

Manage Lookup Information - Pre-Competition Set Up

Last Modified on 27/05/2020 10:26 am AEST

NOTE: this functionality is only available at league level.

When setting up competitions you might notice that some of the compulsory drop down fields like competition type, division and age group, are missing so you cannot complete the competition set up.

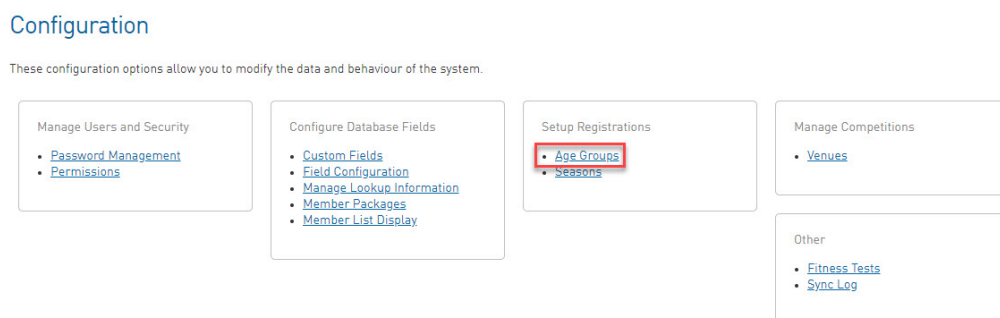
You will need to add options for these fields in order to complete the competition set up. The options available in each "lookup field" in Membership can be edited. The following instructions take you through how to add the records in lookup fields.

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

1. From the Association level of Membership, click on the **Configuration** icon and select **Settings**.

AGE GROUPS

2. Click on **AGE GROUPS**.



- 2a. Click on the **ADD** button to add in age groups.

Age Groups



Age Group Name	Age Group Gender	Added By	DOB Start Range	DOB End Range	Active
----------------	------------------	----------	-----------------	---------------	--------


Here you can input the age groups however you choose - this can vary between associations as each association may set up their age groups differently. Most of this time this will be like U8, U10, U12 etc.

For the age ranges:

- The DOB start range, should be the oldest a member can be for that age group.
- The DOB end range, should be the youngest a member can be for that age group.

Age Group - Under 8

To modify, change the details in the boxes below. When you have finished, press the 'Update Age Group' button.

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

Age Group Details

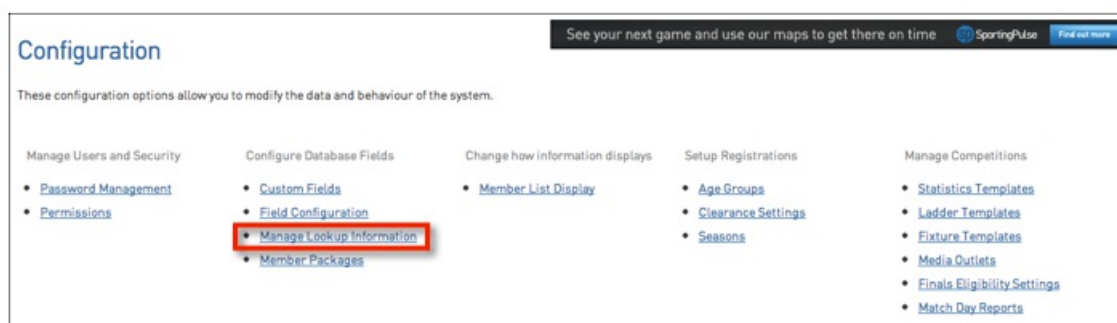
Age Group Name	<input type="text" value="Under 8"/> 
Date of Birth Start Range	<input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="2007"/>  Older end of Date Range(eg 01 - Jan - 1970)
Date of Birth End Range.	<input type="text" value="31"/> <input type="text" value="Dec"/> <input type="text" value="2014"/>  Younger end of Date Range(eg 31 - Dec - 2000)
Gender	<input type="text" value="Mixed"/> 
Age Group Active	<input checked="" type="checkbox"/>

[Update Age Group](#)

2b. Repeat the above process for however many types you would like to add (minimum of 1 needs to be listed).

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.

Manage Lookup Information

This section allows you to maintain the values that are present in drop down boxes present through the system. Choose the type of value you wish to manage from the list below.

- [Accreditation Courses](#)
- [Accreditation Levels](#)
- [Accreditation Providers](#)
- [Accreditation Result \(Online Only\)](#)
- [Accreditation: Level](#)
- [Accreditation: Provider](#)
- [Accreditation: Sport](#)
- [Accreditation: Status](#)
- [Age Group Category](#)
- [Areas of assistance offered \(Online Only\)](#)
- [Coach Accred Custom DDL 1](#)
- [Coach Accred Custom DDL 2](#)
- [Coach Accred Custom DDL 3](#)
- [Competition Level](#)
- [Competition Types](#)
- [Country Name](#)
- [Course Number ..](#)

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
---------------	--------

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).