

How do I create a Fixture Template?

17/06/2025 3:13 pm 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**.

The screenshot displays the GameDay Passport Training dashboard. At the top, there is a search bar and a navigation bar with icons for home, users, calendar, help, notifications, settings (highlighted with a red box), and a user profile icon (RS). Below the navigation bar, the main content area is divided into sections. On the left, there is a 'Details' section with a logo placeholder and an 'Add/Edit Logo' button. To the right of the logo, the 'Details' section lists contact information: 12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000, +61400100200 (Phone), and hello@mygameday.app. Further right, there is a 'Contacts' section with an 'Edit' link. It lists the President (Margaret Bell, 0400100200, hello@mygameday.app) and the Treasurer (Melissa Boyle, 0400100202, hello@mygameday.app). A 'Show more' link is at the bottom of the contacts list. On the far right, there is a 'Vice President' section (Barry Driscoll, 0400100201, hello@mygameday.app) and a 'Secretary' section (Barrett Ferguson, 0400100203, hello@mygameday.app). A settings dropdown menu is open, showing options: Settings, User Management, Process Log, Audit Log, and Dark Mode.

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

Configuration

These configuration options allow you to modify the data and behaviour of the system.

Manage Users and Security

[Password Management](#)
[Permissions](#)

Configure Database Fields

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Setup Registrations

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Manage Competitions

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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.

Fixture Templates

ADD

Name	Description	Type	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 Normal 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



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

Fixture Template:

To modify, change the details in the boxes below. When you have finished, press the 'Update Fixture Template' button.

Note: All boxes marked with a * must be filled in.

Details

Name*

8-Team Regular Season Fixture

Description

General structure of a standard 8-Team competition

Type

Normal

Number of Teams*

8

Number 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

4

Update Fixture Template

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

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

4

Update Fixture Template

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).

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

4

Update Fixture Template

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

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...

GameDay Passport Training Association

Dashboard

FinancesNEW

Members

Competitions

List Competitions

Match Results

Publish to Web

Awards

Clash Resolution

Competition Exception Dates

Hide Competition Rounds/Dates

Ladder Adjustments

Fixture Grid

Members

Teams

Clubs

Comps

Fixture Templates

Name	Description	Type	Amount of Teams	Amount of Rounds
64 Team Knockout Comp		Knockout	64	6
24 Team Normal Fixture		Normal	0	0
8-Team Regular Season Fixture	General structure of a standard ...	Normal	8	7
13-14 Team Normal Fixture (Reid)	Pairs: 1&8, 2&9, 3&10, 4&11, 5&14...	Normal	0	0
Soccer 11-12 Team Normal		Normal	0	0
26 Team Normal Fixture		Normal	0	0
7-8 Team Normal Fixture (Reid)	Pairs: 1&5, 2&8, 3&6, 4&7	Normal	0	0
6 Team 4 Week Finals Fixture		Finals	99	0
Soccer 9-10 Team Normal		Normal	0	0
22 Team Normal Fixture		Normal	0	0
32 Team Knockout Comp		Knockout	32	5
15-16 Team Normal Fixture (Reid)		Normal	0	0
5-6 Team Normal Fixture (Reid)	Pairs: 1&4, 2&5, 3&6	Normal	0	0
6 Team 3 Week Finals Fixture		Finals	99	0
4 Team 4 Week Finals Fixture		Finals	99	0

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

NEWCOPYREGRADE

Competitions in Association

Showing Name Including

Season2024 Season

Age Group--All Age Gr...

StatusActive

	Name	Competitio...	Amount of ...	Abbreviation	Season	Grouping	Age Group	Contact	Status	Upload
	2023/24 Summer Competition	Home and ...	19		2024 Season		Age 10		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2024 Division 1	Venue Allo...	8		2024 Season		Age 18		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 6: Edit the Competition Configuration
Find the relevant competition in the list and click **EDIT** to modify its configuration.

Competition Configuration

Edit

Active

Yes

Season

2024 Season

Type

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

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?	<input checked="" type="checkbox"/>
Allow Clubs/Teams Access to Post-Game Results Entry?	<input checked="" type="checkbox"/>
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 below options	
Allow Match Locking ?	<input type="checkbox"/>
Lock access to PreGame based on the following rule:	<div>Select Time</div>
Lock access to Match based on the following rule	<div>Select Time</div>
* Start time will be based on local timezone set-up in your organisation settings	
<div>Update Competition</div>	

Watch

Your browser does not support HTML5 video.

