How do I create a Fixture Template?

25/09/2025 3:40 pm AEST

Overview

Fixture Templates in GameDay Passport allow you to define the complete format of a fixture. This includes the number of rounds, team matchups, and even finals progression rules. This feature is an extremely useful way of automating the fixture generation process by applying a structure that can be re-used across your competitions and seasons.

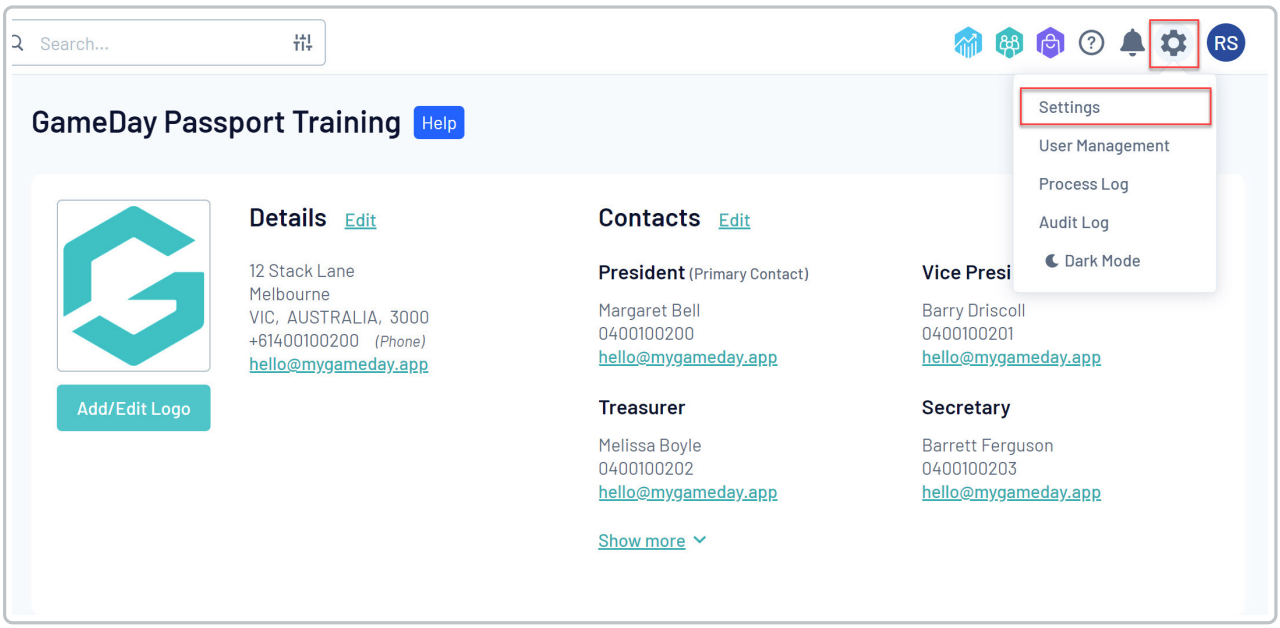
Key features:

- **Define Fixture Structure:** Specify the number of rounds, the number of matches in a round, and team matchups.
- **Reusable:** Create as many different Fixture Templates as you need and apply them to multiple competitions.
- **Automation:** Automate the fixture generation process for new seasons and competitions, saving administrative time.
- **Flexible:** You can still make manual updates to your fixtures after a template has been applied and the fixtures are generated.

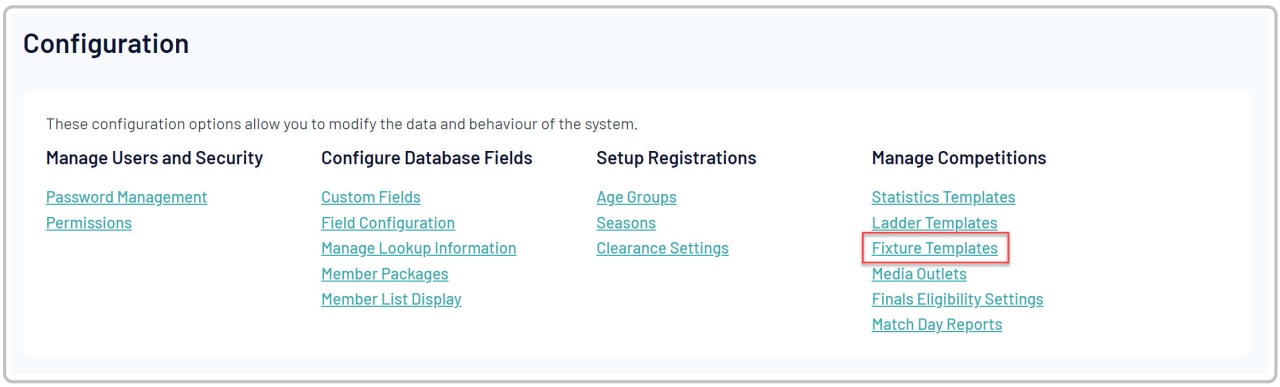
Step-by-Step

Step 1: Navigate to Fixture Templates

In the main dashboard at the Association level, click the **Settings Cog** icon in the top-right corner and select **SETTINGS**.

