affiliate Organisations / Manage Teams for Internal Competition

This option will vary depending on the team mode selected but in both cases it refers to managing the teams that will be competing in competitions.

Teams Managed by Clubs

ⓘ **MODE:** Competition Management **MENU:** Competition -> Teams and Affiliates -> Child Organisations (affiliates)

Child Organizations (Affiliates)

⦿ Help on this topic

Child Organisations	Entity Teams

> Other organisations (such as clubs), must be affiliated before you can allocate them to a grade (which creates a team).
> The list of affiliated organisations is known as 'Child Organisations'. See the help file for more information.

Football & Netball Geelong

▶ Email all Child Organisations

Filter [   ] [Go]

☐ List Contact Names

Total Records: 28

	Organisation	Contacts	Team names		Actions	
No Logo	**Anglesea**	▶ Edit... 0 contacts	Display Media	Anglesea Anglesea	Select... ▾	Go
No Logo	**Bannockburn**	▶ Edit... 0 contacts	Display Media	Bannockburn Bannockburn	Select... ▾	Go
No Logo	**Barwon Heads**	▶ Edit... 0 contacts	Display Media	Barwon Heads Barwon Heads	Select... ▾	Go
(logo)	**Bell Park**	▶ Edit... 0 contacts	Display Media	Bell Park Bell Park	Select... ▾	Go
No Logo	**Bell Post Hill**	▶ Edit... 0 contacts	Display Media	Bell Post Hill Bell Post Hill	Select... ▾	Go
(logo)	**Colac**	▶ Edit... 0 contacts	Display Media	Colac Colac	Select... ▾	Go
No Logo	**Drysdale**	▶ Edit... 0 contacts	Display Media	Drysdale Drysdale	Select... ▾	Go
(logo)	**Geelong Amateur**	▶ Edit... 0 contacts	Display Media	Geelong Amateur Geelong Amateur	Select... ▾	Go

This page allows you to set up contacts for each of your member organisations as well as create club administrator user ids or perform admin tasks on behalf of clubs.

Teams Managed by this Organisation

ⓘ **MODE:** Competition Management **MENU:** Competition -> Teams and Affiliates -> Maintain Entity Teams

Entity Team Management

☐ Help on this topic

| Child Organisations | **Entity Teams** |

Entity Teams can be created within the current organisation, and can participate in competitions in much the same way as child organisation based teams
See the help file for more information.

▶ Add New Entity Team

☐ Also show inactive teams (shown in red)

Search*: [_____]

Team ID	Team Name	Grade Allocation	Squad Size	Edit Squad	Edit Team	Delete Team
18477	Bannockburn	View	0	Edit	Edit	Delete

1   Page **1** of **1** (1 items)

*Type in the search box and hit Enter to further filter the list.

This page allows associations to create their own independent teams, with no club affiliation required.

To create a new entity team click the add new entity team link. Enter a team name and click update to save. This team will now be available on the allocate teams to grades page and players can be selected through the edit entity teams page.

Step 7: Team Nomination

⚠ Team nomination is only required by organisations that want their affiliate clubs or participants to nominate their own teams. If this information is being provided to the association by other means and manually re-entered this step can be skipped.

ⓘ **MODE:** Competition Management **MENU:** Competition -> Teams and Affiliates -> Team Nomination

Team Nomination Summary

■ Summary ■ Detail ■ Fixturing

Nomination Group [▼]   Go

Club	New Teams Provisional	New Teams Confirmed	Existing Teams Confirmed	Existing Teams Provisional	Amount

⬇ Download Summary ⬇ Download Detail

Configure the categories that teams can be entered in and use these to create a registration form that will be available to Club admin users and can be made available through member sign up forms

The best approach to creating a team nomination form is to create nomination categories first. From the Team Nominations page click the Configuration tab and click on the Team Nomination Categories link beneath it. To create a new category click on the Add New Team Nomination Form link. Enter the name of the category, the type of grade it represents, the price of a new team and the maximum number of entries (if applicable). The simplest way to manage team nominations is to create one category for each grade of competition that you wish to run. Eg: if you are going to run three divisions of A grade you should create categories for A1, A2 and A3.

