




Creating Carnivals

To create a new Competition registration, select **+ New Registration** from the Registration dashboard or from the competition page select **+ Full Competition** option takes you to the first page of opening a registration which also creates the structure of the competition.

As you progress through setting up registration, you will work through six sections. By clicking on **Next** at the bottom of each page you will progress to the next section. At any point you can **Save as Draft** and return to setup at another time.

The screenshot shows the 'Competition / Program Set Up' page in Netball Connect. The form is divided into several sections: 'Details', 'Membership', 'Registration Groups', 'Fees', 'Payments', and 'Discounts'. The 'Details' section is active and contains the following fields and options:

- Year***: A dropdown menu set to 2024.
- Competition (with Fixtures) / Program (Event No Fixture)**: Radio buttons, with 'Competition (with Fixtures)' selected.
- Competition/ Program Name***: A text input field containing '2024 Carnival'.
- Competition/ Program Logo***: A logo selection area showing the 'netball' logo and a 'Use Default' checkbox which is checked.
- Hero Image for Registration Form**: A placeholder for an image with a '+' icon and a note: 'Selected file must be less than 2 MB and jpg, png, png, webp formats are supported. Approximate Dimension: Width: 1000px Height: 400px'.
- Description**: A text area with the placeholder 'Write a brief description of the Competition/ Program...'.
- Venue***: A dropdown menu set to 'Nissan Arena'.
- + Add Venue**: A button to add a new venue.
- Type of Competition***: Radio buttons for 'Weekly Competition' and 'Tournament', with 'Tournament' selected.
- Competition Format***: Radio buttons for 'Knock Out', 'Round Robin', 'Double Round Robin', 'Enhanced Round Robin - Fixed Number of Rounds', and 'Enhanced Round Robin - Full Rounds Only', with 'Round Robin' selected.
- Competition/Program Start Date***: A date picker set to '01-06-2024'.
- Competition/Program End Date***: A date picker set to '30-09-2024'.
- Time between Rounds**: Fields for 'Days' (set to 'days'), 'Hours' (set to '1'), and 'Minutes' (set to 'mins').
- Registrations Close***: A date picker set to '30-09-2024'.
- Non-Playing Dates**: A section with a '+' icon and the text '+ Add Another Non Playing Date'.
- Players in each team**: A text input field with the placeholder 'Maximum Number'.
- Participants to appear in Match Day:** Radio buttons for 'Only when the Competition Organiser publishes the participants to Match Day or Publishes the Draw' and 'Automatically when a participant is placed into a team and the team has already been published to Match Day', with the latter selected.

1. Select the Year of the competition from the drop-down.
2. Enter the Competition Name. Ensure that you include the year and the Associations name to make it easier to find.
3. Click  to add a Competition Logo. Click the checkbox Use Default to use the default logo saved under Our Organisation.
4. Add a Hero Image. This image will appear on the registration form.
5. Add a Description of the competition.
6. Select the Venue from your available list.
7. Select type of competition – tournament (carnival).
8. Select the competition format. If you have chosen either of the enhanced round robins, you will need to enter number of rounds.
9. Enter competition start and end date.
10. Enter time between rounds.
11. Enter Registration close date.
12. Non playing dates are generally not needed for a carnival
13. Enter the maximum players in each team (if required)
14. Select option on players appearing in Match Day. Option 1 pushes to Matchday once the draw is published. Option 2 pushes to Match Day once a player is place into a team and saved.



Registration Invitees* ⓘ

Organisations

Direct

Delete Save as Draft Next

Competition / Program Set Up

Details **Membership** Registration Groups Fees Payments Discounts

Membership Product*

Player Membership 2024

Player - Social Membership 2024

NetSetGO! (Pack Eligible) 2024

Player - Carnival 2024

Player - 10 Week Membership 2024

Non - Playing Membership 2024

Team Registration - NQ Competitions

Event (Non-Membership) 2024

Little Netty's 2024

Netball Queensland Camps/Clinics 2024

Membership Type

Player - Carnival 2024

Carnival

16. Select Direct to have members register directly to the Association.

Select Save as Draft or Next to progress through registration setup.

The next step of opening registration is selecting the Membership products and types you want available on your registration forms.