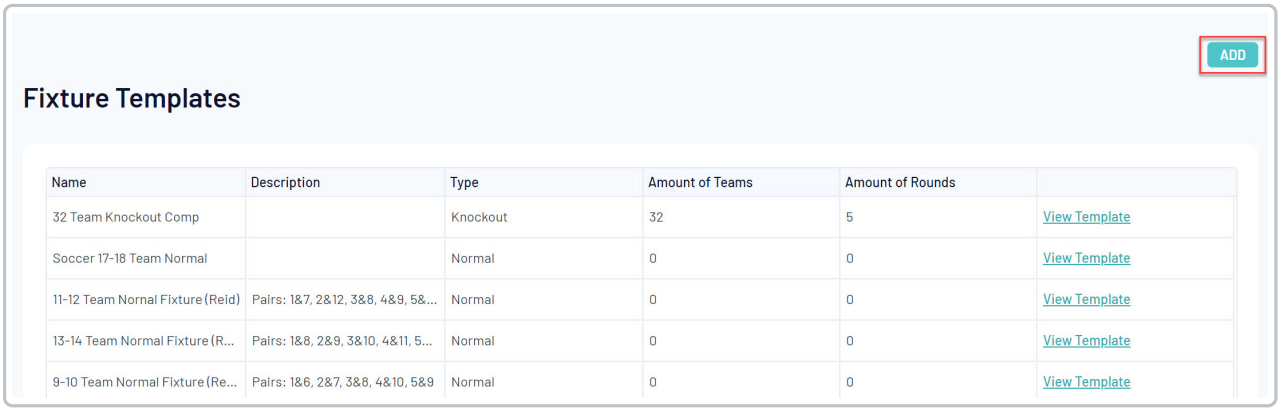


From the Configuration screen, locate the **Manage Competitions** section and click **FIXTURE TEMPLATES**.



Step 2: Add a new Fixture Template

On the Fixture Templates screen, click the **ADD** button in the top-right corner to begin creating your new template.

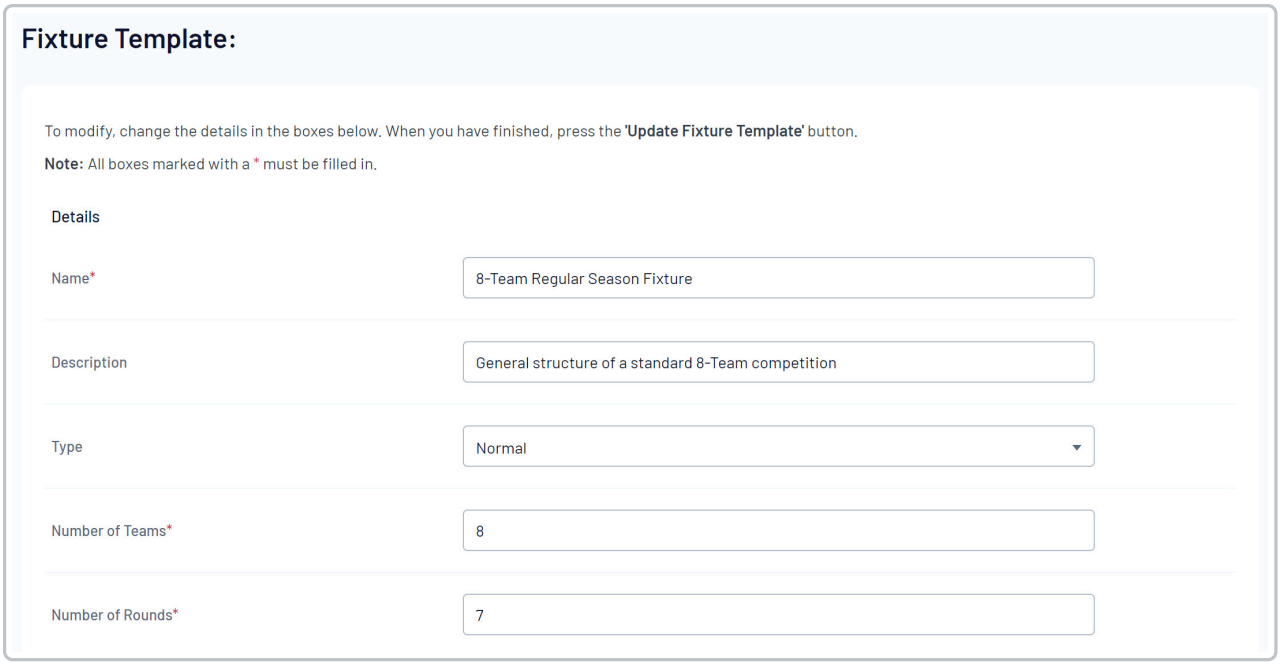


Tip: To quickly create a template based on an existing one, you can click **View Template** on an existing fixture and then select **Copy Fixture Template**.

