

How do I generate a Fixture using Venue Time Allocation?

18/06/2025 4:11 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.

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**

The screenshot shows the GAMEDAY interface for the Silverwood Sports Association. The left sidebar contains a navigation menu with 'Competitions' highlighted. The main content area displays the association's details, including its logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), and contact information for the President (Darryl Monk), Treasurer (Jane Jones), and Administrator (Sophie Jones). Below this, there is a 'Stats' section with three empty charts: 'Members', 'Players by Gender', and 'Players'. A red arrow points to the 'List Competitions' option in the sidebar menu.

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

Competitions in Association

Showing Name Including: Season: 2025 Age Group: --All Age Gr... Status: Active

Name	Competition ...	Amount of Te...	Abbreviation	Season	Grouping	Age Group	Contact	Status	Upload
2025 Mixed Competition	Venue Alloca...	8	25MC	2025		Age 18	Jan Nathaniel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2025 Junior Home & Away Competition	Home and A...	18		2025	Seniors	Age 18		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2025 Men's Home & Away Competition	Home and A...	18	25HA	2025	Seniors	Age 18	Sophie Jones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 2: Edit the Competition Configuration

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

Competition Configuration [Edit](#)

Active: Yes

Abbreviation: 25MC

Season: 2025

Type: Seniors

Division: 3

Age Group: Age 18

Gender: Mixed

Number of Teams: 8

Number of Rounds: 7

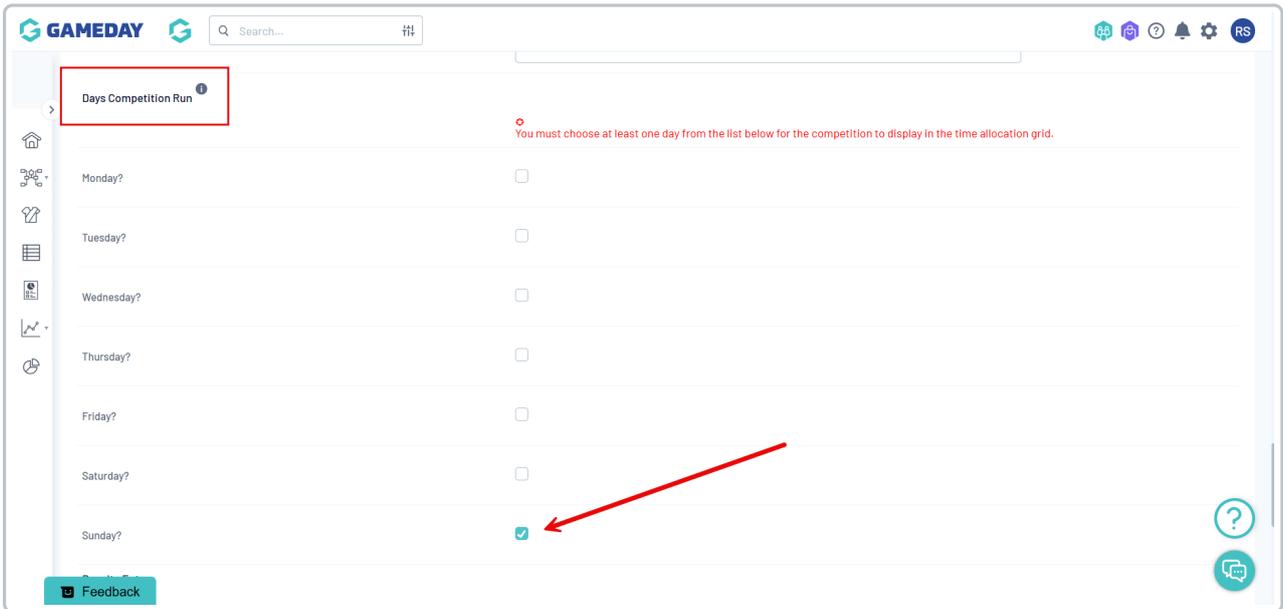
Match Duration: 120

Start Date: 2025-06-21

Step 3: Set the Competition Day(s)

