

How do I create a new Competition?

Last Modified on 24/02/2025 10:00 am AEDT

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**.

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GameDay Passport Training Association	GameDay Passport	Training			Customer : Passport - Plan Enterprise
Dashboard	Det	ails Edit	Contacts Edit		
Members •	100 5	port Street	President (Primary Contac	t) Vice President	Treasurer
Competitions	Melb ViC, 1300 hello	ourne AUSTRALIA, 3000 100200 (Phone) ©stacksports.com	Thane Fitzgerald 0400100200 <u>hello@stacksports.com</u>	Marcia Lambert 0400100300 <u>hello@stacksports.com</u>	Brock Shaw 0400100400 <u>hello@stacksports.com</u>
Match Results	Add/Edit Logo		Secretary		
Publish to Web			Colin Morton 0400100500 ballo@stackaparts.com		
Awards			neno@stacksports.com		
Clash Resolution			Show more Y		
Competition Exception Dates					
Hide Competition Rounds/Dates	Stats Configure				
Ladder Adjustments	Members	Players by Ger	ider Pl	ayers by Gender	Players
Fixture Grid	10		10		1.0
Media Reports	0.8		0.8		0.8
Venues	0.0		0.0		0.0
	0.0		0.6		0.0
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2. A list of your current competitions will appear. Click the **NEW** button in the top right corner.

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GameDay Passport Training Association													EW CO	PY REGRA	ADE
Dashboard	Ċ	Co	ompe	etitions in Associat	ion										
Members	*									Showing Name Including	Season	Age Group	Sta	tus	
Competitions											2023	All Age of		Juve	
Clubs			5	Name 2023 Stack Sports Competition	Competiti Home and	Amount of	Abbreviation	Season 2023	Grouping	Age Group	Contact		Status	Upload	
Teams															-
Communications															
Registrations															
Reports															
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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*	18/03/2023					
Default Game Start Time	13 • : 00 • 24 hour time					
Match Duration (mins)*	120					
Time Venue Required For (mins)*	180					
% of Venue Required*	100					
Max- Number of Teams*	8					
Number of Rounds*	7					
Days Between Rounds*	7					
Matches for Finals Eligibility	5					
Period Length	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-minute 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		
Display Ladder on public website		
Display Competition on public website ?		

- **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.

<u>Templates</u>

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.

<u>Notes</u>

• **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?	
Tuesday?	
Wednesday?	
Thursday?	0
Friday?	0
Saturday?	
Sunday?	0

• **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?	0
Allow Clubs/Teams to access matches via Match Results Entry?	0
Allow Clubs/Teams Access to Post-Game Results Entry?	0

- 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 ?	٥
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 for the specified period of time relative to the match start time.
- 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 for the specified period of time relative to the match start time.

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