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:

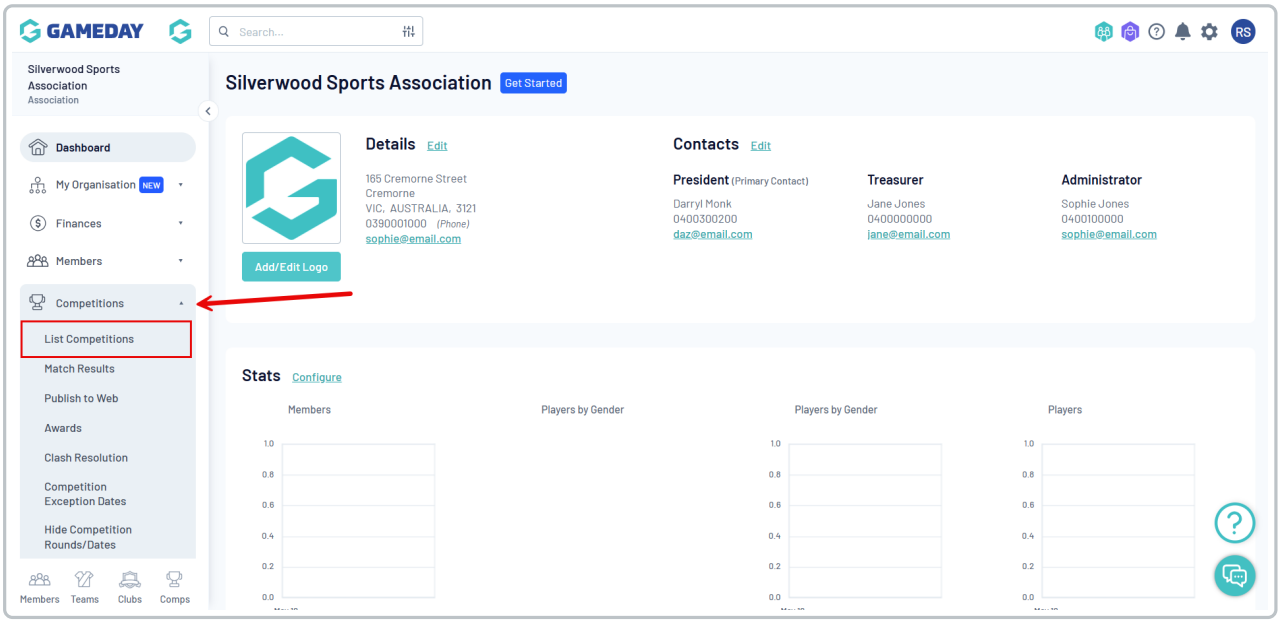
- You have set up at least one Venue.
- You have assigned Start Times to your Venue(s).
- Your Competition has been created.
- Your competition has a Fixture Template assigned

