



Setting up Finals

Once you have completed your competition format, you can start to set up your finals.

You need to select the box for finals in the competition format  and the select

[Next](#)

Divisions

All Divisions

Finals Start Date and Time*

Fixture Template*

Apply Venues To All Rounds Apply Venue By Round

Venue allocation

Home Team Advantage Central Venue Allocation

Match Type*

Match Duration* Main Break* Qtr Break*


Final Extra Time

Apply to all Rounds
 Apply to Semi and Grand Final
 Apply to Grand Final Only
 None

Extra Time Type*

Extra Time Duration* Extra Time Main Break*

Extra Extra Time

Extra time if a Draw - 2nd Time 

Win by one Goal
 Win by two Goals
 None

Add Date and start time of the first round of finals.

Select fixture template. Please see below for the explanation for the use of Custom finals.

Select venue options for all rounds or by rounds

Enter in the venue

Match type (Quarters or Halves)

Enter in your Match duration (this is the total of game time less break time)

Enter in details for extra time options.



Custom Finals

You can use custom finals to set up finals that do not fit into the options that are available.

To set up custom finals choose custom in the fixture template.

Fixture Template*

Custom

Custom

- 4 Rounds - Top 16
- 4 Rounds - Top 8
- 4 Rounds - Top 6
- 4 Rounds - Top 5
- 3 Rounds - Top 8
- 3 Rounds - Top 6
- 3 Rounds - Top 4

Select the number of rounds and the number of teams you would like to have in your finals.

Number of Rounds* 1

Teams* 1

Round 1 name*

Different Grades/Pools to play with each other

Round 1

+ Add Match

Add in the names for each of your finals and select if you are having teams play across grades.

Round 1 name*

Round 2 name*

Round 3 name*

Different Grades/Pools to play with each other

You will then need to add in what you would like each round to look like, starting with Round 1.

Round 1 name* Semi Final

Round 2 name* Prelim Finals

Round 3 name* Grand Finals

Different Grades/Pools to play with each other

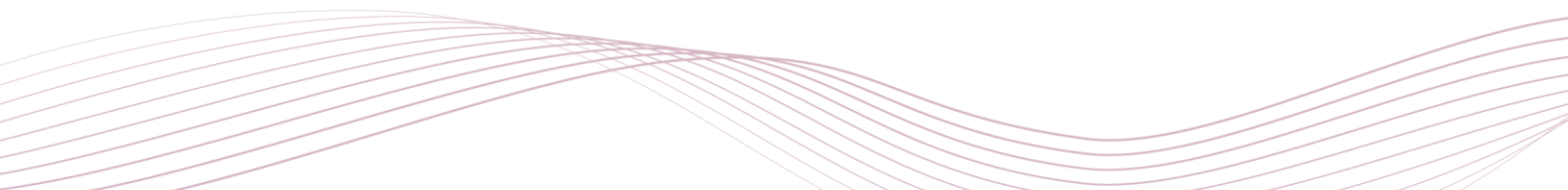
Semi Final

Prelim Finals

Grand Finals

+ Add Match

Next





Match 1 name*
Semi Finals 1

Team 1 Rank* 1 v Team 2 Rank* 6

Match 2 name*
Semi Finals 2

Team 1 Rank* 2 v Team 2 Rank* 5

+ Add Match
Next

Click add match in add in the details for the 1st round.

Add in each match name and who will be playing who.

To add more matches, select Add match.

Once you have add all matches for the first round of finals. Select next to enter in the details for the second round.

Then need to add who plays who.

Prelim Finals

Match 1 name*
Prelim Final 1

Team 1 Rank* Loser of Semi Finals 1 (Semi Final) v Team 2 Rank* Winner of Semi Finals 2 (Semi Final)

Match 2 name*
Prelim Final 2

Team 1 Rank* Loser of Semi Finals 2 (Semi Final) v Team 2 Rank* Winner of Semi Final 3 (Semi Final)

+ Add Match
Cancel Next

Then select next

Lastly add in the details for the Finals round 3.

Grand Finals

Match 1 name*
Grand Final 1

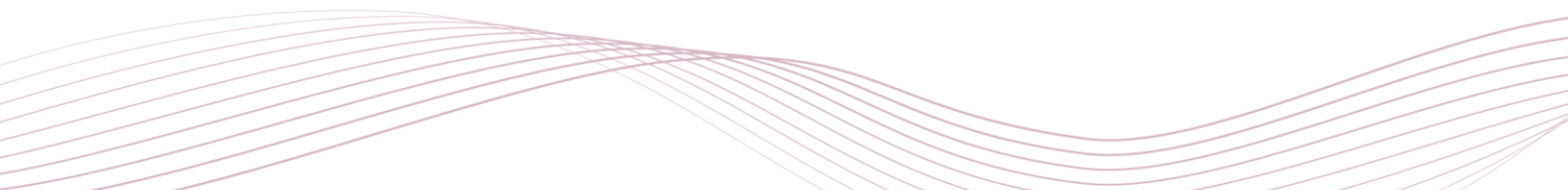
Team 1 Rank* Winner of Semi Finals 1 (Semi Final) v Team 2 Rank* Winner of Prelim Final 1 (Prelim Finals)

Match 2 name*
Grand Final 2

Team 1 Rank* Loser of Prelim Final 1 (Prelim Finals) v Team 2 Rank* Winner of Prelim Final 2 (Prelim Finals)

+ Add Match
Cancel

Once you have completed all of the details for the custom rounds, continue completing the Finals set up and then select create Draft Draw.



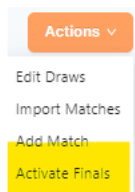


Once you have completed your season and you are ready to start playing finals it is time to Activate your finals in Match Day.

Ensure that prior to activating finals that you have checked the below items

1. Final scores for each match is correct and that all matches have been ended.
2. Ladder points are correct.
3. Final matches have been published to MatchDay.

You can now activate finals by going into MatchDay, competition details, Matches. Click on Action and select Activate finals.



This will prefill the names of the teams that have made it to finals. After each round of finals, the system will populate the teams that have made it through.

