How do I set up Venue Start Times?

16/10/2025 3:49 pm AEDT

Overview

Venue Start Times define the specific times that a venue is available for games or events. Configuring these times is a prerequisite for allocating fixtures in the Venue Time Allocation screen.

You can set up start times by manually adding them for each day of the week or by copying an existing start time configuration from another venue in your organisation.

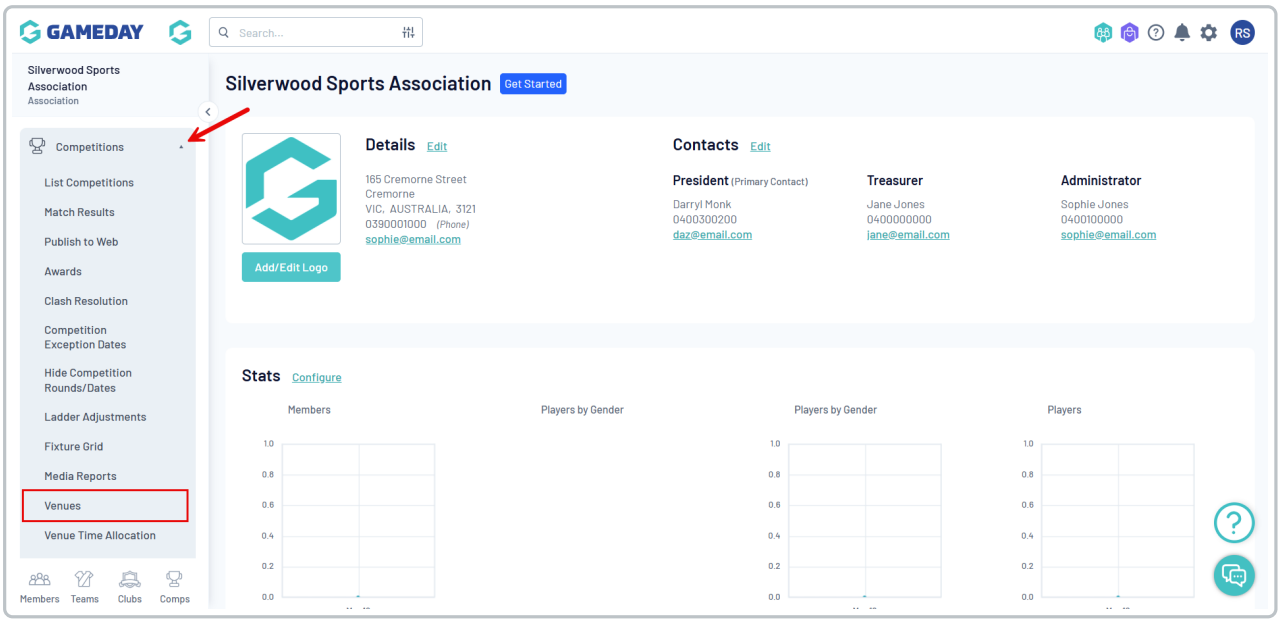
Be aware that a venue must exist in the system before you can configure its start times. Click here for more information on creating venues