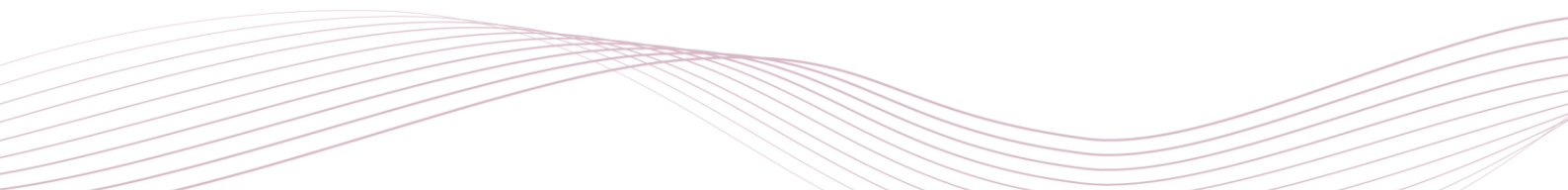
These products have been determined by Netball Queensland.

1. Select Membership products.
2. Select the required Non-playing Membership types (Coach, Umpire, Volunteer and Committee/Life Member)
3. Select the required Player membership type. Set up for players aged between 2 – 90.

Save as Draft to return to the setup later or select Next to progress.

Note:

- Ensure that all required membership products are selected prior to publishing registrations. Once the registrations are published, you will not be able to add/change membership products.
- All Associations who would like to gain access to the Social Membership type will need to apply by emailing netballconnect@netballq.org.au.





Competition / Program Set Up

Details Membership **Registration Groups** Fees Payments Discounts

Registration Groups

Membership Product Age Restrictions

Membership Product Name: Player - Carnival 2024

Membership Type Name: Carnival DOB From: 1924-01-01 DOB To: 2021-12-31

Player - Carnival 2024*

Group Name	Gender Restriction	Age Restrictions	DOB From	DOB To
12	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yy...	dd-m
14	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yy...	dd-m
16	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yy...	dd-m
18	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yy...	dd-m

+ Add Registration Groups

Registration Rules

Single Registration Only

Multiple Registration allowed BUT different Registration Groups

Multiple Registration allowed to same Registration Group

Delete Save as Draft Next

Registration Divisions are the divisions players will register directly into as they go through the registration process.

1. Enter registration divisions as required. Any age restrictions you enter will relate to your rules of competition.

Enter Gender restrictions if relevant.



2. Three registration options are available to players. These will depend on your rules of competition. Select which is appropriate for the competition.
 - Single Competition registration only – restricts players to registering to only one team in the competition.
 - Multiple Registration to the same competition (different divisions only) – Allows players to register and play in more than one team in the same competition in different divisions.
 - Multiple registration to the same division – allows players to register and play in more than one team in the same division.

Select Save as draft to return to later or Next to progress.




Fees

Player - Carnival 2024

All Groups  Per Group 

Individual User Registrations

Individual User Seasonal Fee 

Charged for Full Season Charged Per Game Played

Membership Type	Division	Membership Fees (excl. GST)	GST	Deposit Fees (excl. GST)	GST	Competition/ Program Fees (excl. GST)	GST
Carnival	12	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 10	\$ 1
Carnival	14	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 10	\$ 1
Carnival	16	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 10	\$ 1
Carnival	18	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 10	\$ 1

Individual User Single Game Fee

Team Registration

Individual Fee (charged per player)

Team Fee (charged for whole team)

Charged for Full Season Charged Per Game

Membership Type	Division	Membership Fees (excl. GST)	GST	Deposit Fees (excl. GST)	GST	Competition/ Program Fees (excl. GST)	GST
Carnival	12	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 100	\$ 10
Carnival	14	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 100	\$ 10
Carnival	16	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 100	\$ 10
Carnival	18	\$ 20.91	\$ 2.09	\$ 0	\$ 0	\$ 100	\$ 10

Every team needs to be registered

Delete Save as Draft Next

Fees page allows you to enter Deposit and Competition fees

1. Player – Carnival 2024 – select fees by all divisions or per divisions.

Individual User seasonal fee includes the Membership which is set by Netball Queensland. This is greyed out and not editable. Associations can add fees by entering in the Deposit and competition fees.

2. To allow for team nominations select team registration. This includes the Player registration. Unless stating that you are a player at the point of registration, the player component will not be charged.

If you select that every team needs to be registered, this will ensure that if you bulk add teams that they will be prompted to pay the registration fee.

Select save as draft or next to progress.



