How do I edit a match in my fixture?
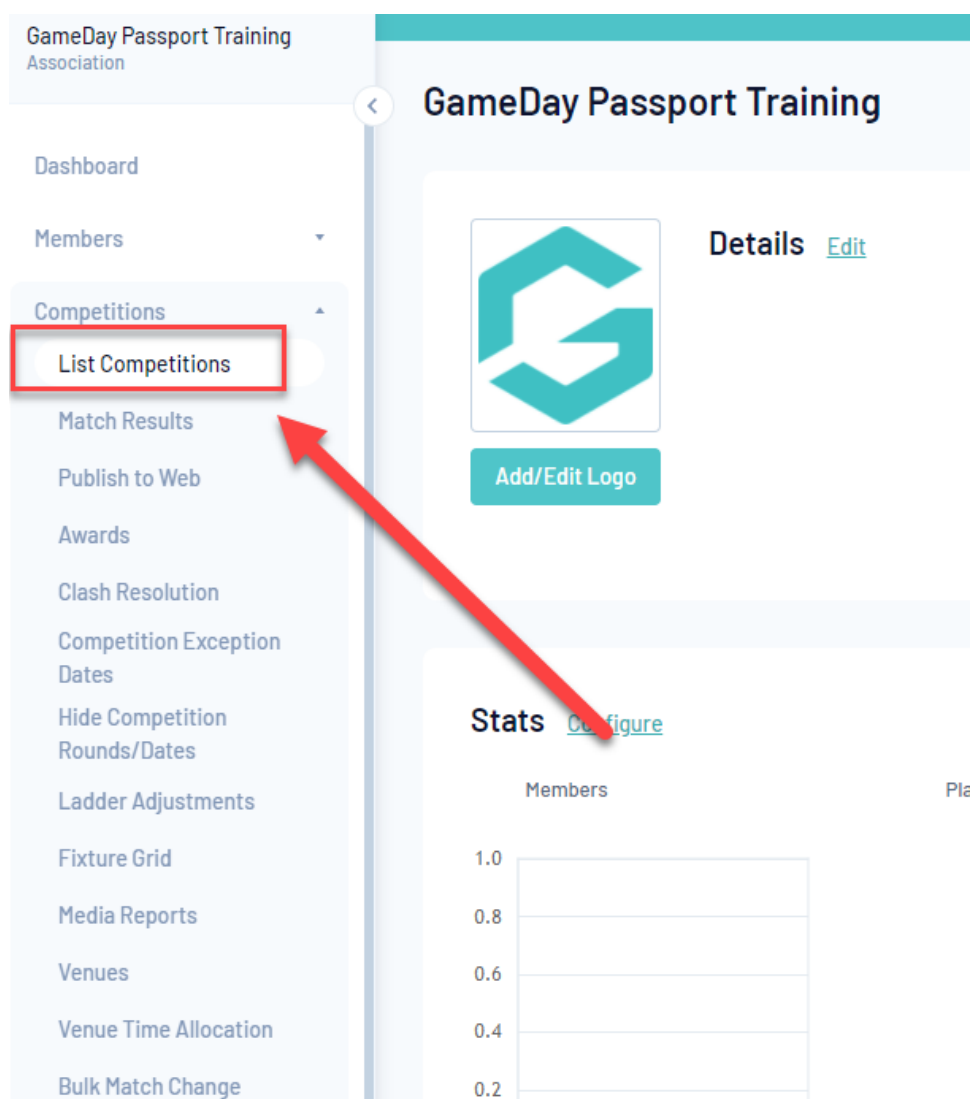
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Edit a Match Fixture

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

There are numerous ways to edit a fixture. To edit a single match in a fixture, follow these steps.

1. Hover over Competitions and click List Competitions.

2. Click on the magnifying glass next to the competition you wish to edit.

3. Once you have selected the Competition, click on Fixtures which will display the fixture list for the Competition.

4. You will now have the following options to edit a Match Fixture.

a) To Edit the Date or Time of a Match, click on the Date / Time of the Match in the Fixture List which will open a calendar and time option to edit:

b)To Edit the Home Team or Away Team of a Match, click on the appropriate Team Name in the Fixture List which will open a list of teams in the Competition to choose from:

c) To Edit the Venue of a Match, click on the Venue Name in the Fixture List which will open a list of Venues in your Database to choose from:

Edit a Match

To Edit all details of a Match, including adding a Match Name, moving a Match to another Round or to Delete a Match, click on the Edit Match Icon:

Use this grid to edit fixtures by clicking on the date, home or away team, or venue for the fixture you want to edit.

Add New Round

	Match #	Date	Home Result	Home Team	Away Team	Away Result	Venue	Match Status
⊟ Round: 1								
	1	07/08/2021 01:00 PM		Sharks	Titans		Oval 1	No Result Entered
	2	07/08/2021 04:00 PM		Panthers	Ravens		Oval 2	No Result Entered
	3	07/08/2021 01:00 PM		Jaguars	Warriors		Oval 3	No Result Entered
	4	07/08/2021 09:00 PM		Eagles	Bulls		Oval 4	No Result Entered
	5	07/08/2021 04:00 PM		Demons	Wolves		Oval 5	No Result Entered
	6	07/08/2021 01:00 PM		Lions	Tigers		Oval 6	No Result Entered
	7	07/08/2021 04:00 PM		Giants	Hawks		Oval 7	No Result Entered
	8	07/08/2021 01:00 PM		Bulldogs	Bears		Oval 8	No Result Entered
	9	07/08/2021 09:00 PM		Cats	Hornets		Oval 9	No Result Entered
⊟ Round: 2								

which will open the match details which you can edit and Update Match.

Match -

To modify, change the details in the boxes below. When you have finished, press the '**Update Match**' button.
Note: All boxes marked with a * must be filled in.

Match Name	
Abbreviation	
Round No *	1
Match Date *	07/08/2021
Match Time	13 : 00
Venue	Oval 1
Home Team	Sharks
Away Team	Titans
Hide In Ladder	☐
Hide In Stats	☐
Match Locked	☐

Update Match

In this field you can also add a specific match name to a game. For example, Playoff 5/6; Bronze Medal; Gold Medal

It will then displays on the website like this;

Save Changes

If you do make any changes to the Fixture Grid it is important that you click on the Save Changes button in the bottom left of the Fixture Grid otherwise your changes will be lost.

Redraw Fixtures

Should you wish to generate your fixtures from scratch again, simply click on the Redraw Fixture link at the top right of the Fixture Grid and the fixture will be generated again based on the Fixture Template and teams assigned to the Competition.