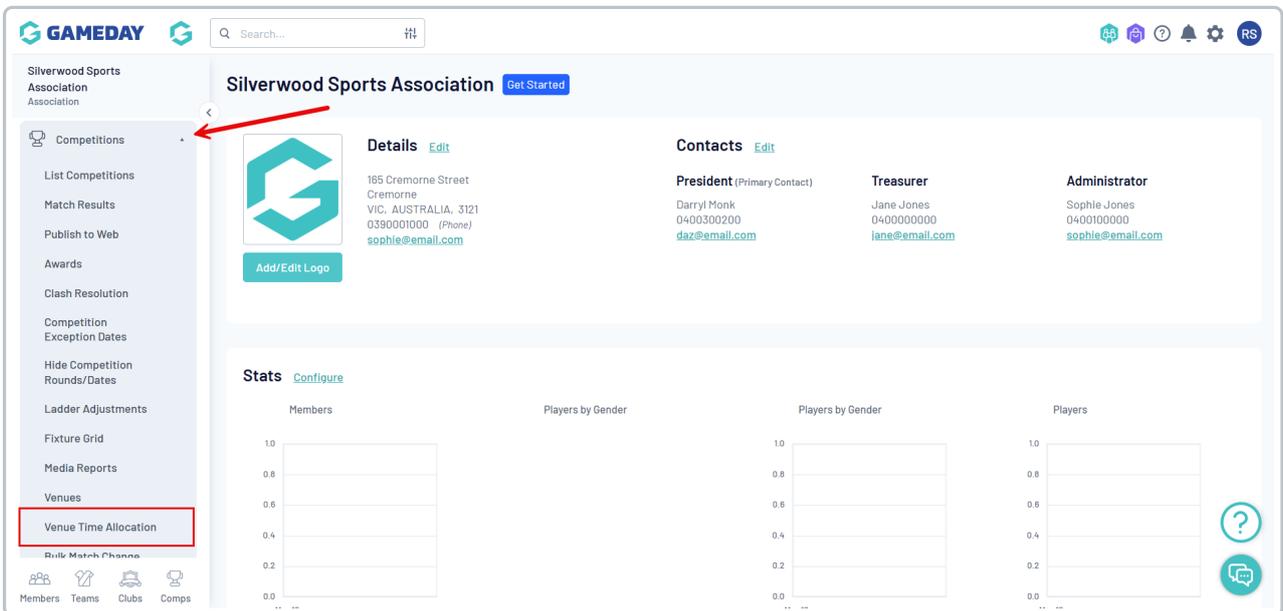
Scroll down to the **Days Competition Run** section. Tick the checkbox for each day that matches for this competition should be played on. At least one day must be selected for the competition to appear in the allocation

grid.



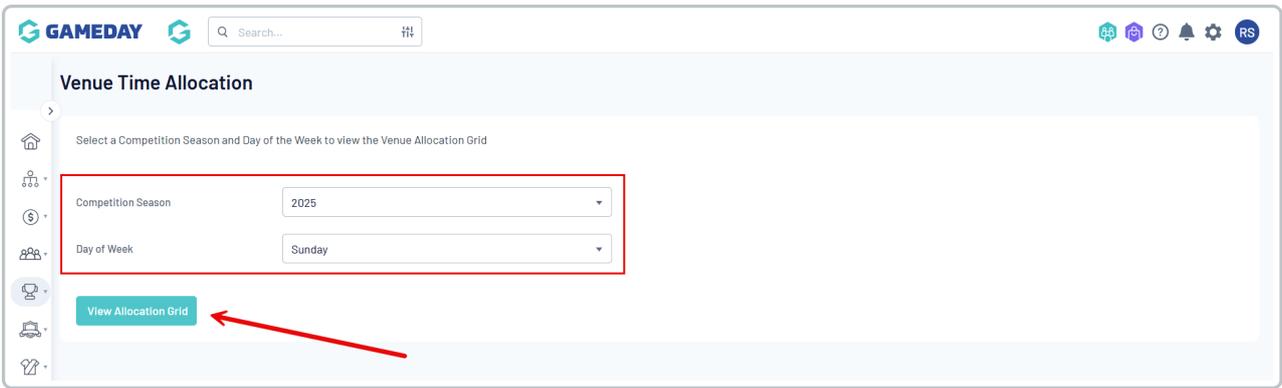
Step 4: Open the Venue Time Allocation tool

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**.

