

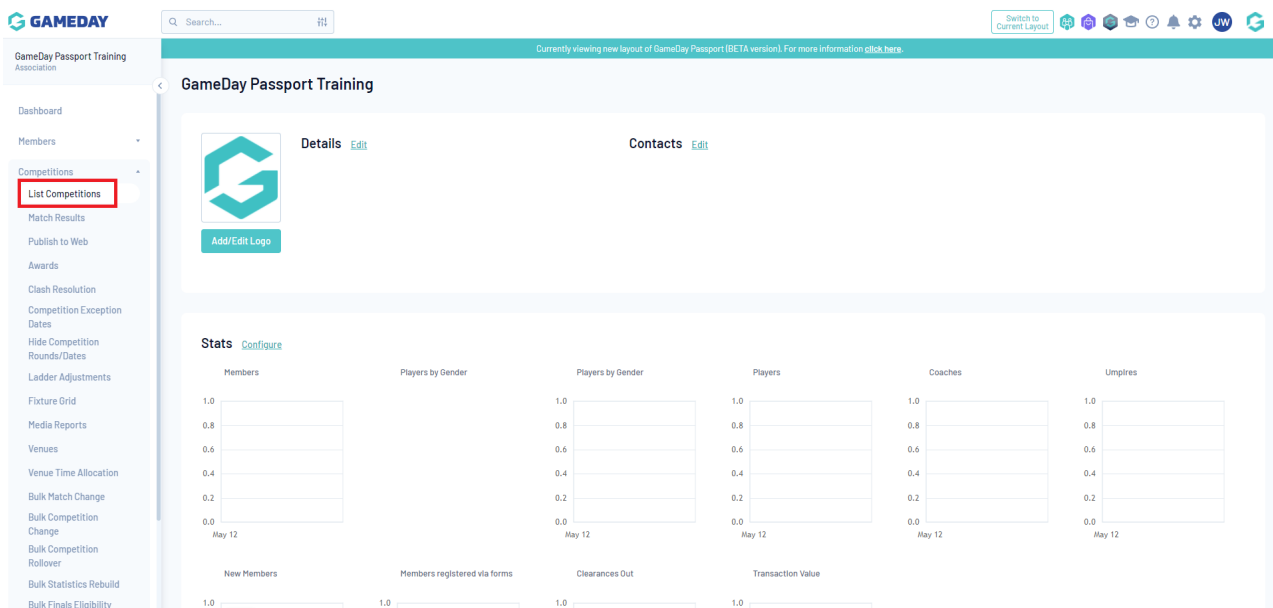
# Copying All Teams & Members Into New Competitions

Last Modified on 22/03/2022 12:13 pm AEDT

Moving teams between competitions is a regular occurrence and in the past has been time consuming process for administrators. The following documentation will explain the best process to copy all the teams including their members from one competition into a new competition. This process will only work if both competitions are being played in the same season, for example season 2013. You may wish to use this process if you are running a pre-season or post-season competition that will include the same teams and members as the regular season competition.

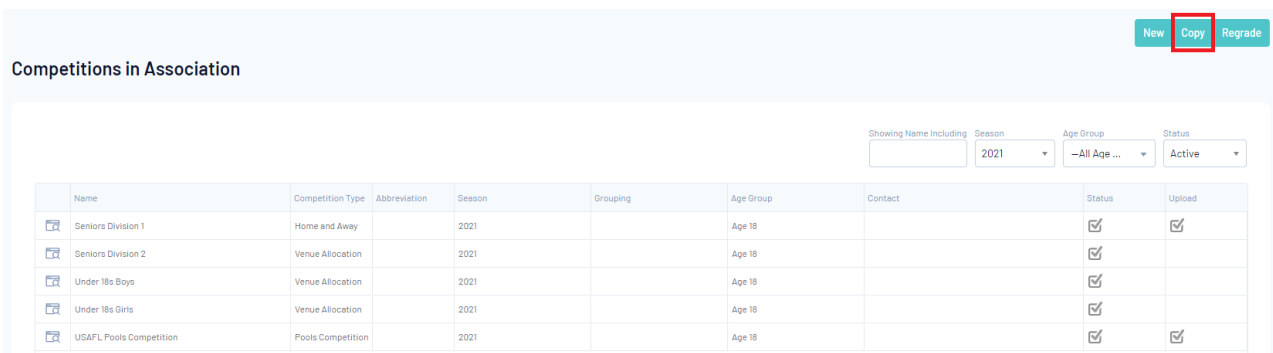
NOTE: This process will not regrade the teams it simply makes another copy of the team. This means that the teams you copy will still remain in their current competition.