Competition Fees

Details Membership Registration Divisions Fees **Payments** Discounts

Payment Methods

- Direct Debit (not applicable for team registrations with at match fees enabled)
- Credit / Debit Card
- Cash (only applicable for per match competition fees)
- Afterpay

Payment Options

Deposit Fee

- At point of Registration

Individual User Seasonal Fee

- Pay Full Amount
- Instalments

Instalment Date

- Upon Registration

01-02-2024

01-03-2024

01-04-2024

[+ Add Instalment date](#)

- Offline Payment

Registration Code

Schools

- Single Use Discount - No Fee Charged
- Payment Plan - For Specific Users [Manage Payment Plan](#)

Team Seasonal Fee

- Pay Full Amount
- Instalments
- Offline Payment

Registration Code

AlsoTest

- Single Use Discount - No Fee Charged

Delete Save as Draft **Next**

The payment page allows you to select the payment options you want to accept.

- Direct Debit – users enter BSB and Bank Details for direct transfers from their bank account
- Credit/Debit Card
- Cash – note only available for per-match and single game competition fees.
- Afterpay

Deposit Fee – Select this to ensure the Association fee is charged at time of payment.

You can choose how a user will pay their fees.

- Pay full amount at time of registration.
- Instalment - Netball Queensland and the Deposit fee will be charged at time of registering, however if you have added Competition fees, these are able to be paid in Instalments. Enter the Instalment dates. Once published instalment dates should not be changed. Government Vouchers and discount codes can not be used if using instalment payments.
- Offline payments – this option takes the whole fee offline and should only be used by those who do not have the ability to set up a stripe account. This payment must be chased up and marked as paid when payment is received.
- Single use discount – No fee is charged to the member. Stripe will charge the Association/club any outstanding amount to other organisations.

If using Team registration, you will receive an option to set up team seasonal fee.



Competition Fees

Details Membership Registration Divisions Fees Payments Discounts

Discounts

Note: Discounts will only apply to individual season registrations.

Remove
Discount Type: Membership Product:
Membership Types:
Discount Type:
Code:
Percentage off or Fixed Amount: % Description:
Available From: Available To:

This discount page is the last step in the Registration process.

Discount codes at Association level could be used to cover the cost of the Association fees.

Select the discount type from either discount code or family then select the Membership product.

Select Membership type. You will need to create a separate discount code for each membership type you want it to apply for.

Select discount type:

- Percentage Off (only applies to your competition fees)
- Fixed Amount (applies to all fees to the end user)

Enter a code for the discount. Share the code with relevant people so upon registration they can enter the code in the appropriate field and the discount will apply.

Ensure that the discount code is entered exactly as entered in this section.

Please be aware that Discount codes cannot be used when registering a team. They can only be used on individual registration.

Select Queensland Fair Play or/and NSW Active Kids to allow for Government vouchers to be used.

Please be aware the Government vouchers cannot be used when registering a team only individual registration.

Government vouchers cannot be used with instalment payments.

To progress click Next. This next step is adding specific details to your registration form.

+ Add Discount

Government Vouchers

Note: Government Vouchers apply to individual season registrations only.

NSW Active Kids
 Queensland Fair Play
 NT Sports Voucher Scheme
 Victoria Get Active

Delete

Save as Draft

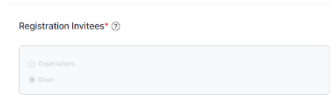
Save

Next



Creation of Registration forms

After you have created and published your competition registration, you will see the competition listed under Registration form. Select the three dots form the action column alongside the competition you wish to create your registration from for and select edit.



Competition Name	Registration Open	Registrations Close	Status	Action
Resources 2024	01-12-2023	31-05-2024	Draft	...

2024 Carnival

Competition Registrations close on 30-09-2024

Registration Open Registrations Close

Membership Product*

Player - Carnival 2024 X

Membership Type	Registration Type	Registration Groups	Lock Registrations Immediately	Registration Cap	Publicly Display
<input checked="" type="checkbox"/>	Carnival	Individual	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Carnival	Team	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Carnival	Individual	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Carnival	Team	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Carnival	Individual	16	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Carnival	Team	16	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Carnival	Individual	18	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Carnival	Team	18	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Training

Special Note

Photos

Reply to contact details

Name

Role

Email

Phone

1. Enter Registration open and close dates.
2. Select Membership products.
3. Select Membership types you want to make available on your registration form.

Lock registration immediately allows you to remove the selected Membership type from the Registration form.

Registration Cap – enter a number in this section if you can only accept a limited number of de-registrations for the specific membership type.

Publicly Display allows for the registration to viewed by anyone who has the app. If this is unticked only those with the hidden URL will be able to register for this division/competition.

