How do I copy an existing Competition?

25/09/2025 3:43 pm AEST

Overview

If your sport runs multiple competitions that share similar configurations and rules around fixturing, teams, venues, statistics, ladders or any other element of the competition management process, you can copy all the settings from an existing competition into a new competition.

For example, you might run both senior and junior competitions that both share largely similar settings within Passport, besides of course, the age of their participants.

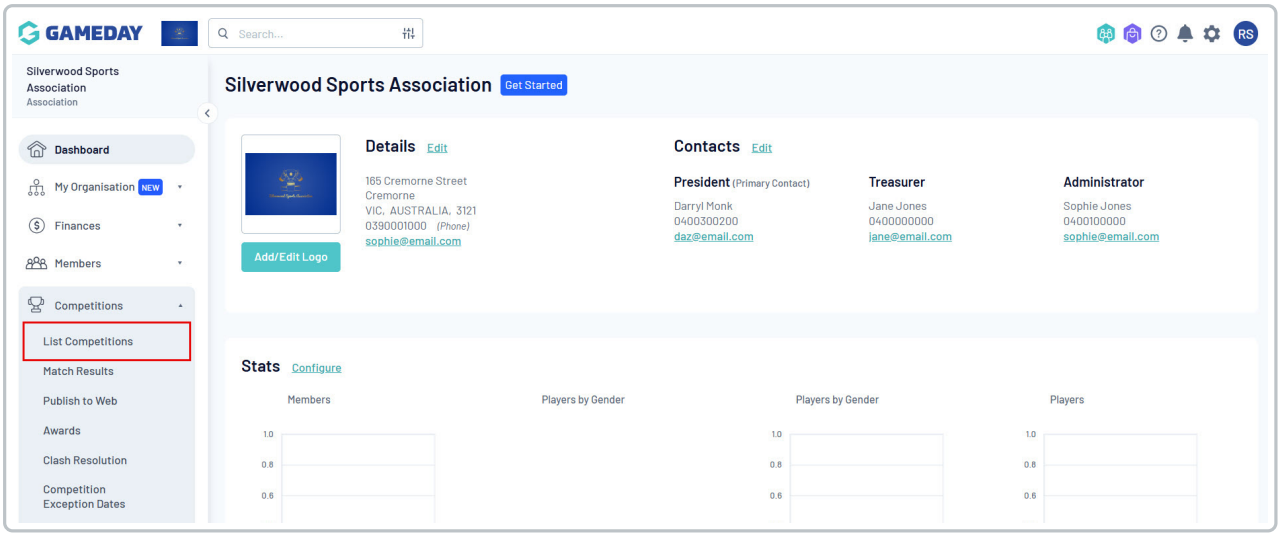
> **Note**: This function is only possible in Association-level databases

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Step-by-Step

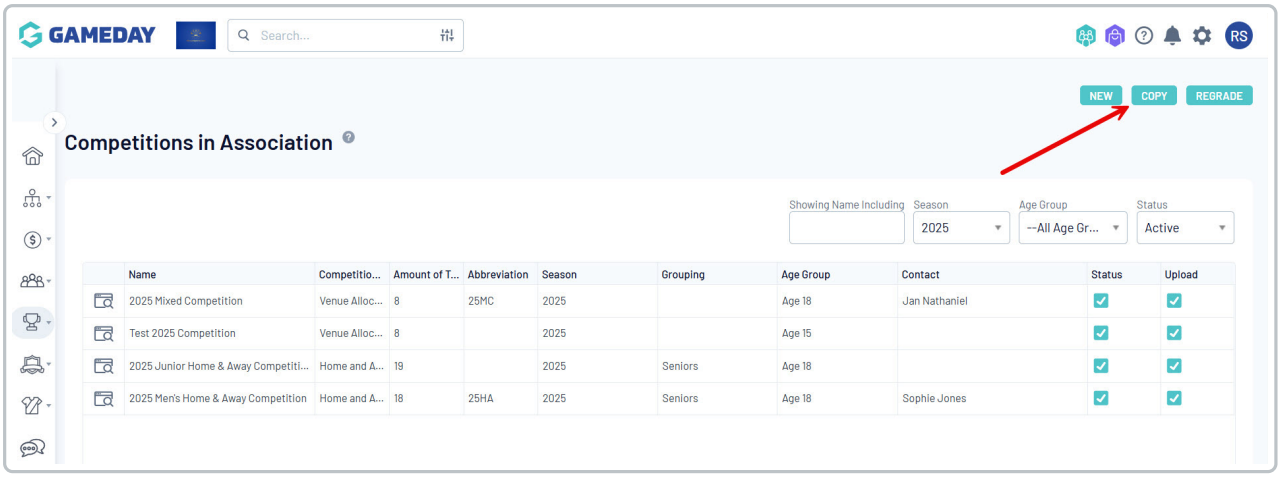
Step 1: Head to your Competition list

From your Association database, select **Competition** > **LIST COMPETITIONS** in the left-hand menu



Step 2: Copy a Competition

At the top of the page, click the **COPY** button



Step 3: Confirm the details of the new competition

Here, you'll need to define the details of the new competition, including:

Details

- **New Competition Name**: The name of the new competition that will be created
- **Abbreviation**: An optional abbreviation that you might use to refer to the new competition
- **Alternate Name**: An optional alternate name that you might use to refer to the new competition
- **Contact**: The name of the primary contact person for the new competition
- **Default Start Time**: Add a time here that all fixtured matches will default to unless otherwise specified

