

# My Netball Competitions – using Competition Set up Wizard Steps

## Setting up Draw Detail

To create your draw you can follow the Setup Wizard steps, set up each section individually or use a combination of both. We recommend the set up wizard if this is your first time.

## Set up Wizard

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Competition Setup/ Setup Wizard

- Select the Setup Mode - ‘Simple’ or ‘Advanced’ depending on how much information you want to input.
- Select the Team Mode – ‘Teams Managed By Clubs’ or ‘Teams Managed By This Organisation’.

✓ Step 6:	Configure ladder points schemes >> Points schemes is where points are allocated against different match outcomes	No. schemes 2	?
✓ Step 7:	Configure ladder display schemes >> Display schemes control how a ladder is calculated and displayed	No. schemes 1	?
✓ Step 8:	Manage affiliate organisations >> Affiliating an organisation allows you to create grades with those organisations	No. affiliates 232	
✓ Step 9:	Manage Grade >> Grades are competitions between teams	No. active grades 4	?
✓ Step 10:	Allocate Teams to Grades >> Designate which teams play in which grades for a given season	% Grades with teams 100%	?
✓ Step 11:	Assign Ladders >> Assign the ladder definitions to grades	% Ladders Assigned 100%	?
Step 12:	Non Playing Dates >> Create a list of dates where matches are not scheduled	No. Dates	
✓ Step 13:	Create Fixtures >> <b>TIP</b> Create competition schedules in bulk	% Grades with Fixture 100%	?

Step Indicators

- ✓ Complete: The tasks required to perform this step look complete.
- Partially Complete: There may be additional tasks required to complete this step.
- Not Complete: Looks like nothing has been setup for this step.

## Step 1: Organisational Details

You should update these each year. Go to Organisation/ Organisation Details

## Step 2: Review Competition Settings

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Competition Setup/ Competition Settings

At the top of the page, there are 3 tabs: ‘Registration’, ‘Clearances’ and ‘Results Types’.

## Competition Settings ?

Registration Clearances Result Types

Enable registration

Update

In the 'Registration' tab ensure 'Enable Registration' is ticked to be able to register for the current competition, select update.

- Once this is completed, you will have 3 options to choose from, 'Require reg and report exceptions', 'Require reg and prevent selection' and 'Don't Require reg'.
- Recommended choice is 'Require reg and report exceptions'
- In the 'Clearances' tab ensure 'Enable Clearances and Permits' is ticked, to ensure players can be transferred from other clubs / associations, click update. You can provide a link to your constitution / by laws if these include clearance by laws.

## Competition Settings ?

Registration Clearances Result Types

Enable Clearances and Permits

Clearance rules link

You can provide a URL link to your clearance rules. This URL will appear when clubs are submitting a clearance.

Update

- In the 'Results Types' tab, choose the match types that relate to your competitions, click update

## Competition Settings ?

Registration Clearances **Result Types**

Clear the checkboxes of prevent a result type being selected for a match result.  
Note: some result types have a corresponding type (eg WIN/LOSS) and validation will occur to ensure they are set to the same status for each match format.

RESULT TYPE	DISPLAY
MATCH IN PROGRESS	<input checked="" type="checkbox"/>
WON	<input checked="" type="checkbox"/>
LOST	<input checked="" type="checkbox"/>
DRAWN	<input checked="" type="checkbox"/>
ABANDONED (INCOMPLETE)	<input checked="" type="checkbox"/>
ABANDONED (NO MATCH)	<input type="checkbox"/>
MATCH POSTPONED	<input type="checkbox"/>
WON ON FORFEIT	<input checked="" type="checkbox"/>
LOST ON FORFEIT	<input checked="" type="checkbox"/>
WON ON FORFEIT (ALT)	<input checked="" type="checkbox"/>
LOST ON FORFEIT (ALT)	<input checked="" type="checkbox"/>
WON ON PROTEST (ALT)	<input checked="" type="checkbox"/>

### Step 3: Set/ Rollover Season

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Competition Setup/ Season Settings

#### Setting Current Season

- In the 'Settings' tab under 'Set to new season' select the season. This will set the season for your Association only.
- Under 'Current season for affiliates' click 'Set current' to set this for your child organisations (clubs).

#### Adding a New Season

- Under 'Season list' click 'Add season'.
- Select the season and suffix if applicable.
- Click 'Add'.

*Note: A newly added season that could potentially be set as the current season will not appear in the Current Season list until the page is refreshed (by visiting another tab and returning to this page).*

## Season Settings ?

[Settings](#) [Data Rollover](#)

### Current Season for LCNA

Current season 2020

Set to new season

Update

### Current Season for affiliates

Set current season of all clubs to my current season.

Set Current

### Season List

[Add Season](#)

ID	SEASON NAME	SEASON DISPLAY	NUM MATCHES		
113	2020	2020	216		
108	2019	2019	271		
104	2018	2018	376		

## Copying Data from Season to Season

To facilitate the setup of a competition, the following data can be copied from one season to the next:

- Copy grade seasonal settings.
- Copy ladder settings.
- Copy teams entries and team settings – NOT RECOMMENDED as Club should nominate teams each season.
- Copy team squads. – NOT RECOMMENDED
- Copy grade fixture squads. – NOT RECOMMENDED

To copy data from one season to another:

- Select 'Data Rollover' tab.
- From the drop down menus select FROM season and TO season.
- Highlight the 'Source Grades' to copy over to the 'Selected Grades'.

- Under the table is the Data Rollover Options. Tick the relevant boxes to copy data across to a new season.
- Click 'Process'.

#### Step 4: Create Admin Users

Menu Mode	Menu Heading	Menu Item
Management	Organisation	User List

This step should have already been done prior to setting up a competition / fixtures. Please see other instructions on how to add Admin Users for your Club/Association.

#### Step 4: Create Venues

Menu Mode	Menu Heading	Menu Item
Management	Competition Setup	Venue Management

*Venue in MyNetball means the one court e.g. if your venue is x park you will need to call it X PARK COURT 1 or COURT 1 X PARK. If you have 15 courts you will essentially have 15 venues.*

- Click on 'Add New Venue'

ORGANISATION PEOPLE REGISTRATION **COMPETITIONS** PROGRAMS WEBSITE REPORTS

Search Menus

Competition Setup

Setup Wizard

Competition Settings

Season Settings

Venue Management

Match Management

Grade Management

Grade Divisions

Advanced Grade Settings

Organisation Team Management

Team Nominations

Ladders

Fixtures

## Edit Venue ?

[Back to Venue Management](#)

Name \*

Street Address  i

Suburb/City

Postcode

State

Country

Number of courts at this venue (LOCKED)  (Please enter a separate venue for each court)

Comments

Active

Street Directory Map Reference

- Add the venue name (see description above).
- The Google Maps feature is not currently working.
- Tick 'Active' and 'Update'.

### Edit an Existing Venue

- Click on Edit next to the venue name.
- Make changes as necessary and update.

### Deleting a Venue

- Select 'Delete' next to the venue name

Venue Management ?

[Add New Venue](#)

Show inactive venues

VENUE NAME	ADDRESS	SUBURB	POSTCODE	LAT.	LONG.	ACTIVE	VENUE IS CLUB SPECIFIC	EDIT	DELETE
Court 1	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Court 2	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Court 3	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Court 4	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Court 5	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Court 6	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Grass A	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Grass B	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Grass C	Marion Wood Netball Courts Macksville	Macksville	2447	-25.27440	133.77514	True	Nambucca Valley Netball Association		
Marion Wood Netball Courts	Willis St	Macksville	2447	-30.71008	152.92325	True	Reaches Netball Club		
Marion Wood Netball Courts Macksville	Willis Street	Macksville	2447			True	Bourville Netball Club		

### Step 6: Configure Ladder Points Scheme

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Ladders/ Ladder Points Scheme

- Click on 'Add New Ladder Points Scheme'.

