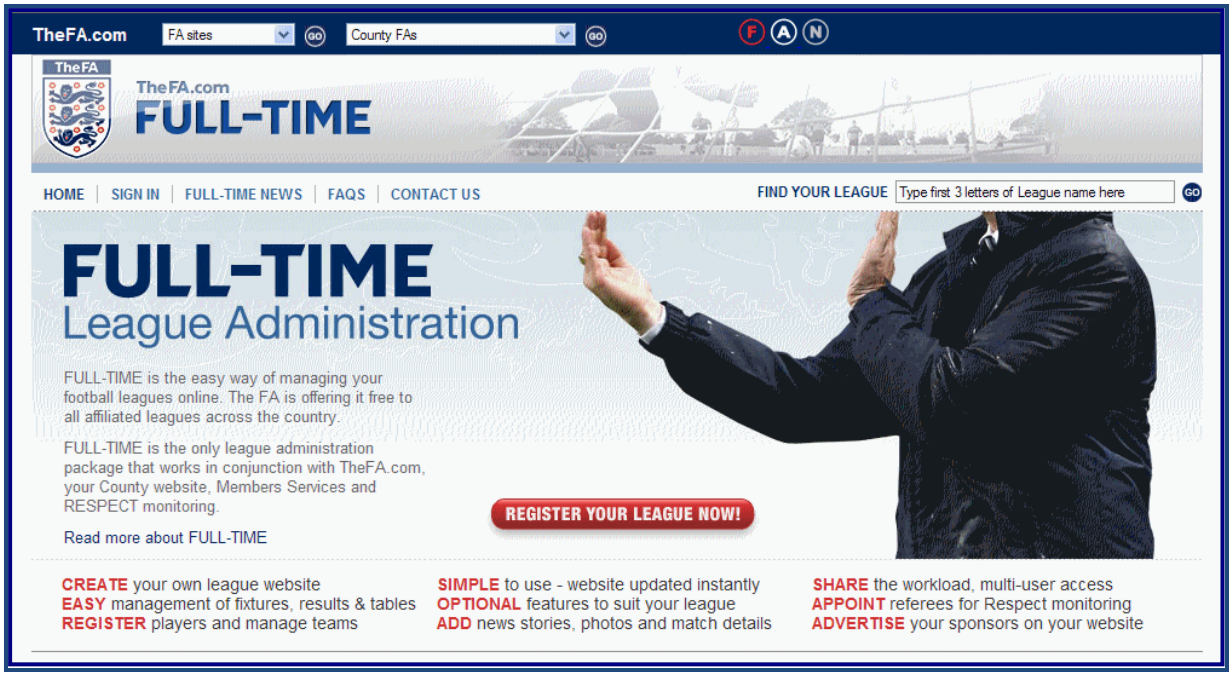
Full-Time

Fixtures

Version 5.1



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Version 5.1 Updates (November 2015)

The following sections listed above were added/modified as part of the release of Full-Time Version 5.1 in November 2015.

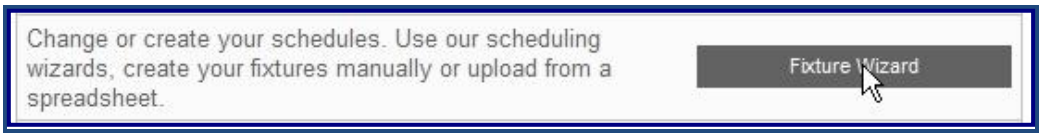
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1.0 Basic Fixtures

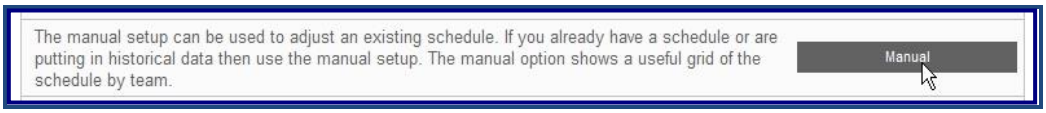
There are two options for creating fixtures using the manual option, either using the fixture grid or using the drop-down menus. Either may be used according to personal preference.

1.1 How to… Create Manual Fixtures using the Fixture Grid

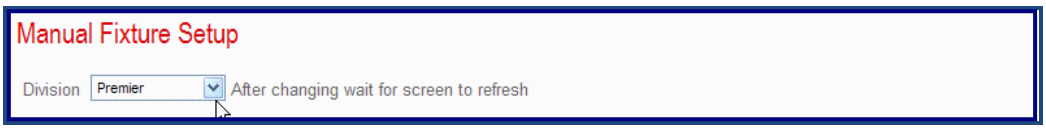
Step 1: From "Admin Home", click on "Fixture Wizard".



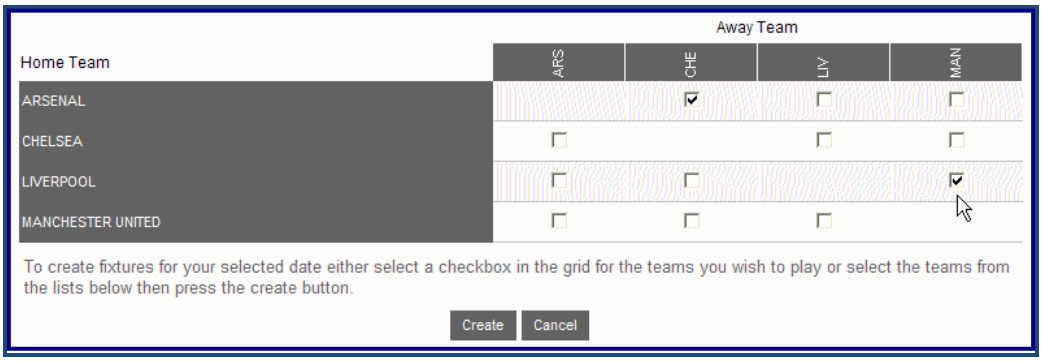
Step 2: Click on "Manual".



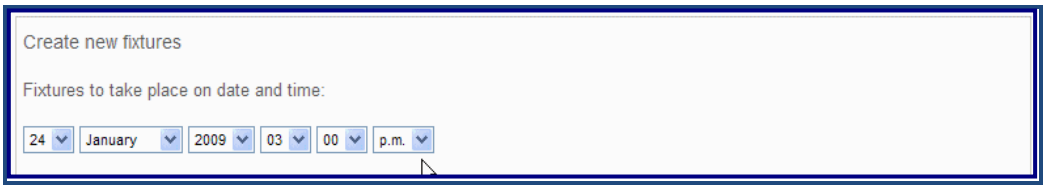
Step 3: Select the division for which you wish to add fixtures using the drop-down menu.



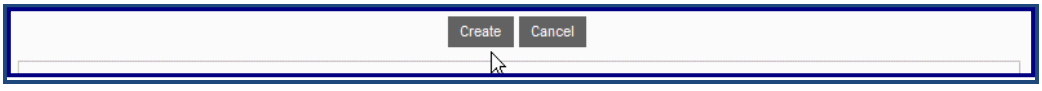
Step 4: Select the fixtures you wish to create (note the venues chosen for these fixtures will be the default for each club) by ticking the appropriate boxes.



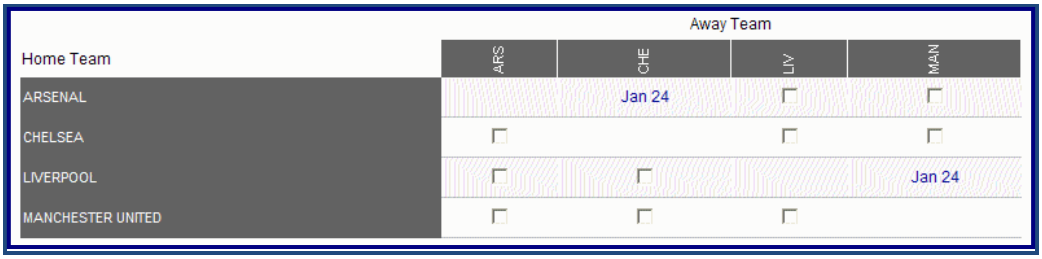
Step 5: Select the date and kick-off time for the fixture(s) using the drop-down menus.



Step 6: Click on ""Create".

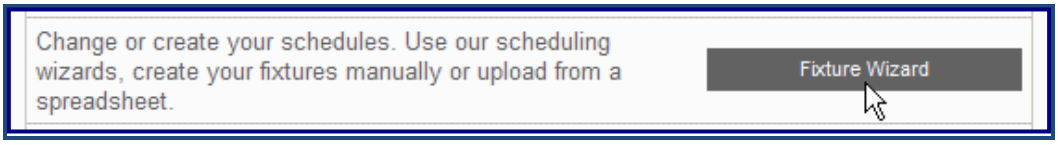


The fixture grid refreshes with the new fixture dates shown on the Fixture Grid.

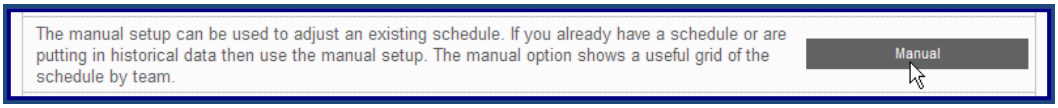


1.2 How to… Create Manual Fixtures using the Drop-Down Menus

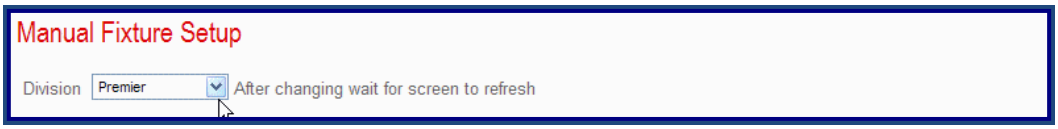
Step 1: From “Admin Home”, click on “Fixture Wizard”.



Step 2: Click on “Manual”.



Step 3: Select the division for which you wish to add fixtures.



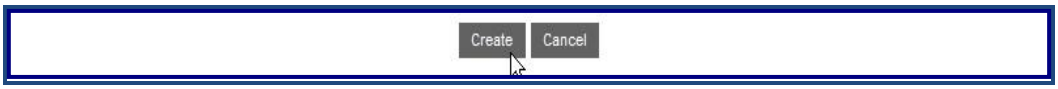
Step 4: Select the fixtures you wish to create (you may choose a venue, or if you leave it blank then the venue chosen will be the default for each club).



Step 5: Select the date and kick-off time for the fixture(s) using the drop-down menus.



Step 6: Click on ““Create”.

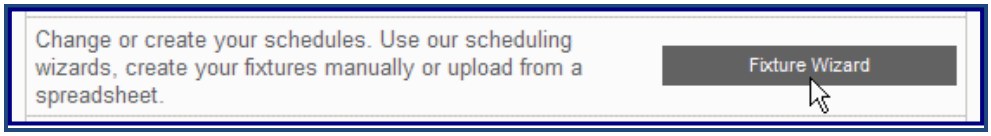


The fixture grid refreshes with the new fixture dates shown on the Fixture Grid.

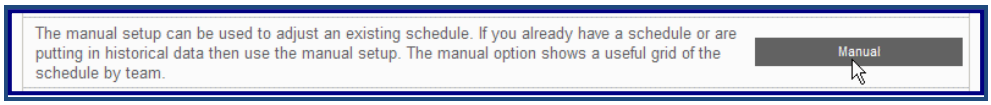


1.3 How to… Update Fixtures using the Fixture Grid

Step 1: From “Admin Home”, click on “Fixture Wizard”.



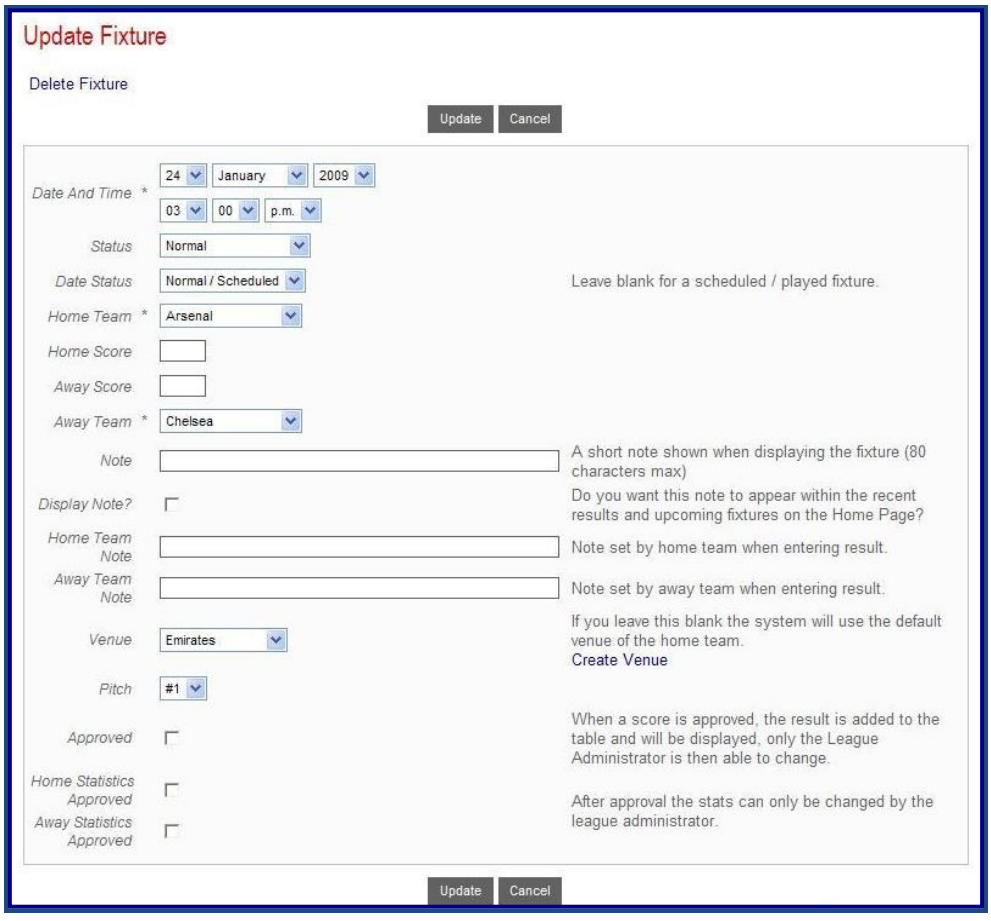
Step 2: Click on “Manual”.



Step 3: On the fixture grid, click on the fixture required.



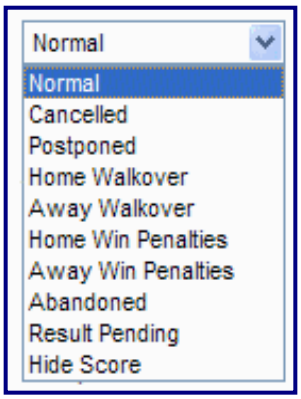
Step 4: The fixture details are shown, including a link (top left) to delete the fixture if required. If you make any changes to the fixture, click “update” to save them.



Note: In the “Update Fixture” section there is a drop down box marked “Status”.



This box offers a number of options for a fixture status you may need to change at some stage.



Normal	Normal Fixture Status
Cancelled	Match cancelled, will not be re-arranged
Postponed	Match postponed, to be re-arranged
Home Walkover	Home side awarded a walkover (and points)
Away Walkover	Away side awarded a walkover (and points)
Home Win Penalties	Match drawn, home side won on penalties
Away Win Penalties	Match drawn, away side won on penalties
Abandoned	Match abandoned
Result Pending	Result not yet been received
Void	Match has been set as void and removed
Hide Score	The league has chosen to hide the score

A void fixture can have the scoreline and other match details recorded, but it does not count towards results; regardless of the scoreline, no points or goal difference will accrue from it. Void fixtures will be shown as “Void” on the public display pages, and “V-V” within the administration menus.

Note that if the “Fixture Note” is populated, and the “Display Note” box is ticked, then the fixture note now appears on the public fixture pages of the website.



The update fixture page (used to edit an individual fixture) also shows whether any match officials have been appointed to the fixture. The officials’ names include a direct link to the “Referee Assignment” page, making it easier for users to view officials and update them if required (e.g. if a game has been postponed).

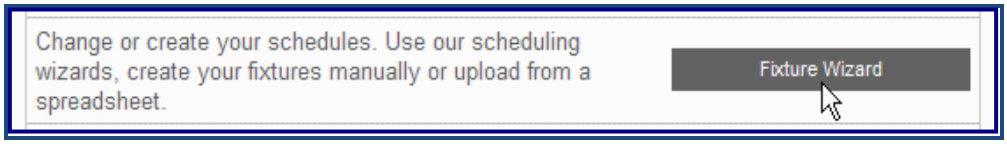


1.4 How to… List Fixtures

The Fixture List option gives a different way of viewing fixtures, allowing you to sort them by division, team, date, etc.

Note: This option does not appear on the menu until you have created at least one fixture!

Step 1: From “Admin Home”, click on “Fixture Wizard”.

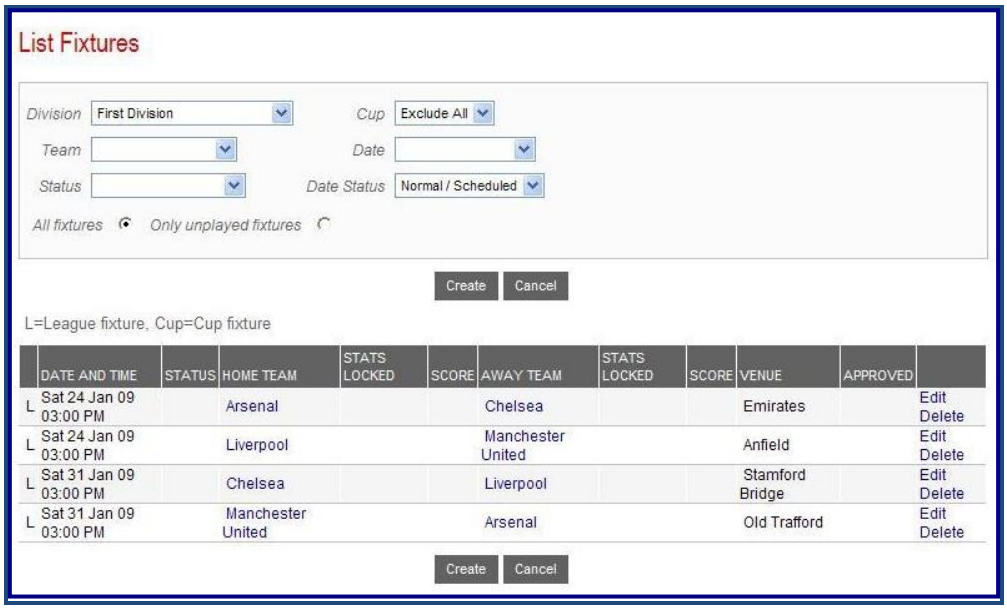


Step 2: Click on “Fixture List”.



Step 3: Fixtures can be sorted according to division, cup competition, team, date or status.

There are options to edit, delete and create fixtures (though we recommend you don’t use the Fixture List to create new fixtures – use the Manual Fixtures option or one of the fixture schedulers).

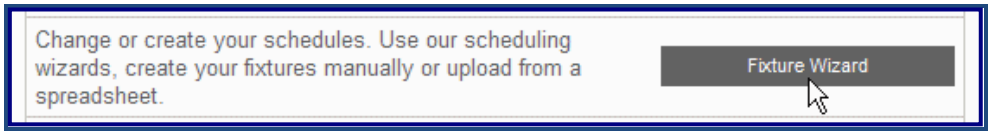


1.5 How to… Mass Update Fixtures

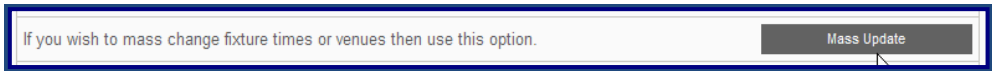
The Mass Update Fixtures option allows you to change the details of a number of fixtures at the same time (e.g. to change kick-off time, or to move a set of fixtures forward a few weeks).

Note: This option does not appear on the menu until you have created at least one fixture!

Step 1: From “Admin Home”, click on “Fixture Wizard”.



Step 2: Click on “Mass Update”.



Step 3: Select the fixtures to be changed by clicking their tick boxes on the right of the screen.



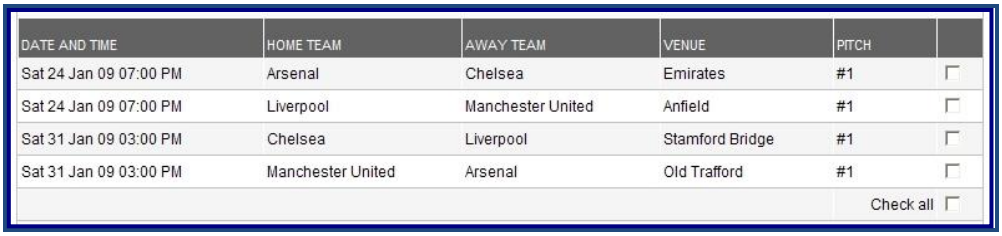
Step 4: Select the change you wish to make (e.g. move kick-off time to 7pm).



Step 5: Click “Update”.



The updated details will appear.



Step 6: When you have finished, click “Finished/Cancel” to exit.



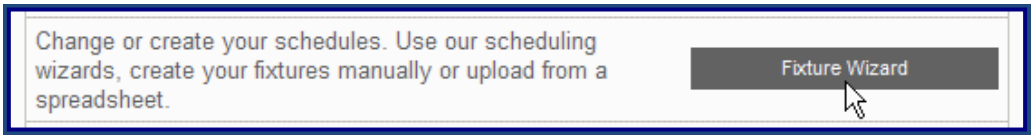
The Mass Update option (Fixture Wizard) now includes options to update the Fixture Status and the Date Status of fixtures.

1.6 How to… Mass Delete Fixtures

The Mass Delete option allows you to delete all fixtures for the selected season/division at once. Make certain you want to do this – once you have deleted the fixtures they cannot be retrieved.

Note: This option does not appear on the menu until you have created at least one fixture!