Step-by-Step

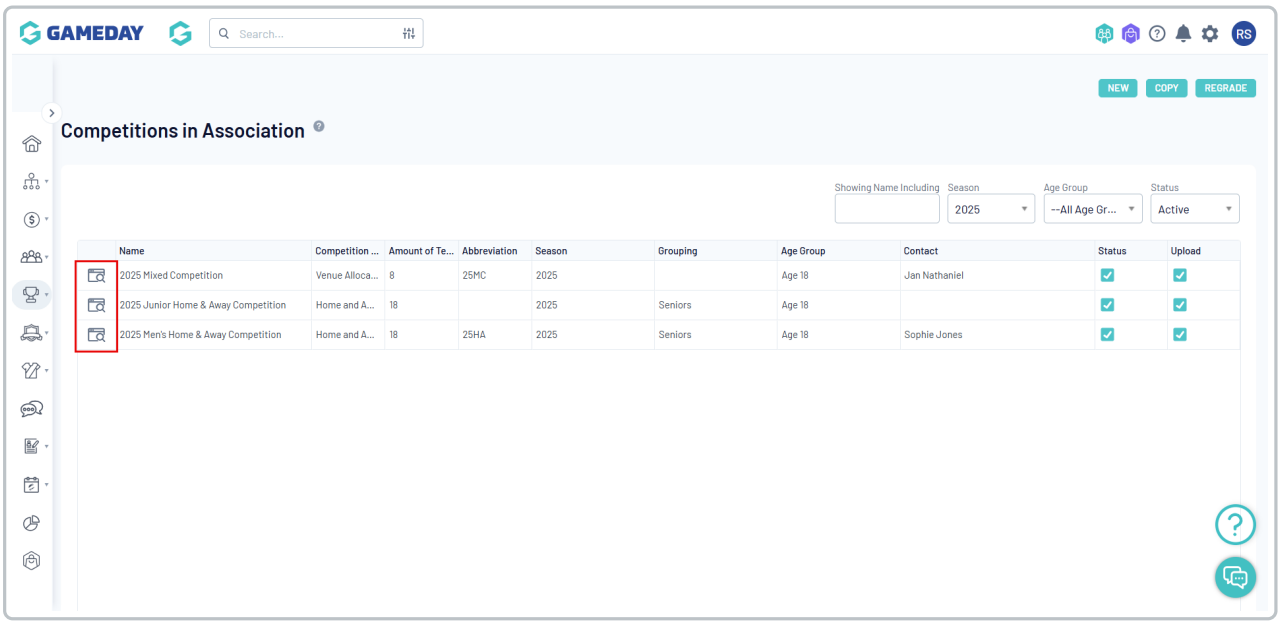
Step 1: Navigate to your Competition

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**

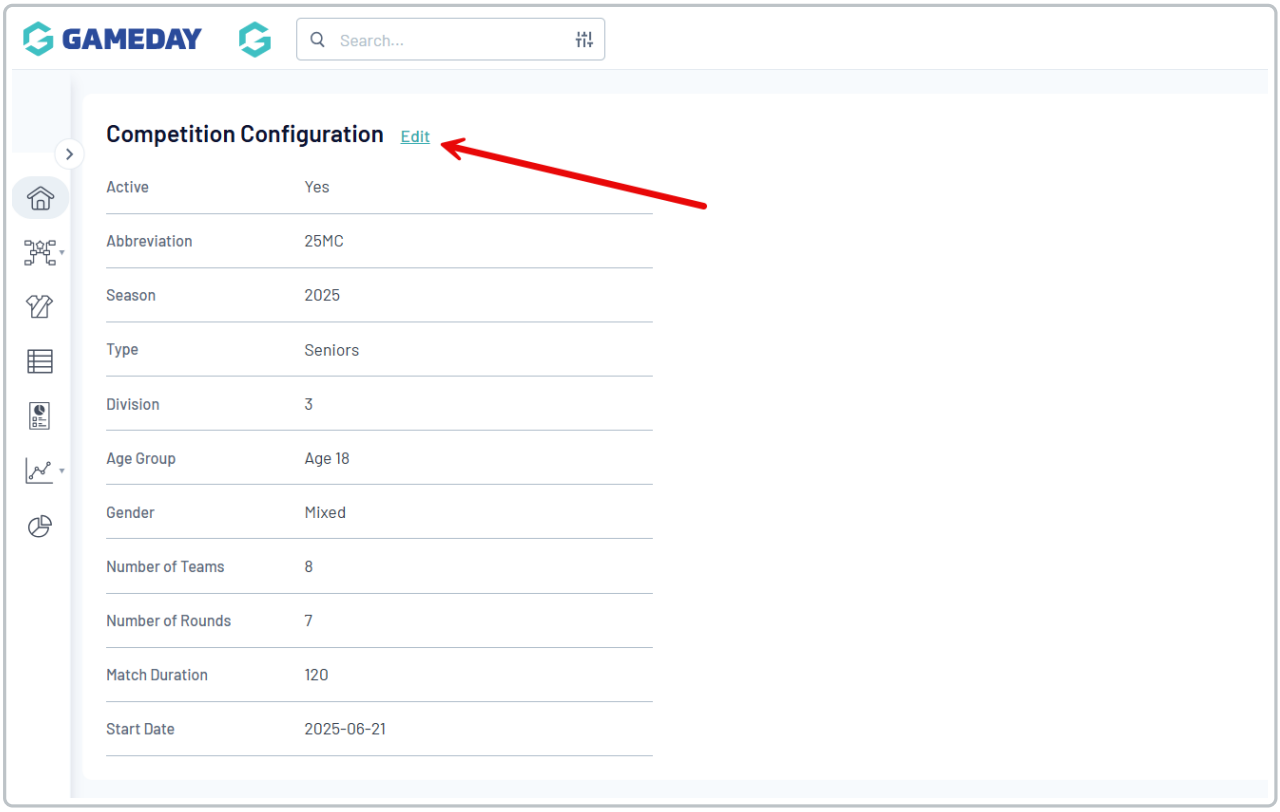


Click the **VIEW (magnifying glass)** icon for the competition you wish to generate the fixture for.