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Step-by-Step

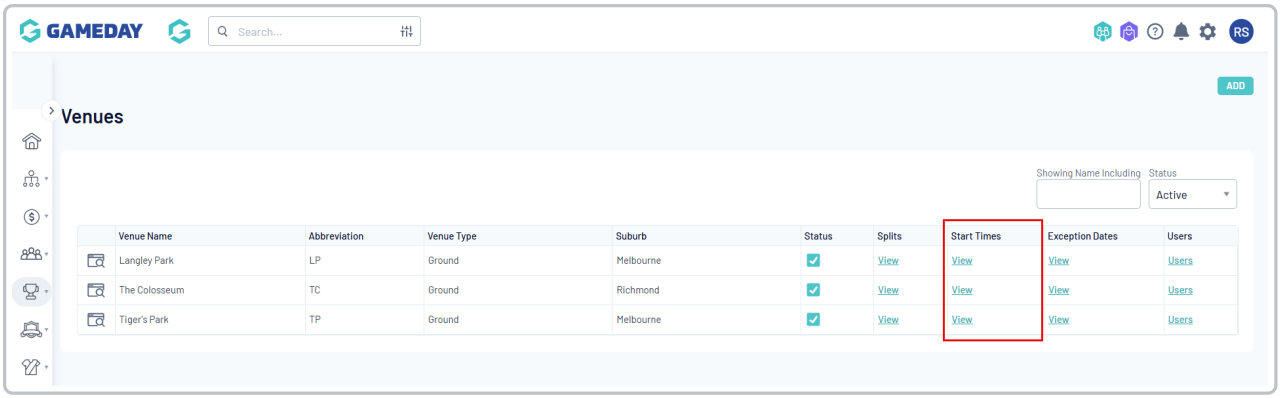
Step 1: Navigate to the Venues screen

In the left-hand menu, click **Competition Management** > **VENUES**



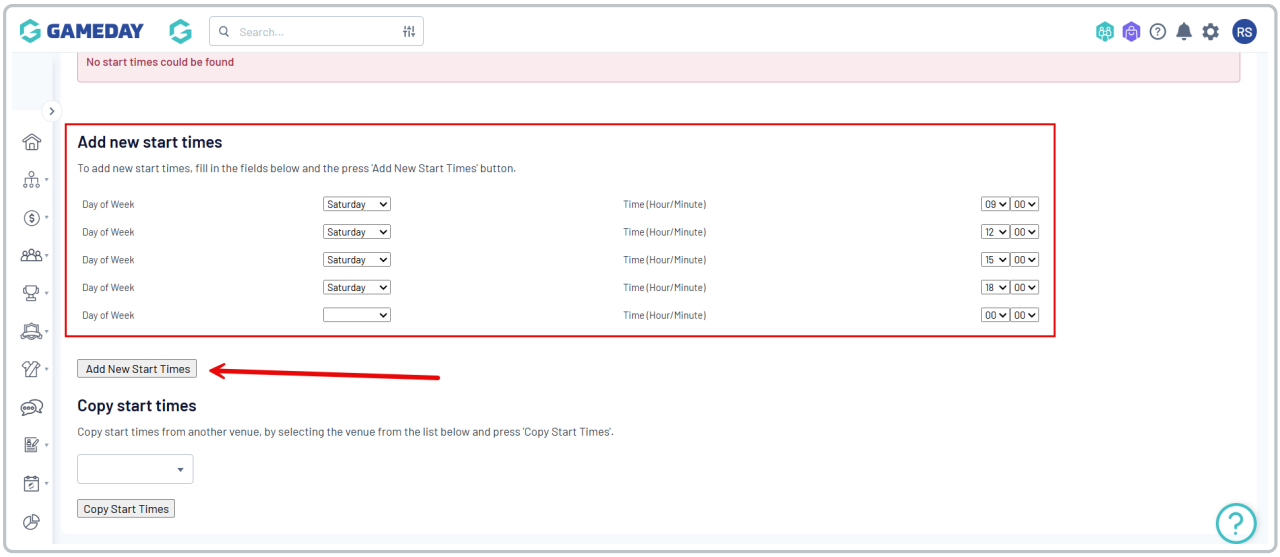
Step 2: Select the venue to configure

From the list of venues, find the one you wish to update and click **VIEW** in the **Start Times** column

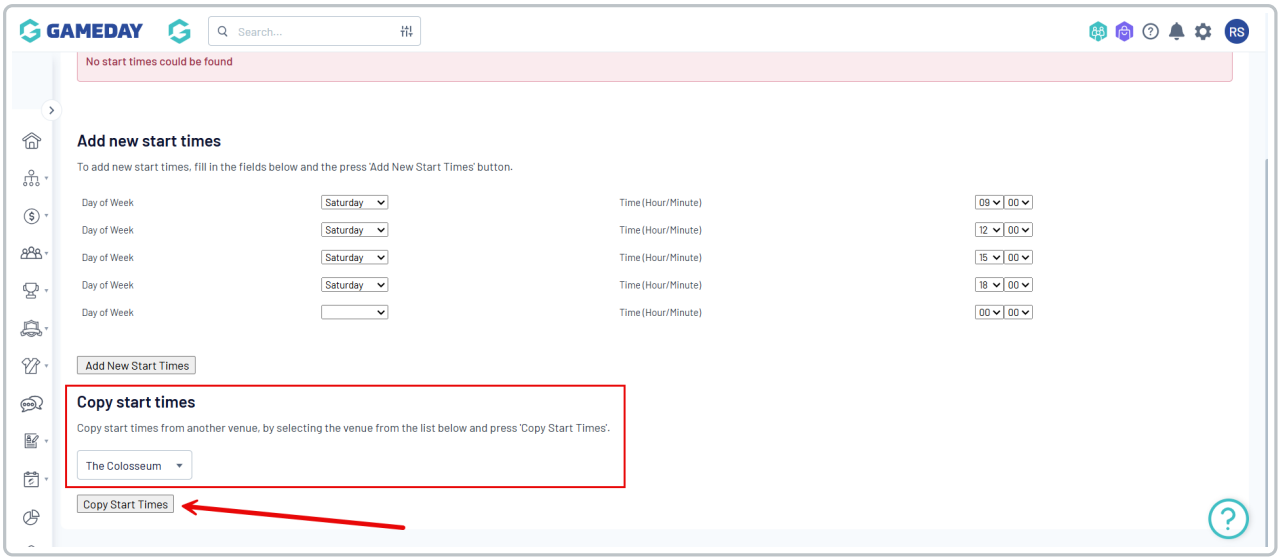


Step 3: Add new start times

In the **Add New Start Times** section, select a day of the week and the corresponding time (in 24-hour format) that the venue will be available. You can add multiple times at once. When you have finished, click the **ADD NEW START TIMES** button to save.



To save time, you can also copy the start time configuration from another venue. In the **Copy Start Times** section, select a pre-configured venue from the dropdown list and click **COPY START TIMES**. The times from that venue will be added to your current venue's availability.



Watch

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