

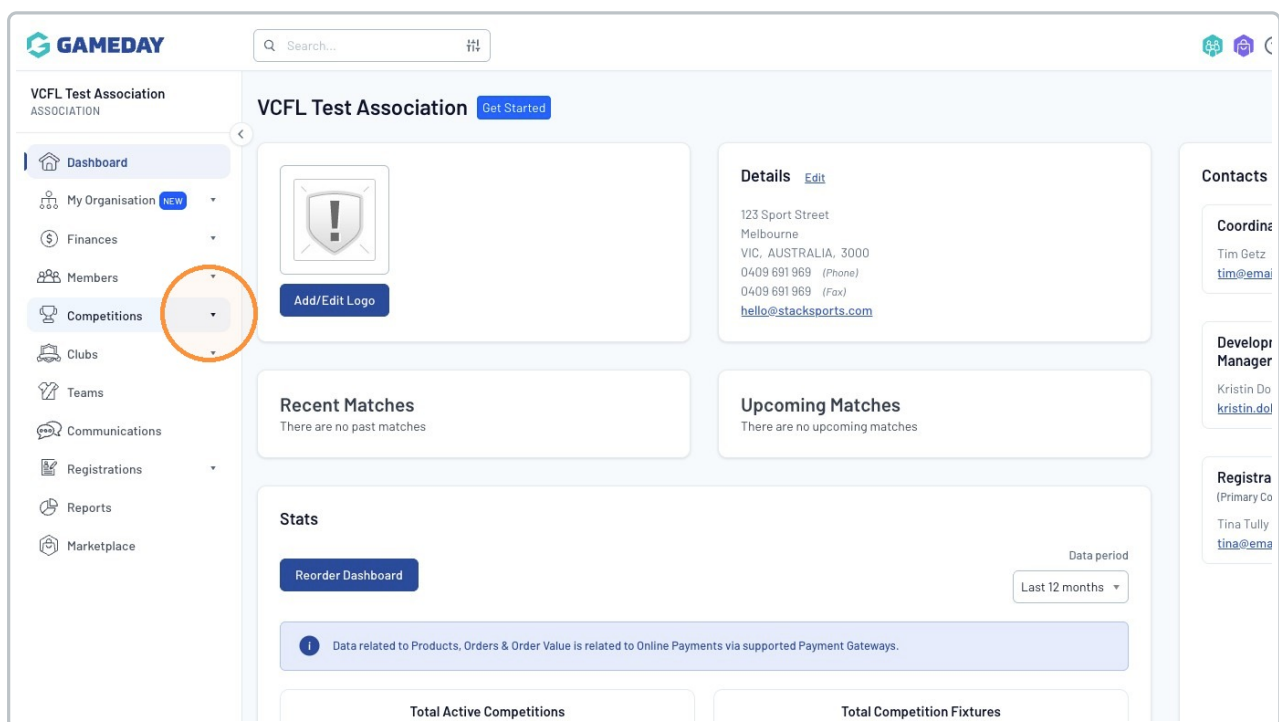
How to I create a Venue Allocation Competition?