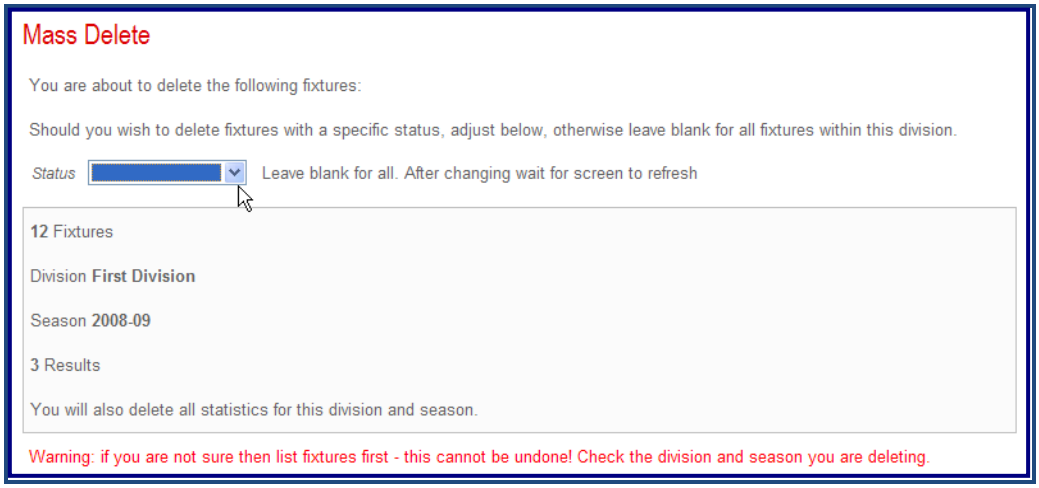
Step 1: From "Admin Home", click on "Fixture Wizard".



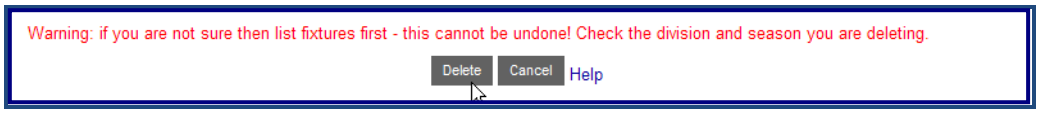
Step 2: Click on "Mass Delete".



Step 3: Decide what "Status" of fixtures you wish to delete. If you leave "Status" blank then all fixtures are selected, but you might wish for example to delete only postponed fixtures.



Step 4: Make sure have selected the right season and division and that you want to delete all fixtures, and click "Delete".



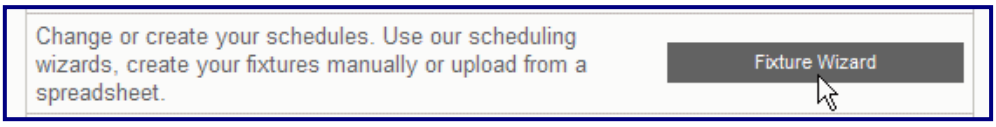
All fixtures for this division are automatically deleted.

1.7 How to… Copy Fixtures from a Spreadsheet

Full-Time will allow you to add (upload) fixture (and/or results) details from a spreadsheet.

Important Note: fixtures are only uploaded for the Season and Division selected and can only be uploaded for divisional games, not for cup competitions.

Step 1: Make sure you have selected the correct season/division, and from “Admin Home”, click on “Fixture Wizard”.

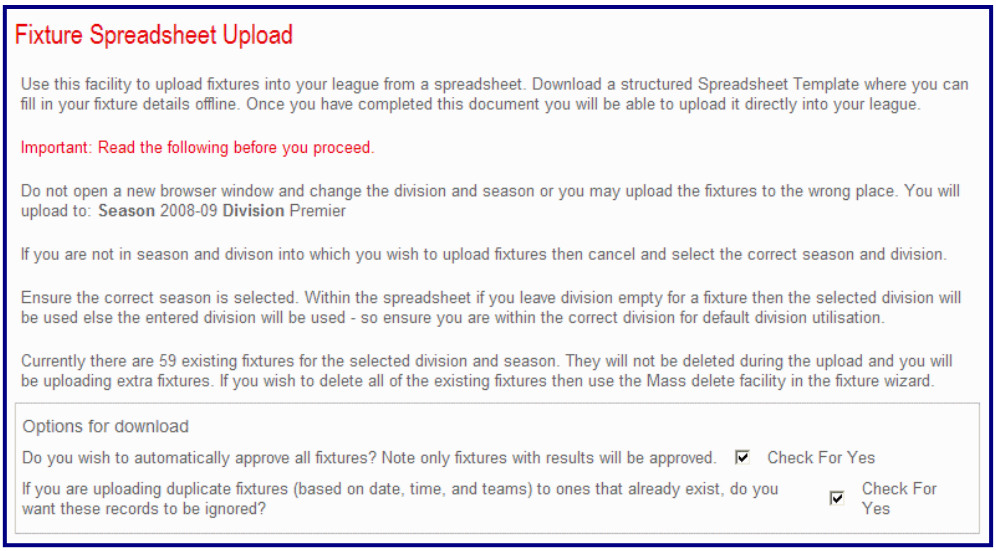


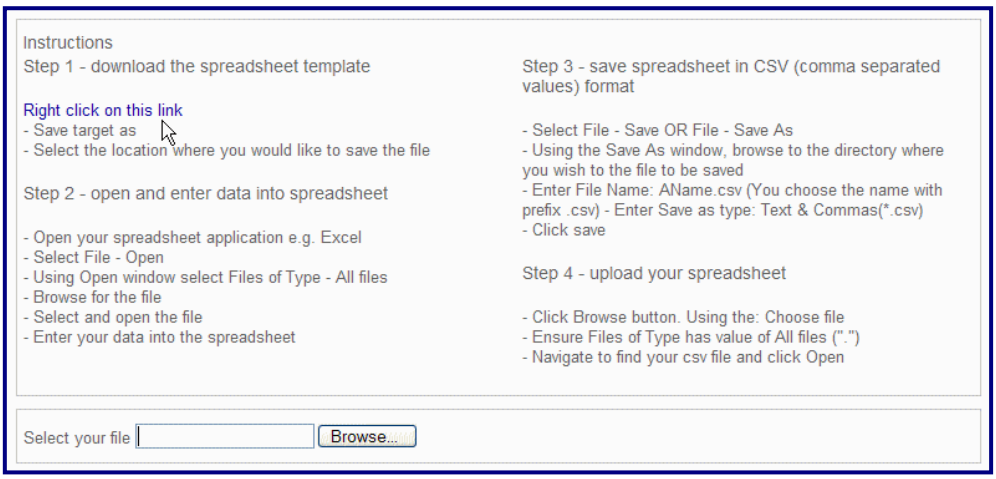
Step 2: Click on “Fixture Uploader”.



Step 3: The “Fixture Spreadsheet Upload” page allows you to download (copy from Full-Time to your computer) the correct format for the spreadsheet you will need to upload (copy back from your Computer to Full-Time) to copy your fixture details.

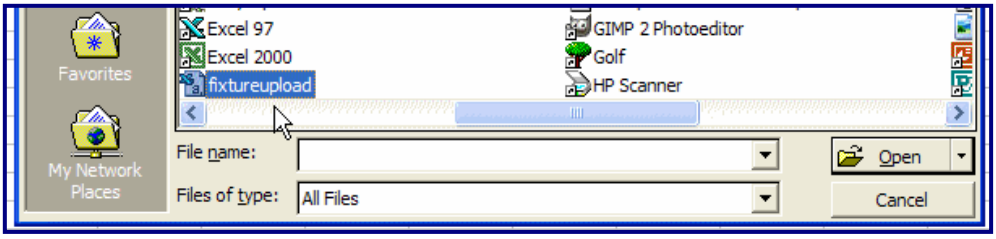
Right Click on “Right click on this link” within the “Step 1 – Download the Spreadsheet Template” section and select “Save Target As”. This will allow you to save a file called “fixtureupload.csv” to your computer (we recommend you save it to the desktop).





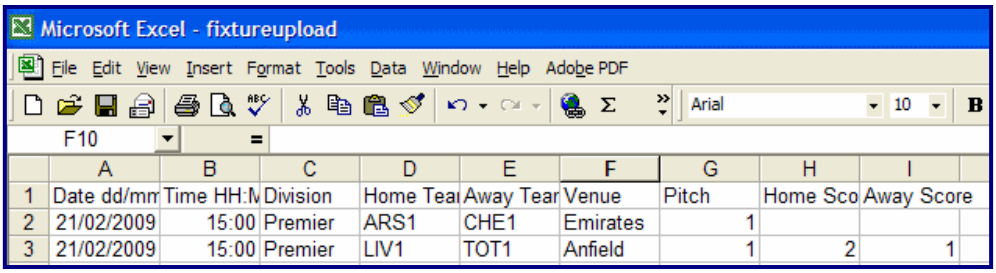
Step 4: Minimise Full-Time (don't close it or log out, just minimise it) as you now need to edit the file you have just downloaded.

You should be able to edit it using your spreadsheet package (Microsoft Excel, etc) – open the file (note it isn't a .xls or .xlsx file, so you'll need to select the "All Files" option).



Step 5: For each fixture you wish to upload, enter the details.

Important Note: It is essential that you input the required information in the correct columns. You do not need to fill in all columns, but they must be in the right order.



The information you may give is as follows:-

Date (essential – format is DD/MM/YYYY – e.g. 25/12/2008)

Time (essential – format is 24 hour clock, HH:MM – e.g. 15:00)

Division (essential – the name of the division you are uploading to)

Home Team/Away Team (essential – the four letter code you have registered to identify the home and away teams – note that there is a link at the bottom of the Full-Time page which displays the codes you have assigned. Alternatively you may give the full name of the team concerned).

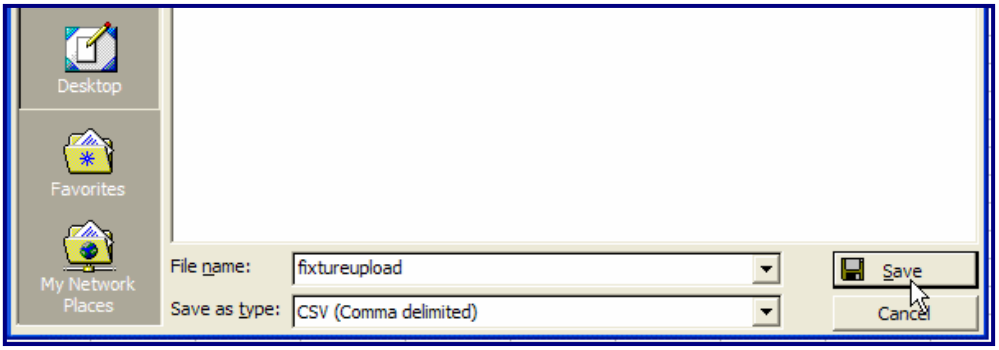
Venue (optional – the default venue will be assigned if you leave this blank).

Pitch (optional – the first pitch available at the venue will be assigned if you leave this blank).

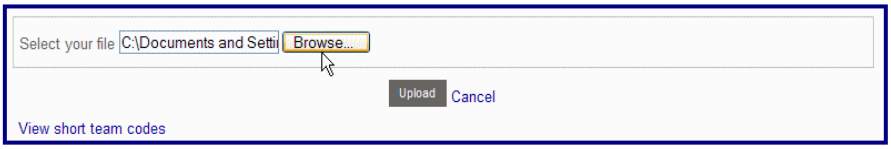
Home Score/Away Score (if the game you are uploading has a result, enter the scoreline here. If the game hasn't yet been played, leave the score boxes clear).

You may enter details for as many fixtures/results as you wish, but we recommend that the first time you upload fixtures, you only do a handful (make sure you're doing it correctly before uploading a larger number).

Step 6: Once you have entered all of the details, save the file as "fixtureupload.csv", exit your spreadsheet package and return to the "Fixture Spreadsheet Upload" page of Full-Time.



Step 7: Using the "Browse" option at the bottom of the screen, select the "fixtureupload.csv" file you have just edited.

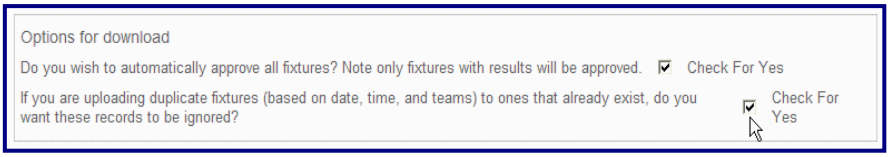


Step 8: Before you upload the data, you need to decide whether to have Full-Time automatically approve any fixtures with results, and whether to ignore duplicate fixtures.

To approve any fixtures with results, tick the "automatically approve" results box (if a fixture does not have a result, this is ignored).

To ignore duplicate fixtures (i.e. if a fixture has already been registered on Full-Time, it won't be uploaded again) then tick the "ignore duplicate fixtures" box.

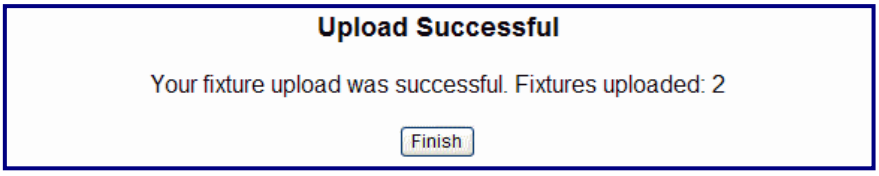
Note: if in doubt, we recommend you tick both boxes.



Step 9: Once you are ready to upload the file, click on "Upload".



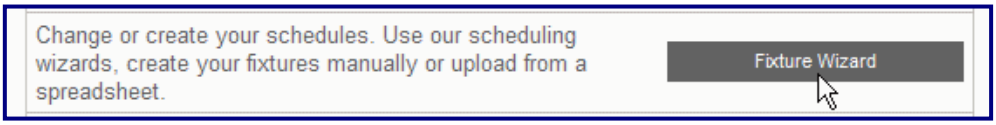
Step 10: Once the Upload has successfully been completed, Full-Time will report the number of fixtures uploaded.



1.8 How to… Hide Fixtures on your Website

Full-Time gives you the option to create fixtures, but to hide them from public view. This allows you to work in advance, but without them being published on your website.

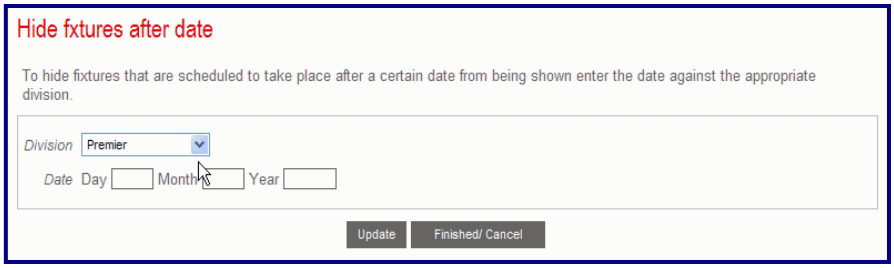
Step 1: Make sure you have selected the correct season/division, and click on "Fixture Wizard".



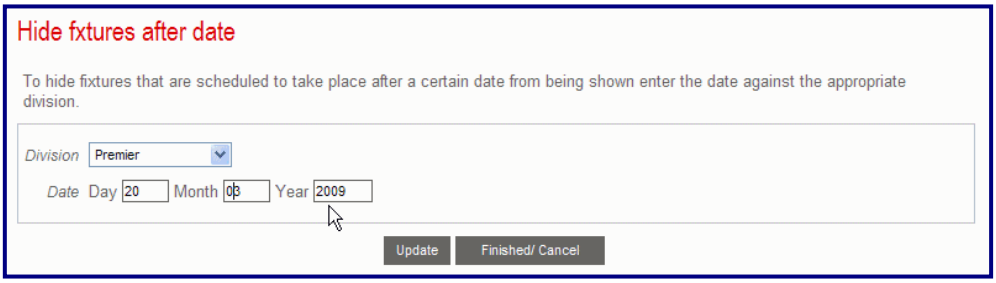
Step 2: Click on "Hide Fixtures".



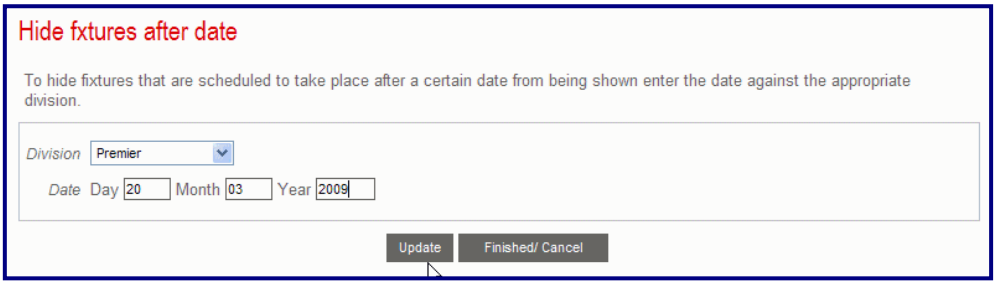
Step 3: On the "Hide Fixtures" page, select the division required.



Step 4: Enter the date from which you wish to hide fixtures (if you don't want any fixtures hidden, then leave the date boxes blank).



Step 5: Click on "Update".



Fixtures after the date selected will not be published on your website.

Important Note: if you have elected to hide fixtures, remember to unhide them at the appropriate time. It's not uncommon to have people hide fixtures and then forget they've done so!

1.9 How to… Hide Fixture Venues from Public Display

Full-Time allows leagues to make a setting that ensures that venues for fixtures are hidden from the public display pages of Full-Time.

To set fixture venues for a division to be auto-hidden, go to **League Setup**, **Divisions** and click **Edit** for the division concerned. Once found, check the "Hide Venue" box.



Similar settings can be made for Cup Competitions (via **Cup Wizard** and **Edit/Hide Cup**) and for groups of Other Fixtures (via **Fixture Wizard**, **Other Fixtures**, **Maintain Fixture Group** and **Edit**).

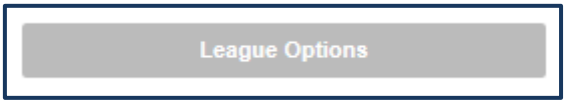
Note that this does not prevent the pitch-sharing functionality of the Fixture Wizard and Conflict Checkers being used, it simply prevents the venue from being shown on the public pages.

1.10 How to… Allow Team Administrators to Update Fixtures

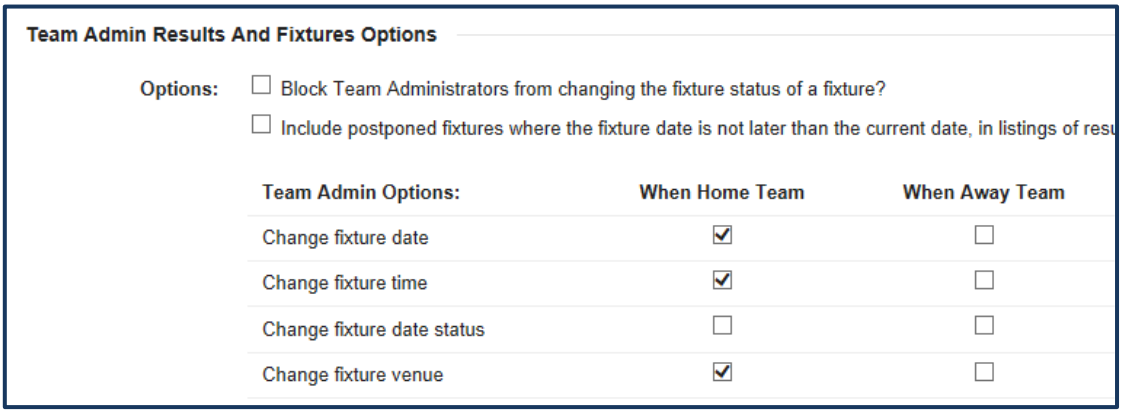
From November 2015 onwards, extra flexibility has been provided to allow leagues to give access to their Team Administrators to modify fixture details (date, time and/or venue) for both home and/or away fixtures, as well as the Date Status of fixtures (normal/scheduled or To Be Confirmed)

When these options have been added, the functionality to allow away teams and modification of Date Status has automatically been disabled (leagues can then enable them if required).

Step 1: From "Admin Home", click on **League Setup** and **League Options**.



Step 2: Navigate to the Team Admin Results and Fixtures Options section.



Step 3: Within this section you can amend the settings as follows:-

- **Block Team Administrators from changing the fixture status** – if checked then when a team administrator accesses the result pages, they cannot set a match to postponed, cancelled, etc (normally this option will be left un-checked).
- **Include Postponed Fixtures** – if checked, then the public display pages for results will show all games postponed so long as the fixture date isn't in the future.
- **Change Fixture Date** – if checked, then team administrators can modify the date of any fixtures for which they are the home and/or away team (as selected).
- **Change Fixture Time** – if checked, then team administrators can modify the time of any fixtures for which they are the home and/or away team (as selected).
- **Change Fixture Date Status** – if checked, then team administrators can modify the Date Status (changing a fixture from Normal/Scheduled to To Be Confirmed, and vice versa) of any fixtures for which they are the home and/or away team (as selected).
- **Change Fixture Venue** – if checked, then team administrators can modify the venue of any fixtures for which they are the home and/or away team (as selected).

Note: *the functionality to allow team administrators to modify the details of fixtures for which they are the away team is new, and the default setting for these when introduced is that they are unchecked, so leagues can choose whether to give away teams access to update fixture details.*

Step 4: Once you have amended the settings as required, click on Update.



The updated settings will be in place, controlling what aspects of fixtures team administrators can modify when they are logged in.

Note that a new fixture editing page has been created to allow team administrators to modify fixtures rather than, as previously, using a version of the Mass Update page. This page has the same functionality, but makes it easier for them to see and amend fixtures. Full details of this can be found in the Team Administrators guide.

