

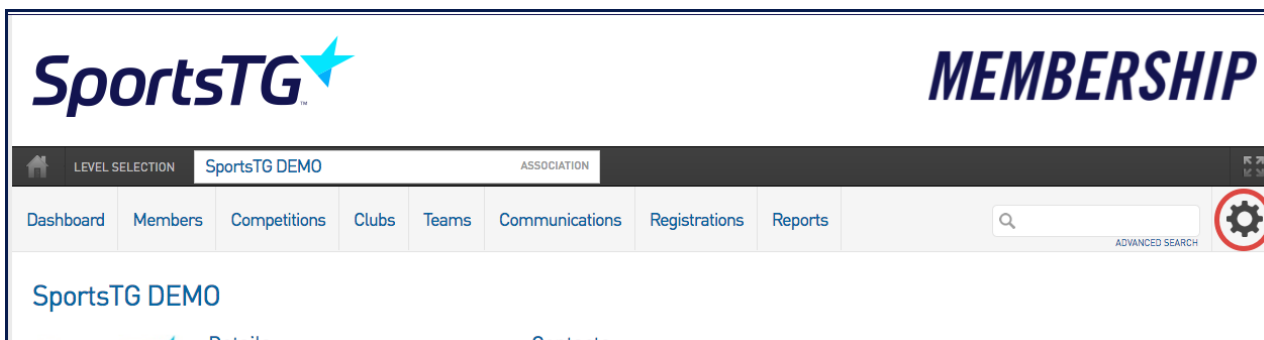


## Adding New Competition Types and Levels

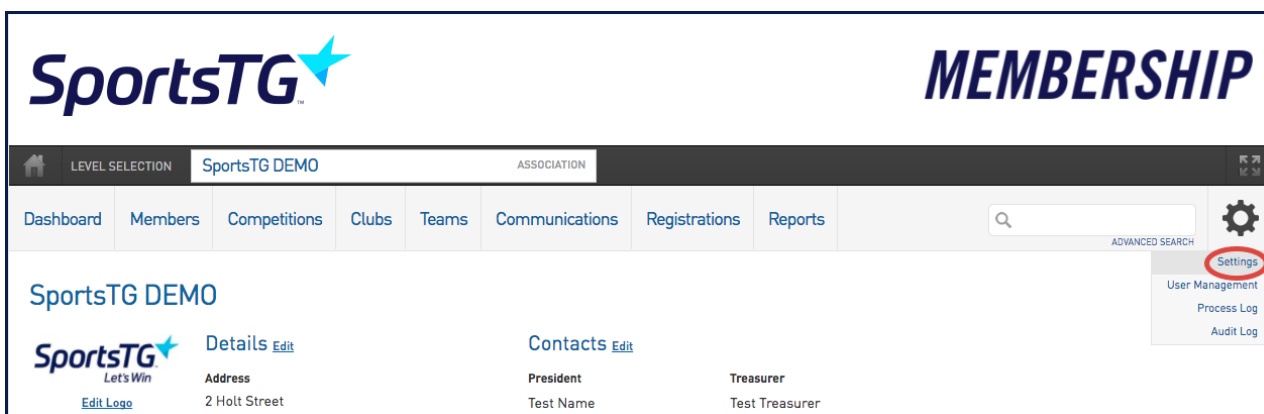
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Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. Click on the **Settings** icon at the right hand side of the page.



2. Select **Settings** from the drop-down.



3. Click on **Manage Lookup Information** under **Configure Database Fields**.

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## Configuration

These configuration options allow you to modify the data and behaviour of the system.

- Manage Users and Security
  - [Password Management](#)
  - [Permissions](#)
- Configure Database Fields
  - [Custom Fields](#)
  - [Field Configuration](#)
  - [Manage Lookup Information](#)
  - [Member Packages](#)
- Change how information displays
  - [Member List Display](#)
- Setup Registrations
- Manage Competitions
  - [Statistics Templates](#)
  - [Ladder Templates](#)
  - [Fixture Templates](#)
  - [Media Outlets](#)
  - [Finals Eligibility Settings](#)
  - [Match Day Reports](#)

