# How do I generate a Fixture using Venue Time Allocation?

23/07/2025 12:23 pm AEST

# Overview

The **Venue Time Allocation** function allows you to automate how venues and times are allocated to matches within your competitions. This guide will walk you through configuring your competition days, allocating matches to time slots, and generating the final fixture.



What you'll need:

To use Venue Time Allocation, you need to have already completed the following prerequisites:

- You have set up at least one Venue.
- You have assigned Start Times to your Venue(s).
- Your Competition has been created.
- Your competition has a Fixture Template assigned

# Step-by-Step

#### Step 1: Navigate to your Competition

First, you need to ensure your competition is set to run on the correct days.

In the main menu, open the Competitions option and click LIST COMPETITIONS

| Ġ GAMEDAY 🛛 🤤                                   | Q Search #                                 |                                               |                                      |                                                    | 🐥 💿 🏟                                                 | 🌣 RS |
|-------------------------------------------------|--------------------------------------------|-----------------------------------------------|--------------------------------------|----------------------------------------------------|-------------------------------------------------------|------|
| Silverwood Sports<br>Association<br>Association | Silverwood Sports Assoc                    | ciation Get Started                           |                                      |                                                    |                                                       |      |
| Dashboard                                       | Details E                                  | lit Con                                       | tacts <u>Edit</u>                    |                                                    |                                                       |      |
| ⊖<br>₩ Organisation ► ·                         | 165 Cremorne :<br>Cremorne                 | Street Presi                                  | ident (Primary Contact)              | Treasurer                                          | Administrator                                         |      |
| (\$) Finances *                                 | VIC, AUSTRAL<br>0390001000<br>sophie@email | IA, 3121 Darryl<br>(Phone) 04003<br>com daz@r | l Monk<br>300200<br><u>email.com</u> | Jane Jones<br>0400000000<br>j <u>ane@email.com</u> | Sophie Jones<br>0400100000<br><u>sophie©email.com</u> |      |
| APA Members •                                   | Add/Edit Logo                              |                                               |                                      |                                                    |                                                       |      |
| Competitions                                    |                                            |                                               |                                      |                                                    |                                                       |      |
| List Competitions                               |                                            |                                               |                                      |                                                    |                                                       |      |
| Match Results                                   | Stats Configure                            |                                               |                                      |                                                    |                                                       |      |
| Publish to Web                                  | Members                                    | Players by Gender                             | Players by Ge                        | nder                                               | Players                                               |      |
| Awards                                          |                                            |                                               |                                      |                                                    |                                                       |      |
| Clash Resolution                                | 1.0                                        |                                               | 1.0                                  |                                                    | 1.0                                                   |      |
| Competition                                     | 0.8                                        |                                               | 0.8                                  |                                                    | 0.8                                                   |      |
| Exception Dates                                 | 0.6                                        |                                               | 0.6                                  |                                                    | 0.6                                                   | 0    |
| Hide Competition<br>Rounds/Dates                | 0.4                                        |                                               | 0.4                                  |                                                    | 0.4                                                   | (?)  |
| 898 97 A                                        | 0.2                                        |                                               | 0.2                                  |                                                    | 0.2                                                   | G    |
| Members Teams Clubs Comps                       | 0.0                                        |                                               | 0.0                                  |                                                    | 0.0                                                   |      |

Click the **VIEW** (magnifying glass) icon for the competition you wish to generate the fixture for.

| Ġ GA               | MEDAY 💪 Q Search                    | #1                | it                     |        |          |              |                                                    | 🕸 🎯    | ) 🜲 🌣 📧           |
|--------------------|-------------------------------------|-------------------|------------------------|--------|----------|--------------|----------------------------------------------------|--------|-------------------|
| °<br>©             | competitions in Association         | Ø                 |                        |        |          |              |                                                    | NEW    | COPY REGRADE      |
| <u>م</u><br>۵۰۰۰ ۲ |                                     |                   |                        |        |          | Showing Name | Including Season Age Group 2025   Age GroupAll Age | Gr •   | tatus<br>Active * |
| 888 -              | Name                                | Competition Amour | unt of Te Abbreviation | Season | Grouping | Age Group    | Contact                                            | Status | Upload            |
| -                  | 2025 Mixed Competition              | Venue Alloca 8    | 25MC                   | 2025   |          | Age 18       | Jan Nathaniel                                      |        |                   |
| ¥ .                | 2025 Junior Home & Away Competition | Home and A 18     |                        | 2025   | Seniors  | Age 18       |                                                    |        |                   |
| <u>,</u>           | 2025 Men's Home & Away Competition  | Home and A 18     | 25HA                   | 2025   | Seniors  | Age 18       | Sophie Jones                                       |        |                   |
| 92 -               |                                     |                   |                        |        |          |              |                                                    |        |                   |
| <b>A</b>           |                                     |                   |                        |        |          |              |                                                    |        |                   |
| -<br>-             |                                     |                   |                        |        |          |              |                                                    |        |                   |
| ۲ کې (۲            |                                     |                   |                        |        |          |              |                                                    |        |                   |
| G                  |                                     |                   |                        |        |          |              |                                                    |        | ?                 |
| Ø                  |                                     |                   |                        |        |          |              |                                                    |        | (Ca)              |