- Add a name for the ladder.
- Ensure bonus points tick box is ticked if your association uses bonus points.
- Tick 'Default points scheme' if this is the main ladder you will use.
- Add your point's settings for each match outcome (this will be different for each association).
- Click 'Update' to save.

NOTE: Areas highlighted yellow will not display as result types to be selected.

### Ladder Points Scheme Management ?

[← Back to Ladder Points Scheme Management](#)

Ladder Points Scheme Name \*

Automatically add bonus points to match points

Default points scheme

#### Ladder points for result types and bonus points/byes (if applicable)

RESULT TYPE/BONUS TYPE/BYE	POINTS
WON	<input type="text" value="4"/>
LOST	<input type="text" value="1"/>
DRAWN	<input type="text" value="2"/>
ABANDONED (INCOMPLETE)	<input type="text" value="0"/>
ABANDONED (NO MATCH)	<input type="text" value="0"/>
MATCH POSTPONED	<input type="text" value="0"/>
WON ON FORFEIT	<input type="text" value="4"/>
LOST ON FORFEIT	<input type="text" value="0"/>

### Step 7: Configure Ladder Display Schemes

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Ladders/ Ladder Display Scheme

There are 2 options with ladder display schemes: simple and advanced.

**SIMPLE:**

Shows a basic ladder and you have no control over which columns appear.

**ADVANCED:**

Can be customised, calculated on column order and any number of columns.

- Click on 'Add New Ladder Display Scheme'

### Ladder Display Scheme Management ?

[Add New Ladder Display Scheme](#) [Back to Display Management](#)

**Simple Mode** | **Advanced Mode**

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**Settings** \*Denotes a mandatory field.

Display Scheme Name \*

Number of finals teams

Show Team Logos

Default display scheme

Show Ladder summary fields

Number of decimal places - Points

Points ratio display

Number of decimal places - Points ratio

Percentage calculation method

Show Percentage

Percentage Label

Number of decimal places - Percentage

**Save**

#### Under Simple Mode tab:

- Select the transfer option to an association or directly to a club.
- Click Transfer.
- Add the scheme name.
- Add number of finals teams.
- Tick 'Show Team Logos in Ladder' if you want to display the team logo.
- Tick Default display scheme if you want to make it the default scheme.
- Tick 'Show Ladder Summary Fields'.
- Select the correct Points Ratio Display.
- Select the correct Percentage Calculation Method.
- Click 'Update'.



## Ladder Display Scheme Management ?

[+ Add New Ladder Display Scheme](#)   [← Back to Display Management](#)

Simple Mode   **Advanced Mode**

### Settings

Display Scheme Name \*

Number of finals teams

Show Team Logos

Default display scheme

### Ladder Sort Order

- 1
- 2
- 3
- 4
- 5

### Ladder columns to display

Select...  i

ORDER	NAME	HEADING	DESCRIPTION	DECIMAL PLACES	REMOVE
	Rank				
	Team Name				
1	Matches Played	P	Total Matches Played	0	
2	Matches Won	W	Total Matches Won	0	

### Under Advanced Mode Tab

- Edit Ladder Sort Order if required.
- Under Ladder Columns to Display add columns if you require.
- You can also move columns up and down and delete as required.
- Click 'Update'

### Step 8: Manage/ Create Teams for Internal Comps AND Step 9: Team Nomination

Please DO NOT create teams via this SETUPWIZARD link.

Please refer to Separate Instructions on how to Create and Nominate Teams for your competition.

	Display schemes control how a ladder is calculated and displayed	
✓ Step 8:	Manage/Create Teams for Internal Comps > Internal Teams are those which are associated with a club	No. Teams 107
✓ Step 9:	Team Nomination > Create a Team Nomination form to allow clubs to nominate teams	No. forms 9
Step 10:	Manage Grades >	No. active grades

### Step 10: Manage Grade

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Grade Management

- If you have rolled over Grade Information from previous season, you may not need to add any new grades. Before you start, ensure that there are NO teams allocated to your Current Season's Grades.

### Grade Management ?

+ Add New Grade    ⇅ Re-order Grades

📅 Current Season 2020

GRADE NAME	SORT ORDER ▲	GRADE STATUS	NUM. TEAMS	TASK STATUS	TASKS	COPY	EDIT	DELETE
Division 2	0	ACTIVE	0	TA ✖ TS ✖ FX ✖ LA ✖	⋮	📄	✎	🗑️
Division 5	0	ACTIVE	0	TA ✖ TS ✖ FX ✖ LA ✖	⋮	📄	✎	🗑️
Division 1/2	1	ACTIVE	0	TA ✖ TS ✖ FX ✖ LA ✖	⋮	📄	✎	🗑️
Division 3	2	ACTIVE	0	TA ✖ TS ✖ FX ✖ LA ✖	⋮	📄	✎	🗑️
Division 4/5	3	ACTIVE	0	TA ✖ TS ✖ FX ✖ LA ✖	⋮	📄	✎	🗑️
Juniors	4	ACTIVE	0	TA ✖ TS ✖ FX ✖ LA ✖	⋮	📄	✎	🗑️

### Add a New Grade

- Select 'Add New Grade'

### Grade Edit ?

[Add Another Grade](#) [Back to Grade Manager](#)

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Grade: New Grade

Grade Details

Grade settings

Grade Name	Division 1
Grade Short Name (20 chars max)	Div 1
Active	<input checked="" type="checkbox"/>
Grade Sort order	
Grade Type	Senior Womens
Age Qualification	<div style="display: flex; justify-content: space-between;"> <div> <p>Measurement Date</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100px;"></div> </div> <div> <p>Min. Age (0-100)</p> <div style="border: 1px solid #ccc; padding: 2px; width: 50px; text-align: center;">0</div> </div> <div> <p>Max. Age (0-100)</p> <div style="border: 1px solid #ccc; padding: 2px; width: 50px; text-align: center;">100</div> </div> </div>
Default match start time	12:00 PM (hh:mm AM/PM)
Umpire Allocation Organisation	NSW (current organisation)
Automatically update match status to Official when match status is Confirmed	<input checked="" type="checkbox"/>
Set match status to Confirmed (not Official) when entered by Competition Manager	<input type="checkbox"/>
Fixture sort order	<input checked="" type="radio"/> By Round <input type="radio"/> By Date
Require coach selected with team	<input type="checkbox"/>
Allocated Umpire Visibility	<input checked="" type="radio"/> Always <input type="radio"/> Never <input type="radio"/> Auto <div style="border: 1px solid #ccc; padding: 2px; width: 30px; text-align: center;">0</div> hours from match start

Match result entry settings

Prevent match results entry by clubs	<input checked="" type="checkbox"/>
Number of hours to enter match result <span style="font-size: small;">?</span>	48

Player score entry settings

Prevent entry of player scores/statistics	<input type="checkbox"/>
Player score entry locked when match is made official	<input type="checkbox"/>
Allow teams to enter opposition player scores	<input type="checkbox"/>

Add

- Add in the Grade Name and tick 'active' to display.
- Add in a 'Grade Sort Order' number (optional) - this affects the order in which the grades are in a list.
- Select the grade type from the drop down menu.
- Add in 'Age Range' (optional).
- Add a 'Default Start Time' (optional and not needed if fixture slots are created).
- 'Umpire Allocation Organisation' – this defaults to the Association.
- 'Automatically Make Match Official When Confirmed' – i.e. once results are confirmed. Tick if you want this setting to be enforced.
- Select 'Fixture Sort Order' by round.