Step 2: Edit the Competition Configuration

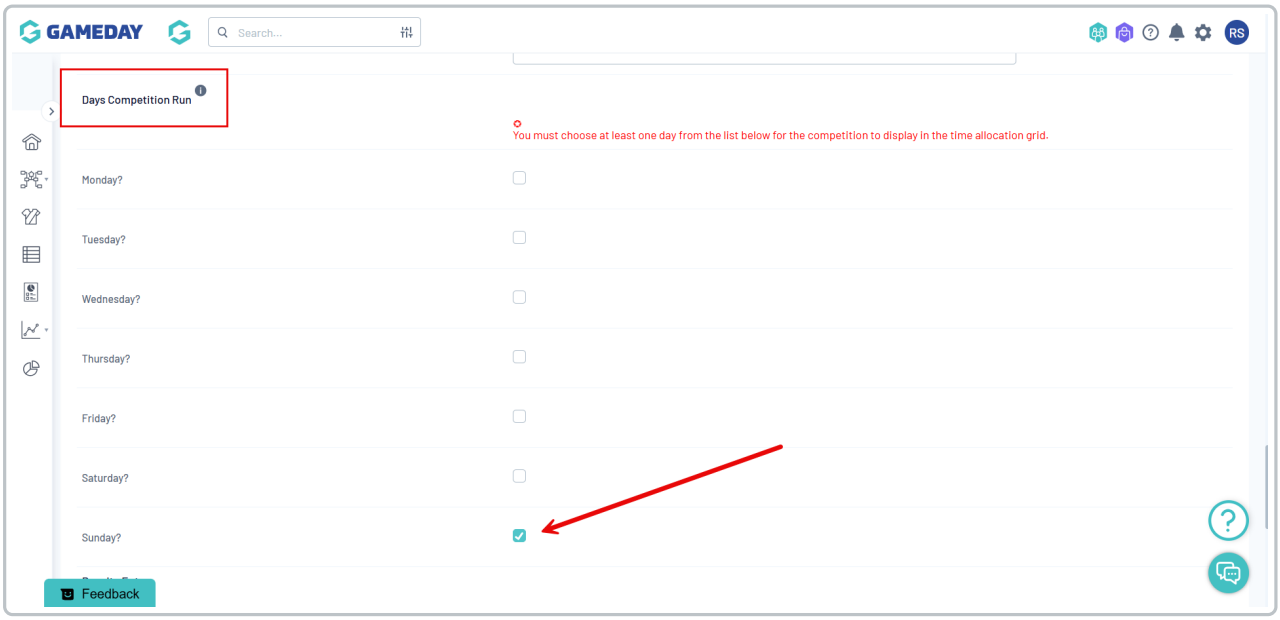
Once you are on the main page for your competition, click the **EDIT** button next to **Competition Configuration**.



Step 3: Set the Competition Day(s)