26/10/2026 12:21 pm AEDT

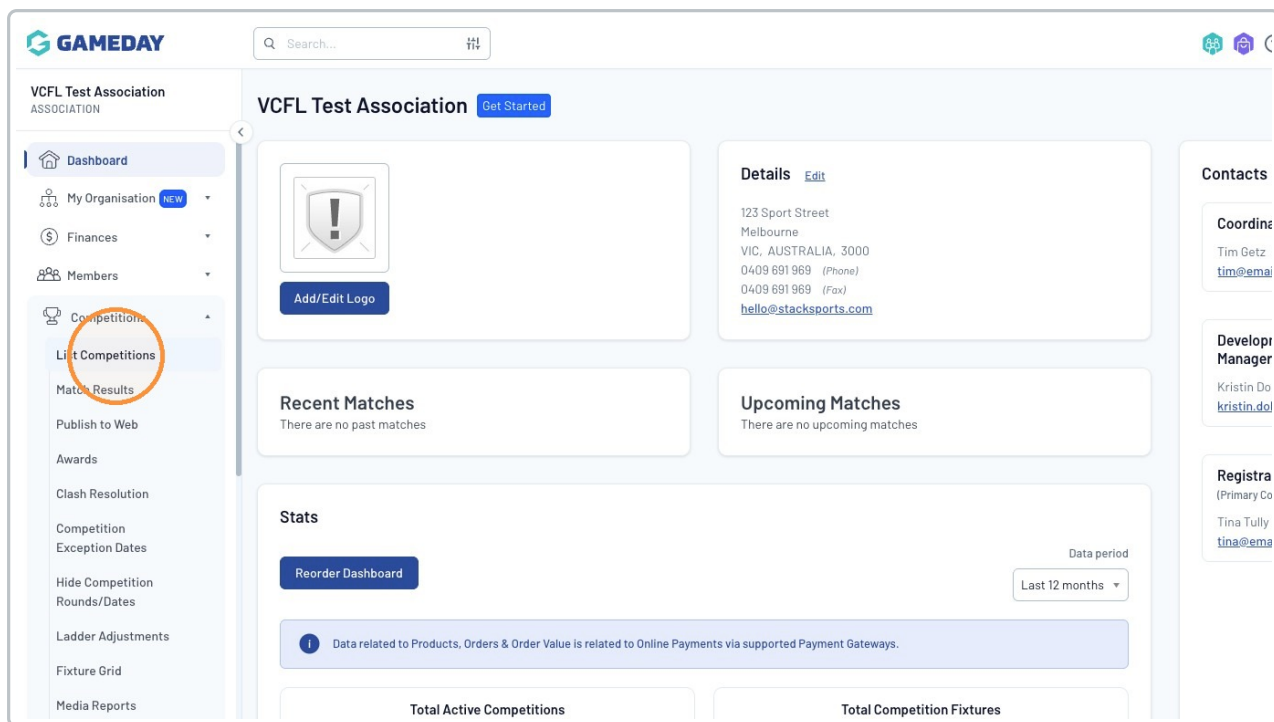
Learn how to set up a new venue allocation competition within the GameDay platform by configuring essential settings like scheduling, venue assignments, and match durations. This guide walks you through the entire process, from initial creation to assigning teams and times, ensuring your league is ready for action.

