



How do I create a new Competition?

Last Modified on 01/10/2024 9:58 am AEST

The below guide provides a step-by-step walkthrough of the competition creation process.

Note: Prior to creating your competition, please ensure you have completed the [Pre-Competition Setup](#) steps.

To create a new competition, please complete the following steps:

1. Hover the cursor over the **Competitions** menu and select **LIST COMPETITIONS**.

The screenshot shows the GameDay Passport Training Association dashboard. The left sidebar menu has 'Competitions' expanded, with 'List Competitions' highlighted in a red box. The main content area displays the details for a competition, including a logo, address (100 Sport Street, Melbourne, VIC, AUSTRALIA, 3000), and contact information for the President (Thane Fitzgerald), Vice President (Marcia Lambert), Treasurer (Brock Shaw), and Secretary (Colin Morton). Below the details are four empty charts: 'Members', 'Players by Gender', 'Players by Gender', and 'Players'. The top right corner shows 'Customer Plan' and 'Passport - Enterprise' buttons.

2. A list of your current competitions will appear. Click the **NEW** button in the top right corner.

The screenshot shows the GameDay Passport Training Association interface. The main heading is 'Competitions in Association'. There are filters for 'Showing Name Including', 'Season' (2023), 'Age Group' (--All Age Gr...), and 'Status' (Active). A table lists competitions with columns: Name, Competiti..., Amount of ..., Abbreviation, Season, Grouping, Age Group, Contact, Status, and Upload. One row is visible: '2023 Stack Sports Competition' with 'Home and ...' as the competitor, '18' as the amount, '2023' as the season, and 'Age 21' as the age group. The status is 'Active' and the upload checkbox is checked. A 'NEW' button is highlighted in a red box in the top right corner.

3. Select your **Competition Type**.

Note: Further information on Competition Types can be found in our [Competition Types](#) article.

4. On the **Add New Competition** screen you can enter the following information:

Details

Details	
Competition Name*	2023 Division 1 Men
Abbreviation	23DIV1
Alternate Name	2023 Div 1 Senior Men
Contact	John Smith
Season*	2023

- **Competition Name:** Name of the competition which will be displayed on the public website/GameDay App.
- **Abbreviation:** Abbreviated version of the competition name which can be used in reports and displayed on competition list.
- **Alternate Name:** Alternate version of the competition name for internal reference.
- **Contact:** Key contact name of the competition for internal reference.
- **Season:** The Season that this competition will be included in. Used in reporting and as filters

in competition lists.

Type/Gender/Age/Order

Type/Gender/Age/Order	
Competition Type*	Seniors
Gender*	Male
Division*	Division 1
Default Age Group*	Age 18
From (Maximum Age) DOB	Day Month Year
To (Minimum Age) DOB	1 Jan 2005
Sort Order	1

- **Competition Type:** A customisable drop-down menu used to categorise your competition.

Note: If there are no fields available to select from the drop-down, you will need to configure your [Manage Lookup Information](#)

- **Gender:** Apply an eligibility filter based on the participant's Assigned Gender at Birth. Restricts the ability for members with a gender outside of this selection to participate in the competition.
- **Division:** Internal reference to note the division of the competition. Used for reporting and categorisation.
- **Default Age Group:** Internal reference to note the age group represented in the competition. Used for reporting and categorisation.
- **Minimum/Maximum DOB Range:** Apply an eligibility filter based on the participant's Date of Birth. Restricts the ability for members with a Date of Birth outside of this range to participate in the competition.
- **Sort Order:** Denotes the display order in competition lists.

Fixturing

Fixturing	
Start Date*	<input type="text" value="18/03/2023"/>
Default Game Start Time	<input type="text" value="13"/> : <input type="text" value="00"/> 24 hour time
Match Duration (mins)*	<input type="text" value="120"/>
Time Venue Required For (mins)*	<input type="text" value="180"/>
% of Venue Required*	<input type="text" value="100"/>
Max. Number of Teams*	<input type="text" value="8"/>
Number of Rounds*	<input type="text" value="7"/>
Days Between Rounds*	<input type="text" value="7"/>
Matches for Finals Eligibility	<input type="text" value="5"/>
Period Length	<input type="text" value="30"/>

- **Start Date:** The date of the first round of your competition. When fixtures are generated for this competition, this will be the date applied to the first round of matches (this can be updated for individual matches after the fixture is generated).
- **Default Game Start Time:** The most common match start time. When fixtures are generated for this competition, this will be the match time applied to all matches by default (this can be updated for individual matches or using [Venue Time Allocation](#) after the fixture is generated).

Note: Please do not set Default Game Start Time to 12:00AM

- **Match Duration (mins):** The total actual playing time (e.g. 4 x 30-minute quarters = 120 mins).
- **Time Venue Required For (mins):** Time required for the use of the venue for one match (e.g. Playing time + Quarter Time + Half Time + 3-Quarter Time = 180 mins).
- **% Of Venue Required:** The percentage of field space required to run a game (e.g. 50% will allow you to run two games on one venue at a time).
- **Maximum Number of Teams:** Denotes the maximum number of teams that can be included in this competition fixture.
- **Number of Rounds:** Denotes how many rounds will be generated in the Regular Season for this competition fixture.
- **Days Between Rounds:** Number of days that the fixture generator allows between round dates.

- **Allow Creation of Teams across Associations:** Allows this competition to fixture matches where teams from one association can play against teams from another association.
- **Matches for Finals Eligibility:** The minimum number of matches a player needs to play in this competition to be eligible for selection in Finals.
- **Period Length:** Length of each period (i.e. quarter/half).