When your list of categories is complete you can configure a member sign up form by returning to the configuration tab and click on the Team Nomination Form link.

To create a member sign up form click on the Add New Team Nomination Form in the top left corner of the page.

Nominations should always be set to the current season, if the wrong season is selected you may not be able to allocate teams to the correct grades.

Set the opening and closing dates for the nomination process, Player nomination can be activated with minimum and maximum number of players required. Text can be entered to help guide users through the process and additional fields such as Team name and Team coach can be activated on the form. Finally you need to select which of the categories you have created will be available through this form. Data may be easier to manage if nominations are broken into separate form (eg: juniors and seniors)

Affiliate clubs will be able to Nominate teams from the opening date set on this form. Team nominations can be made directly by participants to association's by syndicating

Step 8: Manage Grades

ⓘ **MODE:** Competition Management **MENU:** Competition -> Grades -> Maintain Grades Teams and Ladders

Grade Management

? Help on this topic   Print: 🖨

Actions

▶ Add New Grade   ▶ Sort Grades

Show inactive grades ☐   Name Filter [____]   Apply

Copy	Full Name		Sort Order ▲	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
📄	Pre-Season Comp (A&B) 2013	Edit	0	Allocate Teams	Team Settings	Season	Ladders		Pools	❌
📄	Pre-Season Comp (C&D) 2013	Edit	0	Allocate Teams	Team Settings	Season	Ladders		Pools	❌
📄	GFNL A Grade Bendigo Bank Cup	Edit	1	12 teams	Team Settings	Season	Ladders		Pools	
📄	GFNL B Grade Buckleys Cup	Edit	2	12 teams	Team Settings	Season	Ladders		Pools	
📄	GFNL C Grade Toyota Yaris Cup	Edit	3	12 teams	Team Settings	Season	Ladders		Pools	

ⓘ

Create the grades that will be open for competition in the current season. Data from previous seasons can be rolled over when a new season begins.

> ⓘ If you are going to use fixture slots to create your draws it is advisable that you add these to your grades at this point in time.
>
> > ⓘ **MODE:** Competition Management **MENU:** Competition -> Grades -> Maintain Grades Teams and Ladders... Season

Grade Edit - Season Settings

? Help on this topic

Season [2011 ▼] [Go]

Grade: GFNL A Grade Bendigo Bank Cup

▶ Back to Grade, Teams, Ladders Mainter

Grade Details	Allocate Teams	Team Settings	Season Settings	Ladders	Pools

Season is locked for this grade	☐
Ladders & Fixture are published for this grade	☑
Allow clubs to edit draws and manual ladders	☐
Match Type	[Netball-2 x halves ▼] More Information
Number of seeds to display (KO comps only)	[　　　]
	▶ Add New Fixture Slot
Fixture Slots	

Start Time	Venue	Weight	Priority	Matches	Actions

[Update]

To create a fixture slot for a grade, click on the Add New fixture slot link. Select an available start time and appropriate venue to set as a fixture slot to be used by this grade. The weighting will determine the order in which matches are allocated to this slot, Higher weighting moves a slot up the order. Priority is used to determine the allocation order between fixture slots with the weighting. A lower priority value will make push the slot up the priority order list.

Fixture slots created this way will be used by default when creating fixtures for the configured grades.