Competition Navigation

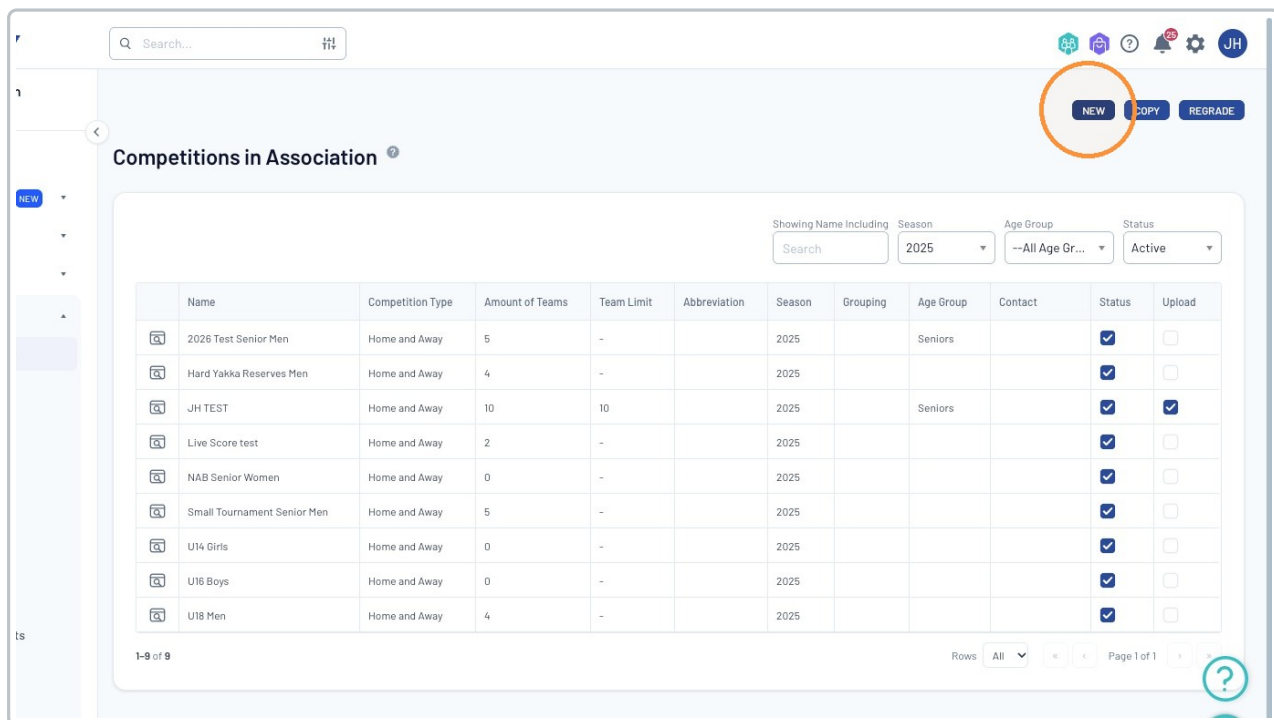
1. Click Competitions in the sidebar



2. Select "List Competitions"



3. Click "New"



Competition Details

1. Select the Venue Allocation competition type

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Add a New Competition

Which type of competition do you wish to create?

Home and Away
The Home and Away competition type should be selected when the teams in the competition alternate between playing a game at their home venue and then at the opponents ground the following week. This is the common format for club based sports such as Australian Football, Rugby League and Rugby Union.

Venue Allocation
The Venue Allocation competition type should be selected when matches for one or more competitions need to be allocated to specific times or at certain venues and these allocations then remain in place throughout the entire season. This format is commonly used by team based sports such as basketball and indoor sporting complex competitions such as Futsal.

Pools Competition
The Pools competition should be selected where the competition is broken into more than one group (or 'Pool'). It also allows for multiple phases created (e.g. initial Pools phase followed by Finals), as well as the creation of progression rules governing which teams advance between Pool and Finals.

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2. Ensure all required fields in the "Details" tab have been added

- Competition Name
- Season
- Competition Type
- Gender
- Division
- Start Date
- Default Game Start Time
- Match Duration (mins)
- Time Venue Required for (mins)
- % of Venue Required
- Max. Number of Teams
- Number of Rounds
- Days Between Rounds
- Fixture Template

3. Select the relevant Fixture Template



Note: The fixture template selected will dictate how many matches per week are available to be allocated via the Venue Time Allocation

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Members Teams Clubs Comps

Max. Number of Teams* 4

Number of Rounds* 8

Days Between Rounds* 7

Website Display

Display Results on public website ☐

Display Ladder on public website ☐

Display Competition on public website ? ☐

Templates

Fixture Template* 3-4 Team Normal Fixture (Reid)

Update Competition

4. Click Update Competition

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Members Teams Clubs Comps

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Website Display

Display Results on public website ☐

Display Ladder on public website ☐

Display Competition on public website ? ☐

Templates

Fixture Template* 3-4 Team Normal Fixture (Reid)

Update Competition

Day & Venue Allocation

Once you have updated your competition setup, you will be presented with the "Days and Venue Allocation" tab. Select all days that matches in this competition will be played

1. Open the venue allocation dropdown

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To modify this information change the information in the boxes below and when you have finished press the **Update Competition** button.

Note: All boxes marked with a * are compulsory and must be filled in.

Say where this Competition plays. Pick the days it runs, then choose one of the ways below. What you choose is saved with the rest of this form and is used when fixtures are generated.

Days & Venue Allocation

You must choose at least one day below for the competition to display in the time allocation grid.

Days played: **Sunday** Monday Tuesday Wednesday Thursday Friday **Saturday**
Click a day to turn it on or off.

Where does this Competition play? **Assign to Venue Timeslots**

Create timeslots at your selected venues. Fixtures are scheduled into these exact timeslots when the draw is generated. Opens the Venue Allocation Grid.

Venues No venues

No venues chosen yet - the grid stays empty until at least one is ticked.

This is one round. The pattern below is repeated for every round of the competition, so Match 1 plays at the same venue and time in round 1, round 2 and every round after that. A competition of 0 matches per round over its full season still only needs the 0 slots shown here.

Allocation Grid The full grid remains available under **Venue Time Allocation**. 0 of 2 matches per round allocated - 2 still in Unallocated. **Add start times** **Auto-allocate** **Full screen**

Only the days this Competition runs, and the start times at the chosen venues, are shown - pick another day above to bring its slots into the grid and drag matches onto them. A cell only accepts a match when its venue is ticked and no other Competition holds it. **Auto-allocate** drops every match still in Unallocated into the free slots, filling each start time across the venues before moving to the next; matches already placed by hand are left where they are.