### Match Result Entry Settings

- Select your preferred Match Result Entry Settings.

- Select your preferred Player Score Entry Settings.
- Click 'Save' or 'Add'.

### Step 11: Create Grade Divisions

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Grade Divisions

Grade divisions are ways of sorting grades into groupings to make it easier to filter. The divisions will also sort the grouping of the grades on public websites. If you have a large competition this may be necessary. (Multiple grades in Seniors, multiple grades in Cadets, multiple grades in Junior Age Groups) For MOST Regional Associations, this is not necessary. Some Associations use Grade & Division interchangeably, however for this purpose a GRADE is made up of a number of Division. Eg Seniors Grade consists of Div 1, Div 2, Div 3, Div 4 etc. Juniors Grade consists of 14a, 14b, 14c, 13a, 13b, 13c etc. or 14s Grade consists of 14a, 14b, 14c. 13s Grade consists of 13a, 13b, 13c. It really depends on how big your association is, and if specific grades (or groups of divisions) play at specific timeslots. (this is where it may be helpful).

- 'Click on 'Add New Division'.

**Grade Division Editor** ?

[Back to Grade Division Manager](#)

Grade Division Name \*

Parent Division

Sort Order

- Add the Division name e.g. seniors.
- Enter a sort order, the lower the number the higher the sort list.
- Click 'Save'.

## Grade Division Manager ?

[+ Add New Division](#)

DIVISION NAME	PARENT DIVISION	SORT ORDER	MEMBERS	
SENIORS		1	12	
35 and over		2	1	
CADETS		3	7	
15 YEARS		4	5	
14 YEARS		5	5	
13 YEARS		6	5	
12 YEARS		7	6	
11 YEARS		8	8	
10 YEARS		9	8	
NSG		10	16	

- Click on the person icon, to add Grades into the Division

## Allocate Grades to Grade Division ?

Division

Seniors

Go

[Back to Grade Division Manager](#)

Both active and inactive grades are displayed.

Grades

- NetSetGo U8's Orange
- NetSetGo U8's Green
- NetSetGo U8's White
- NetSetGo U8's Blue
- NetSetGo U8's Red
- NetSetGo U9's Green
- NetSetGo U9's Yellow
- NetSetGo U9's Red
- NetSetGo U9's White
- 14B
- 14A Stopped
- Junior Div 2 (copy)
- 10A
- 10B
- 10C
- 11A
- 11B
- 11C
- 12A
- 12B
- 12C
- 13A
- 13B
- 13C
- Snr Mixed

Selected Grades (Count:19)

- Intermediate 1
- Intermediate 2
- Intermediate 3
- Intermediate 4
- Intermediate 5
- Senior Div 1
- Senior Div 2
- Senior Div 3
- Senior Div 4
- Senior Div 5
- Senior Div 6
- Senior Div 7
- Senior Div 8
- Senior Div 9
- Senior Div 10
- Senior Over 35s
- Senior Mixed Division 1
- Senior Mixed Division 2
- Senior Mixed Division 3

Add ->

<- Remove

Save

- Select the Division you are working with.
- Select the grades (left box) to add to this division and 'add' to selected grades (right box) list.
- Click 'Save'.

## Step 12: Manage Squad Lists (for edit to team only)

Once a team *has been allocated* to a competition grade, any changes to the team name and players should be made here by Assoc, NOT in the nomination area by the club. Any changes made in the nomination grades WILL NOT filter through to competitions.

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Grade Management

- Select the Grade you wish to work in and click the 3 dots Task Button.

Grade Management

Add New Grade Re-order Grades

Current Season 2020

Show inactive grades

GRADE NAME	SORT ORDER	GRADE STATUS	NUM. TEAMS	TASK STATUS	TASKS	COPY	EDIT	DELETE
SET Grass Court NetSetGo	1	ACTIVE	4	TA TS FX LA				

- In Team Settings make any changes necessary to the team (display) name & team media name

Maintain Team Settings

Back to Grade Manager

Season: 2020 Grade: SET Grass Court NetSetGo

Go

Grade:

Grade Details Allocate Teams Team Settings Season Settings Ladders Pools

NAME	SQUAD SIZE	DEFAULT VENUE	TEAM (DISPLAY) NAME	TEAM MEDIA NAME	TEAM START TIME (HH:MM AM/PM)	TEAM MATCH DAY (IF DIFFERENT)	DRAW SEED	HIDE IN LADDER	UPDATE EXISTING FIXTURES
Frederickton Netball Club		Select...	Fredo Pom Por	Fredo Pom Por	10:3	↑	1	<input type="checkbox"/>	<input type="checkbox"/>
Saints Comets Netball Club	9	Select...	2019 SC Jupiter	2019 SC Jupiter	10:3	↑	4	<input type="checkbox"/>	<input type="checkbox"/>

- Under 'Squad size' click the pencil to edit players in the team.
- Click the Blue Preview button for available players to appear on the left
- Search by first or surname in filter
- Add players across from the squad list from the left to right.
-

**Squad Details**

Name:

Description:

Role:   Also list records with 'No Roles'

Age range:  5 10 15 20 25 30 35 40 45 50 55 60 65 70

Measurement date:  No measurement date chosen.

**Preview**

**Player Filter**

**Available Players**

ID	NAME	DOB	ADD
<input type="text" value="Filter by name"/>			<input type="text" value="T"/>
1837556	Andrews, Hayley	25 Mar 2004	<input type="button" value="⊕"/>
3929959	Andrews, Kate	23 Jan 1982	<input type="button" value="⊕"/>
6269914	Arndell, Malise	28 Apr 1997	<input type="button" value="⊕"/>
1331819	ASPIOTIS, FAYE	02 Apr 1975	<input type="button" value="⊕"/>
3023281	Aspiotis, Kayla	23 Mar 2011	<input type="button" value="⊕"/>
2769484	Aspiotis, Tess	13 Jul 2009	<input type="button" value="⊕"/>

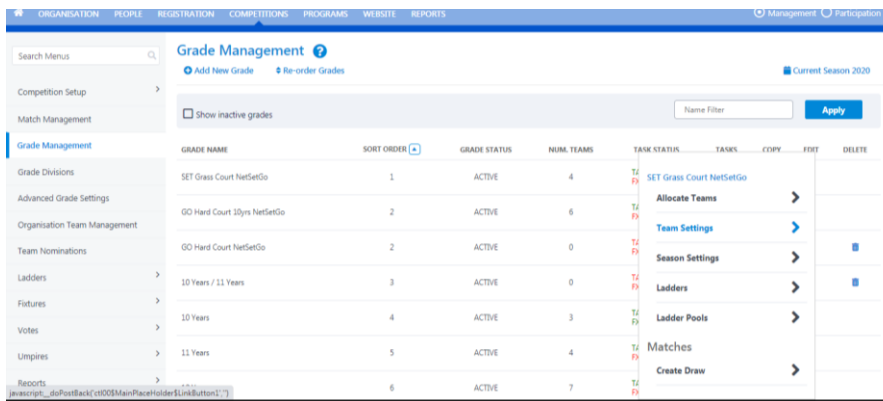
**Squad List - 4 players**

ID	NAME	DOB	CAPT	REMOVE
1. 4073149	Lockwood, Mackenzie	08 Oct 2013	<input type="checkbox"/>	<input type="button" value="⊕"/>
2. 6441938	Smith, Oshayah	14 Jan 2013	<input type="checkbox"/>	<input type="button" value="⊕"/>
3. 6442295	Ward, Ly-arnie	28 Nov 2012	<input type="checkbox"/>	<input type="button" value="⊕"/>
4. 6442346	Waters, Kateeni	02 Aug 2013	<input type="checkbox"/>	<input type="button" value="⊕"/>

Note: Use drag and drop to change player positions.