Step 9: Create Grade Divisions

> ⓘ **MODE:** Competition Management **MENU:** Competition -> Grades -> Maintain Grade Divisions

Grade Division Manager

? Help on this topic

▶ Add New Division

Division Name	Parent Division	Sort Order	Members			
Geelong Football Netball - Seniors		1	4	Edit	Delete	Edit Members
Geelong Football Netball - Juniors		2	7	Edit	Delete	Edit Members
Summer Competition		3	4	Edit	Delete	Edit Members
Bellarine Football Netball - Seniors		8	4	Edit	Delete	Edit Members
Bellarine Football Netball - Juniors		9	8	Edit	Delete	Edit Members

Total Records: 5

Grade divisions provide a means of organising your list of grades. These divisions can be used to filter grades on a number of admin pages and will determine the way that grades appear in drop down lists in the public portal.

Step 10: Manage Squad Lists

Squad Maintenance

? Help on this topic

▶ Back to Team Settings

Squad for Bell Park FNG:GFNL A Grade Bendigo Bank Cup 2011

| Name: | GFNL A Grade Bendigo Bank Cup |
| Description: | Squad for Bell Park FNG:GFNL A Grade Bendigo Bank Cup 2011 |

☐ Also list records with 'No Roles'

Available Players

Chosen Players (Count:0)

Members:

Allan, Haylee
Allan, Madeleine
Alsop, Katie
Anic, Molly
Armstrong, Natasha
Barclay, Grace E
Barr, Sophie
Bell, Benjamin
Bell, Louise
Bett, Casey
Blight, Mikayla
Blight, Stephanie
Blythe, Kaitlin
Booley, Emma
Bradley, Michelle
Bradley, Shae
Brittain, Samantha
Brown, Sarah
Burns, Jesse
Burrell, Shane
Butcher, Chloe
Butcher, Chloe
Byrne, Sarah
Camorra, Suzie
Carroll, Sharni

Add ->
Add All ->>
<- Remove
<<- Remove All

Move Up
Move Down

Selected Player options

| Captain * | Set | Clear |
| Substitutes (sub) | Set | Clear |

Coach
Select... ▼

Team Manager
Select... ▼

Notes

Captain / Subs selection - Select the player(s) in the Selected Players list, and click the appropriate Set link above.
Clearing a Team - Remove all players from the Selected Players box and click Update.
Team Officials - Select the appropriate name from the dropdown list. Only records with the relevant Team Official role/s will appear in the list.

Save

Changes can be made to squad lists after nominated teams are allocated to grades.

Step 11: Allocate Teams to Grade

⚠ There are two different approaches to this task depending on whether or not team nomination has been used.

If a team nomination form has not been used

Allocate Teams to Grade

[?] Help on this topic

Season [2011 ▼] [Go]

Grade: Pre-Season Comp (C&D) 2013

[▶] Back to Grade

| Grade Details | Allocate Teams | Team Settings | Season Settings | Ladders | Pools |

Create New Draw for this gra...

Method 1: Manually set up teams:

| Populate available list from: | Child organisations ▼ |
| Filter available child type: | ALL ▼ |

Available Child Organisations

- Anglesea
- Bannockburn
- Barwon Heads
- Bell Park
- Bell Post Hill
- Colac
- Drysdale
- Geelong Amateur
- Geelong West St Peters
- Grovedale
- Lara
- Leopold
- Modewarre
- Newcomb Power
- Newtown & Chilwell
- North Shore
- Ocean Grove

[→] [←] [▶▶] [◀◀]

Teams in this Grade

Allocate teams into grades. Other grade configuration options are applied at this step including Ladder point and Display schemes. Navigating to the team settings tab allows for more in depth team configuration such as default (home) venues and starting times and Fixture display and Media report names.

If a team nomination form has been used

(i) **MODE:** Competition Management **MENU:** Competition -> Grades -> Team Nominations... Allocate to Grades

Step 12: Create Fixtures

Configure Start Times

You should add all of the times that will be used as match start times across all of your Venues for each day of the week.

Each Start time can be applied to multiple venues during the Draw Creation process.

⚠️ **Navigate: Competition > Draws > Configure Start Times**

From this screen click on the add new start time link to open the start time editor.