Step 3: Define the Template Parameters

Fill in the basic details to define the structure of your fixture.

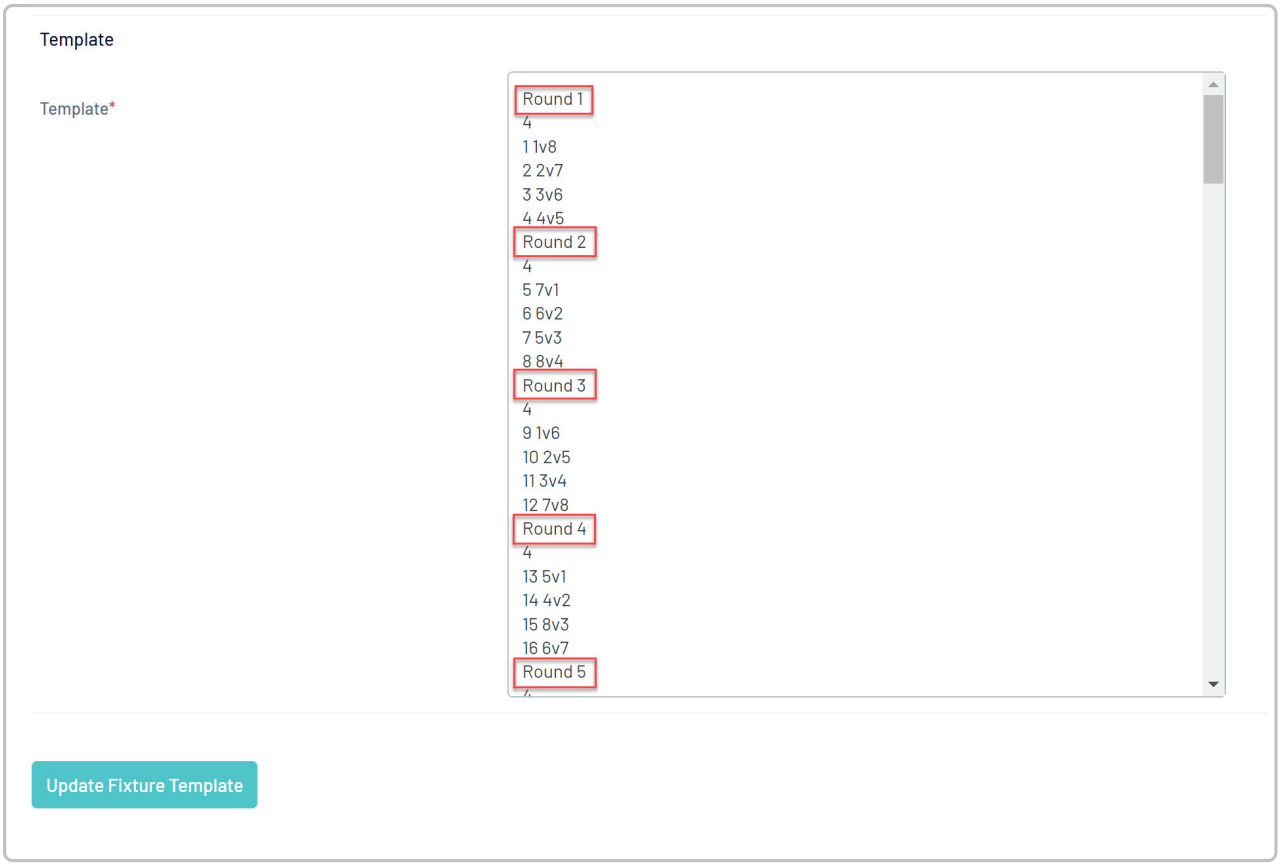
- **Name:** A descriptive name for your template (e.g. "8-Team Regular Season Fixture")
- **Description:** A brief explanation of the template's purpose
- **Type:** Choose between Normal, Finals or Knockout-style templates
- **Number of Teams:** The maximum number of teams for this fixture
- **Number of Rounds:** The total number of rounds to be generated