2.0 Fixture Scheduler & Multi Division Fixture Scheduler

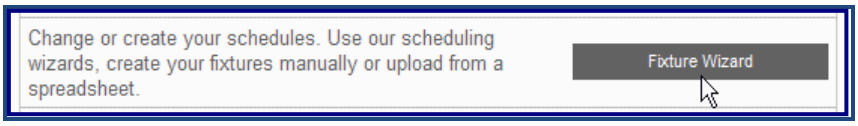
There are two "template" Fixture Schedulers which allow you to create fixtures according to a standard template. One version (Fixture Scheduler) works for a single division, whilst the Multi Division Scheduler can be used to schedule more than one division on a single template.

Each of these sets dates for your season, including allowing you to close dates on which you do not wish to have any fixtures arranged.

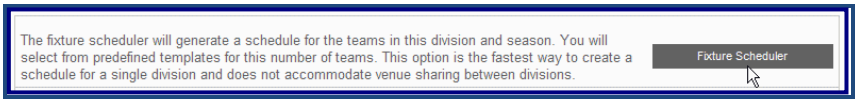
Note: if you wish to try the Fixture Scheduler, we recommend you do so and see how the fixture list produced suits you. It can always be deleted afterwards using the Mass Delete option (see How to… Mass Delete Fixtures).

2.1 How to… Create a Division's Fixtures using the Fixture Scheduler

Step 1: From "Admin Home", click on "Fixture Wizard".

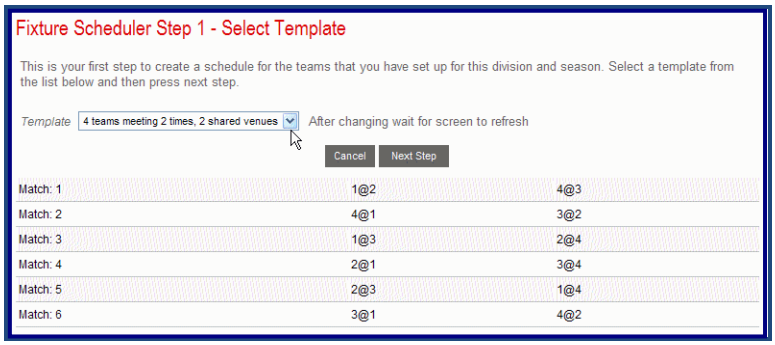


Step 2: Click on "Fixture Scheduler".



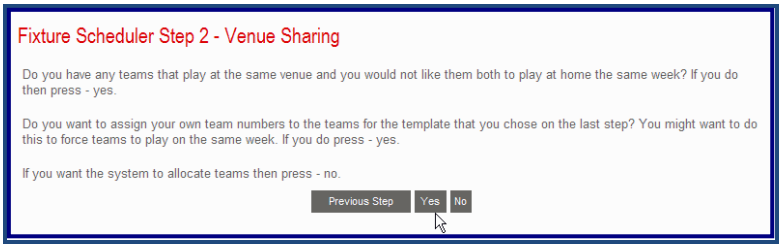
Step 3: Select the Template of fixtures you wish (e.g. teams meeting each other twice).

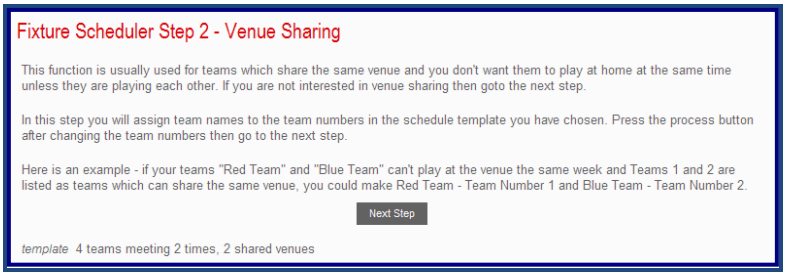
Step 4: Click on "Next Step"



Step 5: Decide whether you want to allow for two teams to share a venue, or assign team numbers to your teams.

Step 6: Click on "Yes" (to allow for Venue Sharing) and then "Next Step"





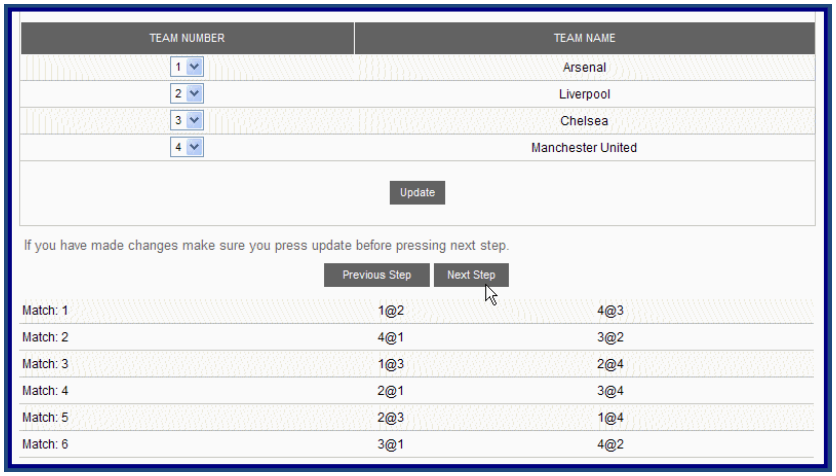
Step 7: Swap over any teams required (*Note that in the example below teams 1 and 3 could share the same home venue, and so could teams 2 and 4).*



Step 8: Click “Update”.



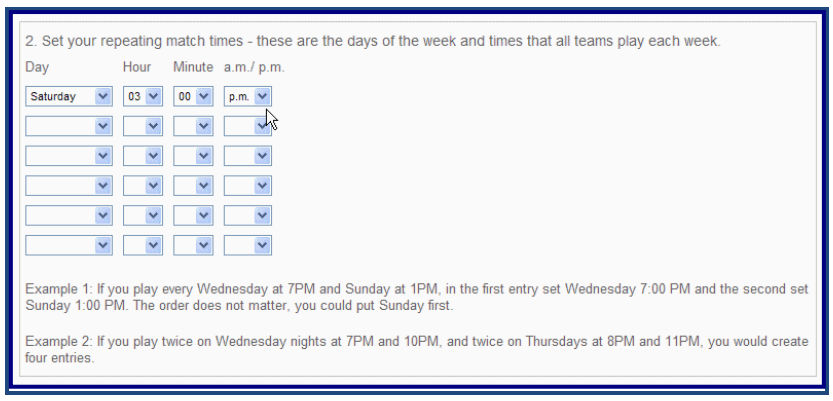
Step 9: The screen refreshes with the swapped teams in their new positions. Once you have finished swapping over any team numbers, click on “Next Step”.



Step 10: Select the first date of the season for your fixtures.



Step 11: Select the regular days/times for your fixtures (e.g. fixtures every Saturday at 3pm).



Step 12: Select any closed dates on which you do not want fixtures to be played.



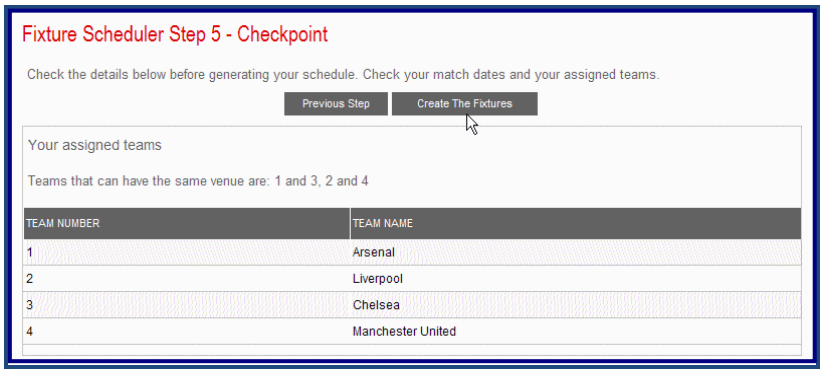
Step 13: When you have chosen your start date, regular days/times and any closed dates, click on "Next Step".

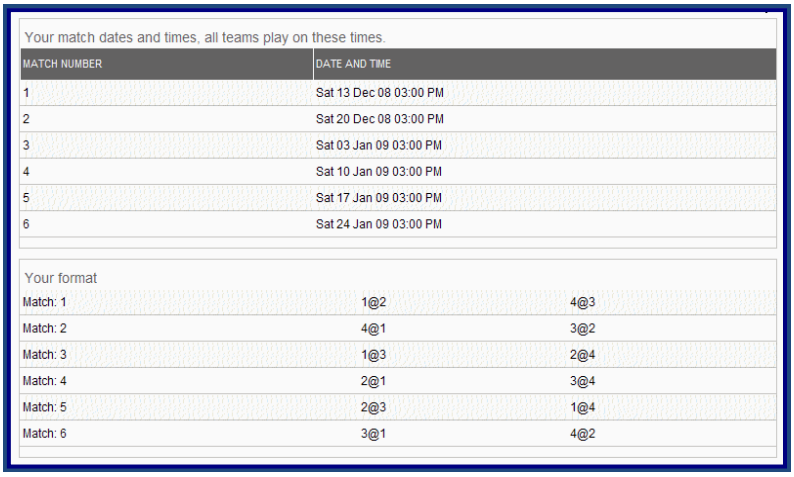


Step 14: Check the dates produced for each set of fixtures and click "Next Step".



Step 15: Check all the details are correct and click "Create the Fixtures".





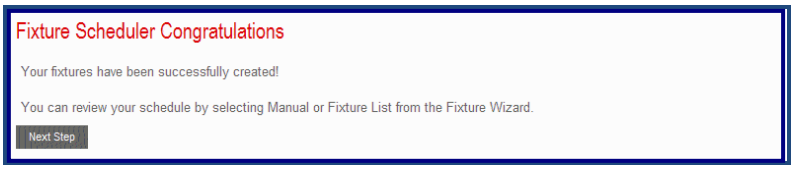
Your match dates and times, all teams play on these times.

MATCH NUMBER	DATE AND TIME
1	Sat 13 Dec 08 03:00 PM
2	Sat 20 Dec 08 03:00 PM
3	Sat 03 Jan 09 03:00 PM
4	Sat 10 Jan 09 03:00 PM
5	Sat 17 Jan 09 03:00 PM
6	Sat 24 Jan 09 03:00 PM

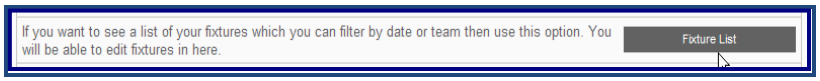
Your format

Match: 1	1@2	4@3
Match: 2	4@1	3@2
Match: 3	1@3	2@4
Match: 4	2@1	3@4
Match: 5	2@3	1@4
Match: 6	3@1	4@2

Step 16: Full-Time will confirm the fixture list has been produced. Click on “Next Step”.



Step 17: Click on “Fixture List”.



The fixtures you have just created are listed and you can check they are correct.



L=League fixture, Cup=Cup fixture

	DATE AND TIME	STATUS	HOME TEAM	STATS LOCKED	SCORE	AWAY TEAM	STATS LOCKED	SCORE	VENUE	APPROVED	
L	Sat 13 Dec 08 03:00 PM		Chelsea			Manchester United			Stamford Bridge		Edit Delete
L	Sat 13 Dec 08 03:00 PM		Liverpool			Arsenal			Anfield		Edit Delete
L	Sat 20 Dec 08 03:00 PM		Arsenal			Manchester United			Emirates		Edit Delete
L	Sat 20 Dec 08 03:00 PM		Liverpool			Chelsea			Anfield		Edit Delete
L	Sat 03 Jan 09 03:00 PM		Chelsea			Arsenal			Stamford Bridge		Edit Delete
L	Sat 03 Jan 09 03:00 PM		Manchester United			Liverpool			Old Trafford		Edit Delete
L	Sat 10 Jan 09 03:00 PM		Arsenal			Liverpool			Emirates		Edit Delete
L	Sat 10 Jan 09 03:00 PM		Manchester United			Chelsea			Old Trafford		Edit Delete
L	Sat 17 Jan 09 03:00 PM		Chelsea			Liverpool			Stamford Bridge		Edit Delete
L	Sat 17 Jan 09 03:00 PM		Manchester United			Arsenal			Old Trafford		Edit Delete
L	Sat 24 Jan 09 03:00 PM		Arsenal			Chelsea			Emirates		Edit Delete
L	Sat 24 Jan 09 03:00 PM		Liverpool			Manchester United			Anfield		Edit Delete

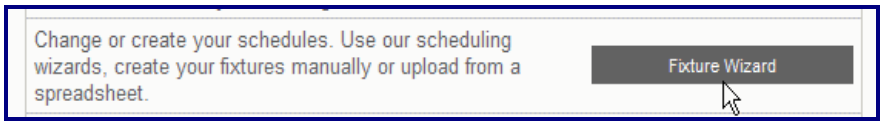
Note that in this fixture list, Arsenal (team 1) and Chelsea (team 3) are never at home on the same date (so could share a venue). The same applies to Liverpool (team 2) and Manchester United (team 4).

2.2 How to… Run the Multi-Division Scheduler

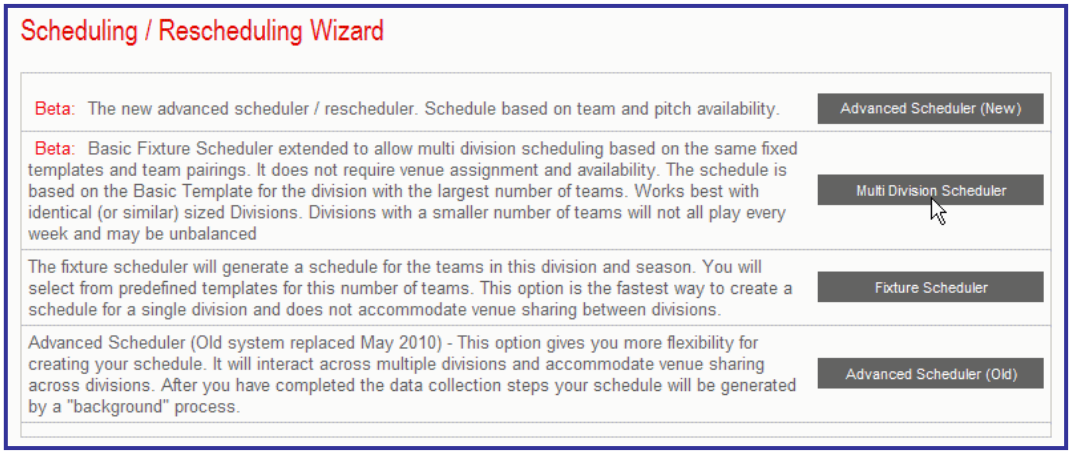
The Multi-Division Scheduler is a version of the Fixture Scheduler detailed in the previous section. It is not designed to have the same flexibility and power of the Advanced Fixture Scheduler (detailed later in this guide), but will cater for venue sharing on a limited level, although it only works effectively with divisions with identical or similar numbers of teams, and the venue sharing is defined during the scheduling process, rather than by referring to the venues set up for each team.

It does however create timeslots, so you can use the rescheduling options of the Advanced Fixture Wizard and the Conflict Checker at a later stage if you wish to do so.

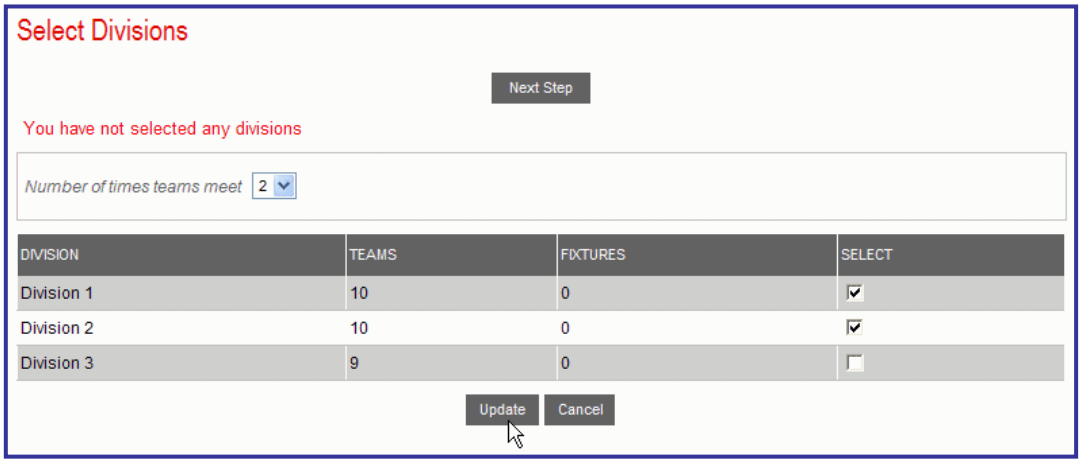
Step 1: From "Admin Home", click on "Fixture Wizard".



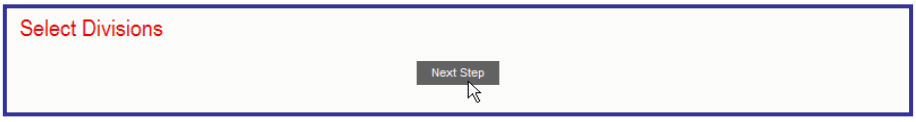
Step 2: Click on "Multi-Division Scheduler".



Step 3: Select how many times teams will play each other (default is 2) and select the divisions to be scheduled by checking their tick boxes. Once these have been selected, click on "Update".



Step 4: Once you have confirmed the number of fixtures and divisions, click on "Next Step".



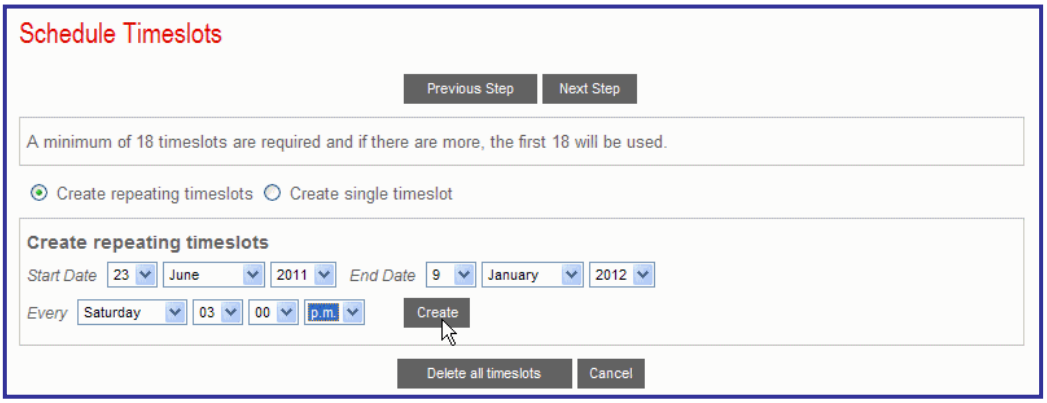
Step 5: Create your timeslots – these define the basic structure of your season, specifying when games will be played. Timeslots may be repeated or single.

The Timeslots page shows which current timeslots you have created for this schedule (note the option to clear all timeslots at the bottom).

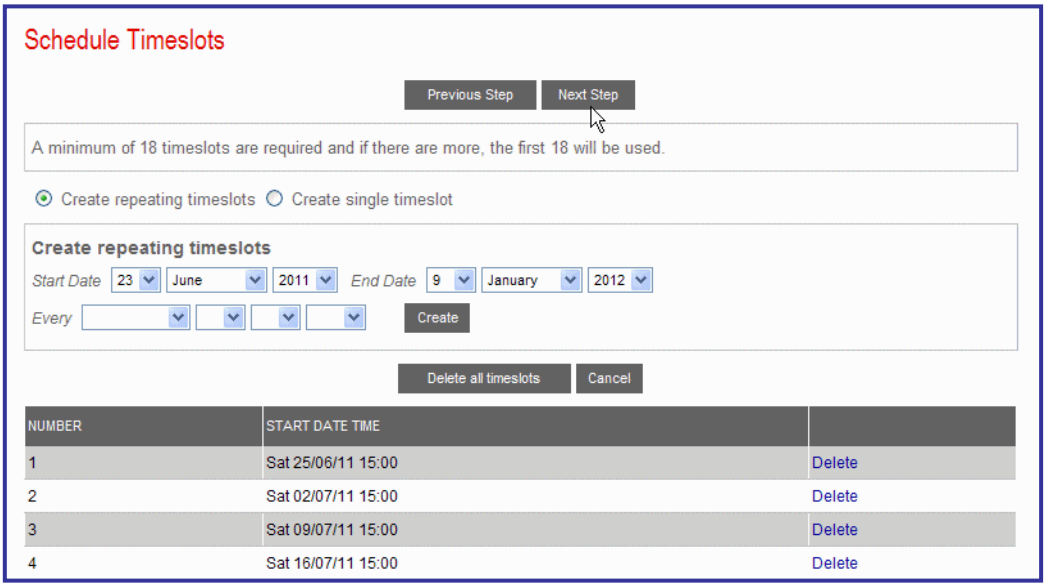
There are two separate options:- Create Repeating timeslots (e.g. every Saturday at 3pm) and Create Single Timeslots (e.g. 26th December). You can specify the dates from which the Repeating Timeslots start and finish.

Once you have selected the options to create your timeslots, click "Create".

Note: *within the multi-division scheduler, there is no facility to specify "Primary" or "Secondary" timeslots – all timeslots are created as "Primary" timeslots. Nor can you define Conflict Times before or after. These options are only available if you are using the "Advanced Fixture Scheduler".*



Your timeslots will appear at the bottom of the screen.



Once you have created your timeslots for the season, click on "Next Step".

