How do I create custom Competition Types?

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COMPETITION LEVELS & DIVISIONS

1. Click on **Manage Lookup Information**.

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

3a. You will notice that there are currently no options that appear. Click on **ADD NEW OPTION**.

3b. 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

3c. Repeat the above process for however many types you would like to add (minimum of 1 needs to be listed).

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

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

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

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