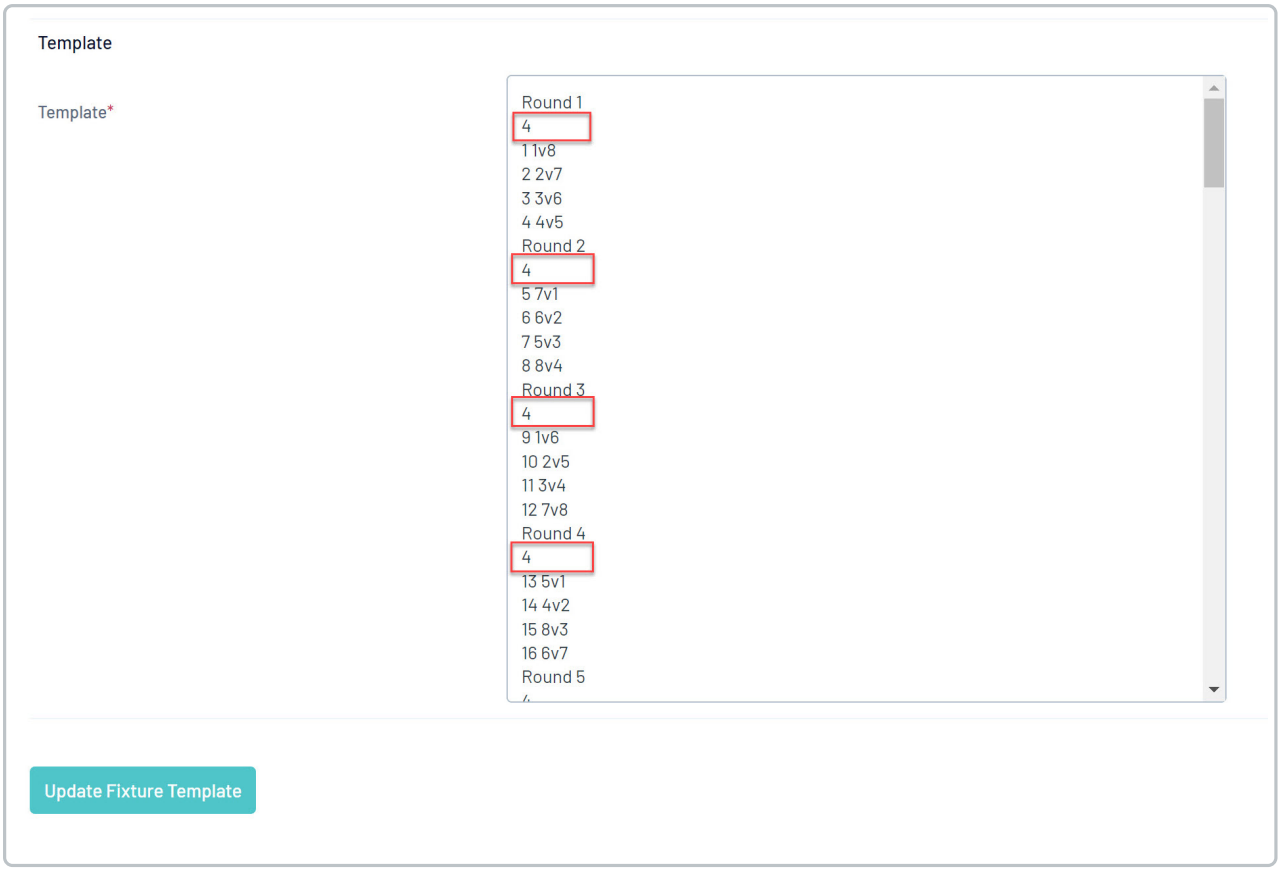
Step 4: Define the Fixture Structure

In the **Template** field, you must define the fixture structure using a specific line-by-line format for each round:

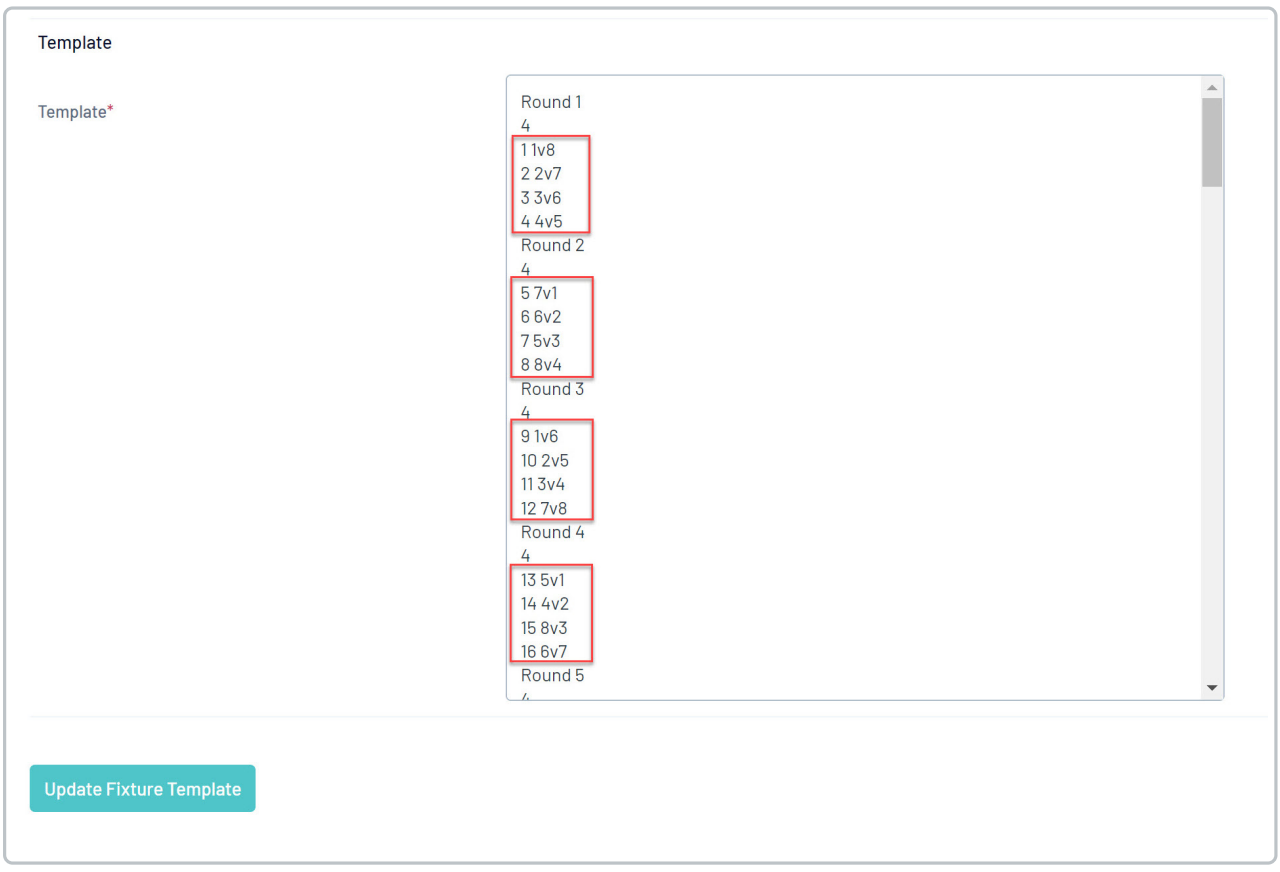
Line 1: Round Name (e.g. Round 1)



Line 2: Number of matches in the round (e.g. 4)

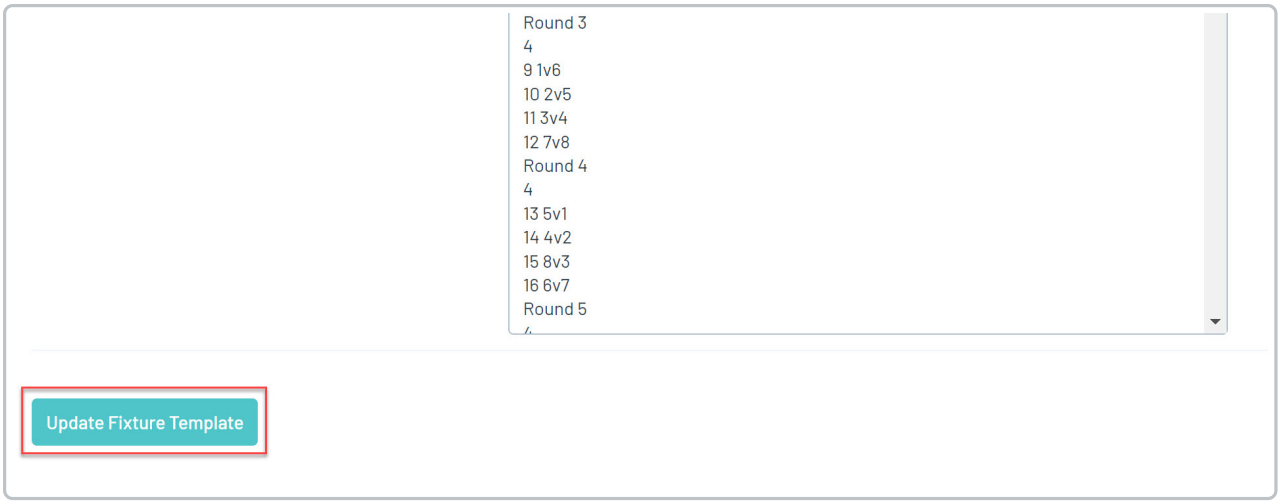


Subsequent Lines: The **match number**, followed by the **teams playing** each other, based on their assigned number (e.g. the line **1 1v8** means in match 1, team 1 plays team 8).



