



## How do I create a Fixture Template?

Last Modified on 17/11/2023 12:18 pm AEDT

**Fixture Templates** allow you to define the format of a fixture including number of rounds, number of matches in a round, team matchups and finals progression rules.

As an administrator, you can create as many different **Fixture Templates** as required and apply these templates to different competitions.

**Fixture Templates** are an extremely useful way of automating the fixture generating process by applying a structure that can be re-used across your competitions and seasons, however you can still make manual updates to your fixtures after they are generated.

To create a **Fixture Template**:

1. At Association level, click the **Settings Cog** icon and select **SETTINGS**

The screenshot shows the 'GameDay Passport Training' interface. In the top right corner, there is a settings cog icon highlighted with a red box. A dropdown menu is open, showing options: Settings (highlighted with a red box), User Management, Process Log, Audit Log, and Dark Mode. The main content area displays details for 'GameDay Passport Training', including a logo, address (12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000), phone number (+61400100200), and email (hello@mygameday.app). It also lists key personnel: President (Margaret Bell), Vice President (Barry Driscoll), Treasurer (Melissa Boyle), and Secretary (Barrett Ferguson).

2. Under the **Manage Competitions** menu click **FIXTURE TEMPLATES**

The screenshot shows the 'Configuration' page. It contains a heading 'Configuration' and a sub-heading 'These configuration options allow you to modify the data and behaviour of the system.' Below this, there are four columns of links: 'Manage Users and Security' (Password Management, Permissions), 'Configure Database Fields' (Custom Fields, Field Configuration, Manage Lookup Information, Member Packages, Member List Display), 'Setup Registrations' (Age Groups, Seasons, Clearance Settings), and 'Manage Competitions' (Statistics Templates, Ladder Templates, Fixture Templates (highlighted with a red box), Media Outlets, Finals Eligibility Settings, Match Day Reports).

### 3. Click **ADD**

Fixture Templates					
Name	Description	Type	Amount of Teams	Amount of Rounds	
32 Team Knockout Comp		Knockout	32	5	<a href="#">View Template</a>
Soccer 17-18 Team Normal		Normal	0	0	<a href="#">View Template</a>
11-12 Team Normal Fixture (Reid)	Pairs: 1&7, 2&12, 3&8, 4&9, 5&...	Normal	0	0	<a href="#">View Template</a>
13-14 Team Normal Fixture (R...	Pairs: 1&8, 2&9, 3&10, 4&11, 5...	Normal	0	0	<a href="#">View Template</a>
9-10 Team Normal Fixture (Re...	Pairs: 1&6, 2&7, 3&8, 4&10, 5&9	Normal	0	0	<a href="#">View Template</a>

**Tip:** To quickly create a new template based on an existing fixture, you can click **View Template > Copy Fixture Template** on an existing fixture template to clone the details of that fixture into a new template.

4. When creating a Fixture Template, you can define the following parameters to refine the structure of your fixture:

- **Name**
- **Description**
- **Type:** Choose between Normal, Finals or Knockout-style templates
- **Number of Teams:** The maximum number of teams to be included in this Fixture Template
- **Number of Rounds:** The total number of rounds to be generated in this fixture

**Fixture Template:**

To modify, change the details in the boxes below. When you have finished, press the **'Update Fixture Template'** button.

**Note:** All boxes marked with a \* must be filled in.

Details

Name\*

8-Team Regular Season Fixture

Description

General structure of a standard 8-Team competition

Type

Normal

Number of Teams\*

8

Number of Rounds\*

7

5. In the Template field you will need to define the structure of your fixture, following a specific line-by-line format for each round:

Line 1 should indicate the **Round Name**

Template

Template\*

Round 1

4

1 1v8

2 2v7

3 3v6

4 4v5

Round 2

4

5 7v1

6 6v2

7 5v3

8 8v4

Round 3

4

9 1v6

10 2v5

11 3v4

12 7v8

Round 4

4

13 5v1

14 4v2

15 8v3

16 6v7

Round 5

4

Update Fixture Template

Line 2 should indicate the **number of matches** in the round

Template

Template\*

Round 1

4

1 1v8

2 2v7

3 3v6

4 4v5

Round 2

4

5 7v1

6 6v2

7 5v3

8 8v4

Round 3

4

9 1v6

10 2v5

11 3v4

12 7v8

Round 4

4

13 5v1

14 4v2

15 8v3

16 6v7

Round 5

4

Update Fixture Template

Each line in the round thereafter should define the **match number** and **which teams play each**

**other** in each match, based on the team number

Template

Template\*

Round 1

4

1 1v8

2 2v7

3 3v6

4 4v5

Round 2

4

5 7v1

6 6v2

7 5v3

8 8v4

Round 3

4

9 1v6

10 2v5

11 3v4

12 7v8

Round 4

4

13 5v1

14 4v2

15 8v3

16 6v7

Round 5

4

Update Fixture Template

Repeat this process until you have a completed template for each round within the fixture.