Unallocated	Day	Time
-------------	-----	------

2. Open the venue selection dropdown

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Unallocated	Day	Time
Match 1	Sunday +	

3. Select all venues that will be used for this competition

Time Slot Allocation

Once you select your venues, the Allocation Grid will auto populate with the available venues and time slots.

From here, you can add additional start times or auto allocate your matches based on the default start time of your competition

Where does this Competition play? Assign to Venue Timeslots

Create timeslots at your selected venues. Fixtures are scheduled into these exact timeslots when the draw is generated. Opens the Venue Allocation Grid.

Venues 5 venues

TCA Ground TG Centre TG Dome TG Oval TG Park

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Unallocated	Day	Time	TCA Ground	TG Centre	TG Dome	TG Oval	TG Park
Match 1	Sunday		No Time Slots Available				
Match 2	Saturday	14:00	MS Gameday			MS Gameday, Senior Competition	

Time Slot Availability Key

- Unavailable
- Available
- Unavailable - the venue is still in use by another match in this Competition

1. Select the day that apply to this competition

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Day Sunday

Times e.g. 18:00, 19:00, 20:00

Venues

- ☐ Arden Street
- ☐ Diamond 1 (MIDI)
- ☐ Docklands
- ☐ Geilston Bay Oval
- ☐ MS Princes Park