4. Option to include training information if relevant. Including training days, times and venues.
5. Enter any Special notes you wish to appear on the registration form.
6. Enter contact information of your Association contact so people registering know who to contact if they need assistance.



Additional Questions

Registration Questions

- ▼ Additional Personal Questions
 - What is your Disability Care Number?
- ▼ Other Questions
 - What other Sports do you play?
- ▼ Other Affiliate Questions
 - Please Indicate two preferred playing positions
 - Enable Play with a Friend
 - What school grade are you/is your child in?
 - Enable Refer a Friend
- ▼ Umpire Membership Questions (only enabled if Umpire membership type is chosen)
 - What is your Association Level?

Advanced Settings

Shop

7. Option to select from these additional questions for people to answer during registration. These questions are set and Association are not able to add their own.

8. Select shop if you want to make association products available for purchase at time of registration.

Send invites to

Invite

- Send
 No Send

Year:

Competition:

Type

- Users
 Players Only

Gender

- Male
 Female
 Both

DOB

- No DOB Preference
 DOB Preference

Single Use Discount - No Fee Charged

Note: Discounts will only apply to individual season registrations.

EK7nEF0e [Email](#)

[+Add Code](#)

Save as Draft

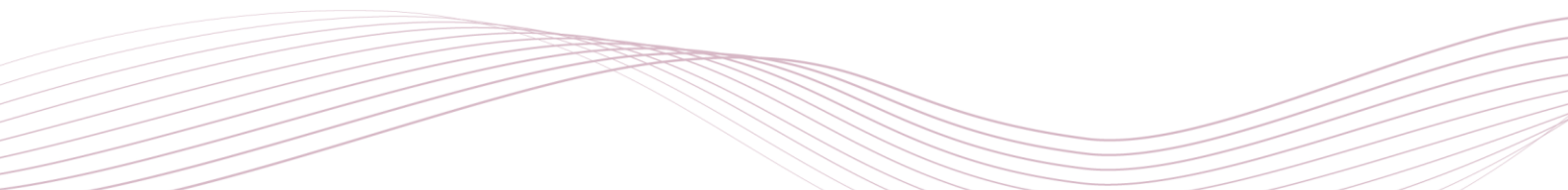
Preview

Open Registrations



9. The final step of creating your registration form is to send invitations of your link to users. Select from the various filters available, once you click Open registrations, invitations will be sent via email those people.



On clicking Open registrations, the registration form page is displayed in the app (if the public display boxes have been ticked)

If you have chosen to offer a single use discount you will find the option to add a code at the bottom of your registration form. This code can be emailed out to individuals to use for registration.





You will now see the paper icon  has appeared. Click on the icon to open the registration form in a different website tab. You can also access the registration form link by clicking on the three dots  in the Action column. Select edit.

2024 Carnival	19/11/2023	30/09/2024	Published		
---------------	------------	------------	-----------	---	---

The registration form now displays a URL link. This link can be shared with your community so they can begin registering. You can update the registration form at any point. Click

 at the bottom of the page to save any changes you have made.

Registration Form

End User Registration URL (Only Membership Types marked for public display)

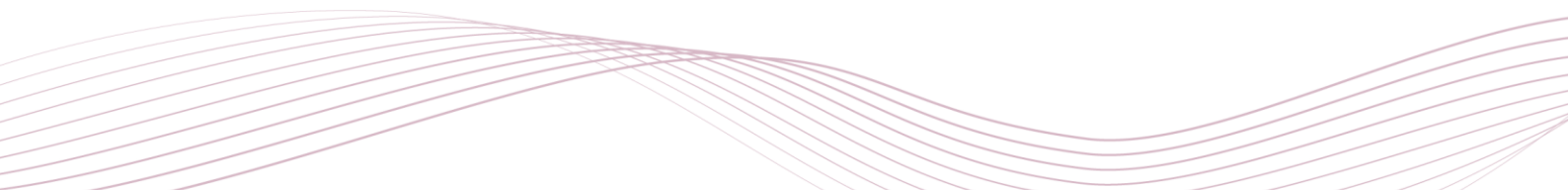
<https://registration-stg.netballconnect.com/userRegistration?organisationId=1846e09f-4a6d-4bfc-8062-033b9213cfed&competitionId=c4b5e588-978b-46d0-92a5-b3e385a32704>

End User Registration URL (Only Hidden Membership Types)

<https://registration-stg.netballconnect.com/userRegistration?organisationId=1846e09f-4a6d-4bfc-8062-033b9213cfed&competitionId=c4b5e588-978b-46d0-92a5-b3e385a32704&key=ebfod74fc4ba43337f1d11d2a4382958>

For those registrations that you want to be hidden. The hidden membership URL is the link that can be sent out to the members you would like to have access to this registration.