### Step 13: Allocate Teams to Grades

Whilst there is an option to Allocate Teams in the Task (three dots) menu under Grade Management – this should NOT be used if you are wanting all your names to appear on Scoresheets. It could be used for a carnival draw for example, but not for a Season Competition where you wish to utilise pre-populated scoresheets.



The best way to Allocate Teams to Grades is through the Team Nominations Menu.

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Grade Management

Once all team nominations have been made by Clubs and grading has been completed by each Association, it is time for Associations to grade the teams in their correct Grades.

Access the Team Nominations from the menu above. Then from Team Nomination Summary page click on the Allocate to Grades tab.

The screenshot displays the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'COMPETITIONS' menu item is circled in red. The main content area is titled 'Allocate Team Nominations' and features three tabs: 'Reports', 'Configuration', and 'Allocate to Grades', with the latter being circled in red. The 'Nominations Group' dropdown is set to '[NNSW] 2019 Netball NSW Winter Competition' and has a 'Go' button. Below this, the 'Team Nomination Category' is set to 'ALL CATEGORIES' and the 'Destination Grade' is set to 'Select...'. A 'Team Entries' list on the left contains one entry: '[Netball NSW Winter Competition Div 1] Bankstown City Team 1 [PLAYER: Broo...'. To the right is an empty 'Destination Grade: (Count:0)' list. 'Add ->' and '<- Remove' buttons are positioned between the lists. A 'Save' button is located at the bottom right of the main content area. The footer contains links for 'Support', 'About', 'Privacy Policy', and 'Terms and Conditions'.

Once selected, the correct nomination form will need to be selected from the Nomination Group drop down. Once the competition is selected click 'GO'.

The below table outlines additional notes for each field:



Netball NSW mynetball administration

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS

Search Menus

Allocate Team Nominations ?

Reports Configuration Allocate to Grades

Nomination Group  
[NNSW] 2019 Netball NSW Winter Competition Go

Team Nomination Category: Netball NSW Winter Competition Div 1

Destination Grade: Netball NSW Winter Competition Division 2

Team Entries  
Bankstown City Team 1

Destination Grade: (Count:0)

Add ->

<- Remove

Save

Using the example above, The Bankstown City team was initially nominated into the Winter Competition Division 1. This team however needs to be graded into Division 2.

From selecting Division 2 in the destination grade and then adding this team to that grade, the nominated team will now be confirmed as a team in Division 2.

If the team was to be graded in the same division as it had nominated, then the correct division, in this case being division 1, would be selected from the Destination Grade Drop Down.

To add the Team to the Grade, click on the team in the Team Entries box and then click the blue 'Add' button. This will move the team in the Destination Grade box. Once saved this team will appear in the correct Grade, ready for draws to be set up.

**NOTE:** If clubs have NOT named their teams correctly when nominating, only the Club name appears, making it very confusing. Hence the importance of asking Clubs to ensure Team name is entered rather than just the club.

## Step 14: Assign Ladders

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Grade Management

Select the Grade you wish to work in and click the 3 dots Tasks button, and select Ladders  
If you have rolled over settings from previous season, these ladders will most likely already be set up.

However, if you are adding a new grade or wish to change ladder Points scheme for a specific grade you can do so. But first you must have set up the Ladder Scheme (in Step 7).

### Ladder Management ?

[Add New Ladder](#) [Back to Grade Manager](#) [Ladder Display Schemes](#) [Ladder Points Schemes](#)

Season:  Grade:

Grade:

[Grade Details](#) [Allocate Teams](#) [Team Settings](#) [Season Settings](#) [Ladders](#) [Pools](#)

Ladder points scheme: **NVNA Ladder**

LADDER NUMBER	SORT ORDER	HEADING	LADDER MATCH FORMATS	VISIBLE	HAS POOLS	CALC MODE	LAST RECALC/UPDATE	RECALC/UPDATE BY	EDIT LADDER CONFIG	ADJUST AUTO LADDER	RECALC AUTO LADDER	EDIT MANUAL POINTS	DELETE	VIEW
1	0	ALL		YES	NO	AUTO-OVERNIGHT	17/06/2020 2:32:00 AM	SYSTEM						

- Once all changes have been made in Team Settings click 'Save'.
- If there is no ladder for the grade selected, this will be blank, you will need to 'Add New Ladder'.
- Select the Ladder Points Scheme and Ladder Display Scheme to allocate to the grade.
- Set the ladder calculation mode to 'Auto'.
- Ensure the 'Visible on public sites' is ticked.

Once the ladder is selected, you will see the above with the Ladder Scheme that has been selected. Click the Edit, Adjust and Recalc icons to edit this grades ladder.

## Step 15: Match Start Times

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Grade Management

- Click on 'Add New Match Start Time'.

## Match Start Times ?

➕ Add new match start time

Day	Start Time	Sort Order	
Saturday	9:00 AM	1	
Saturday	9:00 AM	4	
Saturday	10:30 AM	5	
Saturday	10:30 AM	2	
Saturday	12:00 PM	3	

- Select the day and time.
- Add a sort order (the sort order determines the ordering of the start time with lower values at the top and higher values at the bottom).
- Click 'Save'.
- To edit previous start times click on the pencil to 'Edit'.

## Step 16: Manage Fixture Slots

Menu Mode	Menu Heading	Menu Item
Management	Grade Management	Track/ Season Setting

Fixture slots are a way of adding venues to specific grades, made up of court allocations versus time allocations.

**Grade Edit - Season Settings** ?

[Back to Grade Manager](#)

Season: 2020 Grade: Junior A division Go

**Grade:**

Grade Details Allocate Teams Team Settings **Season Settings** Ladders Pools

Season is locked for this grade

Ladders & Fixture are published for this grade

Allow clubs to edit draws and manual ladders

Match Type: Netball-4 x qtrs (60min) More Information

Number of seeds to display (KO comps only)

Fixture Slots Add New Fixture Slot

START TIME	VENUE	WEIGHT	PRIORITY	MATCHES	ACTIONS
SAT 9:00AM	Court 6	100	1	16	<a href="#">edit</a> <a href="#">delete</a>
SAT 10:30AM	Court 6	100	1	17	<a href="#">edit</a> <a href="#">delete</a>

Save

- Ensure 'Ladders and fixtures are published for this grade' is ticked (once you want it published).
- Select the relevant match type from the drop down menu (this is your match playing time and must be less than or equal to your fixture slot allocated).
- Click on 'Add New Fixture Slot'.
- Select the 'Start Time' and 'Venue'.
- If relevant edit the Weighting and Priority.
- 

*The weighing will determine the order in which matches are allocated to this slot. Higher weighting means higher selection chance. Priority is used to determine the allocation order between fixture slots with the weighting. Lower = higher priority.*

### Step 17: Non Playing Dates

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Fixtures/ Non Playing Dates

This needs to be edited each year.