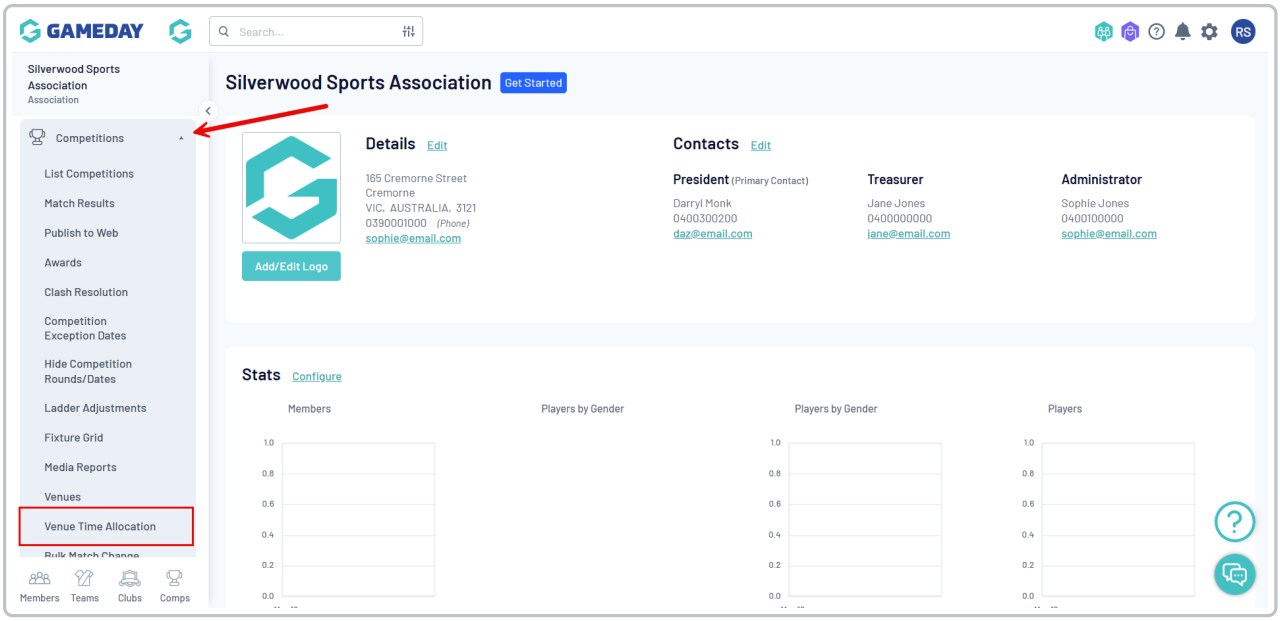
Scroll down to the **Days Competition Run** section. Tick the checkbox for each day that matches for this

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



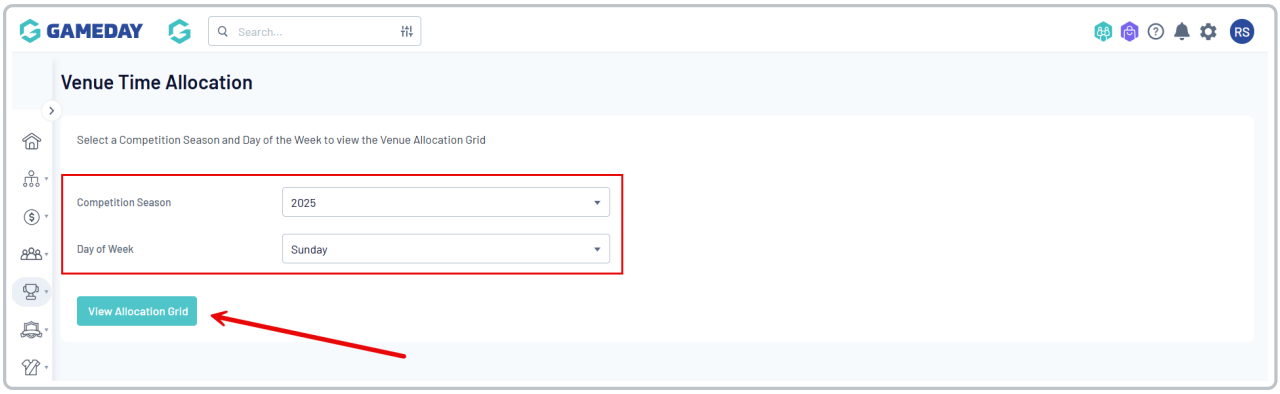
Step 4: Open the Venue Time Allocation tool

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**.