## Step 2: Edit the Competition Configuration

Once you are on the main page for your competition, click the **EDIT** button next to **Competition Configuration**.

| GAMEDAY          | Q Search 批        |  |
|------------------|-------------------|--|
| Competition C    | onfiguration Edit |  |
| Active           | Yes               |  |
| Abbreviation     | 25MC              |  |
| Season           | 2025              |  |
| Туре             | Seniors           |  |
| Division         | 3                 |  |
| Age Group        | Age 18            |  |
| Gender           | Mixed             |  |
| Number of Teams  | 8                 |  |
| Number of Rounds | 7                 |  |
| Match Duration   | 120               |  |
| Start Date       | 2025-06-21        |  |

### Step 3: Set the Competition Day(s)

Scroll down to the Days Competition Run section. Tick the checkbox for each day that matches for this

competition should be played on. At least one day must be selected for the competition to appear in the allocation grid.

| <b>G</b> G/ | AMEDAY G Q Search #  | (a) (2) (2) (2) (3) (3) (3) (3) (3) (3) (3) (3) (3) (3                                                                |
|-------------|----------------------|-----------------------------------------------------------------------------------------------------------------------|
|             | Days Competition Run | O<br>You must choose at least one day from the list below for the competition to display in the time allocation grid. |
| 200 -       | Monday?              |                                                                                                                       |
| 127         | Tuesday?             |                                                                                                                       |
|             | Wednesday?           |                                                                                                                       |
| B           | Thursday?            |                                                                                                                       |
|             | Friday?              |                                                                                                                       |
|             | Saturday?            |                                                                                                                       |
|             | Sunday?              | · · · · · · · · · · · · · · · · · · ·                                                                                 |
|             | 9 Feedback           |                                                                                                                       |

#### Step 4: Open the Venue Time Allocation tool

Now that the competition is configured, you can allocate the matches. Head back to your Association dashboard, then hover over the **Competitions** menu again and click on **VENUE TIME ALLOCATION**.

| GAMEDAY G                                       | Q Search #1              |                         |                             |                        | -                | 🔅 RS |
|-------------------------------------------------|--------------------------|-------------------------|-----------------------------|------------------------|------------------|------|
| Silverwood Sports<br>Association<br>Association | Silverwood Sports Asso   | ciation Get Started     |                             |                        |                  |      |
| ♀ Competitions                                  | Details g                | Edit C                  | Contacts Edit               |                        |                  |      |
| List Competitions                               | 165 Cremorne             | Street P                | President (Primary Contact) | Treasurer              | Administrator    |      |
| Match Results                                   | Cremorne<br>VIC, AUSTRA  | LIA, 3121               | arryl Monk                  | Jane Jones             | Sophie Jones     |      |
| Publish to Web                                  | 0390001000<br>sophie@ema | (Phone) U-<br>ll.com di | laz@email.com               | j <u>ane@email.com</u> | sophie@email.com |      |
| Awards                                          | Add/Edit Logo            |                         |                             |                        |                  |      |
| Clash Resolution                                |                          |                         |                             |                        |                  |      |
| Competition<br>Exception Dates                  |                          |                         |                             |                        |                  |      |
| Hide Competition<br>Rounds/Dates                | Stats Configure          |                         |                             |                        |                  |      |
| Ladder Adjustments                              | Members                  | Players by Gender       | Players by Ger              | nder                   | Players          |      |
| Fixture Grid                                    | 1.0                      |                         | 1.0                         | 1.0                    |                  |      |
| Media Reports                                   | 0.8                      |                         | 0.8                         | 0.1                    | 3                |      |
| Venues                                          | 0.6                      |                         | 0.6                         | 0.0                    |                  |      |
| Venue Time Allocation                           | 0.4                      |                         | 0.4                         | 0.4                    |                  | (?)  |
| Rulk Match Change                               | 0.2                      |                         | 0.2                         | 0.3                    | 2                | G    |
| Members Teams Clubs Comps                       | 0.0                      |                         | 0.0                         | 0.0                    |                  |      |