Search Menus

- Competition Setup >
- Match Management
- Grade Management
- Grade Divisions
- Advanced Grade Settings
- Organisation Team Management
- Team Nominations
- Ladders >
- Fixtures v
- Fixture Management
- Match Types
- Non Playing Dates
- Configure Start Times
- Create Fixture
- Activate Finals
- Copy Fixture
- Edit Fixture

### Draw non playing date groupings ?

[Back to Draw Create](#)

---

Existing non playing day groupings.

NAME	DESCRIPTION	DATE DETAILS		
		FROM	TO	
Queen's Birthday	June Long Weekend	06 Jun 2020	08 Jun 2020	
Holidays	July School Holidays	03 Jul 2020	20 Jul 2020	
Junior A & B bye week	Junior A & B bye week	16 May 2020	16 May 2020	
April School holidays	April School holidays	10 Apr 2020	27 Apr 2020	

**Add non playing date grouping**

Name

Description

[Save](#)

- Under 'Add non playing date grouping' add a new group name.
- Add a description – optional.
- Click 'Save'.
- Then to add the dates, click the Pencil to Edit the dates.
- OR to change the specific dates under 'Existing groupings', click the pencil to Edit.

### Step 17: Non Playing Dates

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Fixtures/ Create Fixtures

## Create Draw ?

[Start](#) [Round Settings](#) [Round Dates](#) [Venue Selection](#) [Seeding](#) [Edit](#) [Review/Submit](#)

### Gather basic draw information

Draw Type \*  Round Robin  Knockout

Season \*

Grades ? \*

Junior B Division

Junior A division

Net Set Go (SET) - Grass Courts

Net Set Go (GO) - Hard Courts

Please select grade(s)

Only grades with teams allocated for the chosen season are displayed.

Regular Season Fixture Template \*  ▼  
[More Information for selection](#)

Finals Fixture Template \*  ▼  
[More Information for selection](#)

Match Type \*  ▼  
[More Information for selection](#)

Draw start date and time \*  📅 🕒

Number of rounds \*  (Enter 0 if only creating finals)

Start from Round

Frequency  Weekly  Tournament

Time between rounds Days  Hours  Minutes

Venue Allocation Method ?  Home and Away  Fixture Slots

Publish draw to public on completion

Manually enter/edit matches

Do not schedule matches between the following date and time ranges

Available Non Playing Date Ranges  ▼  
[Manage Date Ranges](#)

Text to display at top and bottom of draw

Draw Heading

Draw Footer Notes

[< Prev.](#) [Next >](#) [Submit](#)

- Select the draw type (usually round robin) and the season.
- Select the grades to create draws for and click on the arrow to move them across. (only grades that have teams allocated will appear)
- Select fixture template, finals template and match type.
- Enter draw start date (start date should be the Monday the first week of your fixture. Start time is not relevant if using fixture slots).
- Enter number of rounds.
- Enter time between rounds (weekly = 7 days).
- In 'Venue Allocation' select fixture slots or Home and Away depending on your competition.
- Tick 'Publish Draw' if applicable if you want to put it on the website.
- Tick 'Manually enter / edit matches if you wish to edit the draw before submitting. You are also able to edit once submitted.
- Enter non playing dates by selecting a group from the drop down list.
- Headers and footers can be added to the draw (optional).
- Click 'Next'.

## Round Settings

- Confirm the match types for each round. Click Next

**Create Draw** ?

---

Start Round Settings Round Dates Venue Selection Seeding Edit Review/Submit

---

Settings for each round

ROUND	MATCH TYPE
Round: 1	Netball-2 x halves (60min) ▼
Round: 2	Netball-2 x halves (60min) ▼
Round: 3	Netball-2 x halves (60min) ▼
Round: 4	Netball-2 x halves (60min) ▼
Round: 5	Netball-2 x halves (60min) ▼
Round: 6	Netball-2 x halves (60min) ▼
Round: 7	Netball-2 x halves (60min) ▼
Round: 8	Netball-2 x halves (60min) ▼
Round: 9	Netball-2 x halves (60min) ▼
Round: 10	Netball-2 x halves (60min) ▼

< Prev.
Next >
Submit

## Round Dates

- Starting date and times will be populated by the fixture slots created. Check these are all correct. Click Next

### Create Draw ?

Start Round Settings **Round Dates** Venue Selection Seeding Edit Review/Submit

#### Set round dates and times

ROUND	DAY 1 DATE/TIME
Round: 1	04/04/2020 12:00 PM
Round: 2	11/04/2020 12:00 PM
Round: 3	18/04/2020 12:00 PM
Round: 4	25/04/2020 12:00 PM
Round: 5	02/05/2020 12:00 PM
Round: 6	09/05/2020 12:00 PM
Round: 7	16/05/2020 12:00 PM
Round: 8	23/05/2020 12:00 PM
Round: 9	30/05/2020 12:00 PM
Round: 10	06/06/2020 12:00 PM

< Prev. Next > Submit

### Venue Selection

- If fixture slots have already been assigned you can skip this step.
- Allocate venues to start times or if 'Any Venue/Court' is selected matches will be allocated to any venues specified in the Default venues list.



## Create Draw ?

Start Round Settings Round Dates **Venue Selection** Seeding Edit Review/Submit

Select venues to use for auto allocation

### Venue Allocation Options

- Process in Grade Sort order (otherwise in specified order)
- Process in fixture template order (otherwise use team/slot equalisation)
- Use club/team venue preference

### Default Fixture Slots (for those grades without Fixture Slots defined)

Fixture Slot Start Time	Fixture Slot Venue/Court	Weighting
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>
Select... <input type="button" value="v"/>	Any Venue/Court <input type="button" value="v"/>	100 <input type="button" value="↕"/>

### Default Venues (for fixture slots that have not specified a venue)

Casino Netball Courts	→	Colley Park > Court 2	↑
Colley Park > Court 2	→	Colley Park > Court 3	↓
Colley Park > Court 3	→	Colley Park > Court 4	
Colley Park > Court 4	→	Colley Park > Court 5	
Colley Park > Court 5	→		
Colley Park > Court 8	→		
Colley Park > Court 9	→		

< Prev. Next > Submit

## Seeding – optional

### Create Draw ?

Start Round Settings Round Dates Venue Selection **Seeding** Edit Review/Submit

Set team/entry seeding numbers (teams without a seed will be allocated one at random)

CLUB	SEEDING
Turtles	<input type="text" value="2"/>
Butterflies	<input type="text" value="1"/>
Flamingos	<input type="text" value="3"/>
Wizz Fizz	<input type="text" value="4"/>

< Prev. Next > Submit

## Edit

## Create Draw ?

Start Round Settings Round Dates Venue Selection Seeding **Edit** Review/Submit

### Manually edit matches

DATE	HOME TEAM	AWAY TEAM	VENUE
Round: 1			
4 Apr 20 9:00AM	Butterflies	Wizz Fizz	Grass B
4 Apr 20 9:00AM	Turtles	Flamingos	Grass A
Round: 2			
11 Apr 20 9:00AM	Flamingos	Butterflies	Grass A
11 Apr 20 9:00AM	Wizz Fizz	Turtles	Grass B
Round: 3			
18 Apr 20 9:00AM	Butterflies	Turtles	Grass B
18 Apr 20 9:00AM	Flamingos	Wizz Fizz	Grass A
Round: 4			
25 Apr 20 9:00AM	Wizz Fizz	Butterflies	Grass A
25 Apr 20 9:00AM	Flamingos	Turtles	Grass B
Round: 5			
2 May 20 9:00AM	Butterflies	Flamingos	Grass A
2 May 20 9:00AM	Turtles	Wizz Fizz	Grass B
Round: 6			
9 May 20 9:00AM	Turtles	Butterflies	Grass B
9 May 20 9:00AM	Wizz Fizz	Flamingos	Grass A
Round: 7			
16 May 20 9:00AM	Butterflies	Wizz Fizz	Grass B
16 May 20 9:00AM	Turtles	Flamingos	Grass A
Round: 8			
23 May 20 9:00AM	Flamingos	Butterflies	Grass B
23 May 20 9:00AM	Wizz Fizz	Turtles	Grass A
Round: 9			
30 May 20 9:00AM	Butterflies	Turtles	Grass B
30 May 20 9:00AM	Flamingos	Wizz Fizz	Grass A
Round: 10			
6 Jun 20 9:00AM	Wizz Fizz	Butterflies	Grass B
6 Jun 20 9:00AM	Flamingos	Turtles	Grass A

< Prev. Next > Submit

- Check the generated fixture to ensure it meets your requirement. Once you are happy click 'Next' and then Submit on the next page.