Note: If the 'Period Length' field is left blank, each period will be 20-minutes by default, with a 5-minutes overtime period. Please ensure a Period Length is applied if you are using Live Scoring/Courtside.

- **Allow Clubs to Edit Fixture Start Time & Date :** Enabling this setting will allow the Home Team's Club to edit the Fixture Start Time
- **Clubs cannot Edit Fixture Start Time before a match based on this rule :** Applies a length of time prior to the match within which clubs can edit the Fixture Start Time

Website Display

Website Display	
Display Results on public website	<input checked="" type="checkbox"/>
Display Ladder on public website	<input checked="" type="checkbox"/>
Display Competition on public website ?	<input checked="" type="checkbox"/>

- **Display Results on Public Website:** Enables team results to be published to your GameDay Website/GameDay App.
- **Display Ladder on Public Website:** Enables the competition ladder to be published to your GameDay Website/GameDay App.
- **Display Competition on Public Website:** Enables competition fixtures to be published to your GameDay Website/GameDay App.
- **Website Grouping:** Custom grouping which displays competitions by the text entered.

Templates


Templates	
Fixture Template*	16 Team Knockout Comp
Publish to Web as	Normal
Ladder Template	Aussie Rules - Standard Ladder
Finals Template	4 Team 3 Week Finals Fixture
Player Comp Stats Template	Player Comp Template
Player Round Stats Template	Test Player Round
Team Match Stats Template	Aussie Rules - Team Match Statistics (Basic)
Player Match Stats Template	Aussie Rules - Player Match Stats (Basic)

- **Fixture Template:** Assign a template which defines which teams play each other across the entire competition fixture. Click [here](#) for more information on setting up Fixture Templates.
- **Publish to Web As:** Choose to publish your fixture to GameDay Websites as a Normal, Knockout or Round Robin format.
- **Ladder Template:** Assign a template which defines the columns, configuration and display of your competition ladder. Click [here](#) for more information on setting up Ladder Templates.
- **Finals Template:** Assign a template which defines which teams play each other in the finals fixture. Click [here](#) for more information on setting up Fixture Templates.
- **Player Comp Stats Template:** Assign a template which defines the statistics fields captured for each individual player within the competition. Click [here](#) for more information on Player Competition Stats Templates.
- **Player Round Stats Template:** Assign a template which defines the statistics fields captured for each individual player within each competition round. Click [here](#) for more information on Player Round Stats Templates.
- **Team Match Stats Template:** Assign a template which defines the statistics and results fields captured for each team within a given match. Click [here](#) for more information on Team Match Stats Templates.
- **Player Match Stats Template:** Assign a template which defines the statistics fields captured for each individual player within a given match. Click [here](#) for more information on Player Match Stats Templates.

Notes


- **Notes:** Allows you to add custom messaging on your GameDay Website/GameDay App for this competition

Days Competition Run

Days Competition Run	
	 You must choose at least one day from the list below for the competition to display in the time allocation grid.
Monday?	<input type="checkbox"/>
Tuesday?	<input type="checkbox"/>
Wednesday?	<input type="checkbox"/>
Thursday?	<input type="checkbox"/>
Friday?	<input type="checkbox"/>
Saturday?	<input checked="" type="checkbox"/>
Sunday?	<input type="checkbox"/>

- **Days Competition Run:** Select any days on which the competition will play matches. Used for [Venue Time Allocation](#) grid, reporting and categorisation.

Results Entry

Results Entry	
Allow Clubs to Edit Fixture Start Time? 	<input checked="" type="checkbox"/>
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"/>

- **Allow Clubs to Edit Fixture Start Time :** Allows the Home Team Club to edit the fixture time.
- **Allow Clubs/Teams to access matches via Match Results Entry?:** Allows association administrators to grant permission to club and team administrator to access the Match Results screen for this competition.
- **Allow Clubs/Teams Access to Post-Game Results Entry?:** Allows association administrators to grant permission to club and team administrator to access the [Post-Game](#) results entry screen for this competition.

Match Locking

Match Locking

To enable Automatic match locking, you must tick the **Allow Match Locking** below and select from the below options

Allow Match Locking?

Lock access to PreGame based on the following rule: 24 hours before start

Lock access to Match based on the following rule: 24 hours after start

* Start time will be based on local timezone set-up in your organisation settings

- **Allow Match Locking:** Enables the ability to restrict administrators from entering match results for individual matches.
- **Lock access to Pre Game based on the following rule:** Automatically restricts administrator access to the [Pre-Game Match Results](#) screen up to 24 hours before or after a match starts.
- **Lock access to Match based on the following rule:** Automatically restricts administrator access to the Pre-Game, At-Game and Post-Game match results screens up to 24 hours before or after a match starts.

Note: Where a match is locked based on an auto-locking rule and is subsequently unlocked by an administrator for the Association/League after the match locking deadline has passed, the match will be available for **up to 15 minutes**.

Matches that are manually unlocked but should be locked by the above rules will lock again at 15, 30, 45 and 60 minutes past each hour.

For example;

- if a match is manually unlocked at 14 minutes past the hour, it will re-lock at 15 minutes past the hour
- if a match is manually unlocked at 33 minutes past the hour, it will re-lock at 45 minutes past the hour

5. Once you have entered all the information and settings for your competition, click **UPDATE COMPETITION**.

Note: If you need to edit any of these settings at a later date, you can get back to this screen following the below steps:

Competitions > List Competitions > View the Competition > Edit Competition Configuration