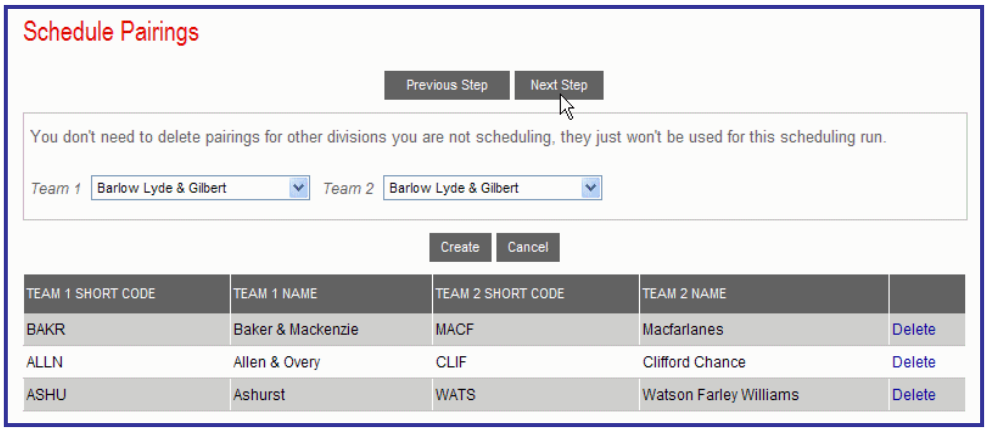
Step 6: Venue sharing within the Multi-Division Scheduler is specified when setting up the schedule, with the user pairing up teams as required, to specify that their fixtures should mirror each other (so only one is ever set to be at home on a particular timeslot).

Using the drop-down menus you should pair up any teams that share a venue. These pairings may be for teams within the same division, or within different divisions.



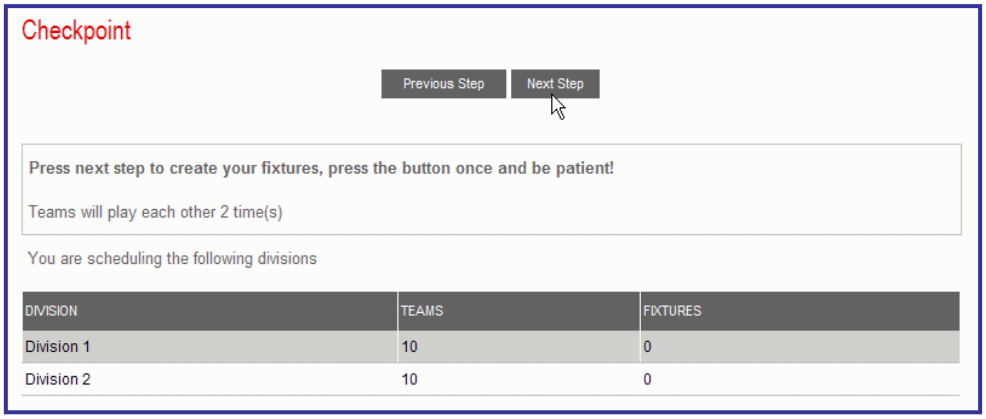
Once a pair has been selected, click on “Create”. The screen will refresh showing the paired teams. Once a team has been paired, it will disappear from the drop-down menus for future pairing (a team cannot be paired more than once).

Note: *do not pair more teams than required, as this will un-necessarily restrict the scheduling routine.*

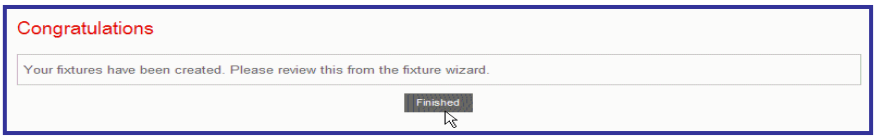


Once all pairs required have been set, click on “Next Step”.

Step 7: The Checkpoint screen will appear, confirming details of the proposed schedule. Once you have confirmed these details are correct, click on “Next Step”.



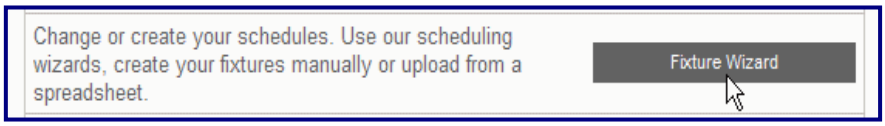
The fixtures will be created and can be reviewed using the Fixture Wizard.



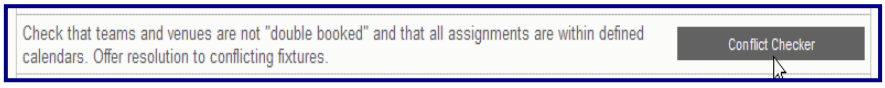
2.3 How to… Run the Fixture Conflict Checker

The Fixture Conflict Checker is used to check for a variety of problems that might arise with fixtures. When you run the Conflict Checker Full-Time will flag any potential issues to you, and you can then decide whether they need to be addressed, and how to correct them.

Step 1: From "Admin Home", click on "Fixture Wizard".



Step 2: Click on "Conflict Checker".



Step 3: The Conflict Checker allows you to select a particular season and division.

There are a wide variety of potential conflicts you can check for. Note that you may not necessarily want or need to correct them – Full-Time simply shows you possible conflicts, and leaves you to decide what action (if any) you need to take. Before you decide which conflicts to select, we suggest you read the online "Help" notes, which can be found by clicking on the relevant "Help" links.



Step 4: Once you have ticked the boxes for the conflicts you want to check, click on "Show Conflicts".



Step 5: Full-Time will report back all possible conflicts, with options for each one to "Edit" the fixture, "Delete" the fixture, or find out more details via the "Resolve Conflict" option.

Note: When you have made one change to a fixture, we recommend you re-run the Conflict Checker. It is not uncommon that making one change will remove more than one conflict (e.g. if two teams are scheduled to play twice on the same date, each team will be shown to have a separate conflict, but changing one fixture will probably resolve both conflicts).



3.0 Advanced Scheduler

The Advanced Scheduler is a lot more sophisticated than the other scheduling options offered by Full-Time. It allows for venue sharing between divisions, and allows for individual timeslots to be set up for divisions, teams and venues. It allows a league to run more than one schedule (e.g. a youth league may want separate schedules for Saturday AM, Saturday PM and Sunday AM) and allows a league to specify that certain fixtures can or cannot be played on certain date(s).

The Advanced Scheduler should be used closely with the Conflict Checker. If the information you provide does not allow Full-Time to produce a full fixture list, then any conflicts can be resolved using the Conflict Checker. The advanced scheduler accommodates venue sharing between divisions.

When you first start using the Advanced Scheduler, we recommend you provide limited data to Full-Time. The Advanced Scheduler remembers the calendars and restrictions you set, so you can re-run it and build on these as you become more familiar with it.

3.1 How to… Prepare the Advanced Scheduler

Venues

Make sure you have your venues correctly assigned for all of your teams. The venue-sharing routine in Full-Time is dependent on each team having the correct home venue assigned (e.g. if two teams haven't been set to use the same venue, the system won't be able to assign them mirrored fixtures!).

Timeslots

Timeslots are the key to the Advanced Scheduler. These define when fixtures can take place, but also when divisions, teams and venues are available.

It is important to note that timeslots can be added during the season, so end of season "midweek catch-up" dates do not need to be included when the initial fixture list is produced – indeed, the fewer "redundant" timeslots which are included when the schedule is set up, the faster and more effectively it will run – plan on adding these additional timeslots at a later date if required.

Primary and Secondary Timeslots

Each timeslot is defined as either Primary or Secondary. The Scheduler will always try and assign fixtures to Primary timeslots ahead of Secondary timeslots, so most commonly a league may set its weekend fixtures as being "Primary" timeslots (i.e. you always want a game at the weekend) but midweek fixtures as "Secondary" timeslots (whether floodlit or not, you play fixtures midweek if required to do so, rather than by choice).

Timeslot Variation

A further option when setting up timeslots is to give a variation in time for the timeslot. e.g. a league may have Saturday 3pm as their "normal" kickoff, but allow any time from 11am to 4pm for kickoff, or may allow clubs to play on either Tuesday or Wednesday. The timeslot variation allows you to specify a range of days/times that constitute one particular timeslot.

Schedule Groups

The Advanced Scheduler also allows you to set up separate groups for scheduling. e.g. a youth league may be running some age groups on Saturday morning, some on Saturday afternoon and some on Sunday, and they'll effectively want to run the various schedules separately, with timeslots specific to the group.

Schedule Groups can also be used for rescheduling.

Where possible, you should try and minimize the number of schedule groups. The Advanced Scheduler can only take venue-sharing between teams into account if they are both involved within a single schedule group.

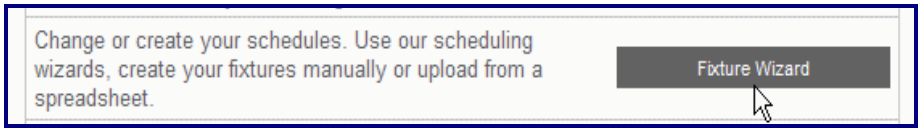
Hints and Tips

The following hints and tips should be noted when running the Advanced Scheduler, particularly for those who are used to using the old advanced scheduler:-

- Do not put in un-necessary end of season dates when creating your initial timeslots. Dates can be added at a later stage, and extra timeslots will slow down the scheduling process.
- Put in as short a gap between fixtures as possible (typically 48 hours).
- Remember that a schedule does not immediately create fixtures – you have to “Accept” a schedule before it turns into “proper” fixtures.
- Remember that you can keep one schedule whilst producing a second one to try and improve on it.
- Try to schedule as many divisions as possible at the same time, as this will give the best results in terms of venue sharing across divisions.

3.2 How to… Create a New Schedule Group

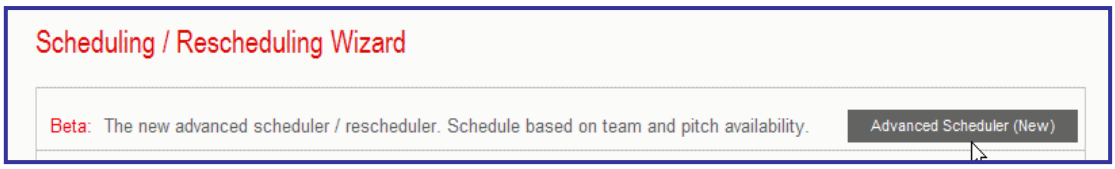
Step 1: From “Admin Home”, click on “Fixture Wizard”.



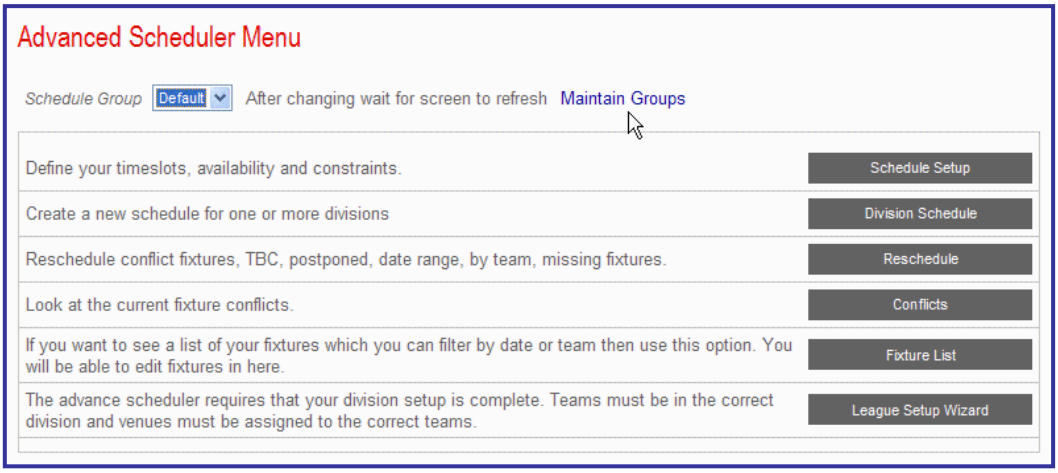
Step 2: Click on “Scheduling/Rescheduling”.



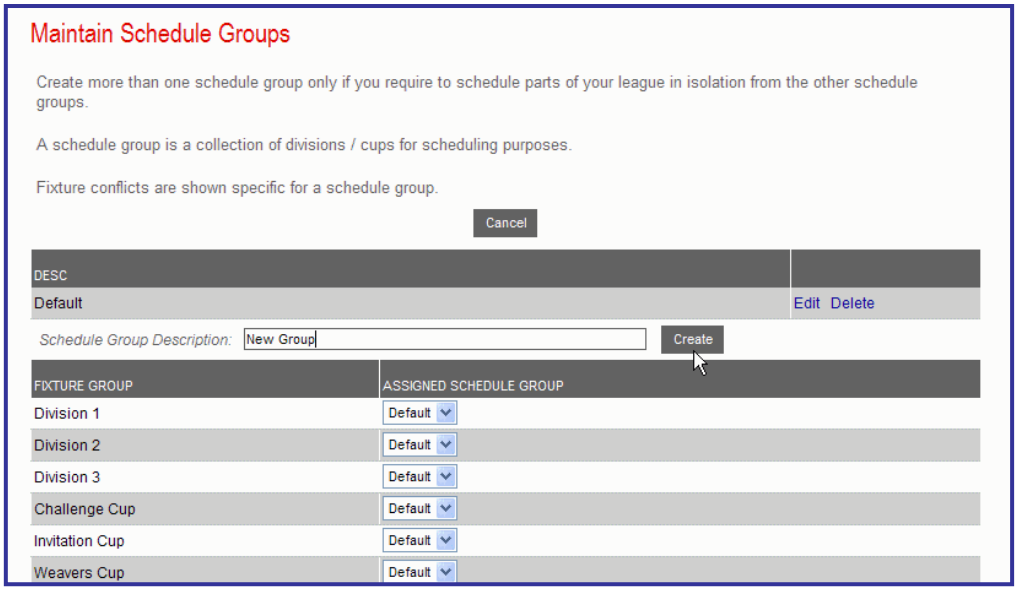
Step 3: Click on “Advanced Scheduler.



Step 4: When you first run the Advanced Scheduler, a schedule group called “Default” is automatically set up. To select a different Schedule Group, simply use the drop down menu. To add a new schedule group, or modify an existing one, click on “Maintain Groups”.

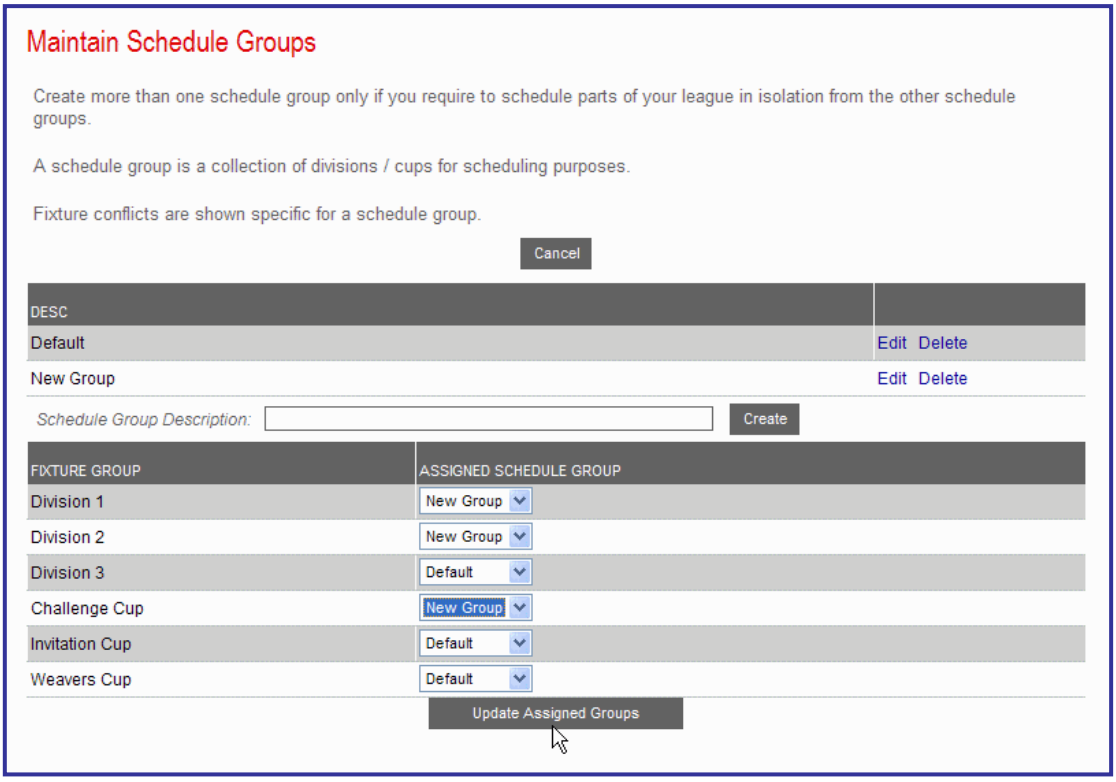


Step 5: To add a new group, enter the name in the Schedule Group box and click on “Create”.

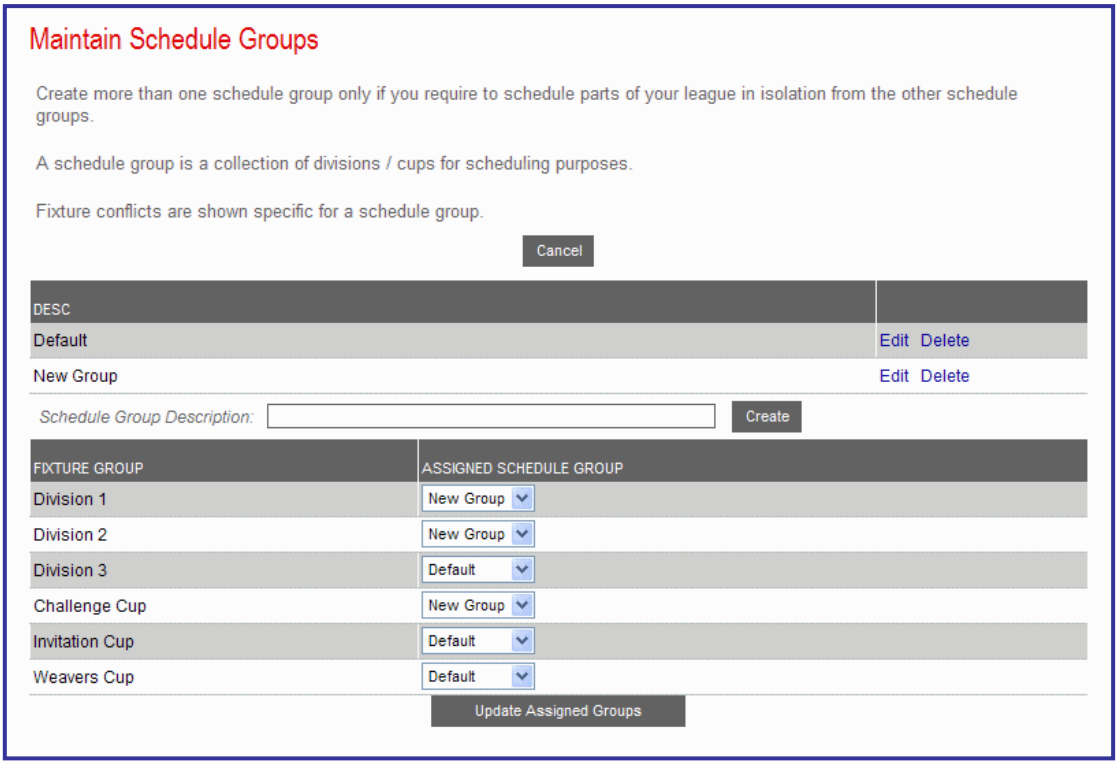


Step 6: Once the new schedule group has been created, decide which divisions/cups/groups of fixtures you wish to add to this grouping, and select them using the drop-down menus.

Once the divisions/cups/groups have been selected, click on “Update Assigned Groups”.

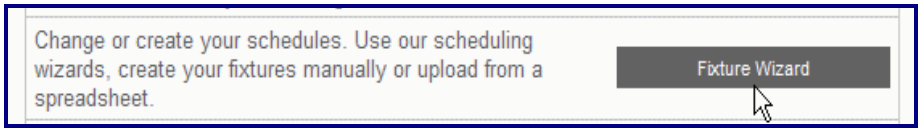


The screen will refresh with the Updated Schedule Groups shown.



3.3 How to… Set Up a New Schedule

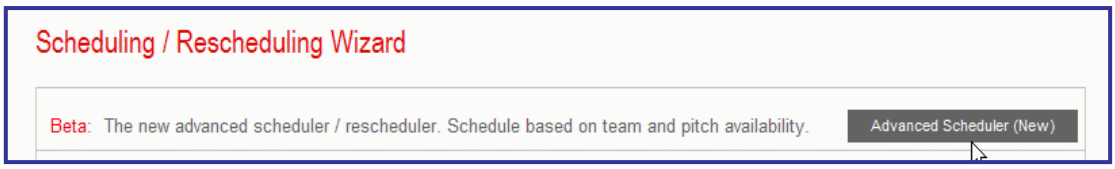
Step 1: From "Admin Home", click on "Fixture Wizard".



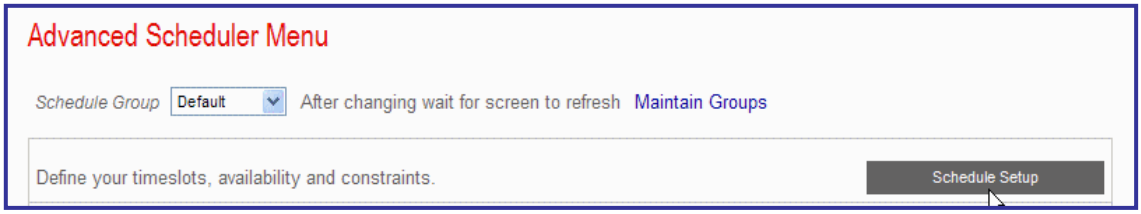
Step 2: Click on "Scheduling/Rescheduling".



Step 3: Click on "Advanced Scheduler".



Step 4: Select the appropriate Schedule Group and click on "Schedule Setup".



Step 5: The Schedule Setup page has four separate leaves

On the settings page, specify the number of times teams are due to meet during the season (normally two) and also give the minimum number of hours that should occur between consecutive fixtures (48 hours is recommended).