You have now successfully opened Registration for your Association. Team registration will begin to come in and from here associations will be able to start to grade teams in the Fixtures module.





Competition Details

Once Teams have been nominated to your carnival you will then be able to set up your competition.

The screenshot shows the 'Competition Details' form with the following fields and values:

- Year: 2024
- Competition/Program: 2024 Carnival
- Competition/Program Name: 2024 Carnival
- Competition/Program Logo: netball (with 'Use Default' checkbox checked)
- Description: Write a brief description of the Competition/ Program.
- Venue: Nissan Arena
- Type of Competition: Tournament
- Competition Format: Round Robin
- Grades / Pools: Grades
- Competition/Program Start Date: 01-06-2024
- Competition/Program End Date: 30-09-2024
- Time between Rounds: 1 hour
- Non-Playing Dates: + Add Another Non Playing Date
- Players in each team: Maximum Number
- Allow Player Replication: No
- Participants to appear in Match Day: Automatically
- Registration Invitees: Direct

Competition setup under Registrations effectively create the structure of the competition at the same time as opening Registrations. Which means the competition details have already been completed when following the process. The information populates through to the Competition module and is displayed here.

Competition Format

- Knock out
- Round Robin.
- Double Round Robin
- Enhanced Round Robin
- Enhanced Round Robin

Time between rounds – be aware that this is the time between when each division plays. For example if your Div 1 Team plays at 9am and their next game is at 10am the time between rounds is 1 hour.

Competitions can now allow to replicate players so that they can be put into multiple teams under the same Membership type in the same competition.



Details **Divisions** Player Points

Divisions*

Player - Carnival 2024

Group Name	Gender Restriction	Age Restrictions	DOB From	DOB To
12	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
14	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
16	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
18	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy

+ Add Division

Registration Groups were setup during Registration, update if necessary.

Registration Groups can be added after registrations have opened but they should not be removed/deleted.

Grades / Pools

Grade / Pool Names Remove

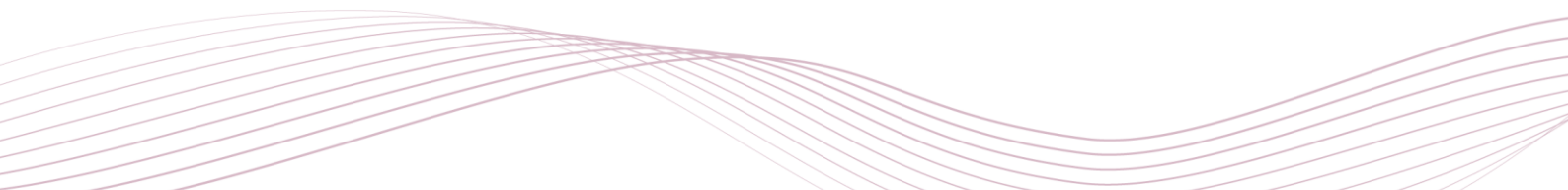
All Divisions
 Alphabetic
 Numeric
 Custom

A/1
B/2
C/3

Back Save Next

To change the name of the grades for your competition, click on either all divisions or choose relevant divisions that have the same name for their grades. Choose either Alphabetic, numeric, or custom. If you want different grade names for different divisions, select **Custom**

Click Save to exit and return to complete later or next to continue.





Team Grading

Own Competitions

Competition Details

Team Grading

Time Slots

Venues

Competition Format

Finals

Draws

Team Grading Summary

Year: 2024 Competition/Program: 2024 Carnival

Divisions	Graded	Div 1 *	Ungraded *
12	1/2	2	5
14	0/1		6
16	0/1		4
18	0/1		5

* Team ranking has not been completed

Back Save Next

The Team grading section shows a list of teams submitted to your competition. These will be teams nominated to your direct competitions. All teams will be submitted as 'ungraded' and the Association must enter a final grade to progress through the competition setup. Click on the orange square **8** to finalise grades. The number indicates the number of teams in the grade.

Final Team Grading

Year: 2024 Competition/Program: 2024 Carnival Division: 12 Grade: Ungraded

Team	Team Name	Affiliate Name	History	Proposed Grade	Final Grade	Comments	Action
1	12 Orange				Div 1		...
1	12 Purple				Div 1		...
2	Jaspers						...
3	Sapphire						...
4	Ruby						...

