

How do I create a Fixture Template?

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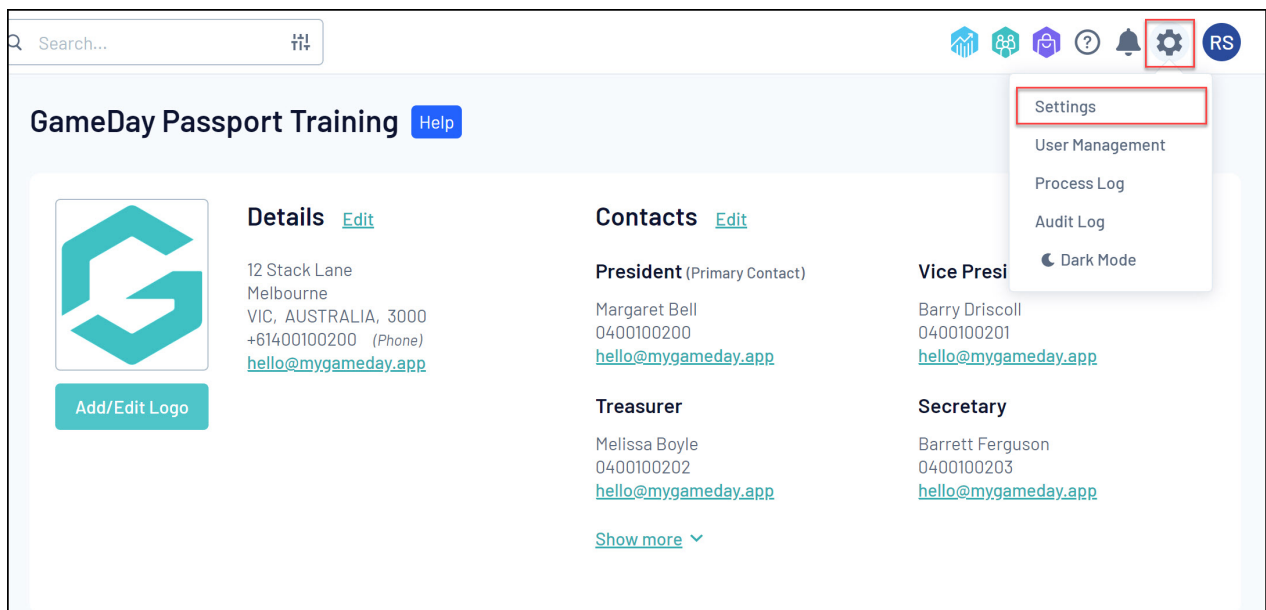
Fixture Templates allow you to define the format of a fixture, including the number of rounds, the number of matches in a round, team matchups, and finals progression rules.

As an administrator, you can create as many different **Fixture Templates** as required and apply these templates to different competitions.

Fixture Templates are an extremely useful way of automating the fixture generation process by applying a structure that can be re-used across your competitions and seasons; however, you can still make manual updates to your fixtures after they are generated.

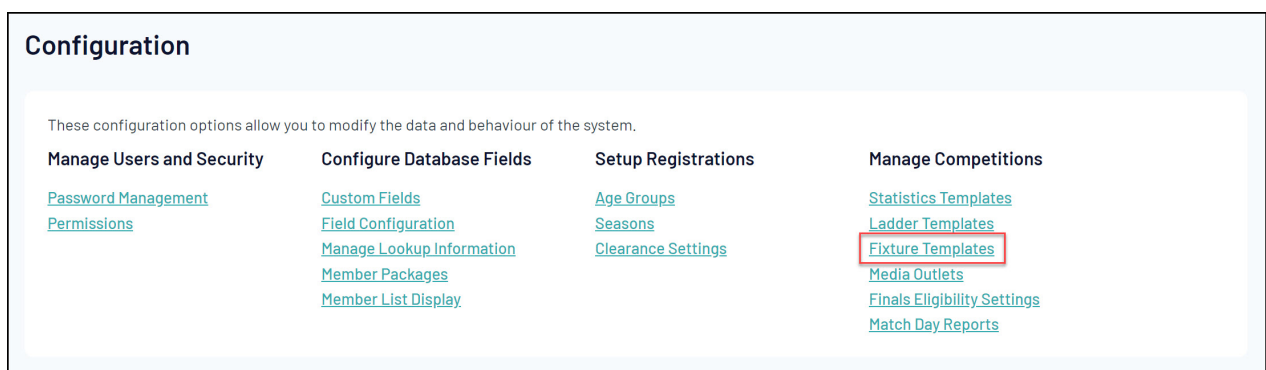
To create a **Fixture Template**:

1. At Association level, click the **Settings Cog** icon and select **SETTINGS**



The screenshot shows the GameDay Passport Training interface. At the top right, there is a search bar and a navigation menu with icons for Home, Users, Profile, Help, Notifications, and Settings (highlighted with a red box). Below the navigation is the title "GameDay Passport Training" and a "Help" button. The main content area is divided into three columns: "Details" (with an "Add/Edit Logo" button and contact information for 12 Stack Lane, Melbourne), "Contacts" (listing President Margaret Bell, Treasurer Melissa Boyle, and Vice President Barry Driscoll), and "Secretary" (listing Barrett Ferguson). A dropdown menu is open from the Settings icon, showing options: Settings (highlighted with a red box), User Management, Process Log, Audit Log, and Dark Mode.