Type/Gender/Age/Order/Grouping

- **Competition Type**: Select an option from your Competition Type list
- **Gender**: Specify the relevant gender of the competition's participants
- **Division**: Select the division to which the competition belongs
- **Age Group**: Select the default Age Group of the competition's participants
- **From (Maximum Age) DOB**: Select the date of birth that defines the maximum age of participants (if relevant)
- **To (Minimum Age) DOB**: Select the date of birth that defines the minimum age of participants (if relevant)
- **Order**: Specify the order that your competition will appear on your competition list (1 being the top)
- **Grouping**: Specify a custom grouping within which the competition will be placed on your website (if published)

Copy Instructions

- **Copy Competition From**: Select the existing competition from which you want to copy across the settings and configurations
- **New Competition Season**: Specify the season in which the new competition will run
- **Start Date**: Define the date of the first fixture of the new competition
- **Team Option**: Define whether you want to copy across the teams and members of the existing competition. You can choose from three different options here:
- **Fixture Option**: Decide whether you want to create a fixture from a new template, or use the same template that was used in the existing competition

Team Option

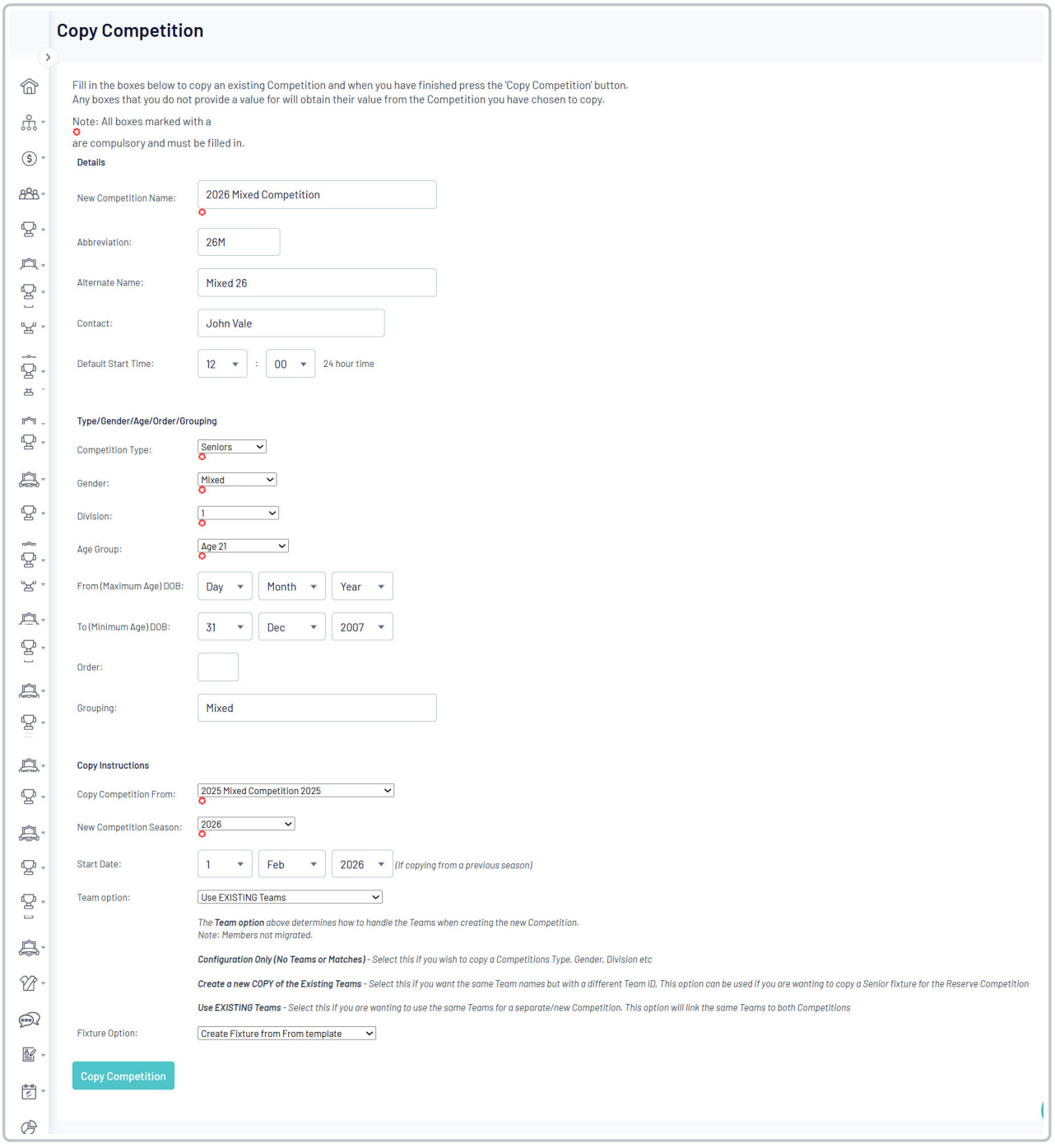
- **Configuration Only (No Teams or Matches)**: Select this option if you wish to copy the general settings of the existing competition
- **Create a COPY of the Existing Teams**: Select this option if you want a copy of the teams from the existing

competition to transfer into the new competition

- **Use EXISTING Teams (recommended)**: Select this option if you want the same teams from the existing competition to participate in the new competition

> **Note**: To maintain a consistent and clean data set for your teams across multiple seasons, we strongly recommend using **EXISTING** teams when copying competitions.

Click **COPY COMPETITION** when you're ready to copy



Watch

Your browser does not support HTML5 video.