How do I create a Fixture Template?

05/08/2025 10:17 am AEST

Overview

Fixture Templates in GameDay Passport allow you to define the complete format of a fixture. This includes the number of rounds, team matchups, and even finals progression rules. This feature is an extremely useful way of automating the fixture generation process by applying a structure that can be re-used across your competitions and seasons.

Key features:

- **Define Fixture Structure:** Specify the number of rounds, the number of matches in a round, and team matchups.
- Reusable: Create as many different Fixture Templates as you need and apply them to multiple competitions.
- Automation: Automate the fixture generation process for new seasons and competitions, saving administrative time.
- Flexible: You can still make manual updates to your fixtures after a template has been applied and the fixtures are generated.

Step-by-Step

Step 1: Navigate to Fixture Templates

In the main dashboard at the Association level, click the **Settings Cog** icon in the top-right corner and select **SETTINGS**.



From the Configuration screen, locate the Manage Competitions section and click FIXTURE TEMPLATES.

| onfiguration | | | |
|--|--|--|--|
| These configuration options allow y Manage Users and Security | ou to modify the data and behaviour of t Configure Database Fields | he system. Setup Registrations | Manage Competitions |
| Password Management Permissions | <u>Custom Fields</u> Field Configuration Manage Lookup Information Member Packages Member List Display | <u>Age Groups</u> <u>Seasons</u> <u>Clearance Settings</u> | Statistics Templates Ladder Templates Fixture Templates Media Outlets Finals Eligibility Settings Match Day Reports |

Step 2: Add a new Fixture Template

On the Fixture Templates screen, click the ADD button in the top-right corner to begin creating your new template.

| | | | | | A |
|----------------------------------|---------------------------------|----------|-----------------|------------------|---------------|
| xture Templates | | | | | |
| Name | Description | Туре | Amount of Teams | Amount of Rounds | |
| 32 Team Knockout Comp | | Knockout | 32 | 5 | View Template |
| Soccer 17-18 Team Normal | | Normal | 0 | 0 | View Template |
| 11-12 Team Nornal Fixture (Reid) | Pairs: 1&7, 2&12, 3&8, 4&9, 5& | Normal | 0 | 0 | View Template |
| 13-14 Team Normal Fixture (R | Pairs: 1&8, 2&9, 3&10, 4&11, 5 | Normal | 0 | 0 | View Template |
| 9-10 Team Normal Fixture (Re | Pairs: 1&6, 2&7, 3&8, 4&10, 5&9 | Normal | 0 | 0 | View Template |

i

Tip: To quickly create a template based on an existing one, you can click **View Template** on an existing fixture and then select **Copy Fixture Template**.

Step 3: Define the Template Parameters

Fill in the basic details to define the structure of your fixture.

- Name: A descriptive name for your template (e.g. "8-Team Regular Season Fixture")
- Description: A brief explanation of the template's purpose
- Type: Choose between Normal, Finals or Knockout-style templates
- Number of Teams: The maximum number of teams for this fixture
- Number of Rounds: The total number of rounds to be generated

| ture Template: | |
|---|---|
| modify, change the details in the boxes below. When yo te: All boxes marked with a * must be filled in. | ou have finished, press the 'Update Fixture Template' button. |
| etails | |
| ame* | 8-Team Regular Season Fixture |
| escription | General structure of a standard 8-Team competition |
| уре | Normal |
| umber of Teams* | 8 |
| mber of Rounds* | 7 |

Step 4: Define the Fixture Structure

In the **Template** field, you must define the fixture structure using a specific line-by-line format for each round:

Line 1: Round Name (e.g. Round 1)

| Template | | |
|-------------------------|--|--|
| Template* | Round 1 4 1 1v8 2 2v7 3 3v6 4 4v5 Round 2 4 5 7v1 6 6v2 7 5v3 8 8v4 Round 3 4 9 1v6 10 2v5 11 3v4 12 7v8 Round 4 4 13 5v1 14 4v2 15 8v3 16 6v7 Round 5 | |
| Update Fixture Template | | |

Line 2: Number of matches in the round (e.g. 4)



Subsequent Lines: The **match number**, followed by the **teams playing** each other, based on their assigned number (e.g. the line **1 1v8** means in match 1, team 1 plays team 8).



Repeat this process for every round required in the fixture. Once you are happy with the template, click UPDATE

FIXTURE TEMPLATE to save.

| | Round 3 4 9 1v6 10 2v5 11 3v4 12 7v8 Round 4 4 13 5v1 14 4v2 15 8v3 16 6v7 Round 5 4 | • |
|-------------------------|---|---|
| Update Fixture Template | | |

Note: If you are creating a Finals template, your match numbers will need to be added as shortcodes instead of numbers. A full list of finals shortcodes can be found below:

QF = Qualifying Final QF1 = Qualifying Final 1 QF2 = Qualifying Final 2 **EF = Elimination Final** EF1 = Elimination Final 1 EF2 = Elimination Final 2 SF = Semi Final SF1 = Semi Final 1 SF2 = Semi Final 2 QtrF1 = Quarter Final 1 QtrF2 = Quarter Final 2 QtrF3 = Quarter Final 3 QtrF4 =Quarter Final 4 PF = Preliminary PF1 = Preliminary 1 PF2 = Preliminary 2 GF = Grand Final 3rdPlace = 3rd/4th Playoff 5thPlace = 5th/6th Playoff 7thPlace = 7th/8th Playoff 9thPlace = 9th/10th Playoff 11thPlace = 11th/12th Playoff