Select the day from the drop down list and enter a time. The sort order arranges your list of Start Times from lowest (top) to highest (bottom).

You can add as many Start Times as required. If you wish to change an existing start time you can do so by clicking on the edit link in the right hand column of your Start Time list.

Create Fixtures

Fixture slots can be created and assigned to each individual grade on a season by season basis.

> ⚠️ **Navigate: Competition > Grades > Maintain Grades, Teams and Ladders.**
>
> **Select the 'Season' link for the appropriate grade from the grades table.**

To add a new slot to a season click on the 'Add New Fixture Slot' link

Season 2012 ▾ [Go]

Grade: Monday Mens A Grade

| Grade Details | **Season Settings** | Allocate Teams | Team Settings | Ladders | Pools |

Season is locked for this grade	☐
Ladders & Fixture are published for this grade	☐
Allow clubs to edit draws and manual ladders	☐
Match Type	2 x halves ▾ More Information
Number of seeds to display	[ ]

▶ **Add New Fixture Slot**

Fixture Slots

Start Time	Venue	Weight	Priority	Matches	Actions
MON 7:15PM	S1	100	1	3	Edit | Delete
MON 7:15PM	S2	100	1	2	Edit | Delete
MON 8:00PM	S1	100	1	2	Edit | Delete
MON 8:00PM	S2	100	1	4	Edit | Delete
MON 8:45PM	S1	100	1	7	Edit | Delete
MON 8:45PM	S2	100	1	5	Edit | Delete
MON 9:30PM	S1	100	1	5	Edit | Delete
MON 9:30PM	S2	100	1	4	Edit | Delete
MON 10:15PM	S1	100	1	6	Edit | Delete
MON 10:15PM	S2	100	1	8	Edit | Delete
MON 10:15PM	S3	50	1	0	Edit | Delete
MON 10:15PM	S4	50	1	0	Edit | Delete
MON 9:30PM	S3	50	1	0	Edit | Delete
MON 9:30PM	S4	50	1	0	Edit | Delete
MON 8:45PM	S3	50	1	0	Edit | Delete
MON 8:45PM	S4	50	1	0	Edit | Delete
MON 8:00PM	S3	50	1	0	Edit | Delete
MON 8:00PM	S4	50	1	0	Edit | Delete
MON 7:15PM	S3	50	1	0	Edit | Delete
MON 7:15PM	S4	50	1	1	Edit | Delete

[Update]

Set the time and venue that you wish to make available for this grade and if required adjust the weighting that will

be given to this slot when creating fixtures

100 is the highest priority and 0 the lowest. Equally prioritised slots will have the same chance of being assigned in a fixture.

ℹ️ You can add multiple slots without closing the dialogue box, just change the settings and click 'Update' again to add additional slots.

Draw Creation - General Settings

Once your Start Times have been created you can create your draws.

⚠️ **Navigate: Competition > Draw > Create Draw**

The Start Page is used to input the general settings of your fixture and can be broken down into the following sections.

Basic Draw Information

Set the type of draw you wish to use, the season and the grades (1 - many) that you wish to create fixtures for.

The fixture templates and match types available in your drop down lists have been pre-loaded.

The Start Date used should be the Monday of the first week of your fixture.

⚠️ Start time is not relevant when using fixture slots and will be superseded by the Start Times configured earlier.

Regular Season Fixture Template *	Standard Round Robin ▼	More Information
Finals Fixture Template *	2 Round Finals (1v4, 2v3) ▼	More Information
Match Type *	2 x halves ▼	More Information
Draw start date and time *	07/04/2012 📅 Time: 12 ▼ : 00 ▼	
Number of rounds *	22	
Start from Round	1	
Time between rounds	Days 7 Hours 0 Minutes 0	
TIP Venue Allocation Method	○ Home and Away ◉ Fixture Slots	
Publish draw to public on completion	☑	
Manually enter/edit matches	☐	

If there are breaks in your fixture you can specify them next. Begin the date range from the day after the last match and end it on the day before the next match for best results.

