



# GAMEDAY

## How do I lock fixtures in bulk through Schedula?

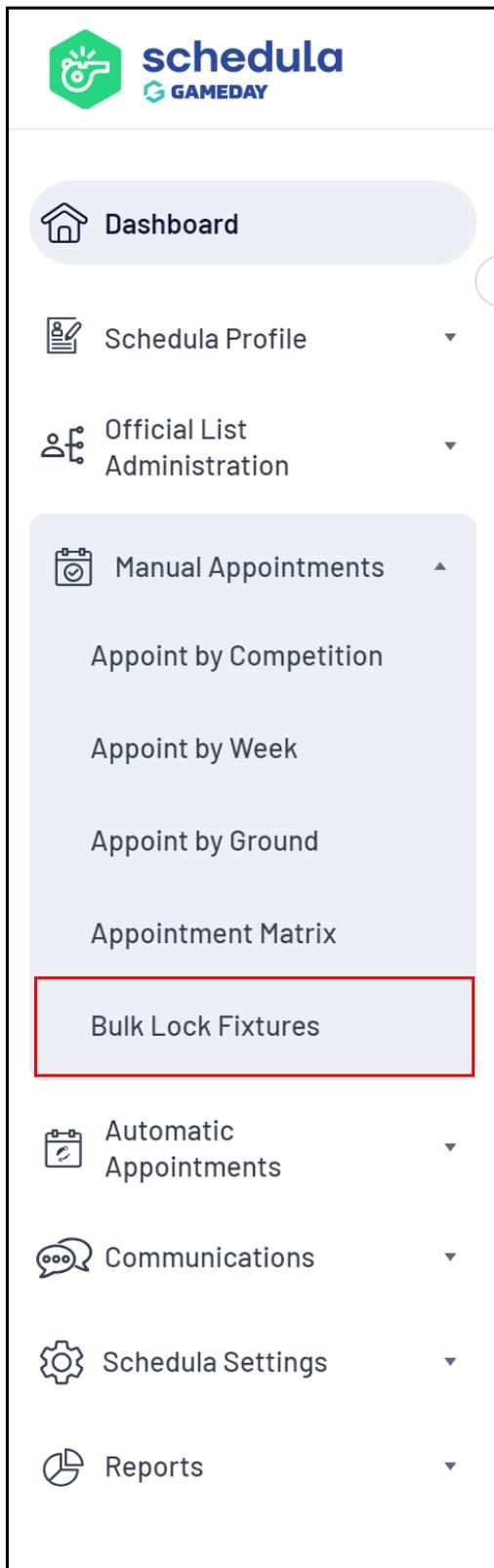
Last Modified on 19/12/2023 10:26 am AEDT

As a Schedula administrator, fixtures need to be locked in order to process your Pay Periods and facilitate the official payment process. Whilst fixtures can be locked individually, you can speed up the process by locking multiple fixtures at once through the **Bulk Lock Fixtures** feature.

**Note:** Only fixtures that are locked will be included in all payment reports. When processing a pay period, Schedula takes into account the date the fixture was locked, and not when the fixture actually occurred. Make sure that you lock your fixtures within your defined pay period for those appointments to be included in your pay period.

To bulk lock fixtures:

1. In the left-hand menu, click **Manual Appointments > BULK LOCK FIXTURES**



2. From the dropdown options, select the **League**, **Season** and **Week** that you want to bulk lock fixtures for and click **SHOW FIXTURES**

**Bulk Lock Fixtures By Week**

League:  Season:  Week:

3. From the list of fixtures for the selected week, use the checkboxes on the left to select which fixtures you want to lock.

**Bulk Lock Fixtures By Week**

League:  Season:  Week:

**Fixtures for week between March 4 and March 10 2024**

**Premier League**

	Date	Time	Home	Away	Ground
<input checked="" type="checkbox"/>	Wed Mar 6	6:10 PM	Albany Creek Excelsior Bpl	v Brisbane Knights Bpl	Wolter Park 1
<input checked="" type="checkbox"/>	Thu Mar 7	6:00 PM	The Lakes Bpl	v Acacia Ridge Bpl	Kinsellas Park 1
<input type="checkbox"/>	Thu Mar 7	6:00 PM	Mt Gravatt Hawks Bpl	v Bayside United Bpl	Dittmer Park 1
<input checked="" type="checkbox"/>	Tue Mar 5	8:30 PM	The Gap Bpl	v Toowong Fc Bpl	Walton Bridge Reserve 1
<input type="checkbox"/>	Wed Mar 6	6:00 PM	Western Spirit Bpl	v Uqfc Bpl	Kippen Park 1

4. Once you have selected the fixtures you want to lock, click **BULK LOCK FIXTURES**

**Bulk Lock Fixtures By Week**

League:  Season:  Week:

**Fixtures for week between March 4 and March 10 2024**

**Premier League**

	Date	Time	Home	Away	Ground
<input checked="" type="checkbox"/>	Wed Mar 6	6:10 PM	Albany Creek Excelsior Bpl	v Brisbane Knights Bpl	Wolter Park 1
<input checked="" type="checkbox"/>	Thu Mar 7	6:00 PM	The Lakes Bpl	v Acacia Ridge Bpl	Kinsellas Park 1
<input type="checkbox"/>	Thu Mar 7	6:00 PM	Mt Gravatt Hawks Bpl	v Bayside United Bpl	Dittmer Park 1
<input checked="" type="checkbox"/>	Tue Mar 5	8:30 PM	The Gap Bpl	v Toowong Fc Bpl	Walton Bridge Reserve 1
<input type="checkbox"/>	Wed Mar 6	6:00 PM	Western Spirit Bpl	v Uqfc Bpl	Kippen Park 1

You have now locked fixtures and are ready to process a pay period.