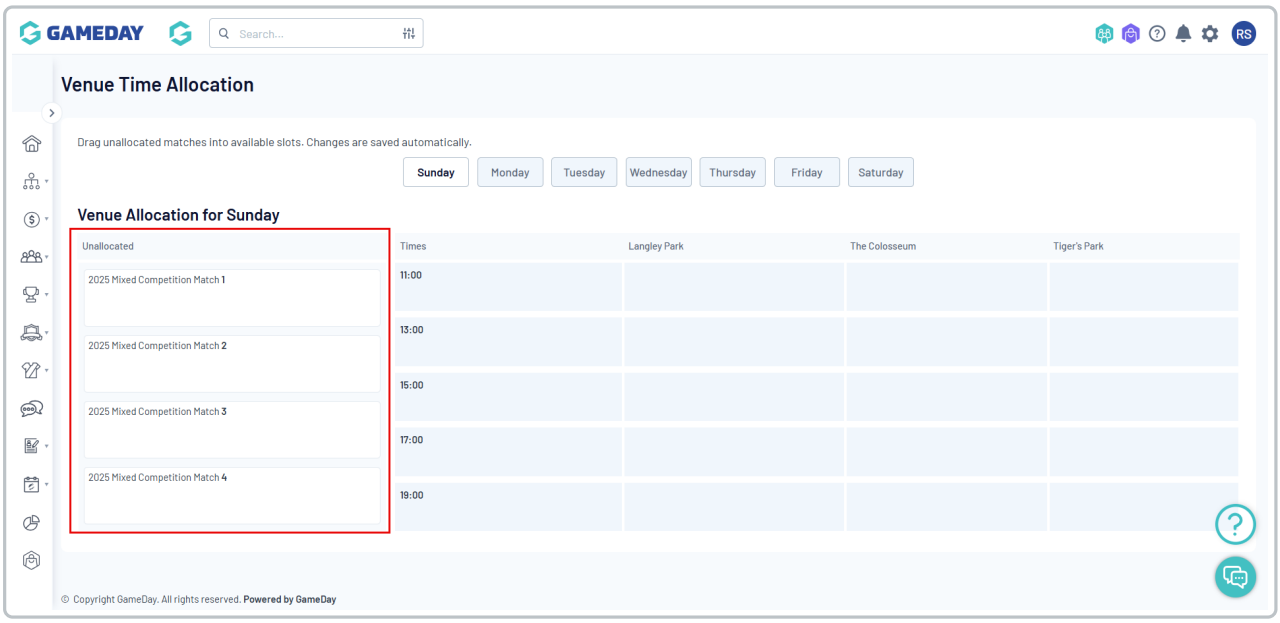


Step 5: Allocate the matches

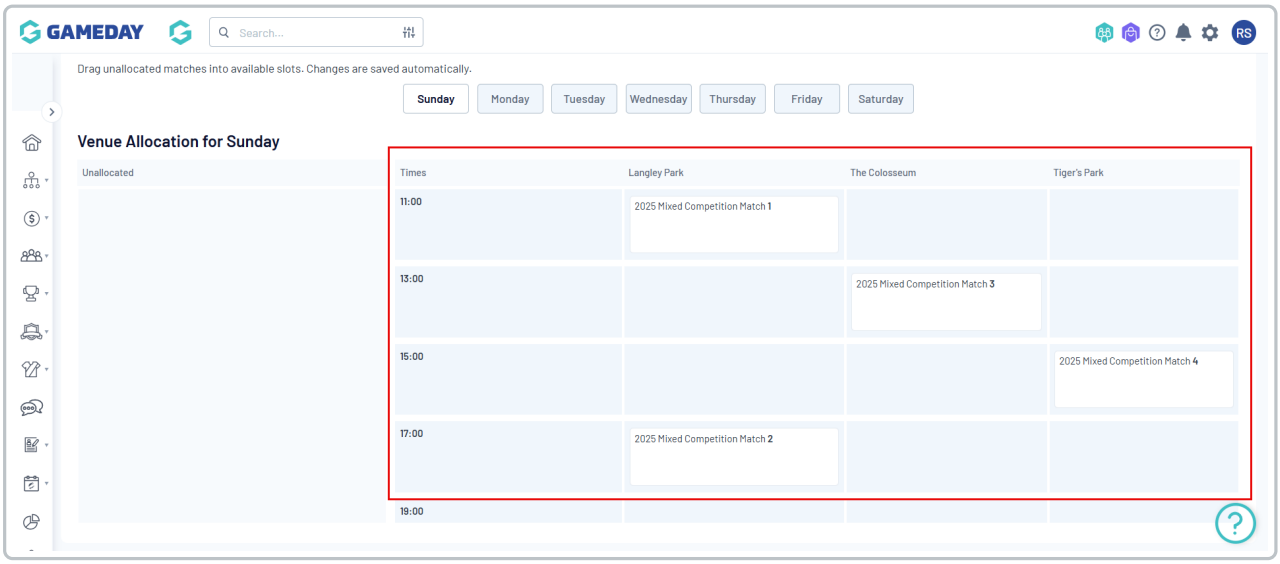
Select the appropriate **Competition Season** and **Day of the Week** using the links at the top of the grid, then click **VIEW ALLOCATION GRID**