Cancel Back to Teams Save Submit

If required, the Association can add a bye team to the grade by clicking here.

Final grade indicates which grade the association has decided to grade the team in. This can be adjusted by clicking on the drop-down box.

Once all teams have been given a final grade, click submit.

Team ranking numbers must be consecutive. You will receive an error message if this is not correct.

Final Team Grading

Year: 2024 Competition/Program: 2024 Carnival Division: 12 Grade: Ungraded

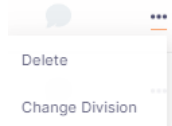
Team	Team Name	Affiliate Name	History	Proposed Grade	Final Grade	Comments	Action
1	12 Orange				Div 1		...
1	12 Purple				Div 1		...
1	Jaspers				Div 1		...
3	Sapphire				Div 1		...
4	Ruby				Div 1		...

Cancel Back to Teams Save Submit

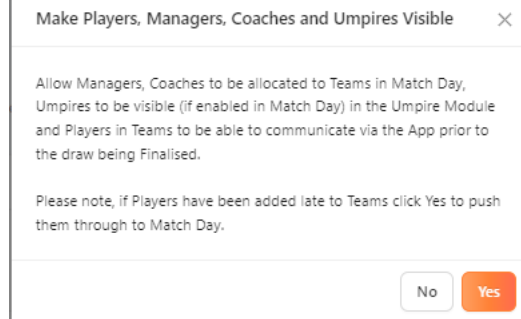


The Action column allow for a couple of changes to teams.

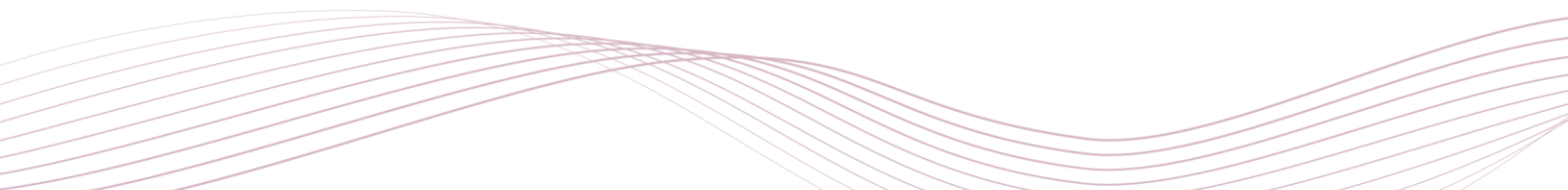
Options to delete or change divisions if the team has been submitted into the incorrect divisions.



Once you are ready to move to the next stage in setting up your competition you can click on next. This will prompt a pop-up screen. By clicking yes to this screen, it will make your grades and teams visible in Match Day. It will also push any players that have been added to team to the team list in Match Day.



If you add players to team list after the competition has been published, you can use this to push them into the team list in match day as well. This will not change any draws that have been created.





Time Slots

Time slot settings allow for the following preferences:

- No Preference
- Even Rotation means the chosen category (division or grades) will rotate evenly through the time slots available.
- Allocate to same timeslots means the chosen category (divisions or grades) will be allocated to those timeslots.

If certain grades should be given priority in a timeslot, select the tick box and put grades in the order of priority.

Depending upon what you select as your preference above will determine whether you add the divisions or grades to the timeslots.

If you have chosen Allocate to same timeslots by divisions, and then select Timeslots allocation based on Match duration, you will need to specify in order first to last which divisions you want to play.

If you select Allocate to same timeslots by divisions, and then select Manually add timeslots, you will need to specify the day and start date of the match and the divisions you want to apply to

You can then determine whether you have timeslots based on match duration or if you manually add the timeslots.



Venue

Own Competitions

The Venue section in competition allows you to allocate court preferences for divisions or grades.

Competition Details
Team Grading
Time Slots
Venues
Competition Format
Finals
Draws

Nissan Arena x

+ Add Venue

Do you have any court preferences for divisions or grades?*

Even rotation

Allocate to same court

Divisions

Grades

No preference

Court preferences

Court	Division	
Nissan Arena - Court 1	Net x Cadets x	Remove
Nissan Arena - Court 2	Div x Go x	Remove

+ Add Another

Competition Venue allocation:*

Home and Away Venue Competition

Centralised Venue Competition

- No Preference
- Even Rotation means the chosen category (Division or grades) evenly rotate across courts.
- Allocate to same courts means the chosen category (divisions or grades) will be allocated to the same court.
If you select this option enter the courts and allocate the division or grades to the relevant courts.