Repeat this process for every round required in the fixture. Once you are happy with the template, click **UPDATE**

FIXTURE TEMPLATE to save.

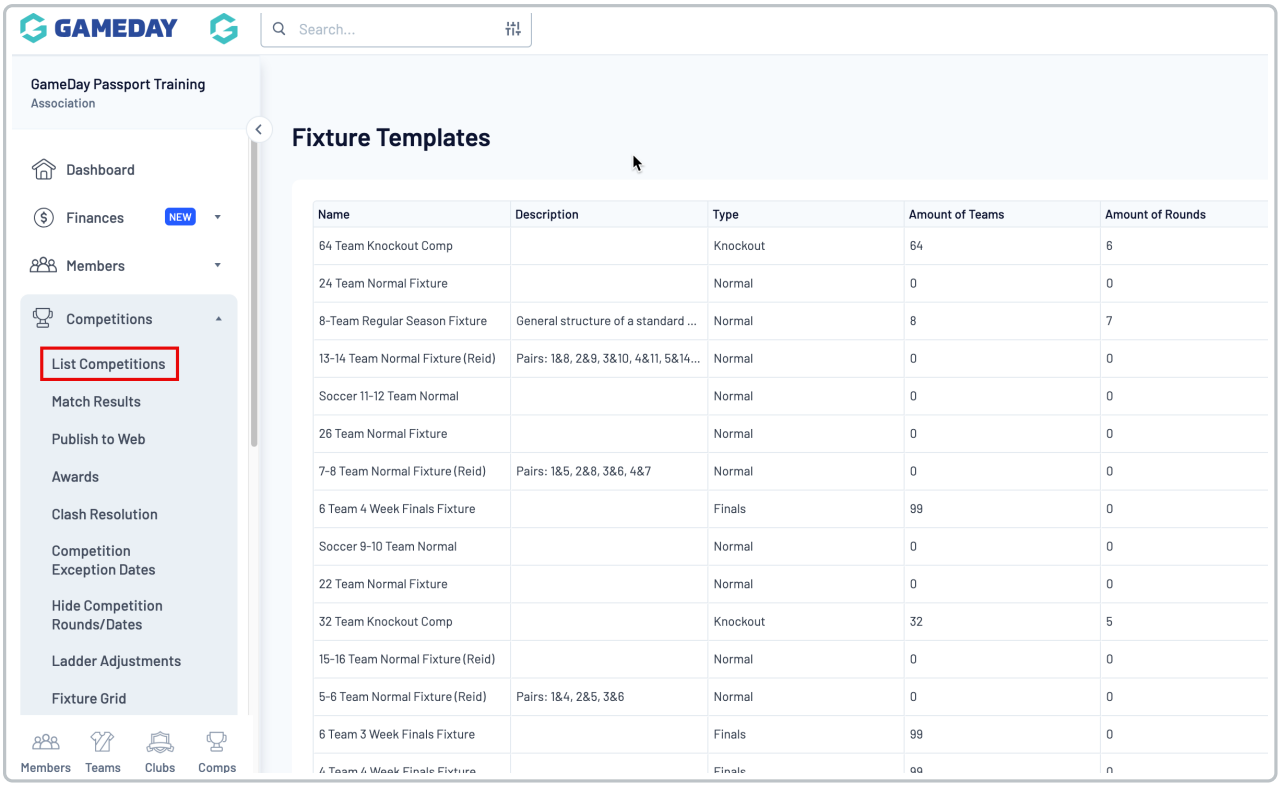


Note: If you are creating a Finals template, your match numbers will need to be added as shortcodes instead of numbers. A full list of finals shortcodes can be found below:

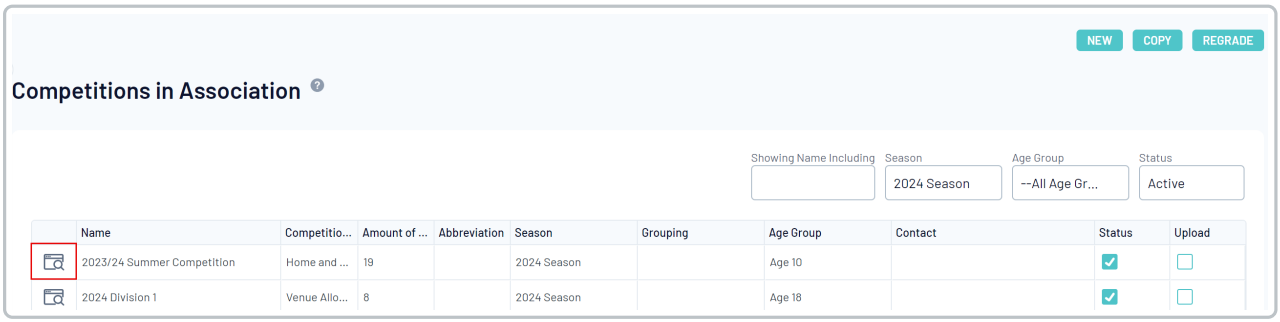
QF = Qualifying Final
QF1 = Qualifying Final 1
QF2 = Qualifying Final 2
EF = Elimination Final
EF1 = Elimination Final 1
EF2 = Elimination Final 2
SF = Semi Final
SF1 = Semi Final 1
SF2 = Semi Final 2
QtrF1 = Quarter Final 1
QtrF2 = Quarter Final 2
QtrF3 = Quarter Final 3
QtrF4 =Quarter Final 4
PF = Preliminary
PF1 = Preliminary 1
PF2 = Preliminary 2
GF = Grand Final
3rdPlace = 3rd/4th Playoff
5thPlace = 5th/6th Playoff
7thPlace = 7th/8th Playoff
9thPlace = 9th/10th Playoff
11thPlace = 11th/12th Playoff

Step 5: Navigate to your Competition

Once the template is saved, navigate to the competition you wish to apply it to by going to the left-hand menu and clicking **Competitions**, then select **LIST COMPETITIONS**.

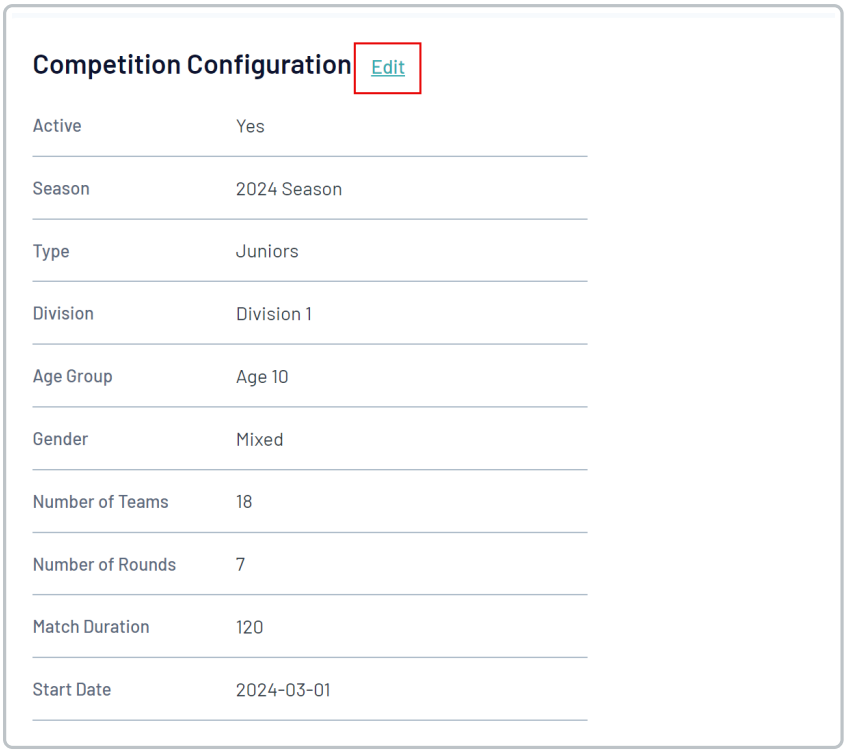


Click the magnifying glass icon to the left of the competition to open up the competition settings.