2. Under the **Manage Competitions** menu, click **FIXTURE TEMPLATES**



The screenshot shows the "Configuration" page. It starts with a heading "Configuration" and a sub-heading "These configuration options allow you to modify the data and behaviour of the system." Below this, there are four columns of links: "Manage Users and Security" (Password Management, Permissions), "Configure Database Fields" (Custom Fields, Field Configuration, Manage Lookup Information, Member Packages, Member List Display), "Setup Registrations" (Age Groups, Seasons, Clearance Settings), and "Manage Competitions" (Statistics Templates, Ladder Templates, Fixture Templates (highlighted with a red box), Media Outlets, Finals Eligibility Settings, Match Day Reports).

3. Click **ADD**

Name	Description	Type	Amount of Teams	Amount of Rounds	
32 Team Knockout Comp		Knockout	32	5	View Template
Soccer 17-18 Team Normal		Normal	0	0	View Template
11-12 Team Normal Fixture (Reid)	Pairs: 1&7, 2&12, 3&8, 4&9, 5&...	Normal	0	0	View Template
13-14 Team Normal Fixture (R...	Pairs: 1&8, 2&9, 3&10, 4&11, 5...	Normal	0	0	View Template
9-10 Team Normal Fixture (Re...	Pairs: 1&6, 2&7, 3&8, 4&10, 5&9	Normal	0	0	View Template

Tip: To quickly create a new template based on an existing fixture, you can click **View Template > Copy Fixture Template** on an existing fixture template to clone the details of that fixture into a new template.

4. When creating a Fixture Template, you can define the following parameters to refine the structure of your fixture:

- **Name**
- **Description**
- **Type:** Choose between Normal, Finals or Knockout-style templates
- **Number of Teams:** The maximum number of teams to be included in this Fixture Template
- **Number of Rounds:** The total number of rounds to be generated in this fixture

Fixture Template:

To modify, change the details in the boxes below. When you have finished, press the **'Update Fixture Template'** button.

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

Details

Name*

Description

Type

Number of Teams*

Number of Rounds*

5. In the Template field, you will need to define the structure of your fixture, following a specific line-by-line format for each round:

Line 1 should indicate the **Round Name**

Template

Template*

Round 1

4

1 1v8

2 2v7

3 3v6

4 4v5

Round 2

4

5 7v1

6 6v2

7 5v3

8 8v4

Round 3

4

9 1v6

10 2v5

11 3v4

12 7v8

Round 4

4

13 5v1

14 4v2

15 8v3

16 6v7

Round 5

4

Update Fixture Template

Line 2 should indicate the **number of matches** in the round

Template

Template*

Round 1

4

1 1v8

2 2v7

3 3v6

4 4v5

Round 2

4

5 7v1

6 6v2

7 5v3

8 8v4

Round 3

4

9 1v6

10 2v5

11 3v4

12 7v8

Round 4

4

13 5v1

14 4v2

15 8v3

16 6v7

Round 5

4

Update Fixture Template

Each line in the round thereafter should define the **match number** and **which teams play each**

other in each match, based on the team number

Template

Template*

Round 1
4
1 1v8
2 2v7
3 3v6
4 4v5

Round 2
4
5 7v1
6 6v2
7 5v3
8 8v4

Round 3
4
9 1v6
10 2v5
11 3v4
12 7v8

Round 4
4
13 5v1
14 4v2
15 8v3
16 6v7

Round 5
4

Update Fixture Template

Repeat this process until you have a completed template for each round within the fixture.

