



How do I lock Match Results entry for a Competition?

Last Modified on 12/06/2024 3:31 pm AEST

As an Association administrator running competitions through GameDay Passport, you have the ability to lock off the ability for Club and Team-level administrators to enter Match Results.

Match Locking can be enabled with two different types of configuration:

- a) Locking only the Pre-Game Match Results entry screen
- b) Locking the entire Match Results entry feature

To enable Match Locking for a competition:

1. Open the Competitions menu and click **LIST COMPETITIONS**

The screenshot shows the GameDay Passport Training Association interface. The left sidebar contains a menu with the following items: Dashboard, Members, Competitions (expanded), Match Results, Publish to Web, Awards, Clash Resolution, Competition Exception Dates, Hide Competition Rounds/Dates, and Ladder Adjustments. The 'List Competitions' item is highlighted with a red box. The main content area displays the details for the 'GameDay Passport Training' association, including its logo, address (12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000), phone number (+61400100200), and email (hello@mygameday.app). It also lists key contacts: President (Margaret Bell), Vice President (Barry Driscoll), Treasurer (Melissa Boyle), and Secretary (Barrett Ferguson). A 'Stats' section is visible at the bottom, showing 'Members' and 'Players by Gender'.

2. Find the competition you want to enable Match Locking for, and click the **VIEW** (magnifying glass) icon

GAMEDAY Search... [Icons]

GameDay Passport Training Association [NEW] [COPY] [REGRADE]

Competitions in Association

Showing Name Including: 2023 Season: --All Seaso... Age Group: --All Age Gr... Status: Active

Name	Compe...	Amoun...	Abbreviation	Season	Grouping	Age Group	Contact	Status	Upload
2023 Footy Season	Venue ...	8	F23	2023 ...		Age 20		<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Members] [Teams] [Clubs] [Comps]

3. Next to Competition Configuration, click **EDIT**

GAMEDAY Search... [Icons]

2023 Footy Season Competition

2023 Footy Season

Competition Configuration [Edit](#) Upcoming Matches

Active	Yes	15/03/2023 02:00	South Melbourne AFC 1	South Melbourne AFC 6	AAMI Park
Abbreviation	F23	15/03/2023 02:00	South Melbourne AFC 2	South Melbourne AFC 5	MCG
Season	2023 AFL Season	15/03/2023 02:00	South Melbourne AFC 3	South Melbourne AFC 4	Marvel Stadium
Type	Seniors	15/03/2023 02:00	South Melbourne AFC 7	South Melbourne AFC 8	Rod Laver
Division	Division 3				
Age Group	Age 20				
Gender	Mixed				
Number of Teams	8				
Number of Rounds	7				
Match Duration	60				
Start Date	2023-03-01				

[Members] [Teams] [Clubs] [Comps]

4. Scroll down to the Match Locking section and tick the checkbox for **ALLOW MATCH LOCKING**

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](#)

5. You can then choose to apply either of the following settings:

- **Lock access to PreGame based on the following rule** : Restricts the ability for Club and Team administrators to access the Match Results Pre-Game screen up to 24 hours before or after the start of the match

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:

[Update Competition](#)

- Select Time
- 24 hours before start
- 12 hours before start
- 6 hours before start
- 3 hours before start
- 2 hours before start
- 1 hour before start
- At start of match
- 1 hour after start
- 2 hours after start
- 3 hours after start
- 6 hours after start
- 12 hours after start
- 24 hours after start

- **Lock access to Match based on the following rule** : Restricts the ability for Club and Team administrators to access the Match Results Pre-Game, At-Game and Post-Game screens up to 24 hours before or after the start of the match

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: 24 hours before start

Lock access to Match based on the following rule: **Select Time**

- Select Time
- 24 hours before start
- 12 hours before start
- 6 hours before start
- 3 hours before start
- 2 hours before start
- 1 hour before start
- At start of match
- 1 hour after start
- 2 hours after start
- 3 hours after start
- 6 hours after start
- 12 hours after start
- 24 hours after start

[Settings](#)

[Update Competition](#)

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Note: Where a match is locked based on an auto-locking rule and is subsequently unlocked by an administrator for the Association/League after the match locking deadline has passed, the match will be available for **up to 15 minutes**.

Matches that are manually unlocked but should be locked by the above rules will lock again at 15, 30, 45 and 60 minutes past each hour.

For example;

- if a match is manually unlocked at 14 minutes past the hour, it will re-lock at 15 minutes past the hour
- if a match is manually unlocked at 33 minutes past the hour, it will re-lock at 45 minutes past the hour

6. Once you've applied your desired settings, click **UPDATE COMPETITION**

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:

24 hours before start



Lock access to Match based on the following rule

1 hour before start



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

Update Competition