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

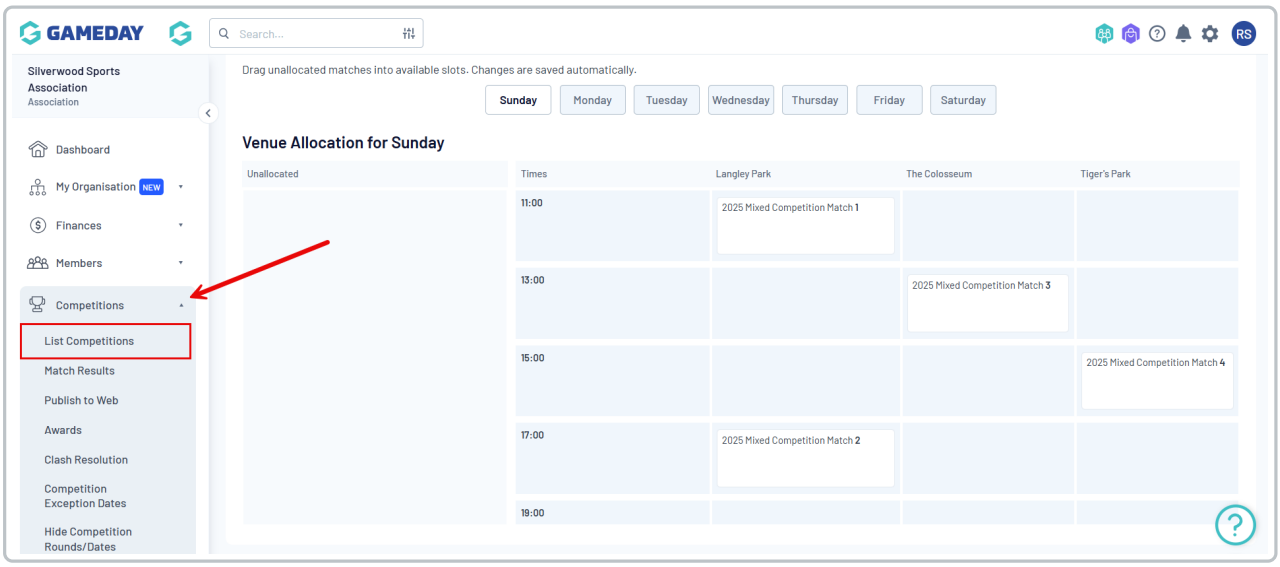


To schedule a match into a specific venue and time slot, simply **click and drag** it from the **Unallocated** list into an available time slot in the venue grid on the right. Changes are saved automatically.

