How do I update Fixtures from Club-level?

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Overview

If you are a Club-level administrator, you may have the option to update fixture dates start times directly from your Passport database.

> **Note**: Association administrators can turn this permission on and off from their level, so if you do not have the ability to edit fixtures and would like to do so, please contact your Association administrator.

Step-by-Step

Step 1: Find the relevant fixture in your database

In your club-level database, click **Competitions** > **FIXTURES** in the left-hand menu

Step 2: Click the cell of the relevant fixture date/time

Click on the match date in the **Date** column and update the time as needed

Step 3: Make your changes, then save the match

To save the update, click anywhere else on the **Fixture** table, and the cell will turn green, indicating that the changes have been saved

> **Note:** This option is also available when the Teams Across Association feature is used.

Watch

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