### Editing this Fixture

There are a number of methods that can be used to edit the draw once submitted. Below are a few choices.

#### Editing teams, days, times and courts

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Fixtures/ Edit Fixture

- Select the grade to make changes to from the Drop Down menu and click GO.
- Select the round games to display.
- Make the relevant changes by clicking the pencil to Edit. Once you have changed something or deleted something you will see a red U or D in the pending actions column.
- Continue to make manual edits if required, then click SAVE at bottom of page to ensure your changes are saved.

You can get to this same screen by going through Grade Management, Selecting the Task (three dots) button on relevant grade and Edit Draw.

**OR**

## Match Scheduler

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Fixtures/ Match Scheduler

In this view once the draw has been created matches can be moved to different start times and venues using drag and drop (maximum 10 venues visible each time).

- Select the match you want to move and drag it into the venue and time slot OR;
- Right click on the match.
- Select 'Edit'.
- Change the details in the pop up screen and select 'Update'.

The screenshot shows the Match Scheduler interface. On the left is a navigation menu with options like Competition Setup, Match Management, Grade Management, etc. The main area displays a grid for Saturday, 20 June 2020, with columns for Court 4, Court 3, Court 6, Court 1, Grass A, Grass B, Grass C, and Court 5, and rows for time slots from 8 am to 5 pm. Matches are represented by colored blocks: 'GO' (pink) and 'SET' (purple). Below the grid is a table with match details.

MATCH ID	GRADE	RND	HOME TEAM	AWAY TEAM	DATE
6824560	Junior A division	9	2020 The Undecided	Bye	20-Jun-20 9:00 AM
6824638	Net Set Go (GO) - Hard Courts	9	2020 GO Emeralds	Bye	20-Jun-20 12:00 PM

Below the table is a legend for match types:

Grade Code	Grade Name
Junior A	Junior A division
Junior B	Junior B Division
GO	Net Set Go (GO) - Hard Courts
SET	Net Set Go (SET) - Grass Courts

**NOTE:** Be aware once this has been done it is automatically saved so do not move matches unless you are 100% sure!

**OR**



**Changing/ Replacing Teams in a Draw (prior to starting – no points allocated)  
(Please also see instructions on Regrading teams – towards the end of this document)**

First you need to allocate the new teams via Team Nominations (if you want names on scoresheets) See Step 13

Make sure you have a hard copy of the OLD draw, and a clear plan of what the new regrading/ draw needs to look like.

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Fixtures/ Replace Team in Fixture

- Locate the Grade and team to be replaced.
- In the drop down options select the team to replace them.
- Update.

**Replace Team in Draw** ?

➤ Add new team to this grade

Season: 2020 Grade: 1st Division **Go**

CLUB	REPLACE WITH TEAM	UPDATE HOME SETTINGS
Maclean Bottom Pub	--Do Not Replace--	<input type="checkbox"/>
Maclean Electrics	--Do Not Replace--	<input type="checkbox"/>
Maclean Scorpions	--Do Not Replace--	<input type="checkbox"/>
Big Red	--Do Not Replace--	<input type="checkbox"/>
Breakers 1	--Do Not Replace--	<input type="checkbox"/>
Honeybees	--Do Not Replace--	<input type="checkbox"/>
NYD	--Do Not Replace--	<input type="checkbox"/>
Sea Breeze	--Do Not Replace--	<input type="checkbox"/>

**Save**

**Venue Clash Report**

Once you have completed all your changes run a venue clash report to ensure there are no clashes in your fixtures.

Menu Mode	Menu Heading	Menu Item
Management	Reports	Competitions/ Venue Clashes

- Filter the season and grade and click Go

All clashed will appear on the list

**Step 19 & Step 20: These are rarely used so no instructions have been provided.**

✓ Step 19:	<a href="#">Import Players &gt;</a> Bulk import players for an internal competition	No. active players 945
Step 20:	<a href="#">Voted Awards Setup &gt;</a> Setup awards to allow for match by match voting for players	No. awards 0 <span style="float: right; font-size: small;">? HELP</span>

## Other Helpful Instructions

### To Publish Draws

Menu Mode	Menu Heading	Menu Item
Management	Competition	Fixtures/ Fixture Management

- Tick the publish box to the fixtures you want to publish.
- Click 'Update'.

### Draw Management ?

Season:  Division:  Go

[Show Headings](#)

STATUS	GRADE	GRADE TYPE	FIXTURE TYPE	DATE UPDATED	PUBLISH ALL	DRAW HEADINGS	COPY DRAW	EDIT DRAW	VIEW /PRINT
●	1st Division	Senior Womens	Standard Round Robin	13/03/2020 10:38PM	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">📄</a>	<a href="#">✎</a>	<a href="#">👁</a>
●	2nd Division	Senior Womens	Standard Round Robin	13/03/2020 9:04PM	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">📄</a>	<a href="#">✎</a>	<a href="#">👁</a>
●	3rd Division	Junior Girls	Standard Round Robin	11/03/2020 6:45PM	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">📄</a>	<a href="#">✎</a>	<a href="#">👁</a>
●	4th Division	Junior Girls	Standard Round Robin	11/03/2020 6:43PM	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">📄</a>	<a href="#">✎</a>	<a href="#">👁</a>
●	NetSetGo	Junior Girls	Standard Round Robin	11/03/2020 6:38PM	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">📄</a>	<a href="#">✎</a>	<a href="#">👁</a>

Update

## Setting Default Score Sheets

Menu Mode	Menu Heading	Menu Item
Management	Competition	Advanced Grade Settings

### Advanced Grade Settings ?

Default settings (if grade value not set)

Some scorecards allow for the fields below to be changed. Please see the [Scorecard preview screen](#) for more information.

Match scorecard format

Scorecard Top Text

Scorecard Bottom Text

Organisation Logo

Sponsor Logo

[Update Defaults](#)

- In the 'Match scorecards' tab, you can either set one default to be used for all grades of different score sheets for different divisions.
- In default settings choose the default score sheet you want to use. Add any text you want at the top and the bottom (selecting scorecard preview screen will show which ones can be edited).
- Add the organisation logo and sponsor logos (these files will need to be uploaded to the website file manager before they can be selected).

### Selecting different score sheets for different grades

- To set different score sheets for specific grades, under Grade Settings tick the grade(s) you want.
- Click on 'Update selected grades'.



- Choose the template.
- In the pop up window add in the text you want for these grades (e.g. junior score sheet instructions and senior instructions).
- Click Update.

