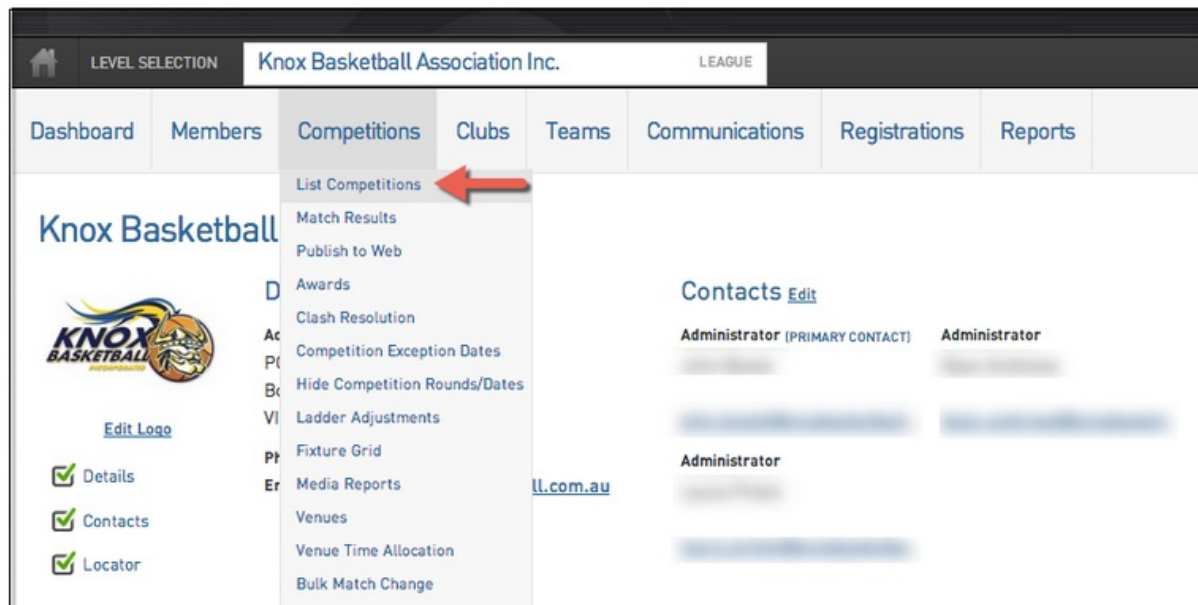


How do I manually add a new round to my fixture?

25/09/2025 3:55 pm AEST

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

1. To add a round to a competition fixture without doing a complete refixture, hover over Competitions and click List Competitions.

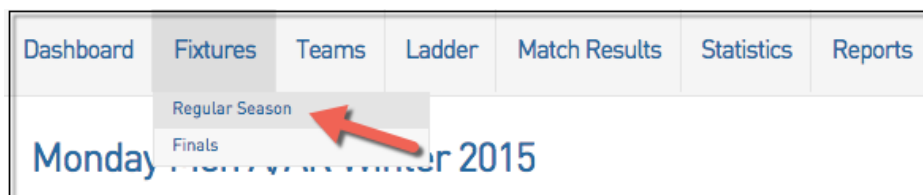


2. Click on the magnifying glass just to the left of the specific competition.

The screenshot shows the 'Competitions in League' table. The table has columns: Name, Competitio..., Abbreviati..., Season, Grouping, Age Group, Contact, Status, and Upload. The first row is highlighted with a red box, and a magnifying glass icon is visible next to it. The table lists various competitions for the 2014 Winter season, including 08 Boys A - 2014 Winter, 08 Boys B - 2014 Winter, 08 Boys C - 2014 Winter, 08 Boys D - 2014 Winter, 08 Boys E - 2014 Winter, 08 Girls B - 2014 Winter, 08 Girls C - 2014 Winter, 08 Girls D - 2014 Winter, 08 Girls E - 2014 Winter, 10 Boys A - 2014 Winter, 10 Boys AR - 2014 Winter, 10 Boys B - 2014 Winter, 10 Boys BR - 2014 Winter, 10 Boys C - 2014 Winter, 10 Boys CR - 2014 Winter, 10 Boys D - 2014 Winter, 10 Boys DR - 2014 Winter, and 10 Boys E - 2014 Winter.

Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

3. Once on the Competition dashboard, hover over Fixtures and click Regular Season.



4. Once on the fixtures page click Add New Round.

Fixtures

Exception Dates:
[Christmas Day - 25/12/2015](#)

[DOWNLOAD FIXTURES AS CSV](#) [HIDE ROUNDS](#) [EDIT EXCEPTION DATES](#)

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 Team	Away Team	Venue
Round: 1 Round 1 Add Match Edit Round (10 matches)				
496	04/10/2012 01:00 PM	Brighton Buccaneers Men's A Grade	Yarrambat Tigers Men's A Grade	Court 2
497	04/10/2012 02:00 PM	Cranbourne Eels Men's A Grade	Abush Parmi	Court 2
498	04/10/2012 03:00 PM	Eltham Saints Men's A Grade	Wantirna Warriors Men's A Grade	Court 2
499	04/10/2012 04:00 PM	Gisbourne Sonics Men's A Grade	The Commish	Court 2
500	04/10/2012 05:00 PM	Greenville Giants Men's A Grade	Shepp Wednesday	Court 2
501	04/10/2012 06:00 PM	Greytown Demon's Men's A Grade	Rowville Redbacks Men's A Grade	Court 2
502	04/10/2012 07:00 PM	Hoosier Day	Ridgeview Raiders Men's A Grade	Court 2
503	04/10/2012 08:00 PM	Hurstbridge Heat Men's A Grade	Oakland Rebels Men's A Grade	Court 2
504	04/10/2012 09:00 PM	Jolimount Jaguars Men's A Grade	Milton Mutants Men's A Grade	Court 2
505	04/10/2012 12:00 AM	Melbourne Lightning Men's A Grade	Bye	Unknown
Round: 2 Round 2 Add Match Edit Round (10 matches)				

5. It is then possible to give the round a name and abbreviation but the number of matches in this round must be included. Once these details have been entered then click on Update Round to save your changes.

Add New Round

To modify this information change the information in the boxes below and when you have finished press the **'Update Round'** button.

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

Round Name:

Abbreviation:

Round Locked: ☐

Number of Matches: ⊕

Round Notes (Display on Website):

[Update Round](#)

6. Once the round has been added, returned to the fixtures page. Ensure the match details are correct by double clicking on the information. Eg. below, the match date has been double clicked. You can then choose the appropriate date. To save this information click elsewhere on the fixture - eg. the Home Team heading. This will lock in the change.

Match ...	Date	Home Team	Away Team
Round: 1 Round 1 Add Match Edit Round [10 matches]			
496	04/10/2012 01:00 PM	Brighton Buccaneers Men's A Grade	Yarrambat Tigers Men's A Grade
497		Cranbourne Eels Men's A Grade	Abush Parmi
498		Eltham Saints Men's A Grade	Wantirna Warriors Men's A Grade
499		Gisbourne Sonics Men's A Grade	The Commish
500		Greenville Giants Men's A Grade	Shepp Wednesday
501		Greytown Demon's Men's A Grade	Rowville Redbacks Men's A Grade
502		Hoosier Day	Ridgeview Raiders Men's A Grade
503		Hurstbridge Heat Men's A Grade	Oakland Rebels Men's A Grade
504		Jolimount Jaguars Men's A Grade	Milton Mutants Men's A Grade
505	04/10/2012 12:00 AM	Melbourne Lightning Men's A Grade	Bye