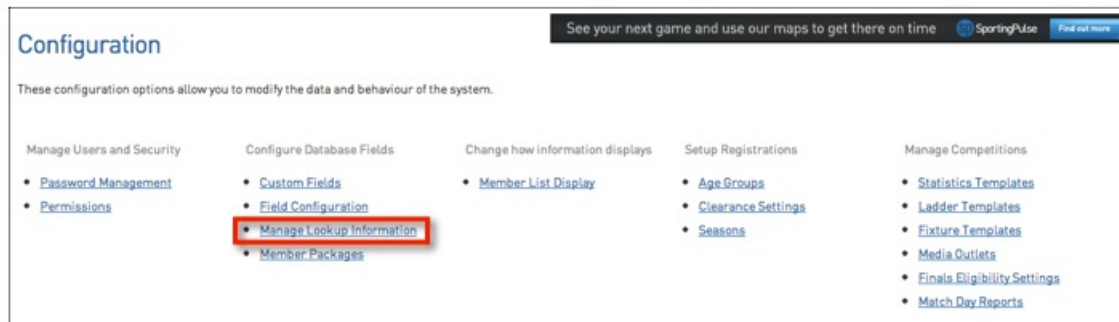


How do I create custom Competition Types?

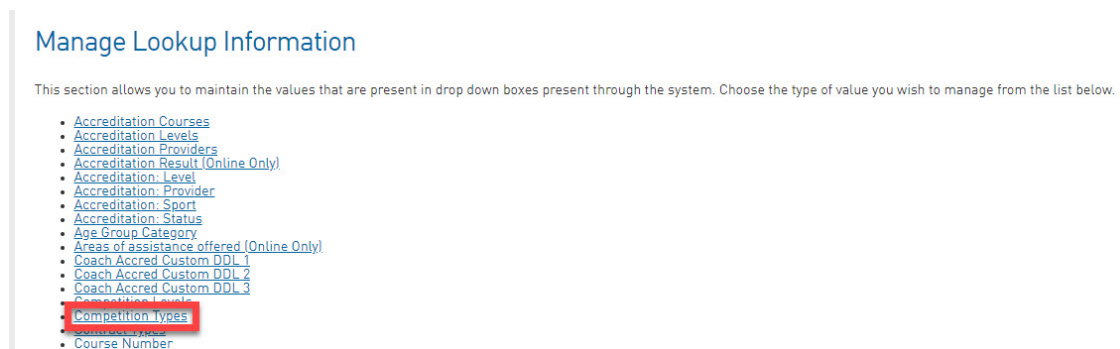
25/09/2025 3:41 pm AEST

COMPETITION LEVELS & DIVISIONS

3. Click on **Manage Lookup Information**.



4. To add options to the **COMPETITION LEVELS** drop down find this within the list and click on the name.



4a. You will notice that there are currently no options that appear. Click on **ADD NEW OPTION**.

Manage Lookup Information - Competition Types

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

Reorder the options by dragging them to position. The new order is saved automatically.

No Records could be found

ADD A NEW OPTION

4b. Input name of the type of competition you would like and click **UPDATE**.

Here you can input the competition types you want available for your competitions. This will vary between each association however most associations have the following listed here:

- Juniors
- Seniors
- Mixed
- Mens
- Womens

- Boys
- Girls

Manage Lookup Information - Competition Types

Name

Juniors

Update

4c. Repeat the above process for however many types you would like to add (minimum of 1 needs to be listed).

5. Go back to the **MANAGE LOOKUP INFORMATION** list and find the **DIVISIONS** drop down find this within the list and click on the name.

- [Custom Team Lookup 3](#)
- [Custom Team Lookup 4](#)
- [Custom Team Lookup 5](#)
- [Custom Team Lookup 6](#)
- [Custom Team Lookup 7](#)
- [Custom Team Lookup 8](#)
- [Custom Team Lookup 9](#)
- [Division](#)
- [Document Types](#)
- [Ethnicity](#)
- [Eye Colours](#)
- [Hair Colours](#)
- [How did you find out - options \(On](#)
- [I have read and agree to the T&C'](#)
- [ID Document Types](#)

5a. You will notice that there are currently no options that appear. Click on **ADD ICON**.

Divisions



Division Name	Active
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5b. Input name of the type of division you would like and click **UPDATE**.


Here you can input the division types you want available for your competitions. This will vary between each association however most associations have the following listed here:

- A Grade
- B Grade
- Division 1
- Division 2

Add New Division

[Click here](#) to return to list of Divisions

To modify, change the details in the boxes below. When you have finished, press the

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

Division Details

Division Name

Division Active



Update Division

[Click here](#) to return to list of Divisions

5c. Repeat the above process for however many types you would like to add (minimum of 1 needs to be listed).
