

How do I apply a team's Default Venue?

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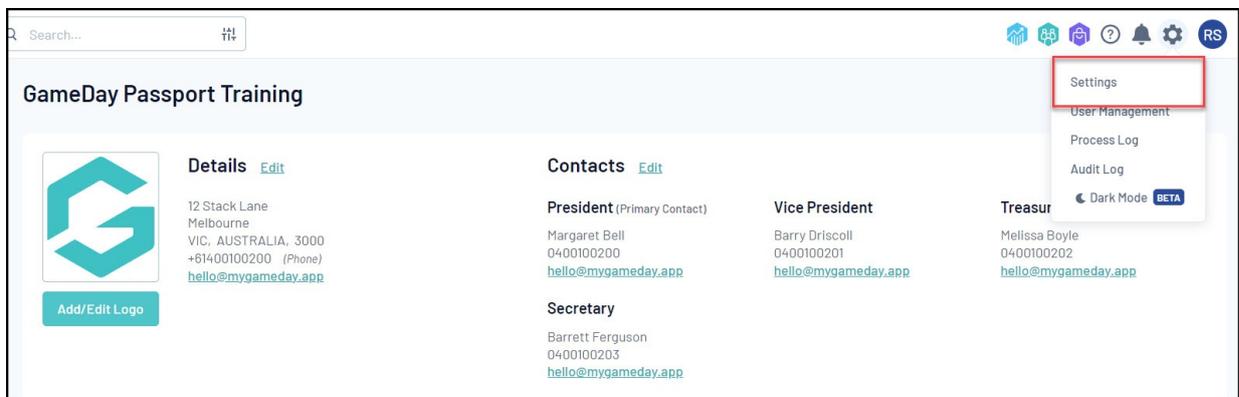
Team, club or association administrators have the ability to assign **Default Venues** to individual teams within their hierarchy that can be automatically assigned to their home games during the creation of a competition fixture.

Note: This process is not applicable to Venue Allocation competitions. To assign Venues in a Venue Allocation competition, please use the [Venue Time Allocation](#) feature.

To assign a Default Venue to a Team:

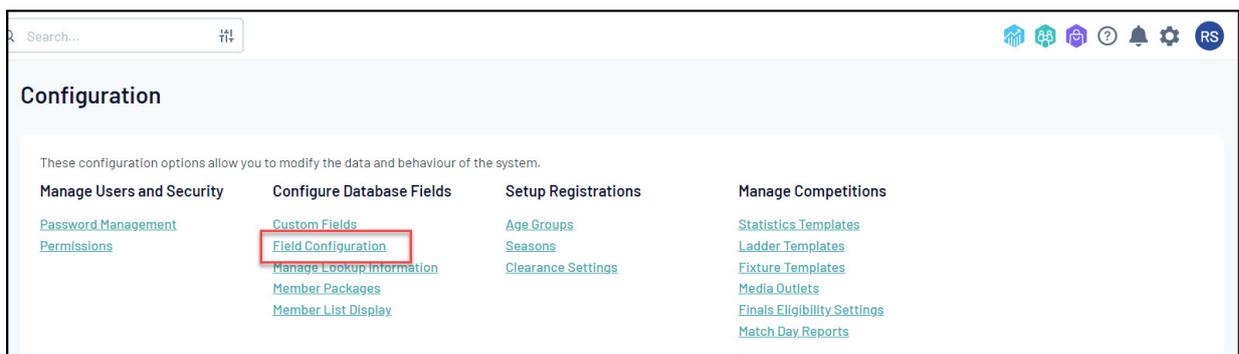
1. You'll first need to ensure the Venue fields must be enabled as either Editable or Compulsory through the Field Configuration data page at either the Association or Club level.

1a. Click the **Settings Cog** in the top right corner > **SETTINGS** (Club administrators can select **Field Configuration** directly from this menu).



The screenshot shows the 'GameDay Passport Training' settings page. The 'Settings' menu is open, and the 'Settings' option is highlighted with a red box. The page displays details for the team, including contact information and roles like President, Vice President, and Secretary.