We recommend you leave the "Hide Conflicts Alerts" unchecked, so that when any conflicts do arise, you can see them and decide whether they need to be corrected

Hint: *Don't give a longer time between fixtures than is necessary – simply select the minimum time. Note that if you're running a mini-soccer league (more than one fixture on the same day) the value could be 1 hour, or even 0.*



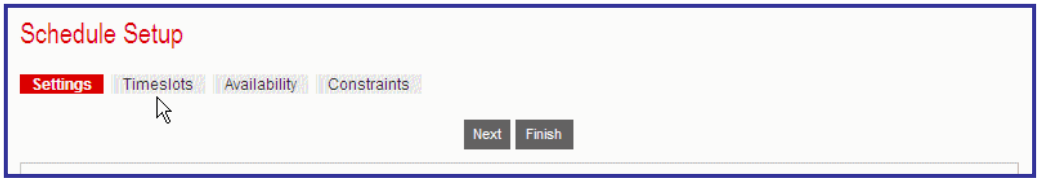
If you change any of the settings have been selected, click on "Update".

3.4 How to… Set/Update Your Timeslots

Your timeslots define the basic structure of your season, specifying when games will be played.

Steps 1-4: Repeat Steps 1-4 of "How to Set Up a New Schedule" to get to the Schedule Setup page.

Step 5: Click on the "Timeslots" tab.



Step 6: The Timeslots page shows which current timeslots you have created for this schedule (note the option to clear all timeslots at the bottom).

There are two separate options:- Create Repeating timeslots (e.g. every Saturday at 3pm) and Create Single Timeslots (e.g. 26th December). You can specify the dates from which the Repeating Timeslots start and finish.

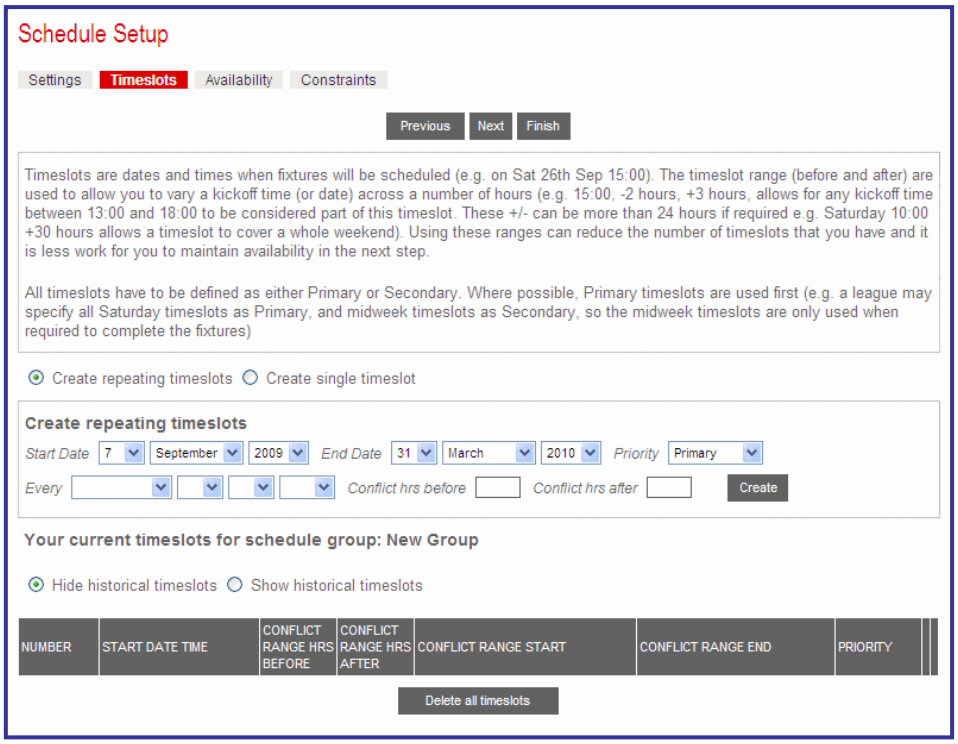
For each timeslot, you have to define whether it is a "Primary" or "Secondary" timeslot. The Scheduler will try and assign fixtures to Primary timeslots ahead of Secondary timeslots.

Example: a floodlit league always wants games on Saturday (so Saturday timeslots are "Primary") but will fill out the fixture list with Midweek Fixtures as required (so Midweek timeslots are "Secondary").

For each timeslot you should also give a "Conflict Hrs Before" and "Conflict Hrs After" value. These define the variation in the timeslot you wish the Fixture Scheduler to account for – so long as fixture falls within these variations, it won't show up as a conflict and the scheduler will recognise that the teams involved have been allocated a fixture within the timeslot.

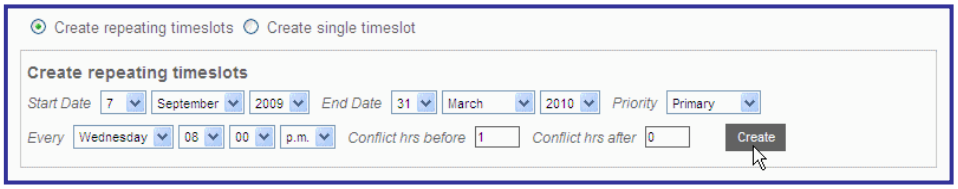
Example 1: The timeslot is 3pm Saturday, and the league doesn't allow clubs any leeway on varying the kickoff. The league would set Conflict Hrs Before = 0, Conflict Hrs After = 0.

Example 2: The timeslot is 11am Sunday, but the league will allow clubs to play any time from 10am Saturday morning (25 hours earlier) to 3pm Sunday afternoon (4 hours later). The league would set Conflict Hrs Before = 25, Conflict Hrs After = 3.

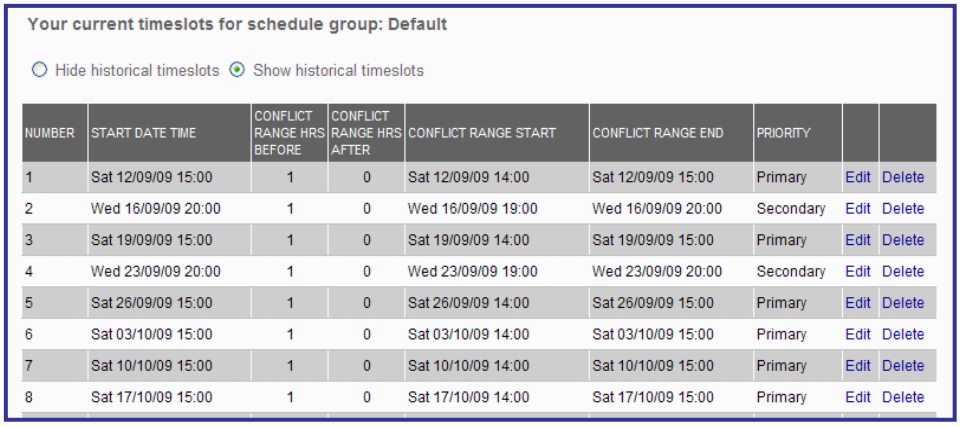


***Hint:** don't create un-necessary timeslots at this stage, as this will only slow down the scheduler. You can add timeslots later on, so don't add un-necessary timeslots at the start of the process.*

Step 7: Once you have selected the parameters for a set of timeslots (or single timeslot), click on "Create".



The timeslots are created. Further timeslots can be added if required (immediately, or during the season) and the existing timeslots can be edited or deleted.



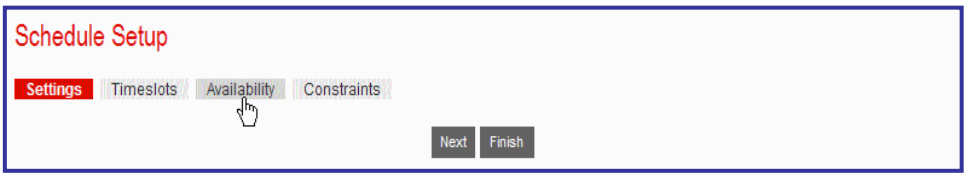
NUMBER	START DATE TIME	CONFLICT RANGE HRS BEFORE	CONFLICT RANGE HRS AFTER	CONFLICT RANGE START	CONFLICT RANGE END	PRIORITY		
1	Sat 12/09/09 15:00	1	0	Sat 12/09/09 14:00	Sat 12/09/09 15:00	Primary	Edit	Delete
2	Wed 16/09/09 20:00	1	0	Wed 16/09/09 19:00	Wed 16/09/09 20:00	Secondary	Edit	Delete
3	Sat 19/09/09 15:00	1	0	Sat 19/09/09 14:00	Sat 19/09/09 15:00	Primary	Edit	Delete
4	Wed 23/09/09 20:00	1	0	Wed 23/09/09 19:00	Wed 23/09/09 20:00	Secondary	Edit	Delete
5	Sat 26/09/09 15:00	1	0	Sat 26/09/09 14:00	Sat 26/09/09 15:00	Primary	Edit	Delete
6	Sat 03/10/09 15:00	1	0	Sat 03/10/09 14:00	Sat 03/10/09 15:00	Primary	Edit	Delete
7	Sat 10/10/09 15:00	1	0	Sat 10/10/09 14:00	Sat 10/10/09 15:00	Primary	Edit	Delete
8	Sat 17/10/09 15:00	1	0	Sat 17/10/09 14:00	Sat 17/10/09 15:00	Primary	Edit	Delete

3.5 How to… Set/Update Your Team/Ground Availability

You should not try and set up Team/Ground availability until you have created your basic timeslots, but once these have been done, you can then set up when specific teams and/or grounds are available. These can be updated during the season.

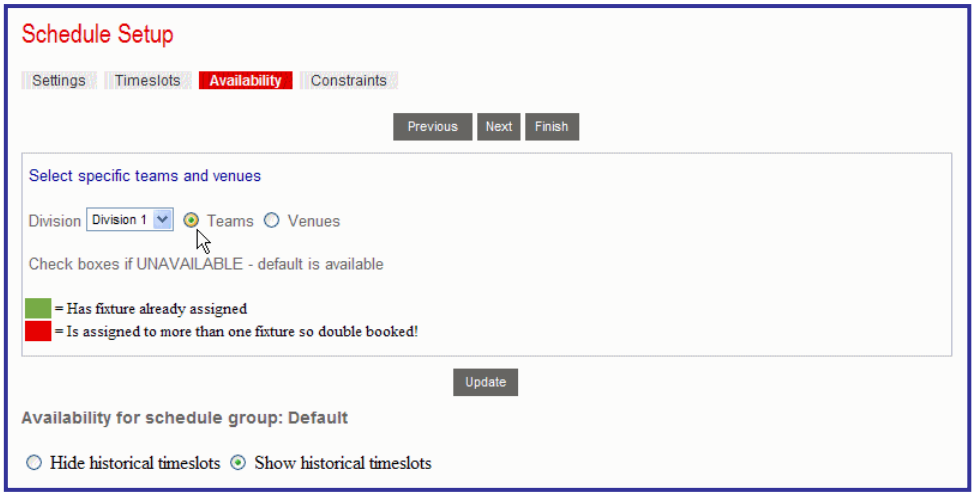
Steps 1-4: Repeat Steps 1-4 of "How to Set Up a New Schedule" to get to the Schedule Setup page.

Step 5: Click on the "Availability" tab.



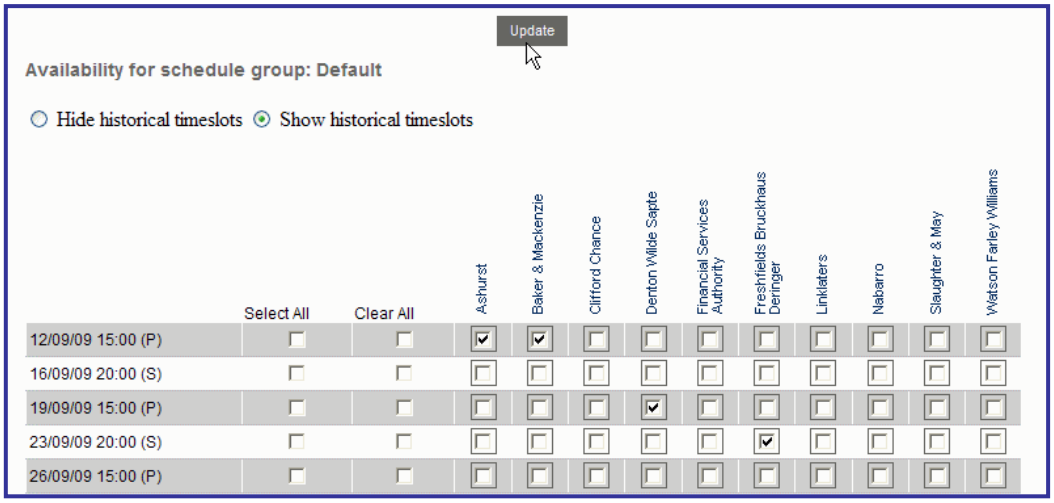
Step 6: To update the availability for a team, click on the "Teams" tab.

Note the option below to hide or show historical timeslots (i.e. timeslots in the past).



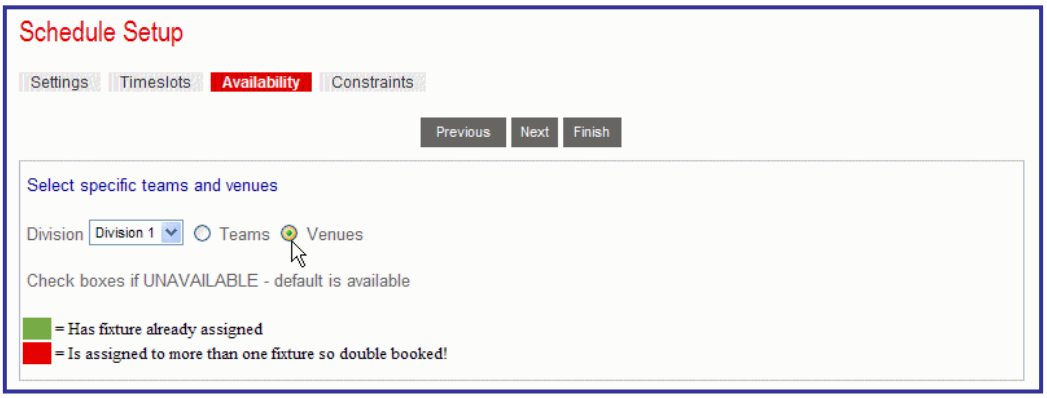
Step 7: To specify that a particular team is not available for a timeslot (e.g. because of a wedding, religious festival, cup game, etc) simply check the box for the appropriate date and click on “Update”.

Note the options to “Select All” and “Clear All” on a particular date.



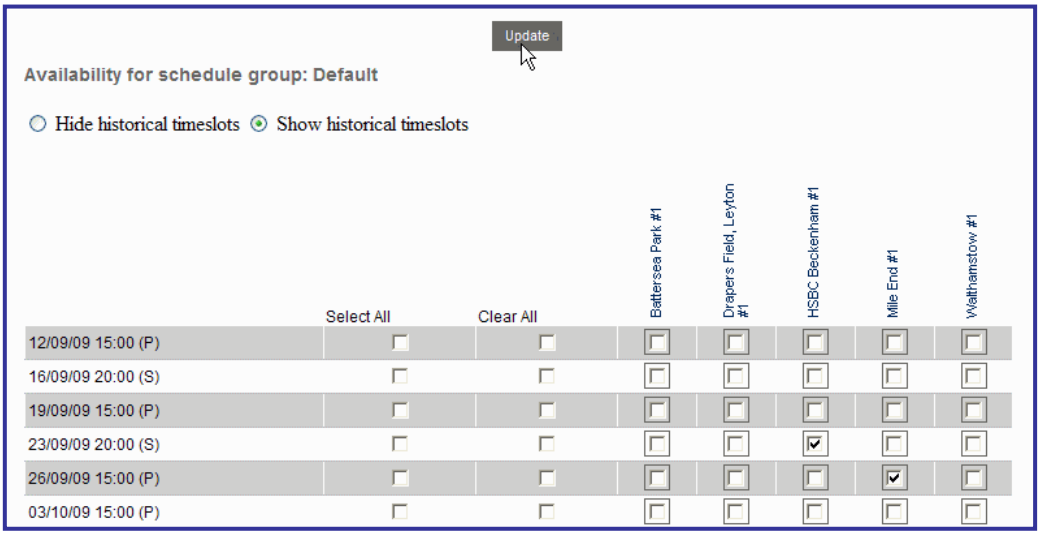
You will need to repeat this step for each team, in each division.

Step 8: To update the availability for a venue (ground), click on the “Teams” tab, to update the availability of a particular ground, click on the “Venues” tab.



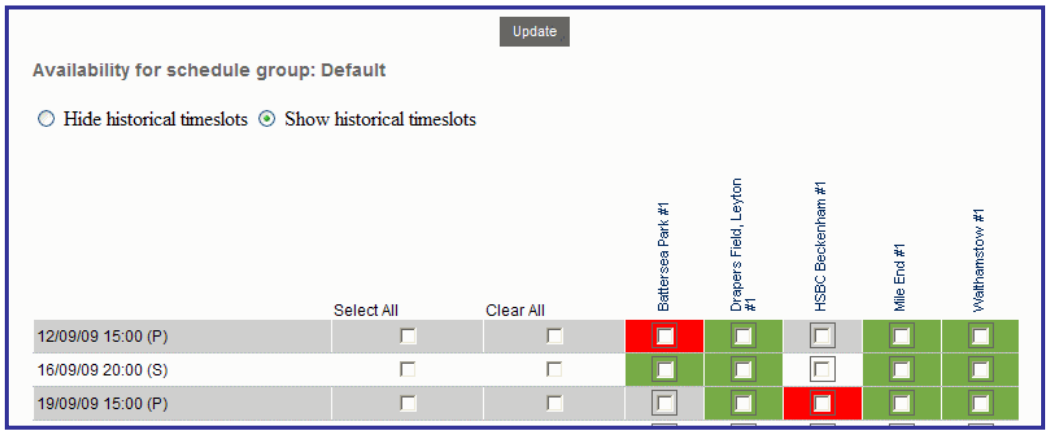
Step 9: To specify that a particular venue is not available for a timeslot (e.g. because of another league, cricket, etc) simply check the box for the appropriate date and click on “Update”.

Note the options to “Select All” and “Clear All” on a particular date.



You will need to repeat this step for each venue, in each division.

Note that during the season, as fixtures are added the background boxes will change to either green (showing that the team/venue has a single fixture arranged for that date) or red (showing that the team/venue has a conflict arranged for that date – perhaps two fixtures, or a fixture when the team/venue isn't supposed to be available).

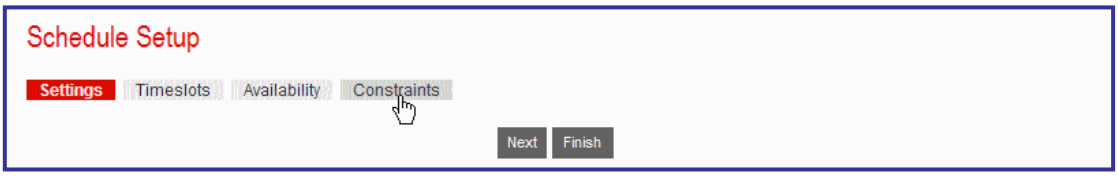


3.6 How to… Set/Update Fixture Constraints

Full-Time also allows you to set up fixture constraints, for example specifying that a particular fixture must be played on a set of dates (e.g. fixtures involving significant travel are only played on a weekend timeslot, not midweek) or even on a specific date (e.g. Boxing Day fixtures for local derbies).

Steps 1-4: Repeat Steps 1-4 of "How to Set Up a New Schedule" to get to the Schedule Setup page.

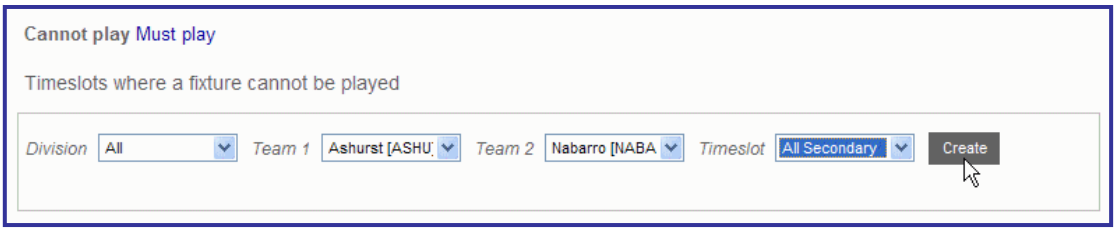
Step 5: Click on the "Constraints" tab.



Step 6: To "block" a fixture from being played on a particular timeslot (or set of timeslots) click on the "Cannot Play" link.



Step 7: Using the drop-down menus, select the division and teams concerned, and select the timeslots (each date is offered, plus "All Secondary" and "All Primary"). Once the required values have been selected, click on "Create".



The screen refreshes, showing the constraint now set up (in this example, the fixture concerned cannot be arranged for a secondary timeslot).



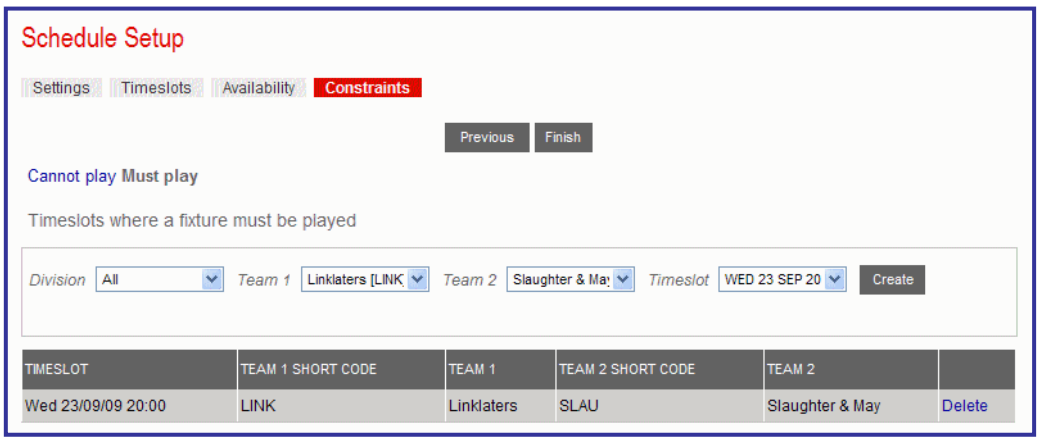
Step 8: To "insist" that a fixture is arranged on a particular timeslot (or set of timeslots) click on the "Must Play" link.