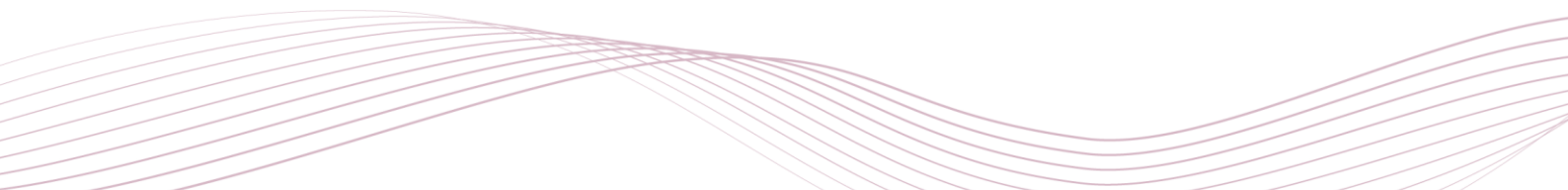
The final step in Venues is to select if the competition is a Home and Away or Centralised Venue Competition.

Draw Considerations:

Ensure Draw Consider Selected Competitions Venue Allocations

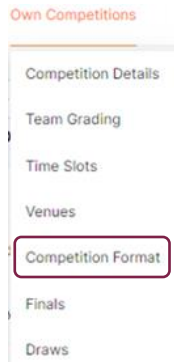
Select Competition

Draw Consideration is used when the organiser has multiple competitions that use the venues on the same day. This ensures that when creating the draw there is no court clashes.





Competition Format



Competition format allows you to set the parameters of your competition. Some of these settings have populated from earlier pages.

Competition Format

Year: 2024 Competition/Program: 2024 Carnival

Competition/ Program Name
2024 Carnival

Competition Format ?

Knock Out ?
 Round Robin ?
 Double Round Robin ?
 Enhanced Round Robin - Fixed Number of Rounds ?
 Enhanced Round Robin - Full Rounds Only ?

Match Type*
Halves

Frequency
 Weekly Competition
 Tournament

Time between Rounds ?

Days: days | Hours: 1 | Minutes: mins

Non-Playing Dates
+ Add Another Non Playing Date

Apply Match Format to
 All Divisions
 Utilise System generated Round Start Dates and Times
 Manually set Round start Dates and Times

Match Duration ? Time between matches ?
mins | mins

Apply Final Format

Back Save Create Draft Draw

Select if games are quarters or halves.

Enter the number of rounds for the competition.

If enhanced round robin has been chosen, you will be given an option on how the draw will be generated.

Select weekly or tournament (carnival) style of competition.

Time between rounds – enter days, hours and/or minutes. Be aware when entering time between rounds for a carnival that it is the time when one division plays each game.

Enter Match Duration details. These can be the same for all divisions or if you have games for younger players that do not go for the same duration you can add specific match duration details by divisions. Match duration should be the total amount of each quarter/half not including breaks.

Select Apply final format if you are planning on running finals for this competition.

Click Save or Next to progress.

If you did not select Apply final format the next step is to create a draft draw.



Draws

Own Competitions



The final step in creating a carnival is the draw. It has been created for all divisions and grades for the entire competition with all the parameters set.

The draw screen allows you to see:

- All rounds or one round at a time
- All venues or one venue at a time
- Multiple competitions
- Filter by date

Match Calendar allows you to view by:

- Chose fixtures grid or match list
- Timeline
- Show by Division/Grade
- Show only – allows you to chose one division/grade
- Expand
- Change view

Filters can be opened up by clicking on filter on the right-hand side. Filters includes venue, divisions, times slots and organisation.

The screenshot shows the 'Draws' interface. At the top, there are filters for Year (2024), Competition/Program (2024 Carnival), Multiple competitions, Round (Round 1), and Filter Date (20 Apr 2024 to 30 Apr 2024). Below this is the 'Match Calendar' section with options for Clash Count, Not to Draw, Fixtures Grid, Match List, Search, Summary, Filter, and Show by Division/Grade. The main area displays a grid for Round 1 with columns for 20 Apr, Sat (17:00), Sat (18:10), Sat (19:20), and Sat (20:30). The grid contains various match fixtures for NSA-1 through NSA-8, including games like 'Hadden Field', 'Dug Cat', 'Sagehills Pearl', 'Daisy Dewdring', 'Hadden Furnel', 'Linn Tiger', 'Dunmore Toppat', 'Moss Tulp', 'Toshie Pappie', 'Muirhead', 'Oval Emerald', 'Dunfries 9th', and 'Dragon Giffen'. Some fixtures are marked as 'Free'. At the bottom, there are buttons for Delete Draws, Sync from Match Day, Save Draws, Regenerate, and Save & Publish.