Do not schedule matches between the following date and time ranges

	From:	To:
Non Playing Date Range 1	☐ 30/06/2012 📅 00 ▼ : 00 ▼	14/07/2012 📅 00 ▼ : 00 ▼
Non Playing Date Range 2	☐ 21/03/2012 📅 00 ▼ : 00 ▼	21/03/2012 📅 00 ▼ : 00 ▼
Non Playing Date Range 3	☐ 21/03/2012 📅 00 ▼ : 00 ▼	21/03/2012 📅 00 ▼ : 00 ▼

Headers and Footers can be added to the draws as well.

Text to display at top and bottom of draw

Draw Heading	
Draw Footer Notes	

Draw Creation - Round Settings, Dates and Times

The next steps involve confirming the round dates and times generated by the settings entered on the previous page.

Round Settings

You can confirm the selected match type on this page. If desired different match types can be used from round to round.

Settings for each round

Round	Match Type
Round: 1	2 x halves ▾
Round: 2	2 x halves ▾
Round: 3	2 x halves ▾
Round: 4	2 x halves ▾
Round: 5	2 x halves ▾

Dates and Times

The starting date and time in each round can be modified on this page.

> ⚠ When working with Fixture Slots the Starting times used will always be

Set round dates and times

Round	Day 1 Date/Time
Round: 1	07/04/2012 12:00 PM
Round: 2	14/04/2012 12:00 PM
Round: 3	21/04/2012 12:00 PM
Round: 4	28/04/2012 12:00 PM
Round: 5	05/05/2012 12:00 PM

Draw Creation - Fixture Slot Allocation

Create pairings of each available Start Time and Venue and apply a weighting to each pair indicating its preference for allocation.

> ⚠ When applying weighting to a Fixture Slot **100** is the highest order of preference and **0** is the lowest.
>
> Setting all weightings to the same level will ensure an even distribution of matches

> ℹ If fixture slots have been assigned for the season you can skip this step

Select venues to use for auto allocation

Venue Allocation Options

☐ Process in Grade Sort order (otherwise choose at random)

☐ Consider Club Preferences

Default Fixture Slots (for those grades without Fixture Slots defined)

Fixture Slot Start Time	Fixture Slot Venue/Court	Weighting
MON 4:15PM	S1	80
MON 5:00PM	S1	100
MON 5:45PM	S1	50
MON 4:15PM	S2	80
MON 5:00PM	S2	100
MON 6:30PM	S1	50
Select...	Any Venue/Court	100
Select...	Any Venue/Court	100
Select...	Any Venue/Court	100
Select...	Any Venue/Court	100

If a Start Time is allocated to Any Venue/Court matches will be allocated to any venues specified in the Default Venues list (below) at that time.

Default Venues (for fixture slots that have not specified a venue)

CSG7	S3
CSG8	S4
MGS7	
MGS8	
MGSC5	
MGSC6	
S1	
S2	

Draw Creation - Review and Submit

The last step is checking the generated fixture to ensure it meets your requirements.

⚠️ You can return to any step in the process by clicking on the title in the progress bar displayed at the top of the page.

When the Fixture is suitable click on the submit button to save it.

Final review and submission

Date/time	Home Team		Away Team
Round 1			
2 Apr 12 9:30PM	Pumas	v	Hurricanes (thurs)
2 Apr 12 9:30PM	Sonics	v	Insert Name Here [PLAYER: Ross]
Round 2			
9 Apr 12 9:30PM	Insert Name Here [PLAYER: Ross]	v	Pumas
9 Apr 12 9:30PM	Hurricanes (thurs)	v	Sonics
Round 3			
16 Apr 12 9:30PM	Pumas	v	Sonics
16 Apr 12 9:30PM	Insert Name Here [PLAYER: Ross]	v	Hurricanes (thurs)
Round 4			
23 Apr 12 9:30PM	Insert Name Here [PLAYER: Ross]	v	Sonics
23 Apr 12 9:30PM	Hurricanes (thurs)	v	Pumas
Round 5			
30 Apr 12 9:30PM	Pumas	v	Insert Name Here [PLAYER: Ross]
30 Apr 12 9:30PM	Sonics	v	Hurricanes (thurs)
SEMI FINALS			
3 Sep 12 9:30PM	1st ladder	v	4th ladder
3 Sep 12 9:30PM	2nd ladder	v	3rd ladder
FINAL			
10 Sep 12 9:30PM	TBA	v	TBA