Step 9: Using the drop-down menus, select the division and teams concerned, and select the timeslots (each date is offered, plus "All Secondary" and "All Primary"). Once the required values have been selected, click on "Create".



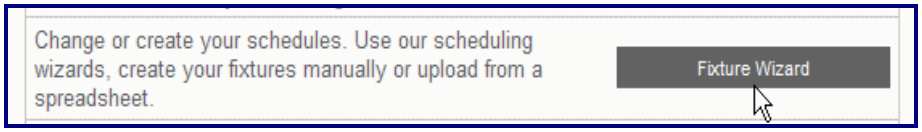
The screen refreshes, showing the constraint now set up (in this example, the fixture concerned must be arranged for a specific date).



You can repeat this for as many (or as few) constraints as are required.

3.7 How to… Create a Schedule

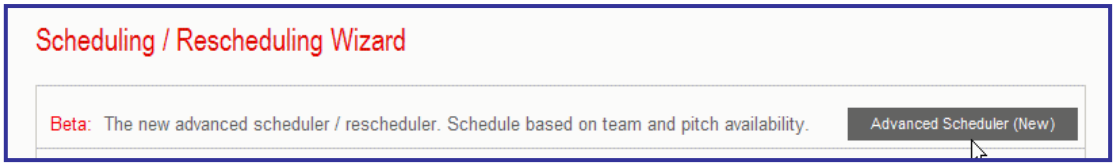
Step 1: From “Admin Home”, click on “Fixture Wizard”.



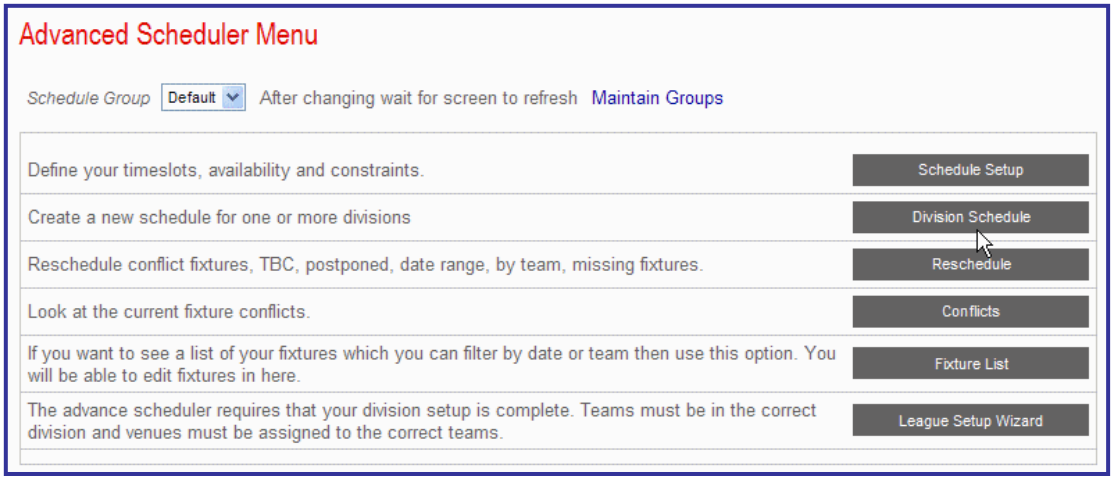
Step 2: Click on “Scheduling/Rescheduling”.



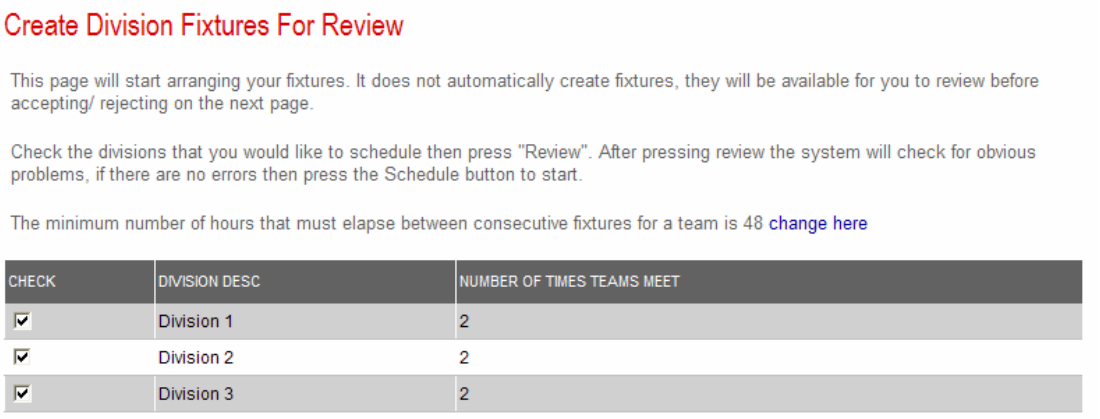
Step 3: Click on “Advanced Scheduler.



Step 4: Click on the “Division Schedule” link.



Step 5: Select the divisions for which you wish to create fixtures (note: venue sharing between divisions can only be accounted for if both divisions concerned are selected together).



Step 6: Once the divisions have been selected, you need to select your "scheduling options" and "smoothing options". These determine what priorities the Advanced Scheduler apportions when producing its fixtures. The more scheduling and smoothing options you choose, the longer the system will take to produce a schedule.

Hint: when you first produce a schedule, do not request too many options, as it will run slowly. Produce a "rough schedule" first, and make sure you don't have to make any corrections to your data, and then you can re-run it with more smoothing options enabled to produce a "final schedule".

The options available are:-

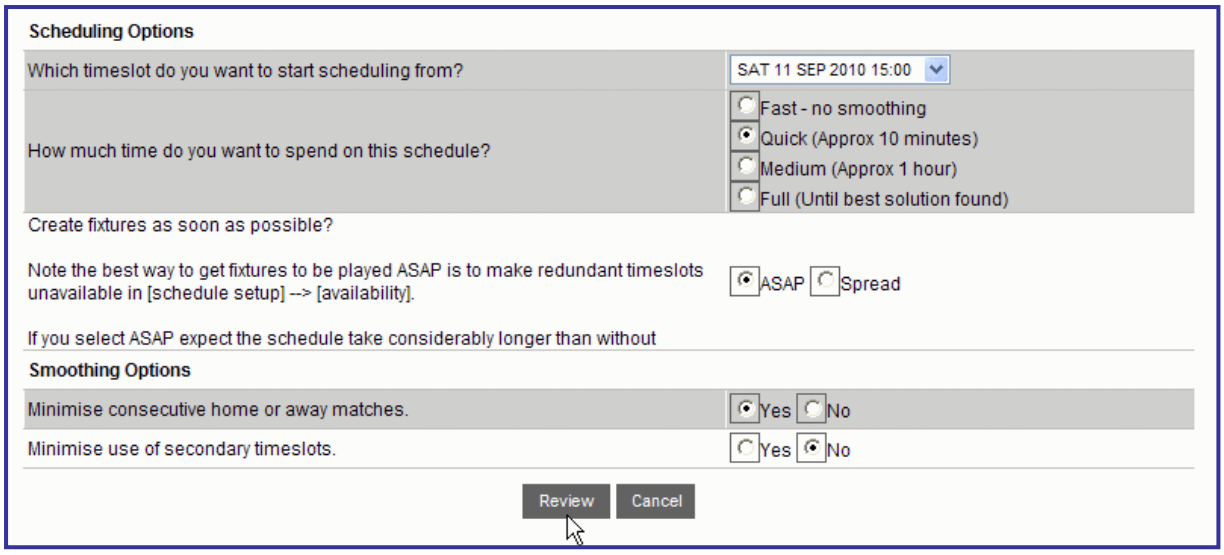
First Timeslot:- you may to specify that fixtures are scheduled from a particular timeslot. At the start of the season this will normally be the first timeslot, but when you are rescheduling fixtures, you may not wish to arrange fixtures immediately.

Time on Schedule:- you can define how much time Full-Time will spend on refining and improving your schedule. When you first start to produce a schedule, we recommend you select the "Fast" or "Quick" option, to make sure you have the basics in there correctly. Once you are confident you have the essentials of the schedule laid out, you can run it again using one of the longer options to produce a "final version".

Create Fixtures As Soon As Possible (ASAP):- The "ASAP" option will try and ensure all of your fixtures are played as early in the season as possible, whereas the "Spread" option will distribute them across all dates within the season. Typically, the fixture scheduler will run more slowly, and require more time to get the ASAP fixtures correct.

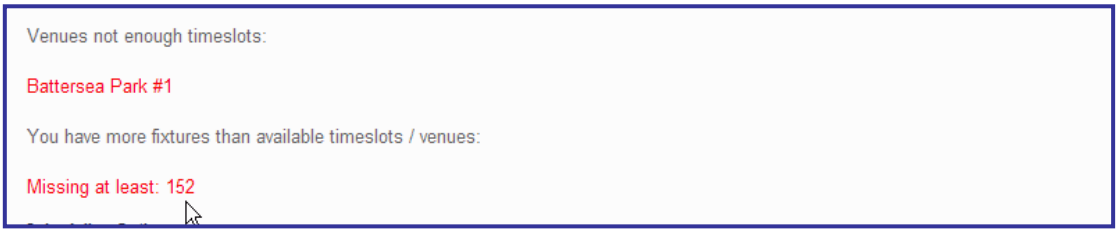
Minimise Consecutive Home or Away Matches:- selecting this option will instruct Full-Time to try and ensure that as far as possible, teams have a home game followed by an away game, and vice versa.

Minimise Use of Secondary Timeslots:- selecting this option will instruct Full-Time to try and avoid assigning fixtures to secondary timeslots, where possible fitting them into primary timeslots.



Once you have selected your various Scheduling and Smoothing options, click on "Review".

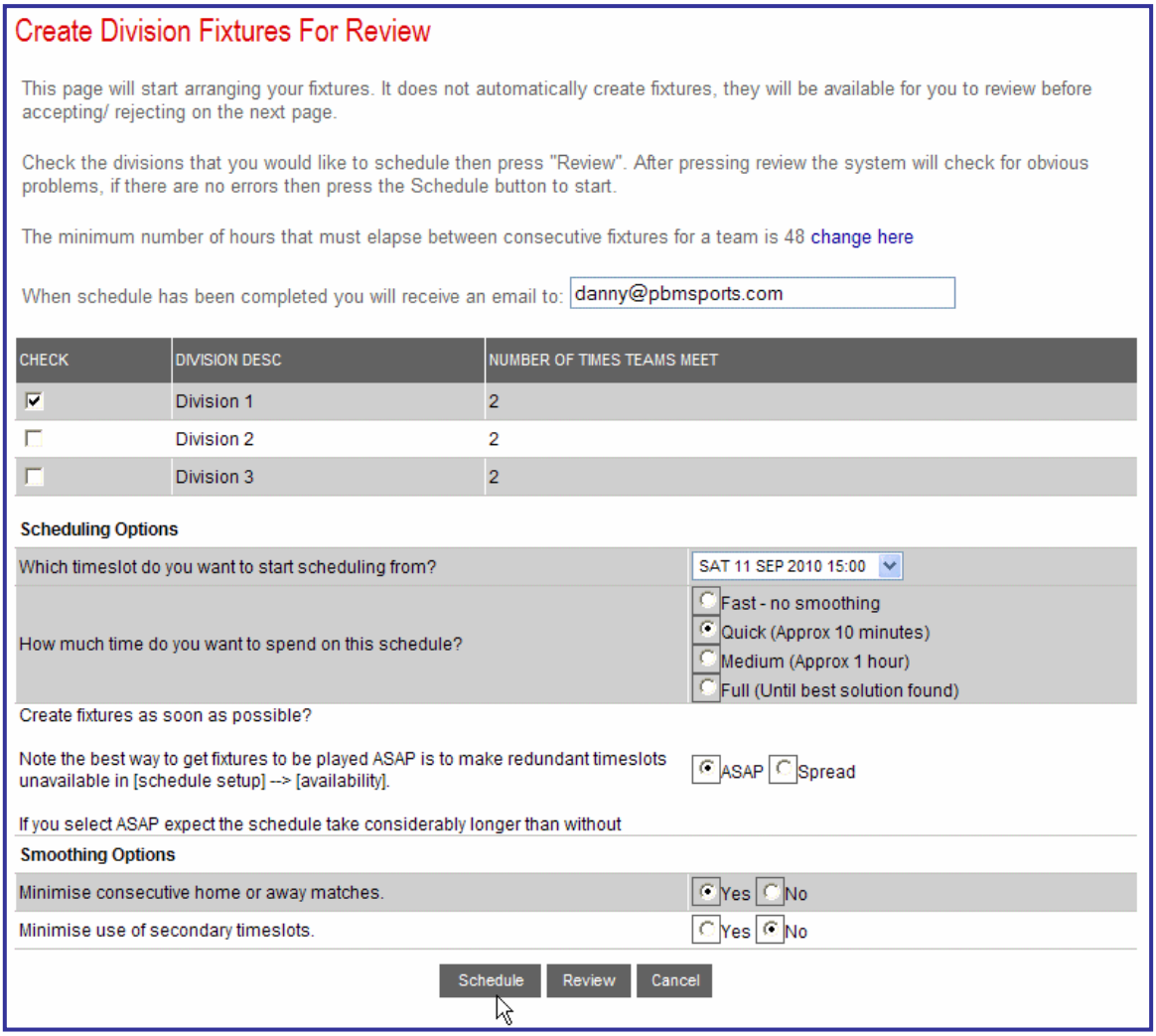
If there are any obvious problems Full-Time will report these to you, and will not spend time producing a schedule which will be full of errors. You can then fix these before running the scheduler.



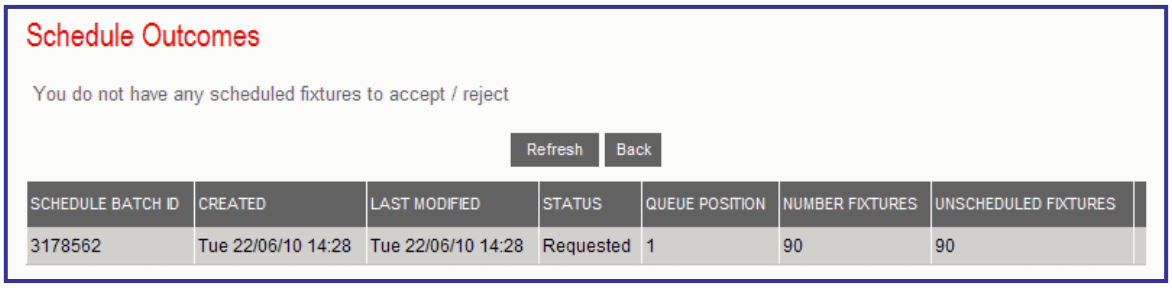
Step 7: Assuming there are no obvious problems, the screen will refresh. Note at the top of the screen an email box will appear – this will display your default email – once Full-Time has completely your schedule it will send you an email to tell you so.

At the bottom of the screen you will note that a "Schedule" button has appeared alongside the "Review" button.

Check your scheduling options are correct, and once ready, click on "Schedule".



Once the schedule has been submitted, a progress page appears, telling you when your schedule request was submitted, where it sits in the queue for schedules, and how many fixtures are involved.

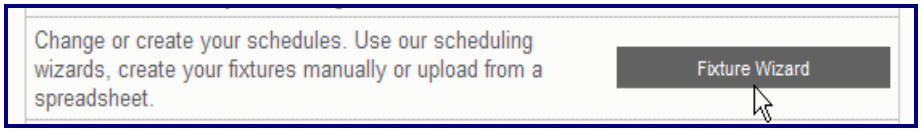


Once the schedule has been completed, and email will be sent to you (if it doesn't appear, check it hasn't been swallowed by your spam folder!), and a "Schedule Outcomes" link will appear on the Advanced Scheduler Menu.

To look at a Schedule Outcome, see "How To… Look At a Schedule Outcome".

3.8 How to… Review A Schedule Outcome

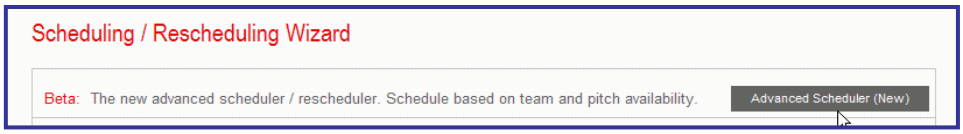
Step 1: From "Admin Home", click on "Fixture Wizard".



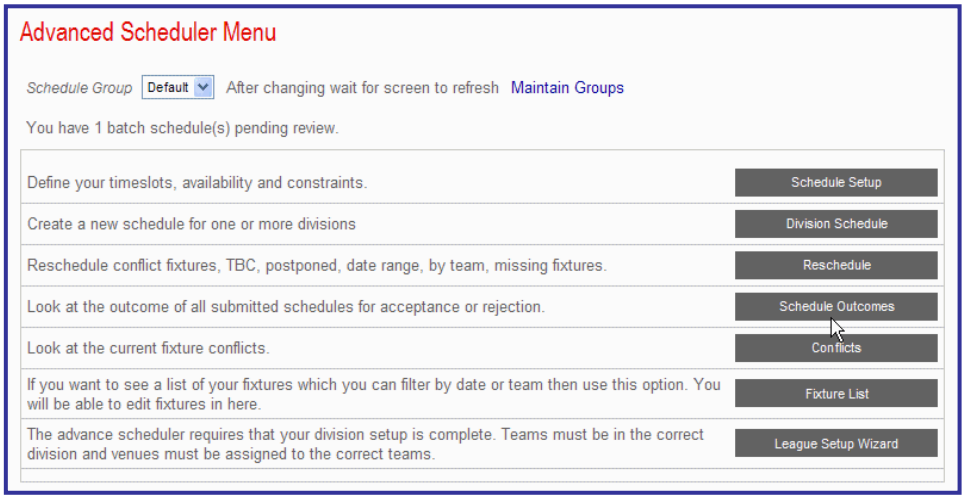
Step 2: Click on "Scheduling/Rescheduling".



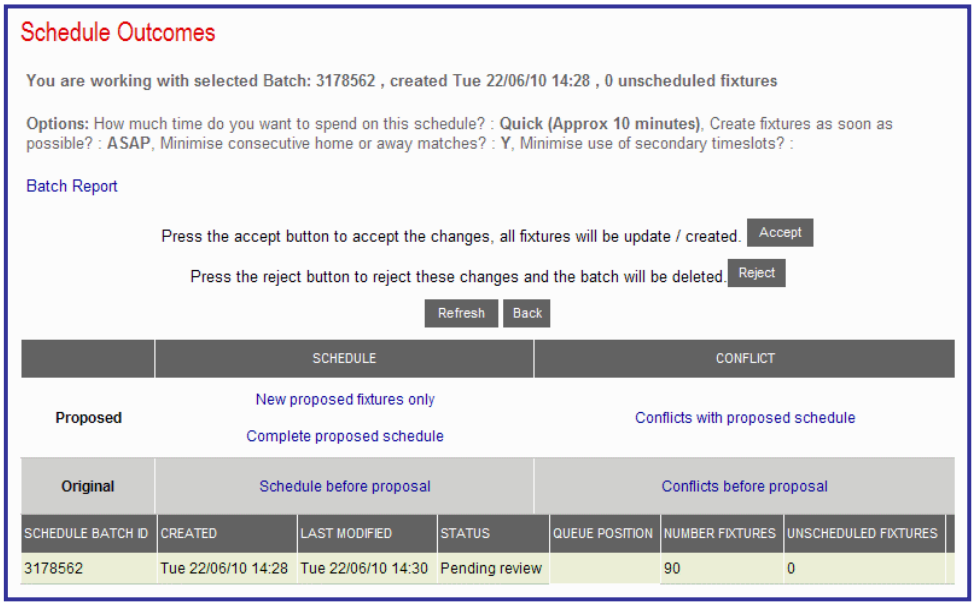
Step 3: Click on "Advanced Scheduler.



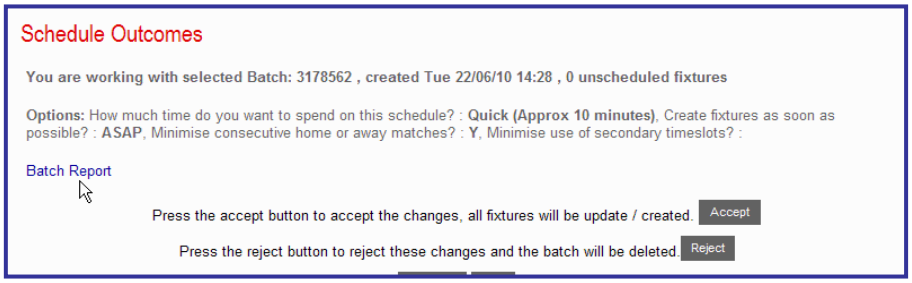
Step 4: Click on "Schedule Outcomes" (note – this link appears once you've produced your first schedule).