1b. Click **FIELD CONFIGURATION**.



The screenshot shows the 'Configuration' page. The 'Field Configuration' option is highlighted with a red box. The page lists various configuration options under categories like 'Manage Users and Security', 'Configure Database Fields', 'Setup Registrations', and 'Manage Competitions'.

1c. Click the **TEAM FIELDS** tab.

Field Configuration

Choose the visibility and editing options for each of the available Member fields.

Row colors: Standard fields Custom fields Unlimited custom fields

Save Options

Member Fields Club Fields Team Fields

1d. Scroll down to the **Venue 1/Venue 2/Venue 3** fields and expand the arrow to the left of the applicable field. You can also choose to enable fields to determine the default **Venue Start Time** for each venue here as well.

1e. Set the **For My Level** option to **EDITABLE** or **COMPULSORY**.

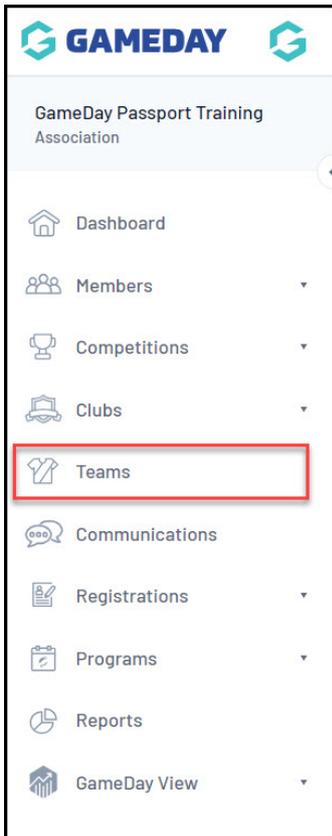
	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
^ Venue 1 For my level For levels below Registration Form	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>
v Venue 2 v Venue 3 v Venue 1 Start Time v Venue 2 Start Time v Venue 3 Start Time	For my level Editable For my level Editable For my level Editable For my level Editable For my level Editable		For levels below Editable For levels below Editable For levels below Editable For levels below Editable For levels below Editable		Registration Form Let levels below choose Registration Form Let levels below choose	

Save Options

1f. Click **SAVE OPTIONS**.

2. Login to the applicable Team database. For administrators at Club or Association level this can be done using the steps below:

2a. Click the **TEAMS** option in the left-hand menu.



2b. Click the magnifying glass icon to login to a Team.

Teams in Association

Showing Name Including Season Age Group Status

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Bulldogs	2023 Mixed Competition	2023 Season	Age 21	Tom Jackson	hello@bulldogs.com	04001003...	✓
Bulls	2023 Mixed Competition	2023 Season	Age 21	Wendy Jones	hello@bulls.com	0400100...	✓
Cats	2023 Mixed Competition	2023 Season	Age 21	Brian Upson	hello@cats.com	04001005...	✓

3. EDIT the Team Details

Bulldogs Invite Teammates

Details Edit

Team Code

Contact

Email

Mobile

4. Assign the applicable venue in the **Venue 1/Venue 2/Venue 3** and/or the **Venue Start Time** fields > Click **UPDATE TEAM**.

Other Details

Venue 1	<input type="text" value="Oval 1"/>
Venue 2	<input type="text" value="Oval 2"/>
Venue 3	<input type="text" value="Oval 3"/>
Venue 1 Start Time	<input type="text" value="12"/> : <input type="text" value="00"/> 24 hour time
Venue 2 Start Time	<input type="text" value="12"/> : <input type="text" value="00"/> 24 hour time
Venue 3 Start Time	<input type="text" value="12"/> : <input type="text" value="00"/> 24 hour time

Note: If you do not have any Venues to choose from, it means they have not yet been created at the Association-level database. [Click here](#) for more information on adding Venues.

By assigning default Venues and Venue Start Times, this team will automatically have their first Venue assigned when fixtures are auto-generated by the Association. If the venue assigned to Venue 1 clashes with another match within the Association at the same time, the fixture will assign the venue in the Venue 2 field, or Venue 3 if needed.