1. The first step is from the dashboard at association level to click on the 'Competitions' tab and then click List Competitions from the drop down list.



The screenshot shows the GameDay Passport Training Association dashboard. On the left-hand side, there is a navigation menu with several categories: Dashboard, Members, Competitions, Match Results, Publish to Web, Awards, Clash Resolution, Competition Exception Dates, Hide Competition Rounds/Dates, Ladder Adjustments, Fixture Grid, Media Reports, Venues, Venue Time Allocation, Bulk Match Change, Bulk Competition Change, Bulk Competition Rollover, Bulk Statistics Rebuild, and Bulk Finals Eligibility. The 'Competitions' category is expanded, and 'List Competitions' is highlighted with a red rectangular box. The main content area shows a 'Details' tab for a competition, with an 'Add/Edit Logo' button and several empty charts for 'Stats'.

2. You will then need to click the Copy button located at the top right hand side of the screen.




The screenshot shows the 'Competitions in Association' page. At the top right, there are three buttons: 'New', 'Copy', and 'Regrade'. The 'Copy' button is highlighted with a red rectangular box. Below the buttons, there are filters for 'Showing Name Including', 'Season' (set to 2021), 'Age Group' (set to -All Age ...), and 'Status' (set to Active). A table lists the following competitions:

Name	Competition Type	Abbreviation	Season	Grouping	Age Group	Contact	Status	Upload
Seniors Division 1	Home and Away		2021		Age 18		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seniors Division 2	Venue Allocation		2021		Age 18		<input checked="" type="checkbox"/>	
Under 18s Boys	Venue Allocation		2021		Age 18		<input checked="" type="checkbox"/>	
Under 18s Girls	Venue Allocation		2021		Age 18		<input checked="" type="checkbox"/>	
USAFL Pools Competition	Pools Competition		2021		Age 18		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


3. You will then be directed to the 'Copy Competition' form where you will need to fill in all of the compulsory fields indicated by the red asterisk. The details entered are for the new Competition that you are creating. At the bottom of the form you will notice the 'Copy Instructions' section.

## Copy Competition

Fill in the boxes below to copy an existing Competition and when you have finished press the 'Copy Competition' button. Any boxes that you do not provide a value for will obtain their value from the Competition you have chosen to copy.

Note: All boxes marked with a  are compulsory and must be filled in.

**Details**

New Competition Name:  


Abbreviation:


Alternate Name:


Contact:


Default Start Time:  :  24 hour time

**Type/Gender/Age/Order/Grouping**

Competition Type:  

Gender:  

Division:  


Age Group:  


From (Maximum Age) DOB:

To (Minimum Age) DOB:

4. In the first drop down box you will be required to choose the 'Competition' that currently holds the 'Teams' that you want in your new Competition.

**Copy Instructions**

Copy Competition From:  

New Competition Season:  

Start Date:    (If copying from a previous season)

Team option:

The **Team option** above determines how to handle the Teams when creating the new Competition.  
Note: Members not migrated.

**Configuration Only (No Teams or Matches)** - Select this if you wish to copy a Competitions Type, Gender, Division etc

**Create a new COPY of the Existing Teams** - Select this if you want the same Team names but with a different Team ID. This option can be used if you are wanting to copy a Senior fixture for the Reserve Competition

**Use EXISTING Teams** - Select this if you are wanting to use the same Teams for a separate/new Competition. This option will link the same Teams to both Competitions

Fixture Option:

**Copy Competition**

5. You then need to select the 'Season', this needs to be the same season as the Competition that you are copying Teams from.

Copy Instructions

Copy Competition From:

New Competition Season:

Start Date:    (If copying from a previous season)

Team option:

The **Team option** above determines how to handle the Teams when creating the new Competition.  
Note: Members not migrated.