Existing start times **By venue** This Competition

TCA Ground None on Sunday

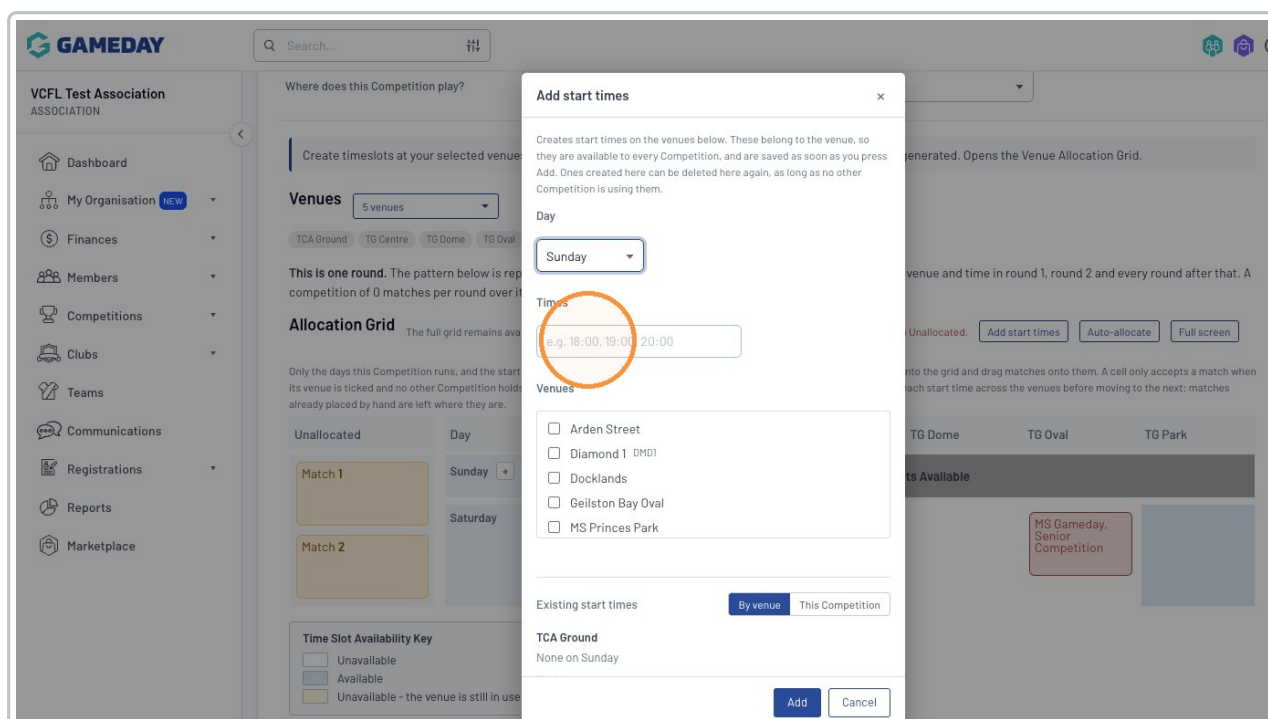
Add **Cancel**

1. Enter the start times

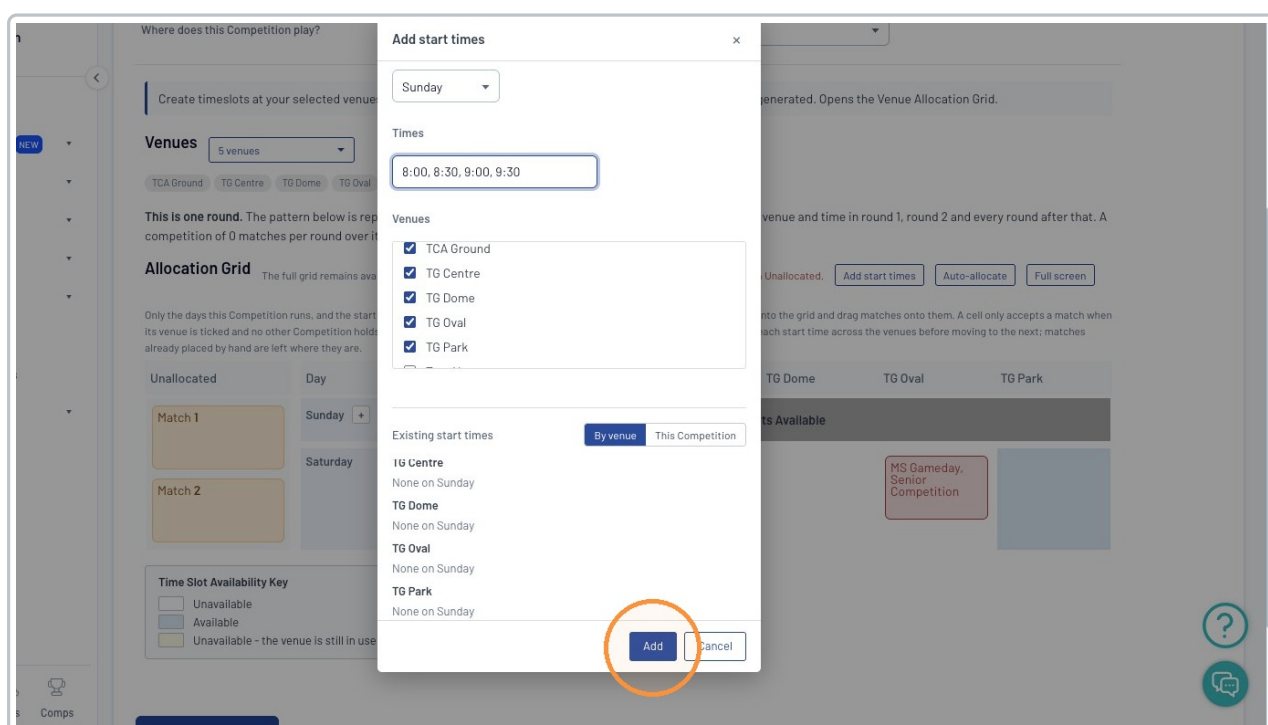
Notes: This is a free text field which will allow you to add multiple times at once.

Times are listed in 24-hour time, separated by a comma per time added.

Example: 12:00, 13:30, 14:45



1. Tick all the venues that these time slots apply to and click "Add"



1. Under the "Allocation Grid" all matches that do not have a time applied, will appear on the left of the grid under the "Unallocated" section

Drag and drop matches from the left hand side to the required time slot.

Example

If Match 1 is listed at TG Dome at 08:00, the first match of each round will be listed in this time slot

Competition Completion

1. Click Update Competition

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Unallocated	Day	Time	TCA Ground	TG Centre	TG Dome	TG Oval	TG Park
	Sunday	08:00	Match 1				
		08:30		Match 2			
		09:00					
		09:30					
	Saturday	14:00	MS Gameday			MS Gameday, Senior Competition	

Time Slot Availability Key

Unavailable

Available

Unavailable - the venue is still in use by another match in this Competition

Update Competition

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