



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

Last Modified on 17/11/2023 12:31 pm AEDT

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.

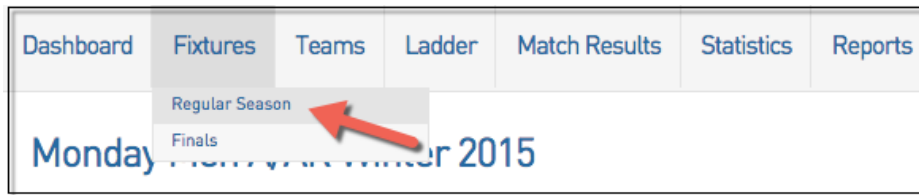
The screenshot shows the website interface for Knox Basketball Association Inc. The top navigation bar includes 'LEVEL SELECTION', 'Knox Basketball Association Inc.', and 'LEAGUE'. Below this is a main menu with 'Dashboard', 'Members', 'Competitions', 'Clubs', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Competitions' menu is open, showing options like 'List 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', and 'Bulk Match Change'. A red arrow points to 'List Competitions'. On the left, there is a 'Knox Basketball' logo and a list of checked items: 'Details', 'Contacts', and 'Locator'. On the right, there is a 'Contacts' section with an 'Administrator' listed as the primary contact.

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

The screenshot shows a table titled 'Competitions in League'. The table has columns for Name, Competitio..., Abbreviat..., Season, Grouping, Age Group, Contact, Status, and Upload. The first column contains magnifying glass icons. The table lists various competitions for the 2014 Winter season, including 08 Boys A through E, 08 Girls B through E, and 10 Boys A through E. The 'Status' column shows checkmarks for each row. There are buttons for 'NEW', 'COPY', and 'REGRADE' in the top right corner. Below the table, there are filters for 'Showing - Season' (2014 Winter), 'Age Group' (All Age Groups), and 'Active'.

Name	Competitio...	Abbreviat...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	

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	 Oct 2012	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