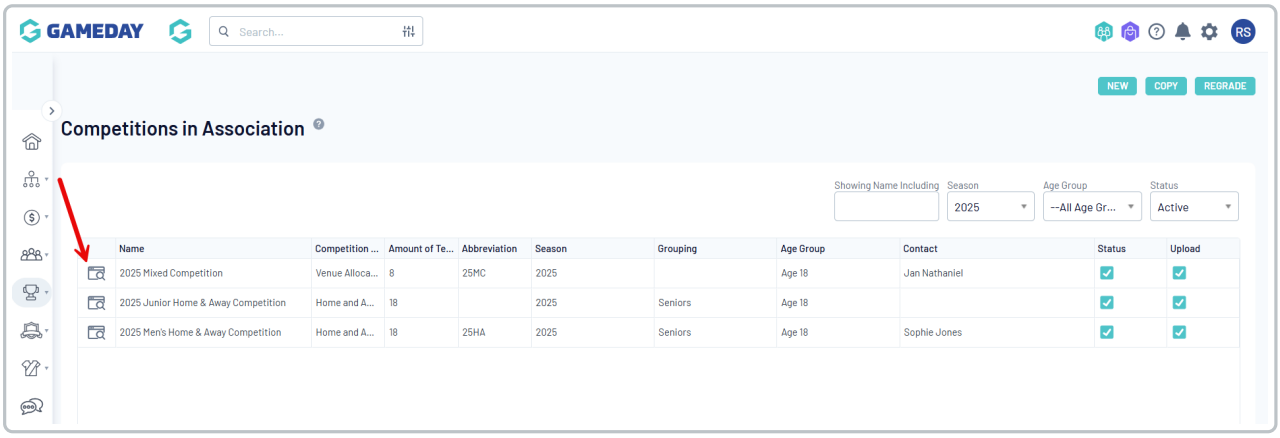


Step 6: Generate the Fixture

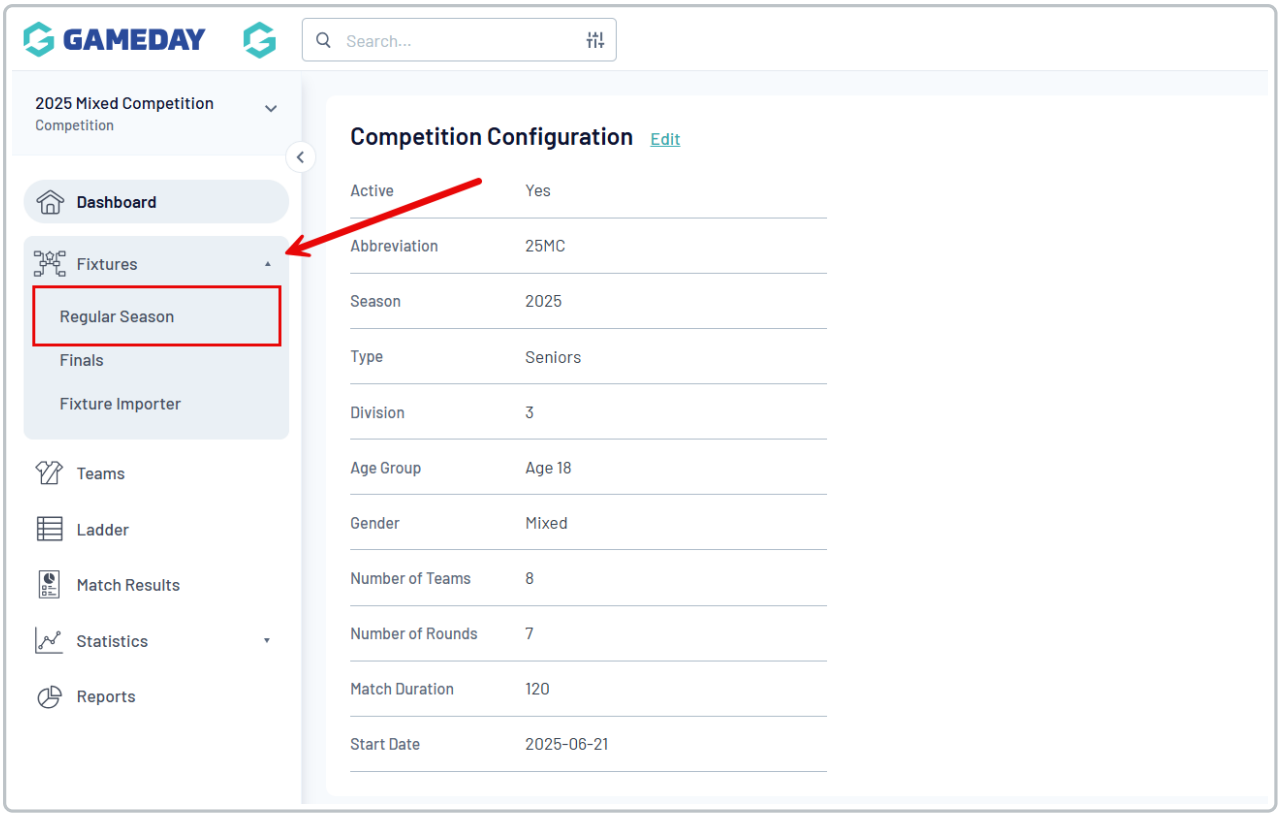
Once all matches are allocated, return to the **LIST COMPETITIONS** screen