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## Competition Types

1. From the list displayed, click on **Competition Types**.

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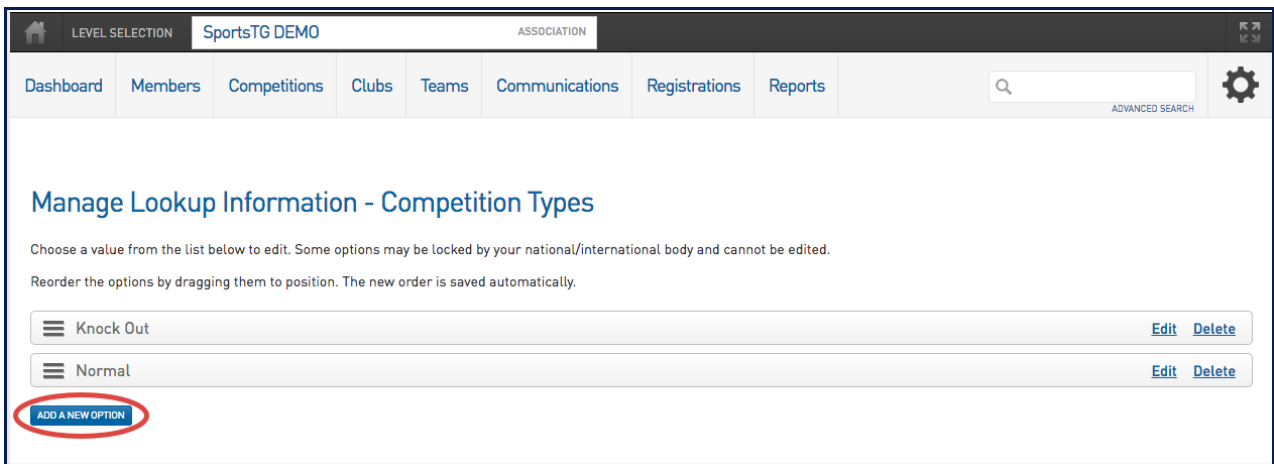
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## Manage Lookup Information

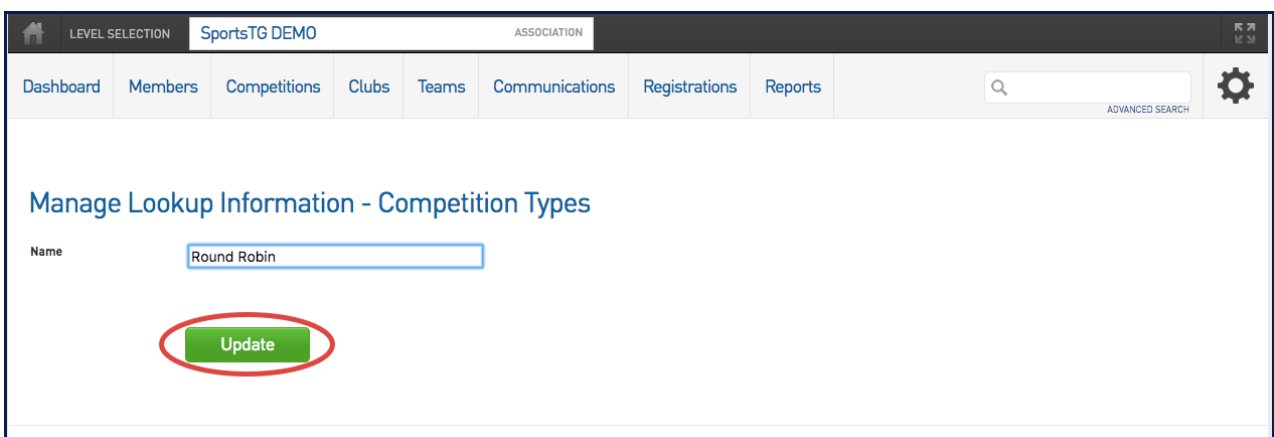
This section allows you to maintain the values that are present in drop down boxes present through the system. Choose the type of value you wish to manage from the list below.

- [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 Levels](#)
- [Competition Types](#)
- [Contract Type \(Custom Lookup 24\)](#)
- [Course Number](#)
- [Custom Club Lookup 1](#)
- [Custom Club Lookup 10](#)
- [Custom Club Lookup 2](#)

2. Click **Add a New Option** to add a new competition type.



3. Enter the name and click **Update**. This will add the competition type.



## Competition Levels

1. From the list displayed, click on **Competition Levels**.

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- [Accreditation Courses](#)
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- [Accreditation: Status](#)
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- [Contract Type \(Custom Lookup 24\)](#)
- [Course Number](#)
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## 2. Click Add a New Option.

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Manage Lookup Information - Competition Levels

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](#)

## 3. Enter the name and click Update. This will add the competition level.

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Name

[Update](#)

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