#### Step 5: Allocate the matches

Select the appropriate **Competition Season** and **Day of the Week** using the links at the top of the grid, then click **VIEW ALLOCATION GRID** 

| AMEDAY 💪 🔍 Search.                     |                                                                                          |                                                                                                                                                             | 🏟 🏟 ? 🌲 🗱 🔞                                                                                                                                                     |
|----------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Venue Time Allocation                  |                                                                                          |                                                                                                                                                             |                                                                                                                                                                 |
| Select a Competition Season and Day of | the Week to view the Venue Allocation Grid                                               |                                                                                                                                                             |                                                                                                                                                                 |
| Competition Season                     | 2025                                                                                     |                                                                                                                                                             |                                                                                                                                                                 |
| Day of Week                            | Sunday                                                                                   | <b></b>                                                                                                                                                     |                                                                                                                                                                 |
| View Allocation Grid                   |                                                                                          |                                                                                                                                                             |                                                                                                                                                                 |
|                                        |                                                                                          |                                                                                                                                                             |                                                                                                                                                                 |
|                                        | AMEDAY       Image: Competition Season and Day of Competition Season         Day of Week | Image: Competition Season and Day of the Week to view the Venue Allocation Grid         Competition Season         Day of Week         View Allocation Brid | AMEDAY     Image: Competition Season and Day of the Week to view the Venue Allocation Grid     Competition Season   2025   Day of Week     View Allocation Brid |

The system will display all unallocated matches for that day in the column on the left.

| Ģ            | SAMEDAY 💪 Q Search                                           | ŤŤ                                                         |                               |                 | 🥵 🏟 ? 🌲 🌣 📧  |
|--------------|--------------------------------------------------------------|------------------------------------------------------------|-------------------------------|-----------------|--------------|
|              | Venue Time Allocation                                        |                                                            |                               |                 |              |
|              | Drag unallocated matches into available slots. Changes a     | re saved automatically.           Sunday         Mondation | ay Tuesday Wednesday Thursday | Friday Saturday |              |
| \$ *         | Venue Allocation for Sunday                                  |                                                            |                               |                 |              |
| <u>888</u> - | Unallocated                                                  | Times                                                      | Langley Park                  | The Colosseum   | Tiger's Park |
| Q,           | 2025 Mixed Competition Match 1                               | 11:00                                                      |                               |                 |              |
| Ļ\$, ∙       | 2025 Mixed Competition Match <b>2</b>                        | 13:00                                                      |                               |                 |              |
| 92 ·         |                                                              | 15:00                                                      |                               |                 |              |
| @?           | 2025 Mixed Competition Match 3                               |                                                            |                               |                 |              |
| 82 -         |                                                              | 17:00                                                      |                               |                 |              |
| ۰<br>۲       | 2025 Mixed Competition Match 4                               | 19-00                                                      |                               |                 |              |
| Ø            |                                                              | 10.00                                                      |                               |                 | ?            |
| Ô            |                                                              |                                                            |                               |                 | Ğ            |
|              | © Copyright GameDay. All rights reserved. Powered by GameDay |                                                            |                               |                 |              |

To schedule a match into a specific venue and time slot, simply **click and drag** it from the **Unallocated** list into an available time slot in the venue grid on the right. Changes are saved automatically.

| G GA         | MEDAY 🗯 Q Search                                              | łî‡                   |                                       |                                | 🥵 🎯 🕐 🌲 🌣 🥵                    |
|--------------|---------------------------------------------------------------|-----------------------|---------------------------------------|--------------------------------|--------------------------------|
|              | Drag unallocated matches into available slots. Changes are sa | wed automatically.    |                                       |                                |                                |
| •            |                                                               | Sunday Monday Tuesday | Wednesday Thursday Friday             | Saturday                       |                                |
| ô            | Venue Allocation for Sunday                                   |                       |                                       |                                |                                |
| £.,          | Unallocated                                                   | Times                 | Langley Park                          | The Colosseum                  | Tiger's Park                   |
| \$ *         |                                                               | 11:00                 | 2025 Mixed Competition Match 1        |                                |                                |
| <u>888 -</u> |                                                               |                       |                                       |                                |                                |
| ₽ ,<br>~     |                                                               | 13:00                 |                                       | 2025 Mixed Competition Match 3 |                                |
| 927 -        |                                                               | 15:00                 |                                       |                                | 2025 Mixed Competition Match 4 |
| <u>@</u>     |                                                               |                       |                                       |                                |                                |
| <u>ar</u> .  |                                                               | 17:00                 | 2025 Mixed Competition Match <b>2</b> |                                |                                |
| *** ·        |                                                               |                       |                                       |                                |                                |
| B            |                                                               | 19:00                 |                                       |                                | $\bigcirc$                     |
|              |                                                               |                       |                                       |                                | $\odot$                        |