6. Once you're happy with your **Fixture Template**, click **UPDATE FIXTURE TEMPLATE**

Template

Template\*

Round 1

4

1 1v8

2 2v7

3 3v6

4 4v5

Round 2

4

5 7v1

6 6v2

7 5v3

8 8v4

Round 3

4

9 1v6

10 2v5

11 3v4

12 7v8

Round 4

4

13 5v1

14 4v2

15 8v3

16 6v7

Round 5

4

Update Fixture Template

Once you've created a Fixture Template, you can apply it to your competitions:

## 1. Click the **Competitions** menu then select **List Competitions**

The screenshot shows the GameDay Passport Training interface. On the left sidebar, the 'Competitions' menu is expanded, and 'List Competitions' is highlighted with a red box. The main area displays a table of 'Fixture Templates'.

Name	Description	Type	Amount of Teams	Amount of Rounds	
64 Team Knockout Comp		Knockout	64	6	<a href="#">View Template</a>
24 Team Normal Fixture		Normal	0	0	<a href="#">View Template</a>
8-Team Regular Season Fixture	General structure of a standard ...	Normal	8	7	<a href="#">View Template</a>
13-14 Team Normal Fixture (Reid)	Pairs: 1&8, 2&9, 3&10, 4&11, 5&14...	Normal	0	0	<a href="#">View Template</a>
Soccer 11-12 Team Normal		Normal	0	0	<a href="#">View Template</a>
26 Team Normal Fixture		Normal	0	0	<a href="#">View Template</a>
7-8 Team Normal Fixture (Reid)	Pairs: 1&5, 2&8, 3&6, 4&7	Normal	0	0	<a href="#">View Template</a>
6 Team 4 Week Finals Fixture		Finals	99	0	<a href="#">View Template</a>
Soccer 9-10 Team Normal		Normal	0	0	<a href="#">View Template</a>
22 Team Normal Fixture		Normal	0	0	<a href="#">View Template</a>
32 Team Knockout Comp		Knockout	32	5	<a href="#">View Template</a>
15-16 Team Normal Fixture (Reid)		Normal	0	0	<a href="#">View Template</a>
5-6 Team Normal Fixture (Reid)	Pairs: 1&4, 2&5, 3&6	Normal	0	0	<a href="#">View Template</a>
6 Team 3 Week Finals Fixture		Finals	99	0	<a href="#">View Template</a>
4 Team 4 Week Finals Fixture		Finals	99	0	<a href="#">View Template</a>

## 2. **View** a Competition

The screenshot shows the GameDay Passport Training interface with the 'Competitions in Association' page. The 'List Competitions' menu is highlighted. The main area displays a table of competitions with filters for 'Showing Name Including', 'Season', 'Age Group', and 'Status'.

Name	Competit...	Amount o...	Abbreviat...	Season	Grouping	Age Group	Contact	Status	Upload
2023/24 Summer Competition	Home an...	19		2024 Season		Age 10		✓	□
2024 Division 1	Venue All...	8		2024 Season		Age 18		✓	□
Daniels Test Competition - Venu...	Venue All...	10	DTC	2024 Season		Age 21		✓	□
Test Prem Handball League Nort...	Home an...	6		2024 Season		Age 21		✓	□
Under 18s Boys	Venue All...	1	23U18B	2024 Season	Junior	Age 18	Anne Garrison	✓	□
Under 18s Girls	Venue All...	1	23U18G	2024 Season	Junior	Age 18	Kylie Farrell	✓	□
2023 Mixed Competition	Home an...	19	23MX	2024 Season	Mixed	Age 21	Kyle Taylor	✓	□
Pools Competition	Pools Co...	19	PC	2024 Season	Pools	Age 18	Len Truskett	✓	□
2023 Senior Competition	Venue All...	8	F23	2024 Season	Senior	Age 20	Ken Hall	✓	□
2023 Seniors Division 1	Home an...	19	23SEN1	2024 Season	Senior	Age 18	John Rogers	✓	□

## 3. Click Edit

2023/24 Summer Competition

Competition

Dashboard

Fixtures

Teams

Ladder

Match Results

Statistics

Reports

Members

Teams

Clubs

Comps

Search...

Competition Configuration [Edit](#)

Active	Yes
Season	2024 Season
Type	Juniors
Division	Division 1
Age Group	Age 10
Gender	Mixed
Number of Teams	18
Number of Rounds	7
Match Duration	120
Start Date	2024-03-01

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4. Scroll down to the **Templates** section and select a **Fixture Template**

Templates [Help](#)

Fixture Template\*

8-Team Regular Season Fixture

Publish to Web as

Choose Type

Ladder Template

Standard Ladder

Finals Template

Choose a Finals Type

5. Scroll to the bottom and Click **UPDATE COMPETITION**

GAMEDAY

2023/24 Summer Competition

Competition

Dashboard

Fixtures

Teams

Ladder

Match Results

Statistics

Reports

Members

Teams

Clubs

Comps

Search...

Allow Clubs/ Teams to access matches via Match Results Entry?

☒

Allow Clubs/ Teams Access to Post-Game Results Entry?

☒

The default minimum # players for game selection is 0

Match Locking

To enable Automatic match locking, you must tick the **Allow Match Locking** below and select from the below options

Allow Match Locking ?

☐

Lock access to PreGame based on the following rule:

Select Time

Lock access to Match based on the following rule

Select Time

\* Start time will be based on local timezone set-up in your organisation settings

Update Competition

?

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