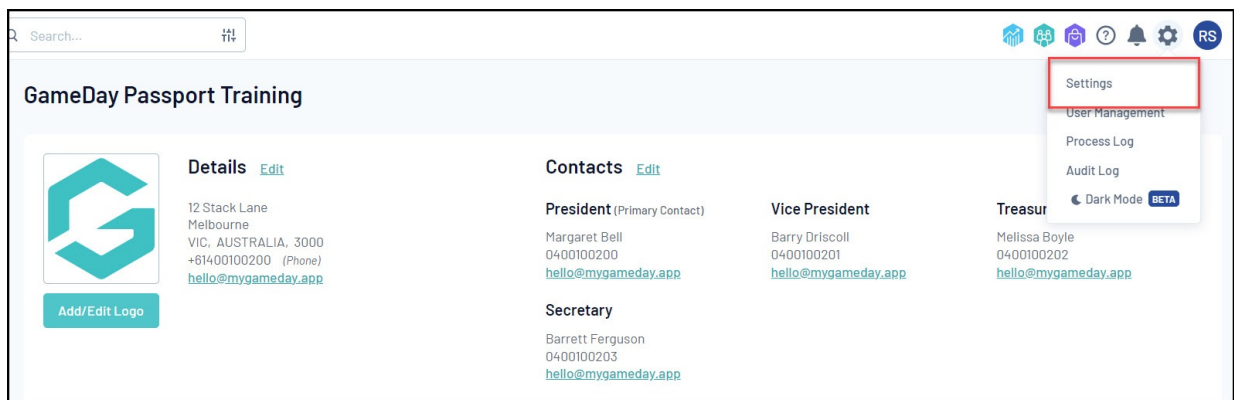# How do I apply a team's Default Venue?

Team, club or association administrators have the ability to assign **Default Venues** to individual teams within their hierarchy that can be automatically assigned to their home games during the creation of a competition fixture.

> **Note**: This process is not applicable to Venue Allocation competitions. To assign Venues in a Venue Allocation competition, please use the Venue Time Allocation feature.
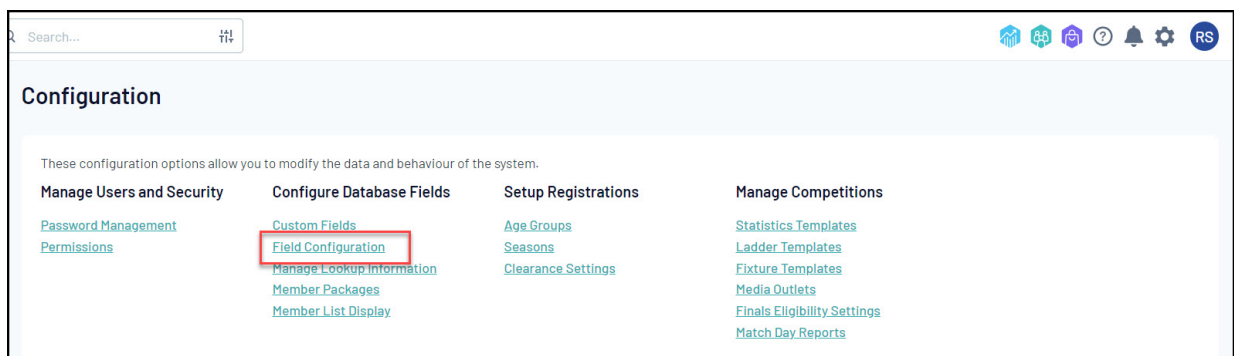
To assign a Default Venue to a Team:

1. You'll first need to ensure the Venue fields must be enabled as either Editable or Compulsory through the Field Configuration page at either the Association or Club level.

1a. Click the **Settings Cog** in the top right corner > **SETTINGS** (Club administrators can select **Field Configuration** directly from this menu).

1b. Click **FIELD CONFIGURATION**.

1c. Click the **TEAM FIELDS** tab.

1d. Scroll down to the **Venue 1/Venue 2/Venue 3** fields and expand the arrow to the left of the applicable field. You can also choose to enable fields to determine the default **Venue Start Time** for each venue here as well.

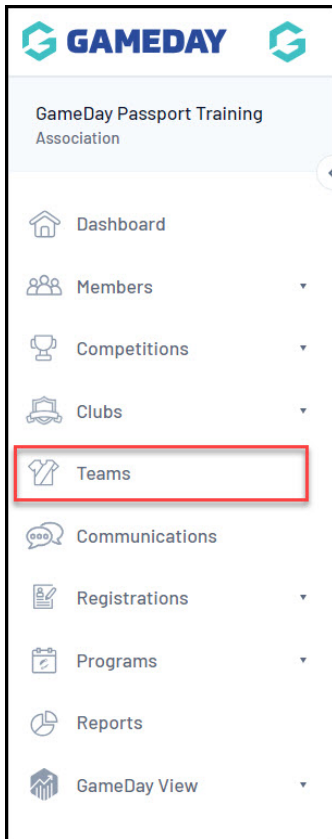1e. Set the **For My Level** option to **EDITABLE** or **COMPULSORY**.

1f. Click **SAVE OPTIONS**.

2. Login to the applicable Team database. For administrators at Club or Association level this can be done using the steps below:

2a. Click the **TEAMS** option in the left-hand menu.

2b. Click the magnifying glass icon to login to a Team.

3. **EDIT** the **Team Details**

4. Assign the applicable venue in the **Venue 1/Venue 2/Venue 3** and/or the **Venue Start Time** fields > Click **UPDATE TEAM**.

By assigning default Venues and Venue Start Times, this team will automatically have their first Venue assigned when fixtures are auto-generated by the Association. If the venue assigned to Venue 1 clashes with another match within the Association at the same time, the fixture will assign the venue in the Venue 2 field, or Venue 3 if needed.