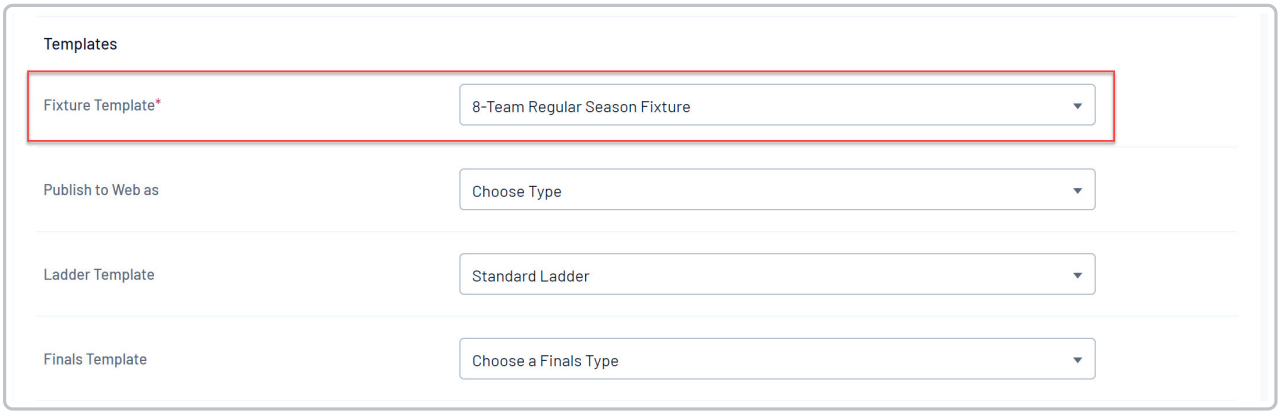
Step 6: Edit the Competition Configuration

Find the relevant competition in the list and click **EDIT** to modify its configuration.



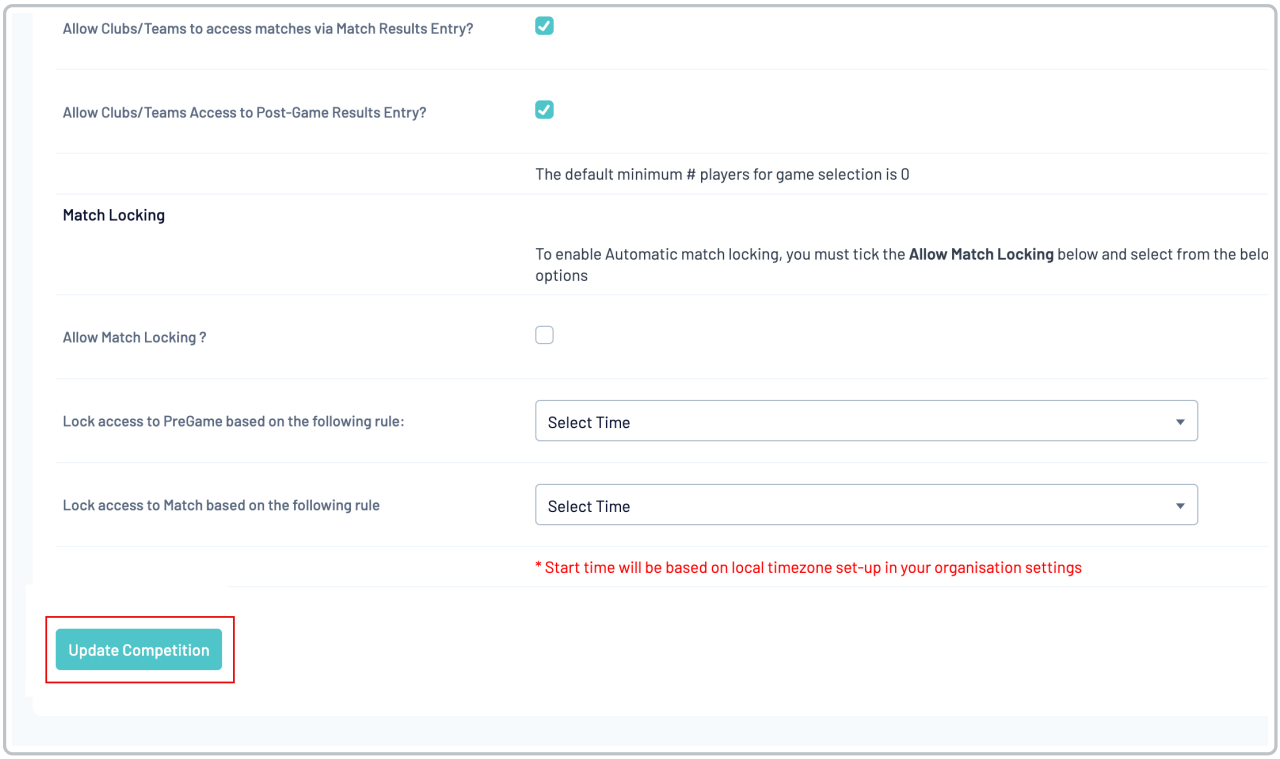
Step 7: Select the Fixture Template

Scroll down to the **Templates** section on the Competition Configuration page. Click the **Fixture Template** dropdown menu and select the template you created.



Step 8: Update the Competition

Scroll to the bottom of the page and click **UPDATE COMPETITION** to apply the template and save your changes. The system will now use this template to generate the fixture for this competition.



Watch

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