## Once all matches are allocated, return to the LIST COMPETITIONS screen

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|-------------------------------------------------|---|-------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Silverwood Sports<br>Association<br>Association | < | Drag unallocated matches into | o available slots. Changes are saved automatically.           Sunday         Monday         Treatment | uesday Wednesday Thursday Fr   | day Saturday                   |                                |
| Dashboard                                       |   | Venue Allocation for          | Sunday                                                                                                |                                |                                |                                |
|                                                 |   | Unallocated                   | Times                                                                                                 | Langley Park                   | The Colosseum                  | Tiger's Park                   |
| <ul> <li>Finances</li> </ul>                    |   |                               | 11:00                                                                                                 | 2025 Mixed Competition Match 1 |                                |                                |
| A Members •                                     | ~ |                               | 13:00                                                                                                 |                                | 2025 Mixed Competition Match 3 |                                |
| Competitions                                    | 1 |                               |                                                                                                       |                                |                                |                                |
| Match Results                                   | 1 |                               | 15:00                                                                                                 |                                |                                | 2025 Mixed Competition Match 4 |
| Publish to Web                                  |   |                               |                                                                                                       |                                |                                |                                |
| Awards                                          |   |                               | 17:00                                                                                                 | 2025 Mixed Competition Match 2 |                                |                                |
| Clash Resolution                                |   |                               |                                                                                                       |                                |                                |                                |
| Competition<br>Exception Dates                  |   |                               | 19:00                                                                                                 |                                |                                |                                |
| Hide Competition                                |   |                               |                                                                                                       |                                |                                | C                              |

# VIEW your competition again

| G GA        | MEC | DAY 💪 Q Search                      |              | <del>11</del> 1 |              |        |          |              |                                          |        | ?                | ¢ 🗷     |
|-------------|-----|-------------------------------------|--------------|-----------------|--------------|--------|----------|--------------|------------------------------------------|--------|------------------|---------|
| َنْ<br>ش    | omp | etitions in Association             | Ø            |                 |              |        |          |              |                                          | NEW    | СОРҮ             | REGRADE |
| ÷<br>•••• • |     |                                     |              |                 |              |        |          | Showing Name | Including Season Age Group 2025 *All Age | Gr *   | Status<br>Active | Ŧ       |
| 898         | 1   | Name                                | Competition  | Amount of Te    | Abbreviation | Season | Grouping | Age Group    | Contact                                  | Status | Uploa            | ıd      |
|             | বি  | 2025 Mixed Competition              | Venue Alloca | 8               | 25MC         | 2025   |          | Age 18       | Jan Nathaniel                            |        |                  |         |
| P.          | Ēđ  | 2025 Junior Home & Away Competition | Home and A   | 18              |              | 2025   | Seniors  | Age 18       |                                          |        |                  |         |
| Â,          | đ   | 2025 Men's Home & Away Competition  | Home and A   | 18              | 25HA         | 2025   | Seniors  | Age 18       | Sophie Jones                             |        |                  |         |
| 22 -        |     |                                     |              |                 |              |        |          |              |                                          |        |                  |         |
| <b>P</b>    |     |                                     |              |                 |              |        |          |              |                                          |        |                  |         |

Click Fixtures > REGULAR SEASON

| GAMEDAY 🗯                             | Q Search         | tîļ                       |  |
|---------------------------------------|------------------|---------------------------|--|
| 2025 Mixed Competition<br>Competition | Competition (    | Configuration <u>Edit</u> |  |
| Dashboard                             | Active           | Yes                       |  |
| 다. Kixtures                           | Abbreviation     | 25MC                      |  |
| Regular Season                        | Season           | 2025                      |  |
| Finals                                | Туре             | Seniors                   |  |
| Fixture Importer                      | Division         | 3                         |  |
| 🖓 Teams                               | Age Group        | Age 18                    |  |
| Ladder                                | Gender           | Mixed                     |  |
| Match Results                         | Number of Teams  | 8                         |  |
| A Statistics                          | Number of Rounds | 7                         |  |
| P Reports                             | Match Duration   | 120                       |  |
|                                       | Start Date       | 2025-06-21                |  |
|                                       |                  |                           |  |

## Click GENERATE COMPETITION FIXTURES

Note: If you have already generated fixtures for this competition, this link will appear as **Redraw** Fixture.

| GAMEDAY G                           | Q Search 11                                                  |
|-------------------------------------|--------------------------------------------------------------|
| 2025 Mixed Competition v            | Generate Competition Fixtures                                |
| Dashboard                           | Generate Competition Fixtures                                |
| 다.<br>같은 Fixtures *                 |                                                              |
| Regular Season                      | © Copyright GameDay. All rights reserved. Powered by GameDay |
| Finals                              |                                                              |
| Fixture Importer                    |                                                              |
| 2 Teams                             |                                                              |
| Match Results                       |                                                              |
| Statistics                          |                                                              |
| C Reports                           |                                                              |
| 윤원 2월 💭 💭 Members Teams Clubs Comps |                                                              |

# Watch

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