## Match Management

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Match Management

Before using match manager ensure the correct season is selected. For instructions on editing the current season read through the Setting Season section.

The match manager can be used to execute a number of tasks quickly including:

- Entering scores.
- Changing match statuses.
- Recalculating ladders.
- Printing score sheets.
- Editing the draw. (Change match dates/times in BULK)
- Fixture Reports (in Excel or PDF)

## Match Manager [?](#)

Season: 2020

Grade Division: ALL DIVISIONS

Grade: 1st Division

Club/Team: ALL CLUBS IN GRADE

Venue: ANY VENUE

Dates/Round:  Select by date range From: 22/02/2020 To: 01/12/2020  Select by Round: 1

Status:  NO STATUS (N)  IN PROGRESS (P)  UNCONFIRMED (E)  DISPUTED (D)  CONFIRMED (C)  OFFICIAL (O)

Options:  Show Ladder points column  Include byes/TBD matches

**Search**

Select the Grade and Round/ Dates you wish to work with

### Selected Match Actions

Bulk Actions

Print Scorecard **Go**

<input checked="" type="checkbox"/>	ID	GRADE	ROUND	DATES	HOME NAME	LADDER POINTS	AWAY NAME	LADDER POINTS	VENUE	MT	STATUS	ACTIONS
<input checked="" type="checkbox"/>	6806515	1st Division	15	15 Aug 20 2:30PM	Honeybees	(A) (B)	v Big Red	(A) (B)	Court 5	A	N	<a href="#">⋮</a>
<input checked="" type="checkbox"/>	6806516	1st Division	15	15 Aug 20 2:30PM	Macleans Scorpions	(A) (B)	v NYD	(A) (B)	Court 2	A	N	<a href="#">⋮</a>
<input checked="" type="checkbox"/>	6806513	1st Division	15	15 Aug 20 1:20PM	Breakers 1	(A) (B)	v Maclean Electrics	(A) (B)	Court 2	A	N	<a href="#">⋮</a>
<input checked="" type="checkbox"/>	6806514	1st Division	15	15 Aug 20 1:20PM	Sea Breeze	(A) (B)	v Maclean Bottom Pub	(A) (B)	Court 5	A	N	<a href="#">⋮</a>
<input checked="" type="checkbox"/>	6806511	1st Division	14	8 Aug 20 2:30PM	Macleans Electrics	(A) (B)	v NYD	(A) (B)	Court 5	A	N	<a href="#">⋮</a>

Then select the Bulk Action you wish to perform

## Printing Score Sheets

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Match Management

- Select the grade division or grade and date range or round to display.
- Tick the grade you need or tick select all in the grade list.

## Selected Match Actions

Bulk Actions

Print Scorecard Go

<input checked="" type="checkbox"/>	ID	GRADE	ROUND	DATES	HOME NAME	LADDER POINTS	AWAY NAME	LADDER POINTS	VENUE	MT	STATUS	ACTIONS
<input checked="" type="checkbox"/>	6806515	1st Division	15	15 Aug 20 2:30PM	Honeybees	(A) (B)	v Big Red	(A) (B)	Court 5	A	N	<span>⋮</span>
<input checked="" type="checkbox"/>	6806516	1st Division	15	15 Aug 20 2:30PM	Maclean Scorpions	(A) (B)	v NYD	(A) (B)	Court 2	A	N	<span>⋮</span>
<input checked="" type="checkbox"/>	6806513	1st Division	15	15 Aug 20 1:20PM	Breakers 1	(A) (B)	v Maclean Electrics	(A) (B)	Court 2	A	N	<span>⋮</span>
<input checked="" type="checkbox"/>	6806514	1st Division	15	15 Aug 20 1:20PM	Sea Breeze	(A) (B)	v Maclean Bottom Pub	(A) (B)	Court 5	A	N	<span>⋮</span>
<input checked="" type="checkbox"/>	6806511	1st Division	14	8 Aug 20 2:30PM	Maclean Electrics	(A) (B)	v NYD	(A) (B)	Court 5	A	N	<span>⋮</span>

- In 'Bulk Actions' drop down menu select 'Print scorecard'. Click GO
- Score cards will open in a PDF file for you to print.

## Entering Results

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Matches > Match Manager

- Select the relevant Grade Division and Grade or 'All grade divisions' and 'All grades' to show a list.
- Select the date range to show matches or round.
- Click 'Search matches'.
- In the match list tick the matches to enter results for or tick 'Select all'.
- In Actions choose 'Enter result' from the drop down menu.
- Add your scores and result in and click 'Save'.

## Match Result Update ?

[Back to Match Manager](#)

MATCH ID	GRADE	RND	HOME			AWAY		
			TEAM	TOTAL SCORE	RESULT	TEAM	TOTAL SCORE	RESULT
6806459	1st Division	1	Honeybees	<input type="text" value="0"/>	MATCH IN PR	Sea Breeze	<input type="text" value="0"/>	MATCH IN PR
6806460	1st Division	1	Maclean Scorpions	<input type="text" value="0"/>	MATCH IN PR	NYD	<input type="text" value="0"/>	MATCH IN PR
6806457	1st Division	1	Big Red	<input type="text" value="0"/>	MATCH IN PR	Maclean Bottom Pub	<input type="text" value="0"/>	MATCH IN PR
6806458	1st Division	1	Breakers 1	<input type="text" value="0"/>	MATCH IN PR	Maclean Electrics	<input type="text" value="0"/>	MATCH IN PR

## Calculating Ladders

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Grade Management/ Tasks/ Ladders

If you have set the ladder to calculate automatically this will be recalculated overnight. If you need to see the ladder update straight away follows the steps below:

- Go to Grade Management, then Tasks (three dots) then Ladders
- Select the Grade
- Under 'Recalculate auto ladder' click on the cogs icon.
- You should now be able to see an updated ladder.

### Ladder Management ?

[Add New Ladder](#)
[Back to Grade Manager](#)
[Ladder Display Schemes](#)
[Ladder Points Schemes](#)

Season: 
 Grade:

Grade:

[Grade Details](#)
[Allocate Teams](#)
[Team Settings](#)
[Season Settings](#)
[Ladders](#)
[Pools](#)

Ladder points scheme: [Lower Clarence ladder](#)

LADDER NUMBER	SORT ORDER	HEADING	LADDER MATCH FORMATS	VISIBLE	HAS POOLS	CALC MODE	LAST RECALC/UPDATE	RECALC/UPDATE BY	EDIT LADDER CONFIG	ADJUST AUTO LADDER	RECALC AUTO LADDER	EDIT MANUAL POINTS	DELETE	VIEW
1	1		ALL	YES	NO	AUTO-REALTIME	21/06/2020 2:30:00 AM	SYSTEM						

## Viewing Ladders

### Basic Ladders

Menu Mode	Menu Heading	Menu Item
Management	Reports	Competitions/ Ladders

Reports ?