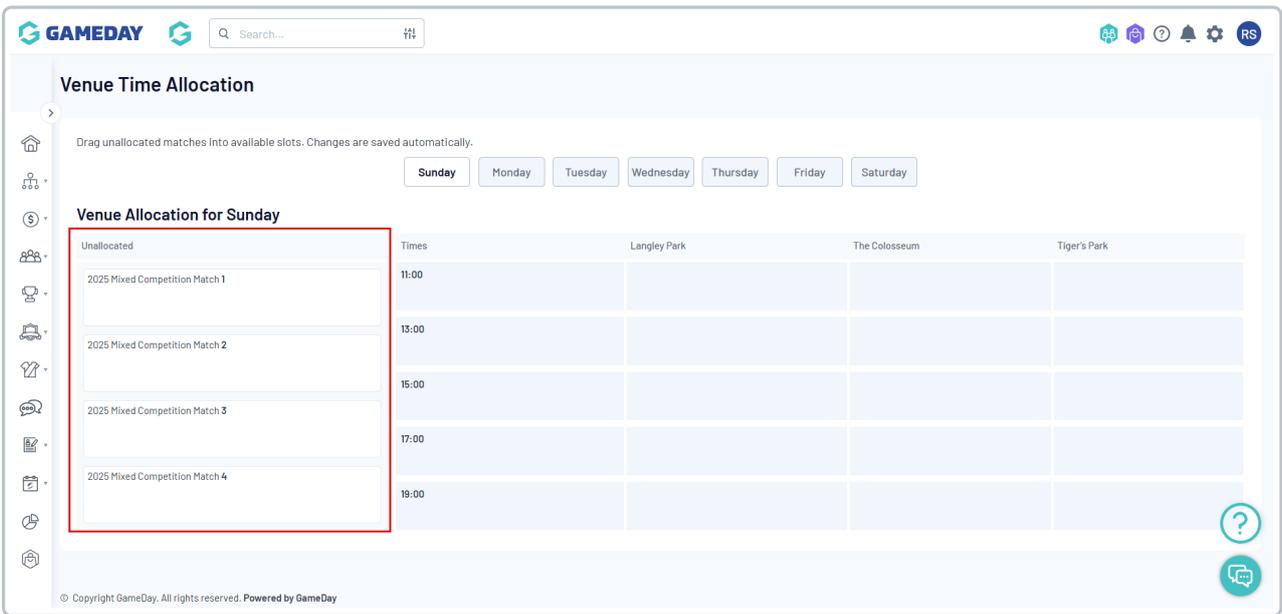


Step 5: Allocate the matches

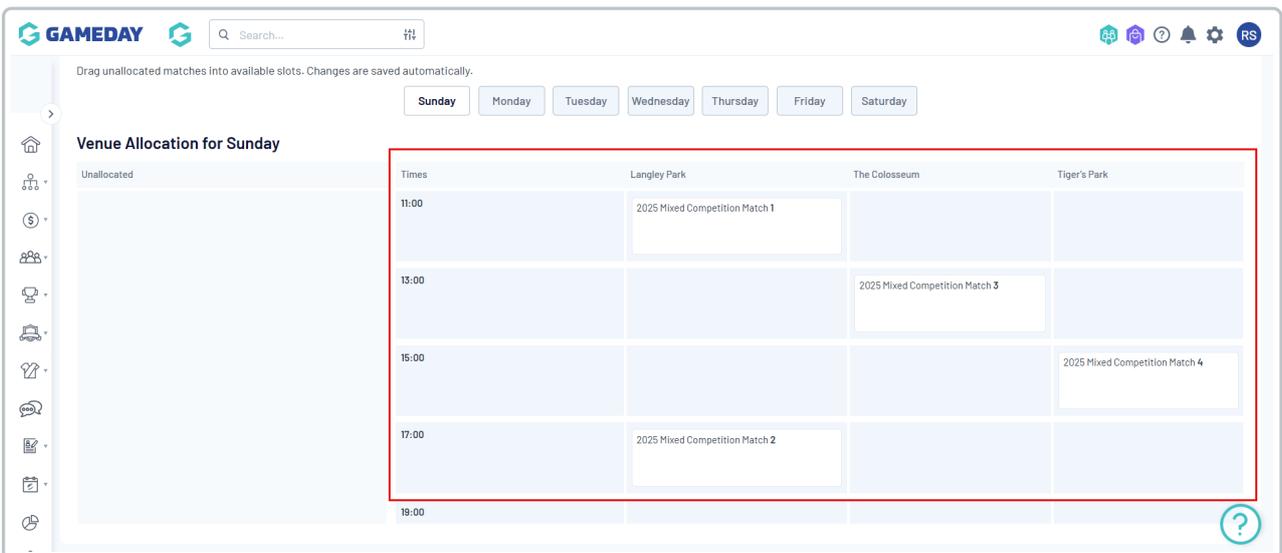
Select the appropriate **Competition Season** and **Day of the Week** using the links at the top of the grid, then click **VIEW ALLOCATION GRID**



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

The screenshot shows the GAMEDAY interface for Silverwood Sports Association. The main area displays 'Venue Allocation for Sunday' with a grid of time slots (11:00, 13:00, 15:00, 17:00, 19:00) and venues (Langley Park, The Colosseum, Tiger's Park). A red arrow points to the 'List Competitions' option in the left sidebar.

VIEW your competition again

The screenshot shows the GAMEDAY interface for Silverwood Sports Association. The main area displays 'Competitions in Association' with a table of competitions. A red arrow points to the first row of the table.

Name	Competition ...	Amount 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		✓	✓
2025 Men's Home & Away Competition	Home and A...	18	25HA	2025	Seniors	Age 18	Sophie Jones	✓	✓

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

GAMEDAY  

2025 Mixed Competition Competition

Competition Configuration [Edit](#)

Active	Yes
Abbreviation	25MC
Season	2025
Type	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

Navigation: Dashboard, Fixtures (Regular Season, Finals, Fixture Importer), Teams, Ladder, Match Results, Statistics, Reports

Click **GENERATE COMPETITION FIXTURES**

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

GAMEDAY  

2025 Mixed Competition Competition

Generate Competition Fixtures

[Generate Competition Fixtures](#)

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Navigation: Dashboard, Fixtures (Regular Season, Finals, Fixture Importer), Teams, Ladder, Match Results, Statistics, Reports

Footer: Members, Teams, Clubs, Comps

Watch

Your browser does not support HTML5 video.