6. Once you're happy with your **Fixture Template**, click **UPDATE FIXTURE TEMPLATE**

Template

Template*

Round 1
4
1 1v8
2 2v7
3 3v6
4 4v5

Round 2
4
5 7v1
6 6v2
7 5v3
8 8v4

Round 3
4
9 1v6
10 2v5
11 3v4
12 7v8

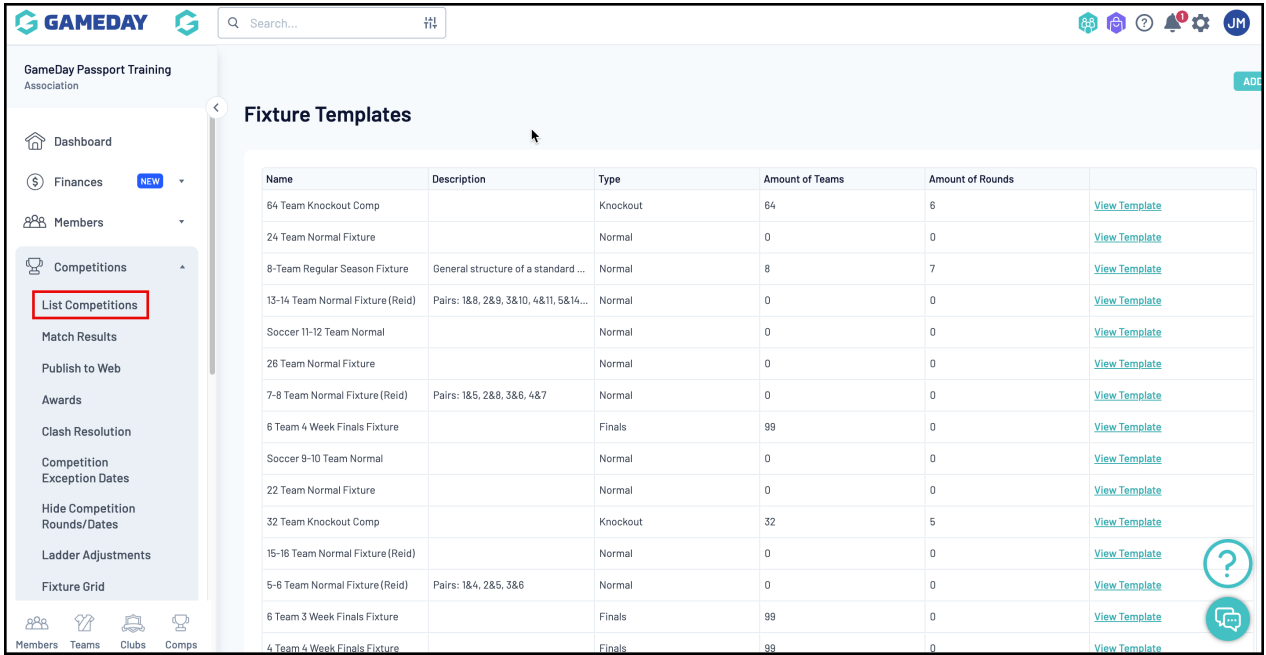
Round 4
4
13 5v1
14 4v2
15 8v3
16 6v7

Round 5
4

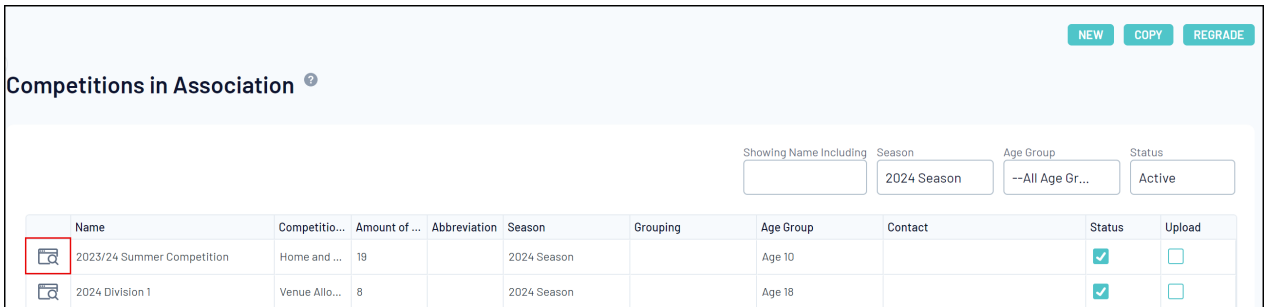
Update Fixture Template

Once you've created a Fixture Template, you can apply it to your competitions:

1. Click the **Competitions** menu, then select **List Competitions**



2. **VIEW** a Competition



3. **EDIT** the Competition Configuration

Competition Configuration [Edit](#)

Active	Yes
Season	2024 Season
Type	Juniors
Division	Division 1
Age Group	Age 10
Gender	Mixed
Number of Teams	18
Number of Rounds	7
Match Duration	120
Start Date	2024-03-01

4. Scroll down to the **Templates** section and select a **Fixture Template**

Templates [Help](#)

Fixture Template*	8-Team Regular Season Fixture
Publish to Web as	Choose Type
Ladder Template	Standard Ladder
Finals Template	Choose a Finals Type

5. Scroll to the bottom and Click **UPDATE COMPETITION**

2023/24 Summer Competition

Dashboard

Fixtures

Teams

Ladder

Match Results

Statistics

Reports

Allow Clubs/Teams to access matches via Match Results Entry?

Allow Clubs/Teams Access to Post-Game Results Entry?

The default minimum # players for game selection is 0

Match Locking

To enable Automatic match locking, you must tick the **Allow Match Locking** below and select from the below options

Allow Match Locking?

Lock access to PreGame based on the following rule:

Lock access to Match based on the following rule:

* Start time will be based on local timezone set-up in your organisation settings

Update Competition