**Configuration Only (No Teams or Matches)** - Select this if you wish to copy a Competitions Type, Gender, Division etc

**Create a new COPY of the Existing Teams** - Select this if you want the same Team names but with a different Team ID, This option can be used if you are wanting to copy a Senior fixture for the Reserve Competition

**Use EXISTING Teams** - Select this if you are wanting to use the same Teams for a separate/new Competition. This option will link the same Teams to both Competitions

Fixture Option:

6. The Team option drop down must be set to USE EXISTING TEAMS.

Copy Instructions

Copy Competition From:

New Competition Season:

Start Date:    (If copying from a previous season)

Team option:

The **Team option** above determines how to handle the Teams when creating the new Competition.  
Note: Members not migrated.

**Configuration Only (No Teams or Matches)** - Select this if you wish to copy a Competitions Type, Gender, Division etc

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**Use EXISTING Teams** - Select this if you are wanting to use the same Teams for a separate/new Competition. This option will link the same Teams to both Competitions

Fixture Option:

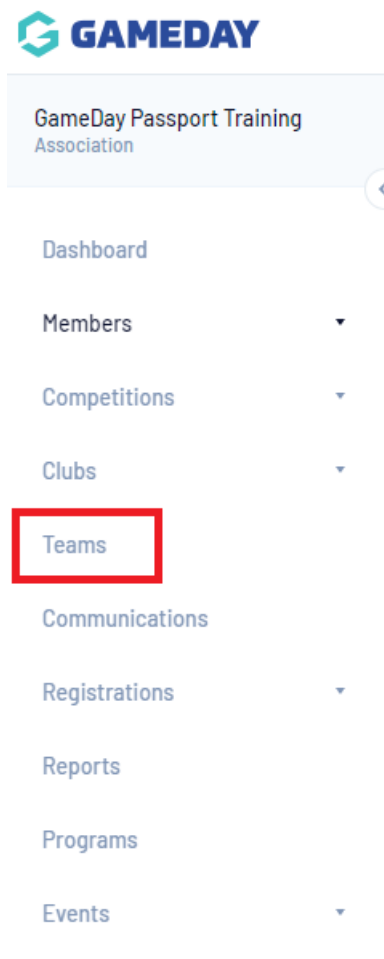
7. This will then allow you to click the tick box 'Bring Members with Team'. This is an important box to tick as it saves a lot of time having to manually add the members into their Teams again.

Bring Members across with Teams ?

8. Once this is field out click the blue Copy Competition button.

9. You will then see the alert advising you that the 'Competition' has been copied successfully. From there you can click Display Details for (the name of Competition) which will then bring up the 'Competition Details' for the new competition.

10. From the competition dashboard click on Teams.



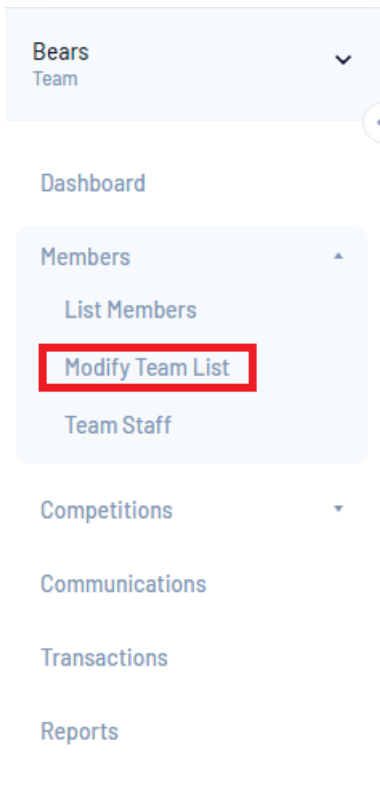
11. Then select one of the Teams by clicking on the Magnifying Glass to the left of the team name.

	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Beers	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Bulldogs	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Bulls	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Cats	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Demons	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Eagles	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Giants	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Hawks	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Hornets	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Jaguars	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Lions	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Panthers	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Ravens	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Sharks	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Tigers	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>

Showing all 38 rows

Show: All Auto 25 50 100

12. Once the Team is displayed click on the 'Members' tab and click Modify Team List.



You will then see all the Members that have been brought across from the original Competition.

NOTE: Members that have been selected in the original Competition will also be selected in the copied Competition.

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