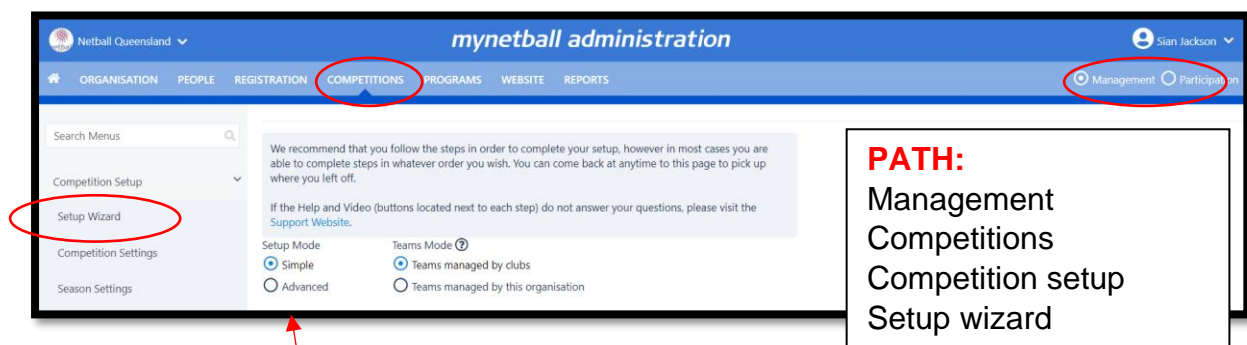


Quick Reference Guide: How to Create a Competition

The setup wizard is a step by step guide through creating a competition draw. Each step is outlined in their own headings. We recommend that you follow the steps in order to complete your setup, however in most cases you are able to complete steps in whatever order you wish. You can come back at any time to this page to pick up where you left off.

Clubs do not have this option, just Associations.

Associations can manage their setup wizard under **Management**.



This will bring you to the **Setup Wizard** page.

Select the **Advanced Mode**; it's not harder there is more options. Each step can be found in the manual in their own section.

✓ Step 1:	Organisation Details > Enter contacts details, social media settings etc		? HELP
✓ Step 2:	Review Competition Settings > Setting current season, competition preferences etc	Current season 2018	? HELP
✓ Step 3:	Set/Rollover Season > Set current season and rollover data between seasons	Current Season 2018	? HELP
✓ Step 4:	Create Admin Users > Manage administration users	No. active users 2892	? HELP
✓ Step 5:	Create Venues > Add and configure venues/courts	No. venues 611	? HELP
✓ Step 6:	Configure ladder points schemes > Points schemes is where points are allocated against different match outcomes	No. schemes 3	? HELP
✓ Step 7:	Configure ladder display schemes > Display schemes control how a ladder is calculated and displayed	No. schemes 3	? HELP

✓ Step 8:	Manage affiliate organisations > Affiliating an organisation allows you to create grades with those organisations	No. affiliates 126	
✓ Step 9:	Team Nomination > Create a Team Nomination form to allow clubs to nominate teams	No. forms 17	
✓ Step 10:	Manage Grade > Grades are competitions between teams	No. active grades 244	? HELP
✓ Step 11:	Create Grade Divisions > Grade Divisions allow you to group grades together under logical categories	No. categories 8	? HELP
Step 12:	Manage Squad Lists > Squads are default playing lists for each team	% Teams with squads 0%	
Step 13:	Allocate Teams to Grades > Designate which teams play in which grades for a given season	% Grades with teams 0%	? HELP

Step 14:	Assign Ladders > Assign the ladder definitions to grades	% Ladders Assigned 0%	? HELP
✓ Step 15:	Match Start Times > Starting times used for creating Fixture Slots	No. Start Times 183	
Step 16:	Manage Fixture Slots > For non home/away fixturing	% Grades Configured 0%	? HELP
✓ Step 17:	Non Playing Dates > Create a list of dates where matches are not scheduled	No. Dates 8	
Step 18:	Create Fixtures > TIP Create competition schedules in bulk	% Grades with Fixture 0%	? HELP
Step 19:	Voted Awards Setup > Setup awards to allow for match by match voting for players	No. awards 0	? HELP