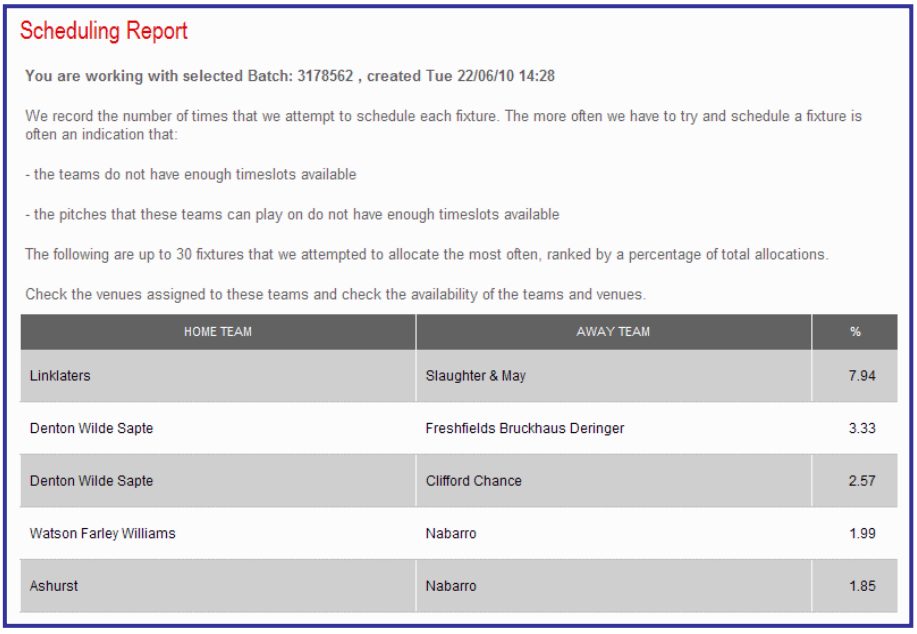
Step 5: The Schedule Outcomes page displays the options you selected when creating the schedule, as well as giving links to the Batch Report (breakdown of difficult fixtures to schedule), the original and proposed fixture lists, any conflicts and options to accept or reject the schedule proposed.



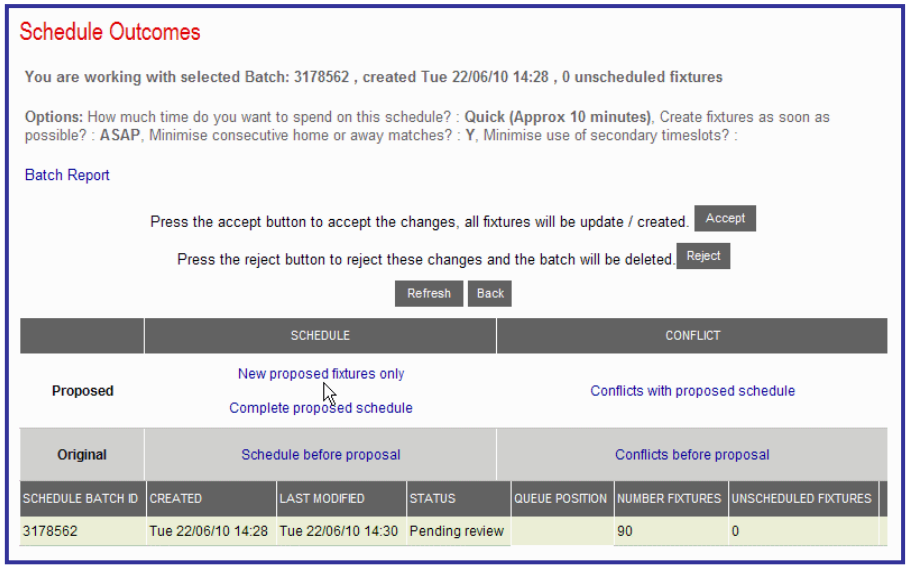
Step 6: To review a Batch (check which fixtures caused difficulties to schedule) click on “Batch Report”. You may decide to skip steps 6 & 7.



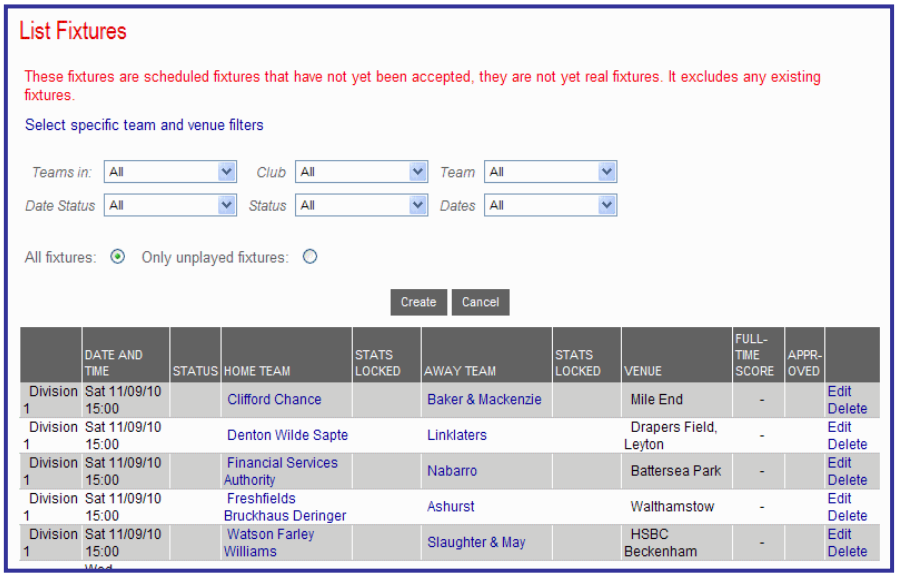
Step 7: The “Batch/Scheduling Report” page lists up to 30 fixtures which caused most difficulty for Full-Time to set a date for, giving a percentage value for the number of times it had to try and assign that fixture. This may provide you with a guide to clubs or venues which are going to be problematic and may require reviewing.



Step 8: To look at the proposed fixtures generated by running the scheduler, click on “New Proposed Fixtures only”. Note there is an option to include any fixtures already set, by clicking on the “Complete Proposed Schedule link (e.g. if you are running a reschedule to complete a fixture list) and also an option to look at the schedule before you ran the Advanced Fixtures.



Step 9: The “List Fixtures” link displays the fixtures you have produced within the schedule, but not yet accepted. There are various sort options to allow you to review the fixtures.



List Fixtures

These fixtures are scheduled fixtures that have not yet been accepted, they are not yet real fixtures. It excludes any existing fixtures.

Select specific team and venue filters

Teams in: All | Club: All | Team: All

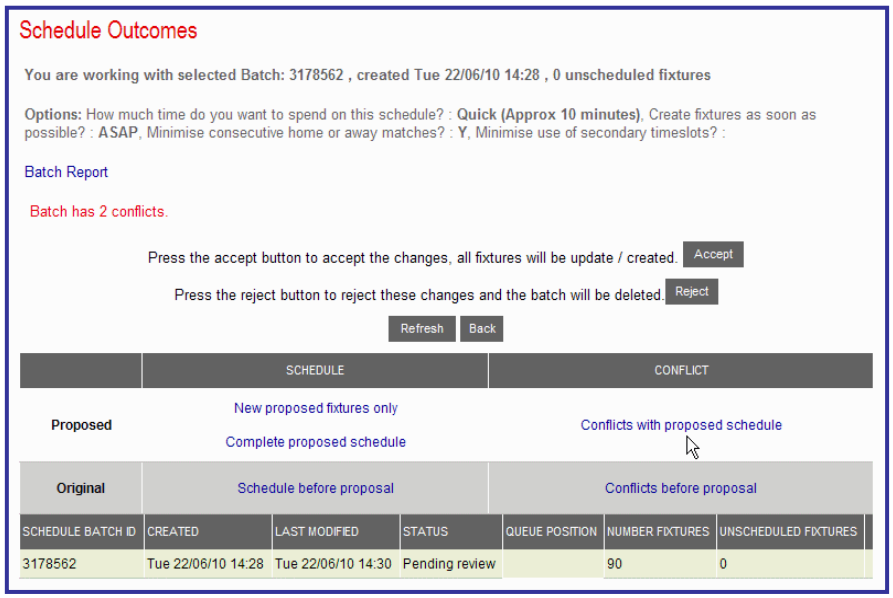
Date Status: All | Status: All | Dates: All

All fixtures: ◉ Only unplayed fixtures: ○

Create | Cancel

	DATE AND TIME	STATUS	HOME TEAM	STATS LOCKED	AWAY TEAM	STATS LOCKED	VENUE	FULL-TIME SCORE	APPR-OVED	
Division 1	Sat 11/09/10 15:00		Clifford Chance		Baker & Mackenzie		Mile End	-		Edit Delete
Division 1	Sat 11/09/10 15:00		Denton Wilde Sapte		Linklaters		Drapers Field, Leyton	-		Edit Delete
Division 1	Sat 11/09/10 15:00		Financial Services Authority		Nabarro		Battersea Park	-		Edit Delete
Division 1	Sat 11/09/10 15:00		Freshfields Bruckhaus Deringer		Ashurst		Walthamstow	-		Edit Delete
Division 1	Sat 11/09/10 15:00		Watson Farley Williams		Slaughter & May		HSBC Beckenham	-		Edit Delete

Step 10: To look at any conflicts within the proposed fixtures generated by running the scheduler, click on “Conflicts with proposed schedule”. Note there is also an option to check any conflicts which arose before you ran the Advanced Scheduler.



Schedule Outcomes

You are working with selected Batch: 3178562 , created Tue 22/06/10 14:28 , 0 unscheduled fixtures

Options: How much time do you want to spend on this schedule? : **Quick (Approx 10 minutes)**, Create fixtures as soon as possible? : **ASAP**, Minimise consecutive home or away matches? : **Y**, Minimise use of secondary timeslots? :

Batch Report

Batch has 2 conflicts.

Press the accept button to accept the changes, all fixtures will be update / created. Accept

Press the reject button to reject these changes and the batch will be deleted. Reject

Refresh | Back

	SCHEDULE	CONFLICT
Proposed	New proposed fixtures only Complete proposed schedule	Conflicts with proposed schedule
Original	Schedule before proposal	Conflicts before proposal

SCHEDULE BATCH ID	CREATED	LAST MODIFIED	STATUS	QUEUE POSITION	NUMBER FIXTURES	UNSCHEDULED FIXTURES
3178562	Tue 22/06/10 14:28	Tue 22/06/10 14:30	Pending review		90	0

Step 11: Any potential conflicts are reported, including the reason.



Conflicts

The minimum number of hours that must elapse between consecutive fixtures for a team is 48 change here

If you do not wish a conflict to be shown in future, then tick the "Hide" box

Back

Teams in: All | Club: All | Team: All | Conflict Reason: All

Date Status: All | Status: All | Dates: All

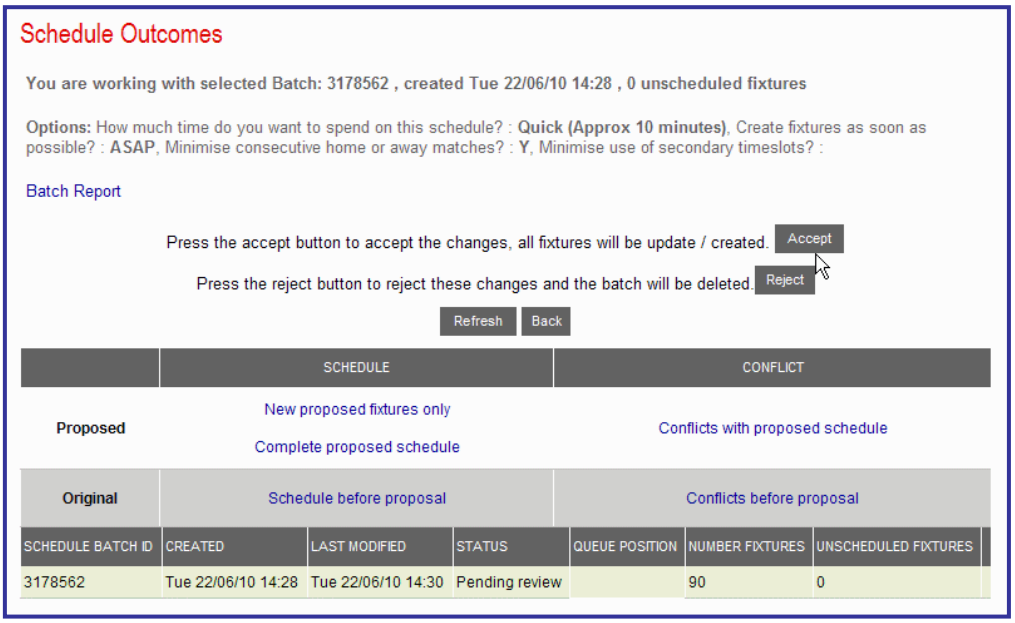
	DATE AND TIME	STATUS	HOME TEAM	AWAY TEAM	VENUE	CONFLICT REASON
Division 1	Sat 11/09/10 15:00		Financial Services Authority	Nabarro	Battersea Park	- Battersea Park is not available Sat 11/09/10 15:00.
Division 1	Wed 15/09/10 20:00		Financial Services Authority	Watson Farley Williams	Battersea Park	- Battersea Park is not available Wed 15/09/10 20:00.

Step 12: Once you have reviewed a schedule, you may do one of three things:-

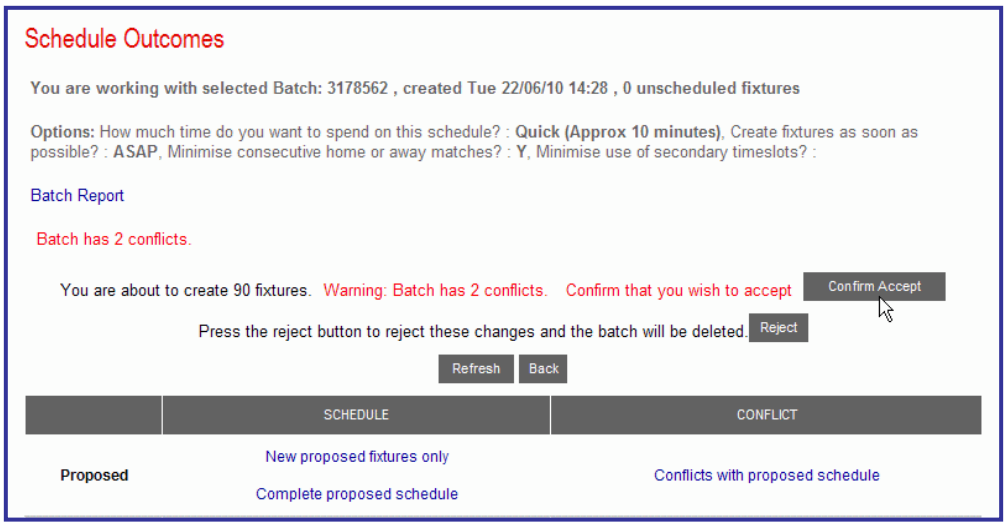
1. Accept the schedule (converting the schedule into “proper” fixtures).
2. Reject the schedule (deleting it).
3. Do nothing, and leave the schedule unconfirmed whilst you try other schedule alternatives, by changing a few settings.

You are advised not to reject a schedule until you are sure you do not want it (i.e. until you’ve produced something better) but once you have accepted a schedule, then you should reject other schedules, otherwise you risk confusing yourself in future.

To accept a schedule, click on “Accept”. To reject a schedule, click on “Reject”.



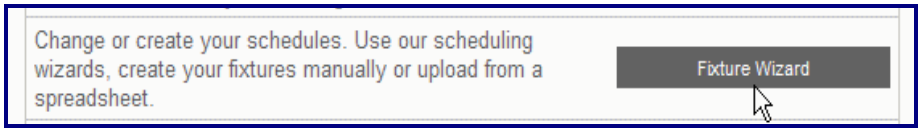
Note: if you choose to accept a schedule which includes conflicts, then Full-Time will warn you that there are conflicts and you will have to click “Confirm Accept” before the schedule is confirmed.



3.9 How to… Review Conflicts in Fixtures

The Conflict Checker is used to show fixtures where there are issues (known as conflicts), for example a team scheduled to play twice on the same day, or scheduled to play games too close to each other, or scheduled to play at a venue which isn't available. You may not necessarily wish to fix all conflicts – for example if a club doesn't have a venue for a fixture, it may be "their problem" and not yours to fix!

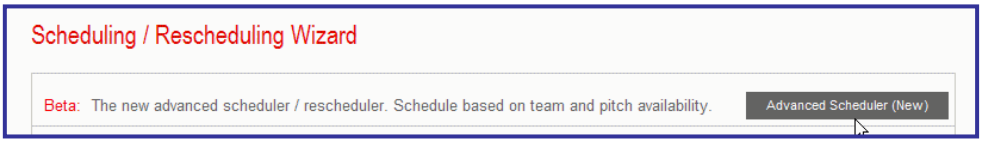
Step 1: From "Admin Home", click on "Fixture Wizard".



Step 2: Click on "Scheduling/Rescheduling".



Step 3: Click on "Advanced Scheduler.

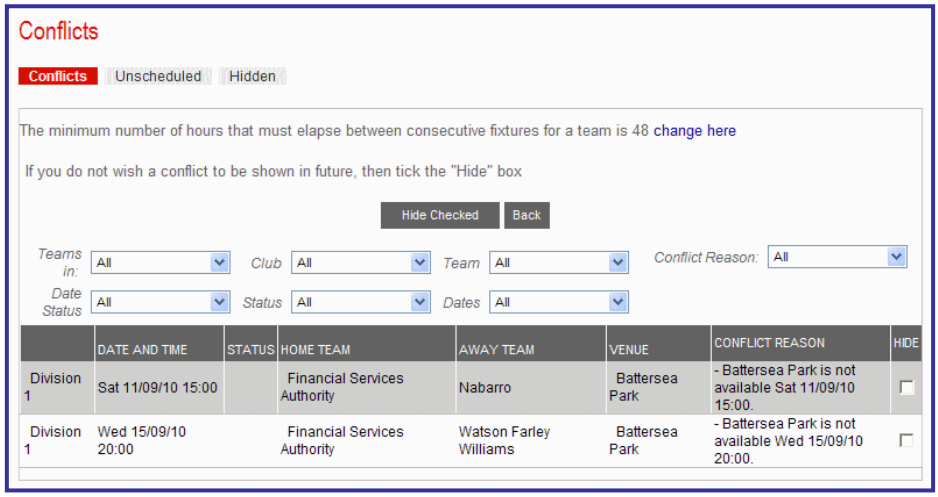


Step 4: Click on "Conflicts".



Step 5: The conflicts page has various sort options - by division/fixture group, club, team, conflict reason, date status, status and dates (the default setting originally is "All" for each one).

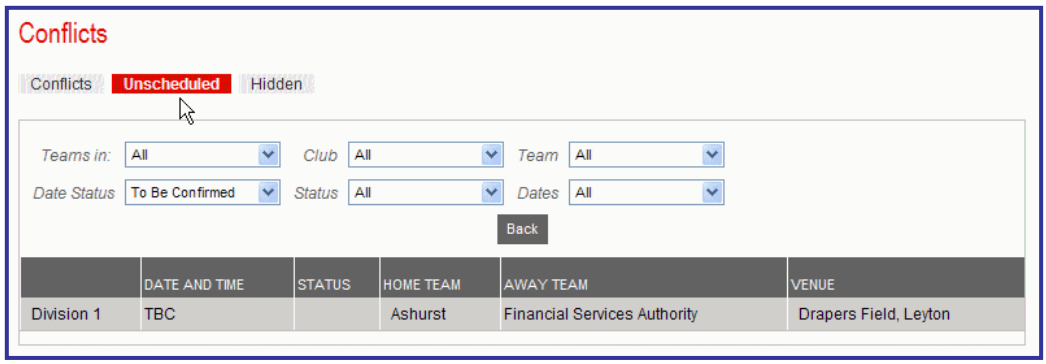
For each conflict, the division, date and time, teams, venue and reason for the conflict is shown.



If you need to try and change a conflict, then you can do so using any of the usual scheduling methods. Alternatively, you may decide you cannot change a conflict, and wish to hide it.

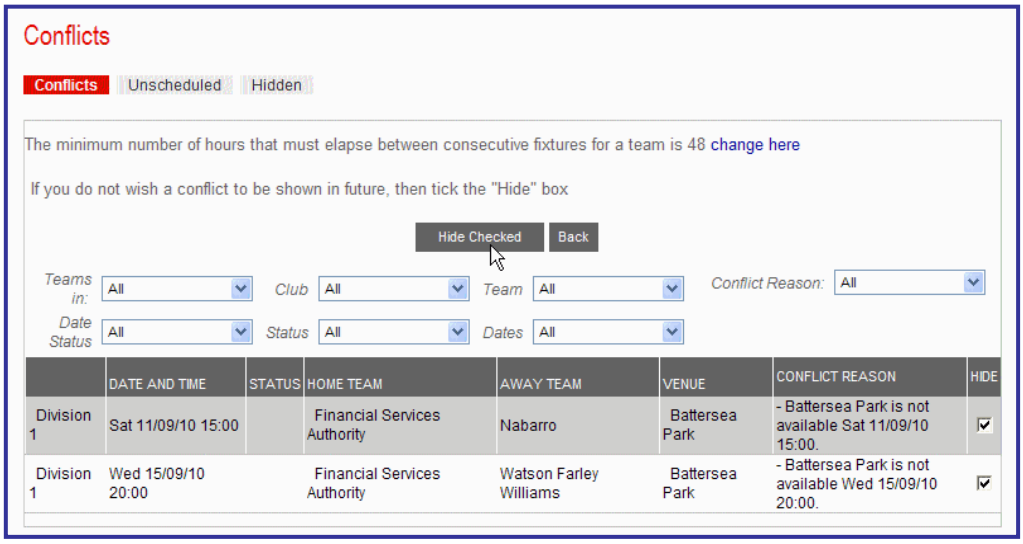
Step 6: To check for unscheduled fixtures, click on the "Unscheduled" tab. The unscheduled page has various sort options - by division/fixture group, club, team, date status, status and dates (the default setting originally is "All" for each one).

All unscheduled fixtures that fit the options selected are shown.

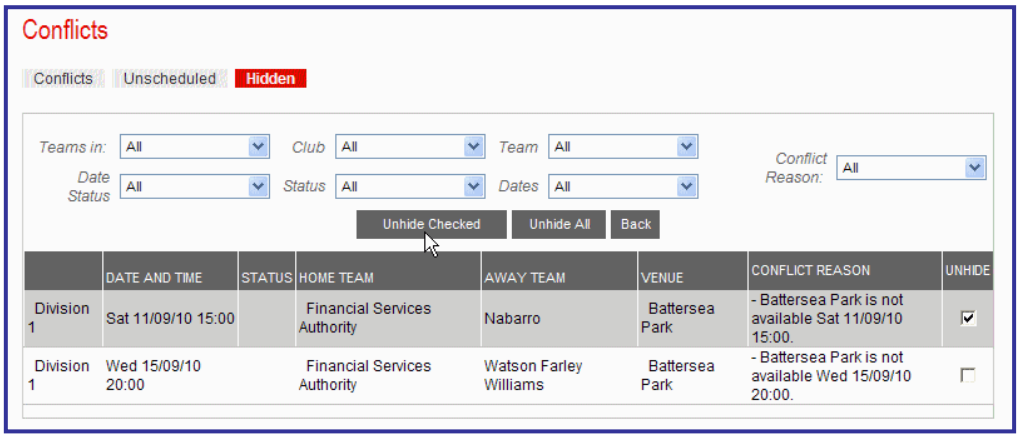


Important Note: Steps 7-8 are optional – usually you will wish to try and correct a conflict rather than hiding it. Hiding a conflict does not correct it!