Step 5: Navigate to your Competition

Once the template is saved, navigate to the competition you wish to apply it to by going to the left-hand menu and clicking **Competitions**, then select **LIST COMPETITIONS**.

| GAMEDAY 🗯 🔍 | Search | 111 111 | | | |
|--|----------------------------------|-----------------------------------|----------|-----------------|------------------|
| GameDay Passport Training Association | | | | | |
| 💮 Dashboard | Fixture Templates | ٢ | | | |
| 💲 Finances 🛛 💌 🔻 | Name | Description | Туре | Amount of Teams | Amount of Rounds |
| 000 маларана | 64 Team Knockout Comp | | Knockout | 64 | 6 |
| ACK Members * | 24 Team Normal Fixture | | Normal | 0 | 0 |
| ♀ Competitions ▲ | 8-Team Regular Season Fixture | General structure of a standard | Normal | 8 | 7 |
| List Competitions | 13-14 Team Normal Fixture (Reid) | Pairs: 1&8, 2&9, 3&10, 4&11, 5&14 | Normal | 0 | 0 |
| Match Results | Soccer 11-12 Team Normal | | Normal | 0 | 0 |
| Publish to Web | 26 Team Normal Fixture | | Normal | 0 | 0 |
| Awards | 7-8 Team Normal Fixture (Reid) | Pairs: 1&5, 2&8, 3&6, 4&7 | Normal | 0 | 0 |
| Clash Resolution | 6 Team 4 Week Finals Fixture | | Finals | 99 | 0 |
| Competition | Soccer 9-10 Team Normal | | Normal | 0 | 0 |
| Exception Dates | 22 Team Normal Fixture | | Normal | 0 | 0 |
| Hide Competition Rounds/Dates | 32 Team Knockout Comp | | Knockout | 32 | 5 |
| Ladder Adjustments | 15-16 Team Normal Fixture (Reid) | | Normal | 0 | 0 |
| Fixture Grid | 5-6 Team Normal Fixture (Reid) | Pairs: 1&4, 2&5, 3&6 | Normal | 0 | 0 |
| 88 W 🚊 🖞 | 6 Team 3 Week Finals Fixture | | Finals | 99 | 0 |
| Members Teams Clubs Comps | 4 Taam 4 Waak Finale Fivtura | | Finale | ۵۵ | n |

Click the magnifying glass icon to the left of the competition to open up the competition settings.

| Comp | etitions in Association | on Ø | | | | | | | NEW | СОРУ | REGRADE |
|------|----------------------------|------------|-----------|--------------|-------------|----------|------------------------|---------------------------|-----------------------|----------------|---------|
| | | | | | | | Showing Name Including | Season Age 2024 Season | Group All Age Gr | Status Acti | ve |
| | Name | Competitio | Amount of | Abbreviation | Season | Grouping | Age Group | Contact | Sta | us | Upload |
| đ | 2023/24 Summer Competition | Home and | 19 | | 2024 Season | | Age 10 | | ✓ | | |
| | 2024 Division 1 | Venue Allo | 8 | | 2024 Season | | Age 18 | | | | |

Step 6: Edit the Competition Configuration

Find the relevant competition in the list and click **EDIT** to modify its configuration.

| Competition Configuration | | | |
|---------------------------|-------------|--|--|
| Active | Yes | | |
| Season | 2024 Season | | |
| Туре | Juniors | | |
| Division | Division 1 | | |
| Age Group | Age 10 | | |
| Gender | Mixed | | |
| Number of Teams | 18 | | |
| Number of Rounds | 7 | | |
| Match Duration | 120 | | |
| Start Date | 2024-03-01 | | |
| | | | |

Step 7: Select the Fixture Template

Scroll down to the **Templates** section on the Competition Configuration page. Click the **Fixture Template** dropdown menu and select the template you created.

| Templates | | |
|-------------------|-------------------------------|----------|
| Fixture Template* | 8-Team Regular Season Fixture | • |
| Publish to Web as | Choose Type | , |
| Ladder Template | Standard Ladder | 7 |
| Finals Template | Choose a Finals Type | • |

Step 8: Update the Competition

Scroll to the bottom of the page and click **UPDATE COMPETITION** to apply the template and save your changes. The system will now use this template to generate the fixture for this competition.

| Allow Clubs/Teams to access matches via Match Results Entry? | |
|--|--|
| Allow Clubs/Teams Access to Post-Game Results Entry? | |
| | The default minimum # players for game selection is 0 |
| Match Locking | To enable Automatic match locking, you must tick the Allow Match Locking below and select from the belo options |
| Allow Match Locking ? | |
| Lock access to PreGame based on the following rule: | Select Time |
| Lock access to Match based on the following rule | Select Time |
| | * Start time will be based on local timezone set-up in your organisation settings |
| Update Competition | |

Watch

Your browser does not support HTML5 video.