The draw screen has a unique drag and drop functionality where you can choose to move the games to different courts and times.



Action ▾

- Export Matches
- Import Draws
- Edit Who plays Who
- Edit Match date and start times

The Action button allows you to import and export draws, manually edit who plays who as well as editing match date and start times.

- Export Matches allows you to export a spreadsheet of the draw.
- Import draws allows you to create a draw in a spreadsheet and import it into the competition. To do this you need to export a template by selecting [Download Template](#). Enter in all the games you wish to import and save as a CSV file. Then select choose file and Upload.
- Edit who plays who allows you to adjust which teams play each other by dragging and dropping which teams player each other. Each division/grade are displayed separately.

Fixtures

Grade: Manually Edit Fixtures

Round 1
Sat 20/04



Note: the draw creating algorithm will not allow duplicates. If you make changes, it will implement a change and update future rounds to ensure an even rotation of teams playing each other.

If you select Manually edit fixtures this option will not happen. Any changes will not affect the rest of the draw.

- Edit Match date and start times allows you to adjust the dates and start times for each round.

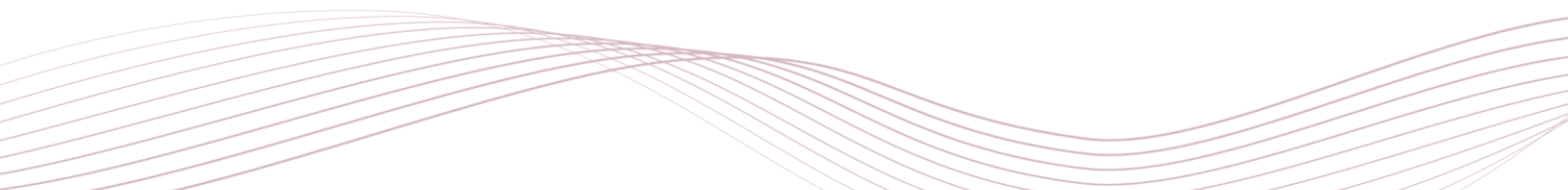
Round 1

20-04	20-04	20-04	20-04
17:00	18:10	19:20	20:30

NSA-1



Any changes here will move all games at these dates and times to the adjusted dates and times. Click save to return to the draw page.





Publish the Draw

Save Draws

Save Draws will save the created draw without make it public. You can return to this point and publish the draw later.

Save & Publish

Once you are ready to make the draw public you can select save and publish. You have the option to publish 'All' or 'Part'. Select part to select individual rounds and/or divisions to publish.

Regenerate

Regenerate gives you the option to save the draw based on changes made to the draw after publishing. When regenerating a draw to match, you will be prompted to make choices on how you would like the draw to be regenerated.

Draws Regeneration

What do you want to Regenerate?

Part of Draw

By Divisions/Grade

By Round

Entire Draw

Regenerate the Draw and:

Use Team Rankings

Retain Manual Draw Info

Use Round 1 template

Cancel OK

If rounds have been played, ensure that you chose a part of draw and select the next round that you will be playing. For example, if you have played 5 rounds then you would put by Round and select round 6.

Sync from Match Day

Allows for any changes that have been made in Match Day to be adjusted in the competition draw.

Delete Draws

Allows you to delete the draw. This will prompt a pop-up screen to choose what you would like deleted. All Divisions or part, all rounds or part and any matches in Match Day.

Delete Draws

What do you want to delete?

Divisions to Delete*

Rounds to Delete*

Delete Match Day matches

Cancel Delete

Once you have published the draw, it will then be pushed through to Match Day.

POTENTIAL ERRORS

You might find that errors are preventing you from creating the draw or creating a compromised draw. See from the following list of likely errors that may help you decipher what the error you receive means.

- Insufficient court availability – If you have provided insufficient courts and/or timeslots this will cause the draw to generate games outside of what you are requiring. For example, on another day, games sitting not in draw.
- Attempting to create a draw outside of a venue allocated availability (unavailable during a particular time or day). The timeslots that you have allocated are outside of the venue's availabilities. Venue availability must be adjusted in Maintain Venue and courts on the Home page. This can only be adjusted by the organisation that manages the venue.