VIEW your competition again

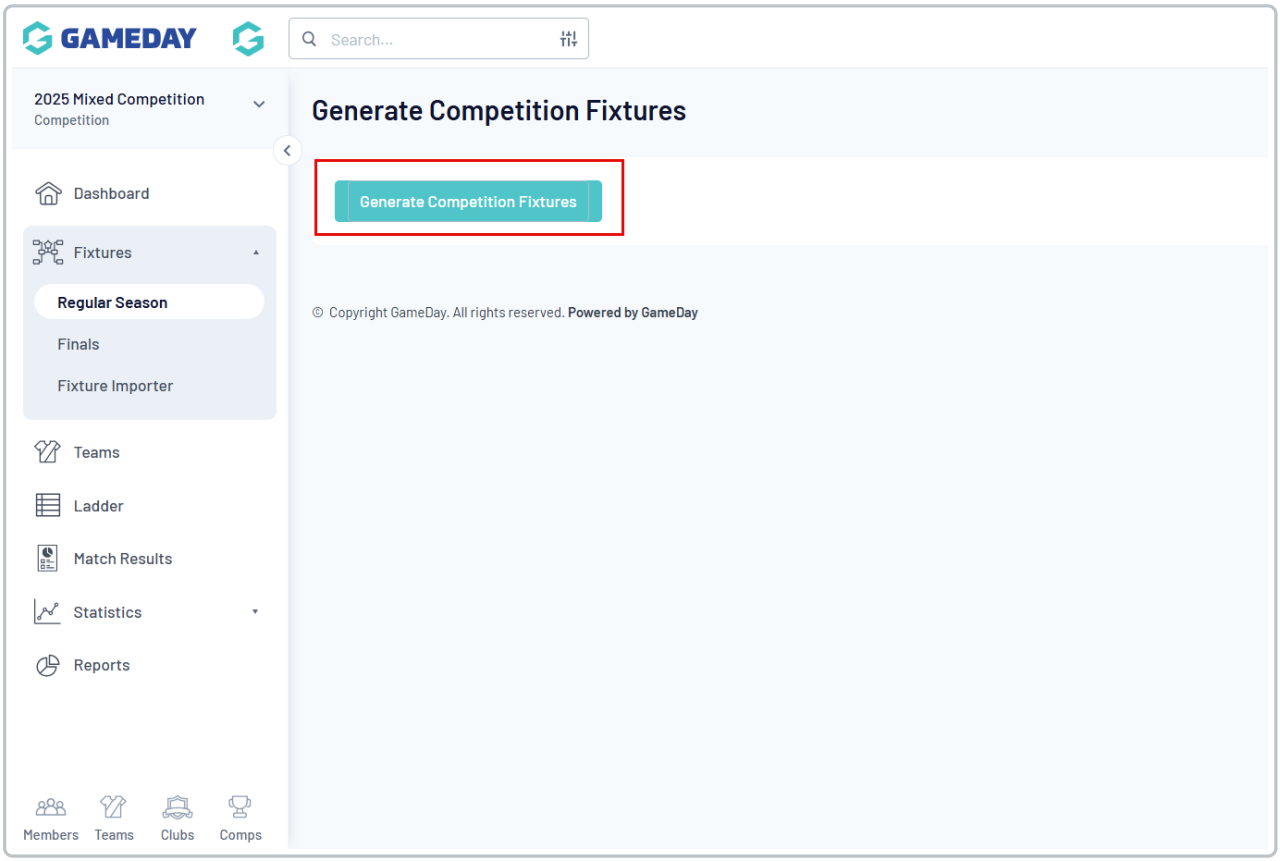


Click **Fixtures** > **REGULAR SEASON**



Click **GENERATE COMPETITION FIXTURES**

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



Watch

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