Competitions	Registration	People
Allocation Health Report	Daily Transaction Report	Duplicates Report
Draw Information Report	Financial Status Report	Message Audit
Fixture Report	Gateway Account Dashboard	Player missing mandatory fields
Fixture Slots	Gateway Account Manager	Player Movement Report
Forfeited Matches	Participant Payment Summary	Players changing monitored fields
Grades Report	Payment Adjustment Report	SMS Message History
Ineligible Players in Grades with Age Restriction	Payment Gateway Report	
<b>Ladders</b>	Payment Settlement Report	Teams
Match Results Entered Late	Receive Offline Payments	Matches Played
Matches Missing Team Lists	Registration Accounts	Periods Played
Matches Played	Registration Detail Report	Registered Players not in a Team
Matches with Missing Start Times	Registration Product Report	Squad List Report

## Select View – standard or Points by round

### Ladders

Season: 2020 | Grade: 1st Division | View: **Standard View** | Go

Fixture  
Download as PDF

Total Records: 1

Lower Clarence Netball Association - 1st Division

RANK	TEAM	P	W	D	L	F	A	POINTS	PTS RATIO	%
1	NYD	0	0	0	0	0	0	0.00	-	0.00
2	Big Red	0	0	0	0	0	0	0.00	-	0.00
3	Breakers 1	0	0	0	0	0	0	0.00	-	0.00
4	Sea Breeze	0	0	0	0	0	0	0.00	-	0.00
5	Honeybees	0	0	0	0	0	0	0.00	-	0.00
6	Maclean Electrics	0	0	0	0	0	0	0.00	-	0.00
7	Maclean Bottom Pub	0	0	0	0	0	0	0.00	-	0.00
8	Maclean Scorpions	0	0	0	0	0	0	0.00	-	0.00

Last re-calculated: Jun 21, 2020 3:08PM (local time)

## Ladders

Season: 2020 Grade: 1st Division View: **Points by Round** **Go**

[Fixture](#)  
[Download as PDF](#)

Total Records: 1

Lower Clarence Netball Association - 1st Division

RANK	TEAM	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15	POINTS	PTS RATIO	%
1	NYD	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00
2	Big Red	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00
3	Breakers 1	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00
4	Sea Breeze	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00
5	Honeybees	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00
6	Maclean Electrics	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00
7	Maclean Bottom Pub	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00
8	Maclean Scorpions	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0.00	-	0.00

Last re-calculated: Jun 21, 2020 3:08PM (local time)

## Ladder Adjustments

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Ladders/ Ladder Adjustments

- Click on add a new adjustment.
- Select round and Grade and click 'Go'.

ORGANISATION PEOPLE REGISTRATION **COMPETITIONS** PROGRAMS WEBSITE REPORTS

Search Menus

- Competition Setup
- Match Management
- Grade Management
- Grade Divisions
- Advanced Grade Settings
- Organisation Team Management
- Team Nominations
- Ladders**
  - Ladder Points Scheme
  - Ladder Display Scheme
  - Copy Ladders
  - Ladder Adjustments**

**Ladder Adjustment Maintenance** ?

Season: 2020 Round: **Select...** Grade: 1st Division **Go**

Please make season, round and grade selections above and click Go to continue.

[Back to Ladder Adjustments Manager](#)



Grades listed in Source Grades should already have valid finals templates for the current season (this was set up when creating the ladder display scheme and in the Finals Fixture Template in Create Draw).

- Select grades to create finals for and move across to Grades to Process list.
- Click Activate Finals when ready.
- The TBC games on the initial fixture will be filled with team names.

### Creating Finals if NO FINALS was Initially Selected

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Fixtures/ Create Fixture

#### Create Draw ?

[Start](#) [Round Settings](#) [Round Dates](#) [Venue Selection](#) [Seeding](#) [Edit](#) [Review/Submit](#)

#### Gather basic draw information

Draw Type \*  Round Robin  Knockout

Season \*

Grades i \*

NetSetGo	→	2nd Division
4th Division	←	
3rd Division	→	
1st Division	←	

Only grades with teams allocated for the chosen season are displayed.

Regular Season Fixture Template \*   
[More information for selection](#)

**Finals Fixture Template** \*   
[More information for selection](#)

Match Type \*   
[More information for selection](#)

Draw start date and time \*

Number of rounds \*  (Enter 0 if only creating finals)

Start from Round

Frequency  Weekly  Tournament

Time between rounds Days  Hours  Minutes

Venue Allocation Method i  Home and Away  Fixture Slots



- Select the grade to create the finals for and click the right arrow to move across.
- Select the finals fixture template.
- Select the start date and time of the first game.
- Enter '0' rounds.
- Ensure all other settings are the same as creating a draw for the first time.
- Proceed through the next screens until you reach 'Create Draw' page.
- EITHER overwrite the information by allocating team names to the finals and submit draw OR submit draw and follow Activating finals steps above.

## Regrading

Menu Mode	Menu Heading	Menu Item
Management	Competitions	Fixtures/ Re grade Team

- Select the source grade being moved from.
- Select the 'Team to re grade'.
- Select the 'Destination grade'.

**Re-Grade Team** ?

**Warning: If votes have been entered for players in these teams, regrading will not work. Please remove votes before proceeding.**

[Re-grade report](#)

Source Grade	2nd Division	<a href="#">Re-grade report</a>
Team to Regrade	Maclean Gold	<a href="#">Fixture   Ladder</a>
Destination Grade	3rd Division	<a href="#">Fixture   Ladder</a>
Team designation in destination grade	<input checked="" type="radio"/> Create as a new team <input type="checkbox"/> Replace future byes in the destination grade with migrated team (if byes exist) <input type="radio"/> Replace an existing team	
Team Name in destination grade	Select team to replace... Maclean Gold	
Options	<input checked="" type="checkbox"/> Copy played matches and ladder points into destination grade <input checked="" type="checkbox"/> Move player matches and statistics from source to destination grade <input checked="" type="checkbox"/> Replace migrated team with BYE in the source grade	

**Submit**

## Moving a Team from One Grade to another Grade

- Follow the steps above.
- Select 'Create as a new team'.
- Optional – select 'Replace future byes in the destination grade with migrated team' if applicable.
- Tick 'Copy played matches and ladder points' if applicable or leave unticked to start from 0.
- Tick 'Replace migrated team with BYE in the source grade' if applicable.

- Click 'Submit'.

## Swapping Two Teams

- Follow the steps above.
- Click 'Submit'.
- Repeat the steps above for the other team.

## Re-grade Report

- Click on 'Re-grade report' on the top right to show a re-grading history.

### Regrade Report ?

Season  Grade

Date	Team Name	Grade From	Grade To	Replace existing team	Stats to dest grade	Replace with bye in source
17/06/2019 7:29:00 PM	Rhinos Rampagers	9/10 Green	7/8	NO	YES	YES
17/06/2019 7:30:00 PM	Northside Thunder	9/10 Green	7/8	NO	YES	YES
17/06/2019 7:30:00 PM	Northside Sparkles	9/10 Green	7/8	NO	YES	YES
17/06/2019 7:31:00 PM	Northside Bubble Queens	9/10 Green	7/8	NO	YES	YES

*Note: If you find that the team that has been regraded is not displaying on the ladder or fixture, check whether they have been hidden in Grade Management/ Tasks / Team Setting.*

### Maintain Team Settings ?

[Back to Grade Manager](#)

Season  Grade

Grade:

[Grade Details](#) [Allocate Teams](#) [Team Settings](#) [Season Settings](#) [Ladders](#) [Pools](#)

NAME	SQUAD SIZE	DEFAULT VENUE	TEAM (DISPLAY) NAME	TEAM MEDIA NAME	TEAM START TIME (HH:MM AM/PM)	TEAM MATCH DAY (IF DIFFERENT)	DRAW SEED	HIDE IN LADDER	UPDATE EXISTING FIXTURES
Madlean Netball Club	9	Select... <input type="text"/>	Madlean Electri	Madlean Electri	2:30	? <input type="text"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
Madlean Netball Club	9	Select... <input type="text"/>	Madlean Bottoi	Madlean Bottoi	2:30	? <input type="text"/>	6	<input type="checkbox"/>	<input type="checkbox"/>