< Previous   Next >   **Submit**

Match Scheduler

The match scheduler is used to quickly make changes to fixtures.

⚠️ **Navigate: Competition > Venues > Venue Scheduler**

Matches are moved to different Start Times and Venues with a drag and drop interface.

Match Scheduler

Monday, March 26, 2012

	CSG7	CSG8	S1	S2	S3	S4	No Venue
4pm							
5pm							
6pm							
7pm	MD	WB	WA	WA	WC		
8pm		WC	WB	WB		WC	
9pm			WA	MA-M			
10pm				MA-M			
11pm							

↕ Show 24 hours...

Matches that do not have a Venue (listed below) assigned can be dragged into the display and allocated to an empty slot.

Match ID	Grade	Rnd	Home Team	Away Team	Date ▲
507559	Monday Mens B Grade	1	Richmond Oilers	Mexico	26-Mar-12 9:30 PM
507560	Monday Mens B Grade	1	Sharks Killer - Seniors	Alpha Tigers	26-Mar-12 9:30 PM
507561	Monday Mens B Grade	1	Eagles (mon winter)	Portland Trail Blazers	26-Mar-12 9:30 PM
507650	Monday Mens C Grade	1	Riddle Me This	PPG	26-Mar-12 9:30 PM
507651	Monday Mens C Grade	1	The Scalpers	Cavaliers	26-Mar-12 9:30 PM
507653	Monday Mens C Grade	1	Tres Swagg	Demolition Men	26-Mar-12 9:30 PM
507652	Monday Mens C Grade	1	The Stealers	The Tang	26-Mar-12 10:00 PM

Grade Types are organised by colour and a Grade Key can be found at the bottom of the page which defines each grade's short name.

Grade Code	Grade Name
MA-M	Monday Mens A Grade
MB-M	Monday Mens B Grade
MC-M	Monday Mens C Grade
MD	Monday Mens D Grade
WA	Monday Womens A Grade
WB	Monday Womens B Grade
WC	Monday Womens C Grade

All changes are saved as they are made, there is no need to update when you are done.

Activate Finals

When the home and away season reaches its end the automatic finals allocation can be activated.
Teams will be assigned to the finals slots based on the criteria set in the Finals Fixture Template used.

Activate Finals

Season 2012 ▾

Source Grades		Grades to process	
Monday Womens A Grade	→	Monday Mens A Grade	
Monday Womens B Grade	←	Monday Mens B Grade	
Monday Womens C Grade	▸▸	Monday Mens C Grade	
Saturday U16 Boys B Grade	◂◂	Monday Mens D Grade	

Ensure all ladders are checked for the grades that need to be processed before continuing.

The grades listed in the Source Grades are those that have valid finals templates for the current season and have yet to be processed.

By pressing the "Activate Finals" button ladders for the selected grades are recalculated and depending on finishing positions are allocated to finals as per the finals template.

Activate Finals

Clicking on the Activate Finals button will begin the process.

⚠ Please ensure that all match results for the season have been entered prior to activating the finals.

Support

Online Help documentation

Each page on ResultsVault has a detailed help file, specific to that task, which will guide you through each step – click on the <help on this topic>.

InteractSport Support Centre

The InteractSport online support centre allows you to:

- Search an online knowledgebase for answers
- View latest product news
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