Step 7: To hide a conflict (because you do not wish to try and correct it) check the "Hide" box for the conflict(s) concerned and then click "Hide Checked".



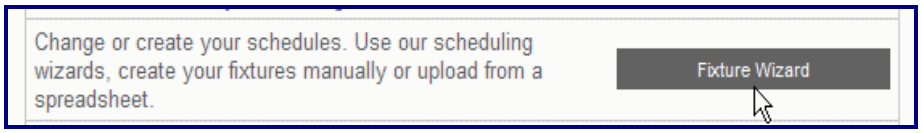
Step 8: To unhide a conflict (which you've previously hidden) simply click on the "Hidden" tab, check the "Unhide" box for the conflict(s) concerned and then click "Unhide Checked".



3.10 How to… Reschedule Fixtures

The Reschedule option is used to re-arrange fixtures - conflicts, postponed, etc.

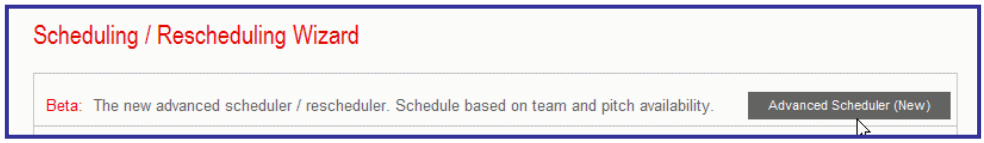
Step 1: From “Admin Home”, click on “Fixture Wizard”.



Step 2: Click on “Scheduling/Rescheduling”.



Step 3: Click on “Advanced Scheduler.

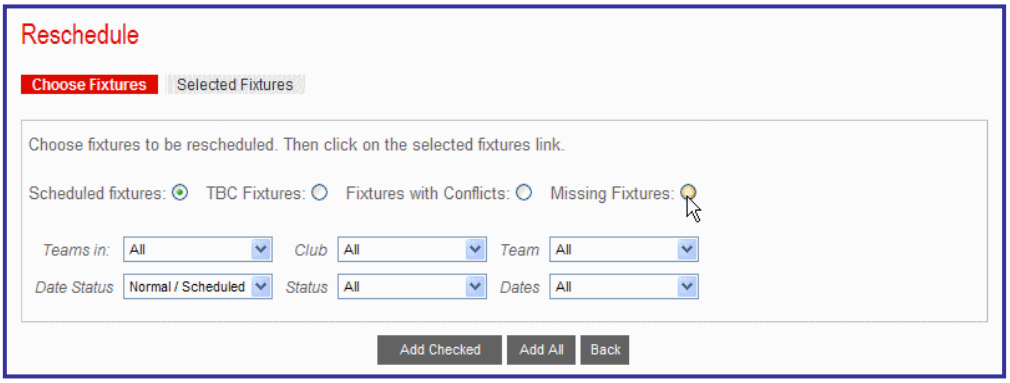


Step 4: Click on “Reschedule”.

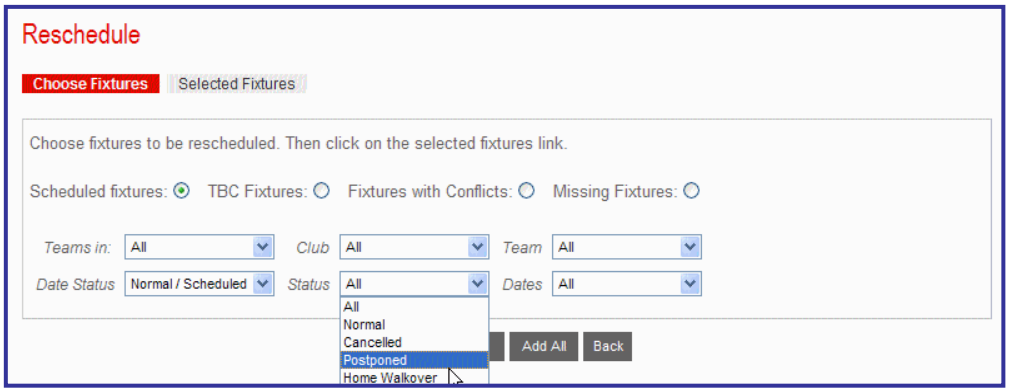


Step 5: There are two tabs to the “Reschedule” page – the first to select fixtures to be rescheduled, and the second to review selected fixtures.

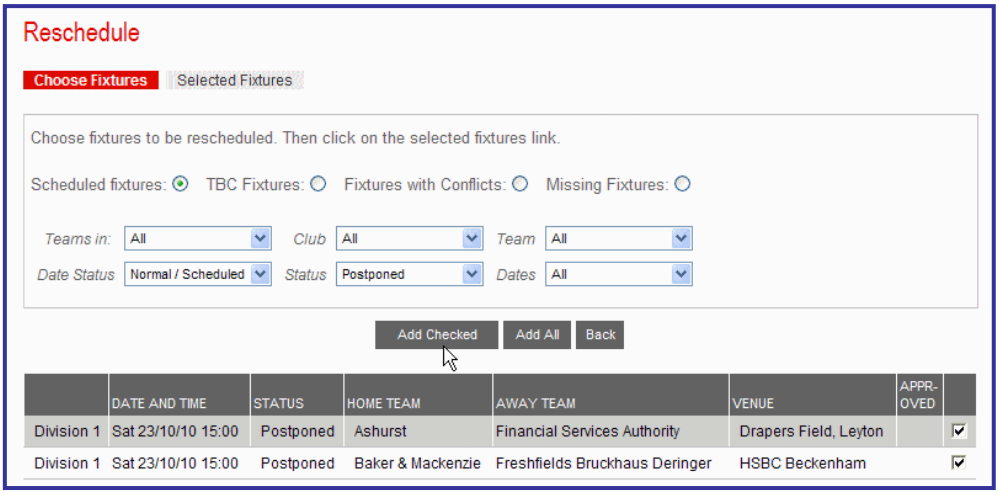
The “Choose Fixtures” page gives options to select fixtures to be rescheduled, with “radio buttons” to select Scheduled Fixtures, TBC (to be confirmed) fixtures, Fixtures with Conflicts or Missing Fixtures (fixtures never scheduled). Within those categories, you can then select fixtures by division/fixture group, club, team, date status, status and dates (the default setting is “All” for each one).



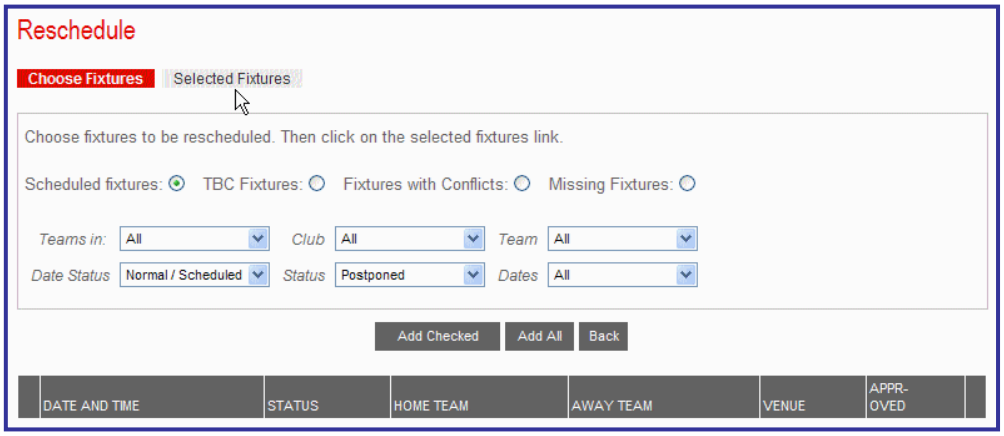
Step 6: As an example, so select all fixtures which have previously been set as “postponed”, select “Scheduled Fixtures” and then from the “Status” menu, select “Postponed”.



Step 7: The screen will refresh, showing any fixtures previously been set as postponed. To select the fixtures to be rescheduled, check their boxes on the right hand side and click on “Add Checked”. Note the option to “Add All” which overrides the need to check individual boxes.



Step 8: The fixtures chosen are moved to the “Selected Fixtures” section. Once you have selected all the fixtures to be rescheduled, click on “Selected Fixtures”.



Step 9: The “Selected Fixtures” tab shows the fixtures selected at the bottom of the page. If you wish to remove any of these from the rescheduling, check the “Remove” box for the fixture concerned and click on “Remove Checked”. Note the “Remove All” option.

Once you have confirmed that you have selected all the fixtures to be rescheduled, you will need to select your scheduling options:-

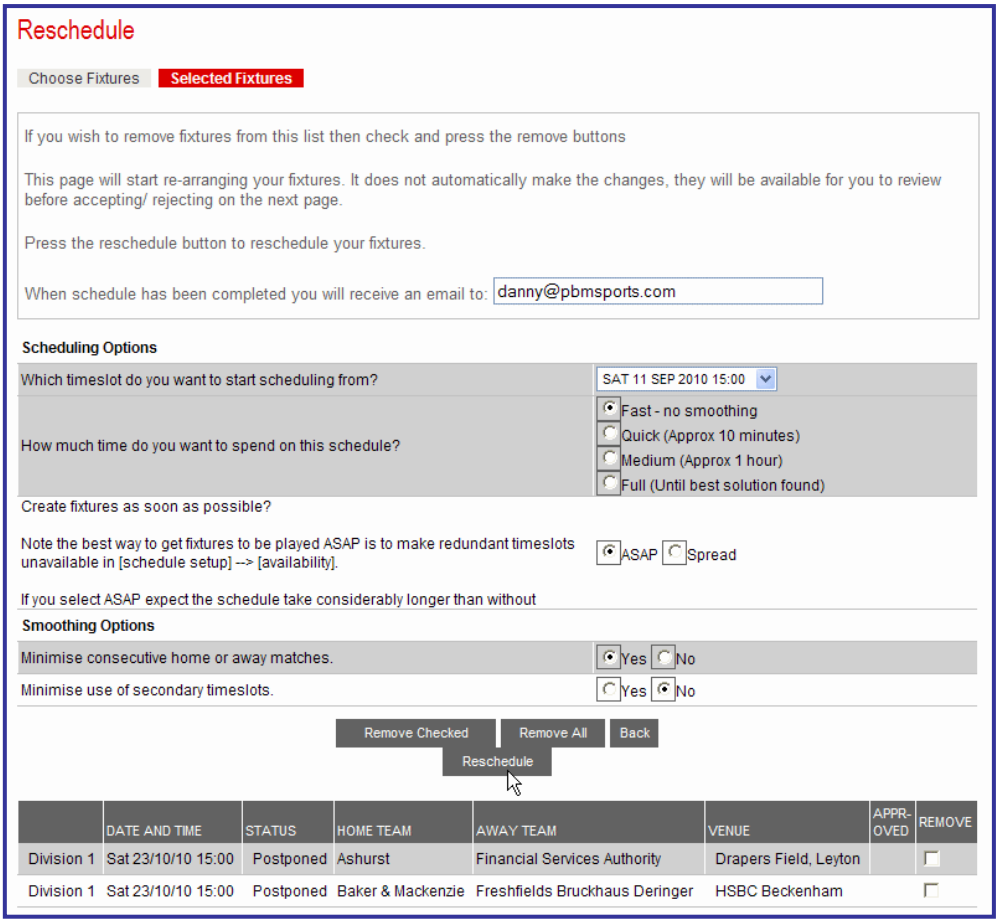
First Timeslot:- you may not wish to arrange fixtures immediately.

Time on Schedule:- you can define how much time Full-Time will spend on refining and improving your schedule. When you first start on schedule, we recommend you select the “Fast” or “Quick” option, to make sure you have the basics in there correctly. Once you are confident you have the essentials of the schedule laid out, you can run it again using one of the longer options to produce a “final version”.

Create Fixtures As Soon As Possible (ASAP):- The “ASAP” option will try and ensure all of your fixtures are played as early in the season as possible, whereas the “Spread” option will distribute them across all dates within the season. Typically, the fixture scheduler will run more slowly, and require more time to get the ASAP fixtures correct.

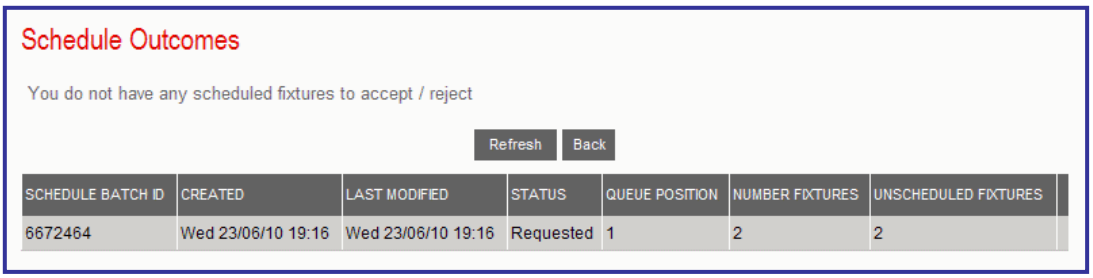
Minimise Consecutive Home or Away Matches:- selecting this option will instruct Full-Time to try and ensure that as far as possible, teams have a home game followed by an away game, and vice versa.

Minimise Use of Secondary Timeslots:- selecting this option will instruct Full-Time to try and avoid assigning fixtures to secondary timeslots, where possible fitting them into primary timeslots.

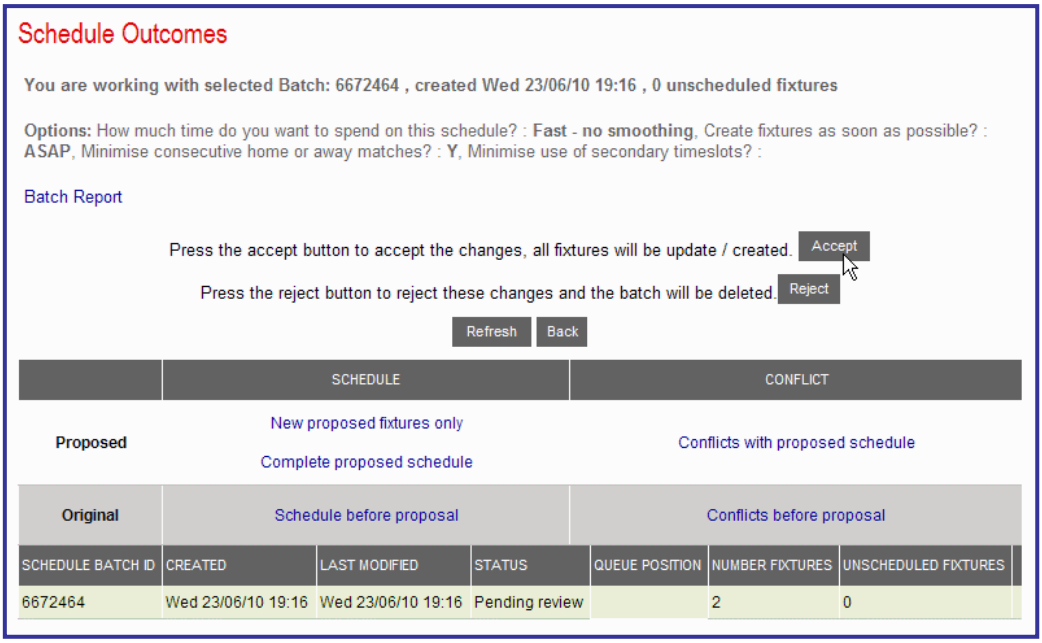


Once you have selected all of your options, click on “Reschedule” to set the rescheduling routine running.

Step 10: Once the reschedule has been submitted, a progress page appears, telling you when your schedule request was submitted, where it sits in the queue for schedules, and how many fixtures are involved.



Once the schedule has been completed, an email will be sent to you (if it doesn't appear, check it hasn't been swallowed by your spam folder!), and a "Schedule Outcomes" link will appear on the Advanced Scheduler Menu.



To look at a Schedule Outcome, see "How To… Look At a Schedule Outcome".

4.0 Other Fixtures

“Other Fixtures” allow leagues to cater for outside cup competitions, friendlies, etc (indeed, for any fixture that doesn’t currently sit within “league” or “league cups”).

Users can create their own “Other Fixture Groups” (as few, or as many as they wish) and add individual fixtures, whether the teams involved are from within the league, or from outside.

Other Fixtures are not intended to be used to “run cups” – they are there to be able to include outside cup fixtures within your league. The Conflict Checker will take into account Other Fixtures, and teams with Other Fixtures can have these reported in the usual way (including via SMS and logging in).

Key Points to Remember

- Internal Teams are teams who are members of your league, entered within your divisions and/or league cup competitions.
- External Teams are teams from outside your league, against whom your “internal teams” occasionally play fixtures.
- Teams may be swapped from “Internal” to “External” (and vice-versa).
- External Teams cannot be entered in a division (past or present) and cannot have any players or team administrators associated with them.
- You may create as many or as few “Other Fixture Groups” as you wish. Each group should be identified by a name, and a short code (maximum four characters)
- Other fixtures will appear on the results login pages as well as league and cup games.
- Player statistics, referee marks, etc can be reported for “Other fixtures” the same as for league and cup games.
- Other fixtures can have their scores reported by SMS text message the same as league and cup games (though you may only have one team reporting, if they are playing against opposition from outside of your league – so you won’t have their SMS contacts within Full-Time).
- Fixture options such as the Fixture List, Mass Update and Conflict Checker all work for “Other Fixtures”.
- “External teams” can be hidden from your menus using the “Data Archive” (so check they aren’t there before adding teams).

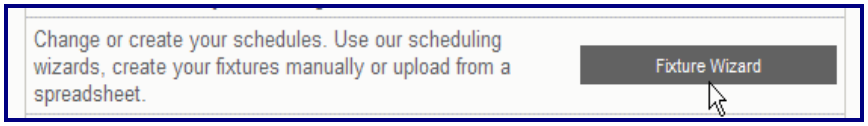
4.1 How to… Update Short Codes for Divisions, Cups and Other Fixture Groups

The addition of Other Fixture Groups allows leagues to define short codes (four characters) which appear on the public display pages to show what division, cup or fixture group each game belongs in. You don't have to define these short codes, and if you choose to leave them unchanged then the existing codes - L = League, C = Cup, O = Other - will be used.

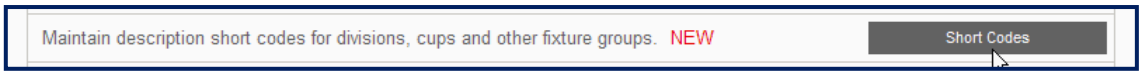


You decide what codes you wish to use. In the example above we've used:- AFAC = AFA County Cup, Prem = Premier Division (League game), Frnd = Friendly, LSnC = London Old Boys Senior Cup. Each league will decide which set of codes work best for them.

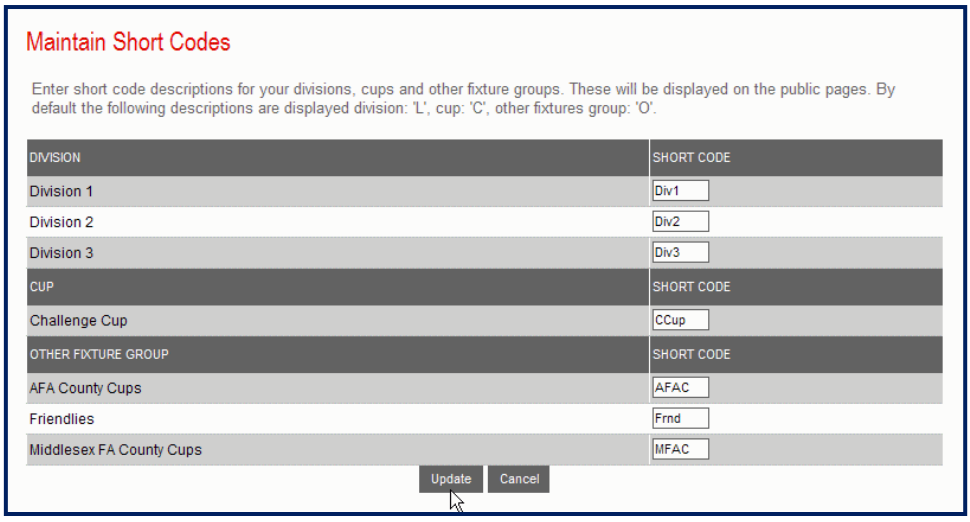
Step 1: From "Admin Home", click on "Fixture Wizard".



Step 2: Click on "Short Codes".



Step 3: Update any Short Codes as required. Once you have finished updating the short codes, click on "Update" to save the changes. If you leave a short code blank, then the defaults of L (League), C (Cup) or O (Other) will be used.

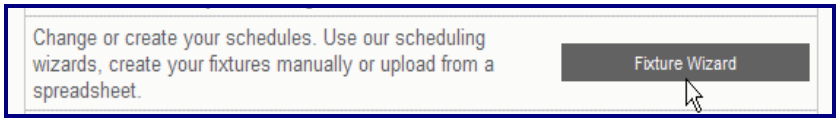


The amended short codes will now be shown on the public display pages for fixtures and results.

4.2 How to… Add/Maintain Other Fixture Groups

The range of sequence numbers for Other Fixtures has now been extended from 1-20 to 1-99, to cater for leagues with a high number of Other Fixture Groups.

Step 1: From “Admin Home”, click on “Fixture Wizard”.



Step 2: Click on “Other Fixtures”.



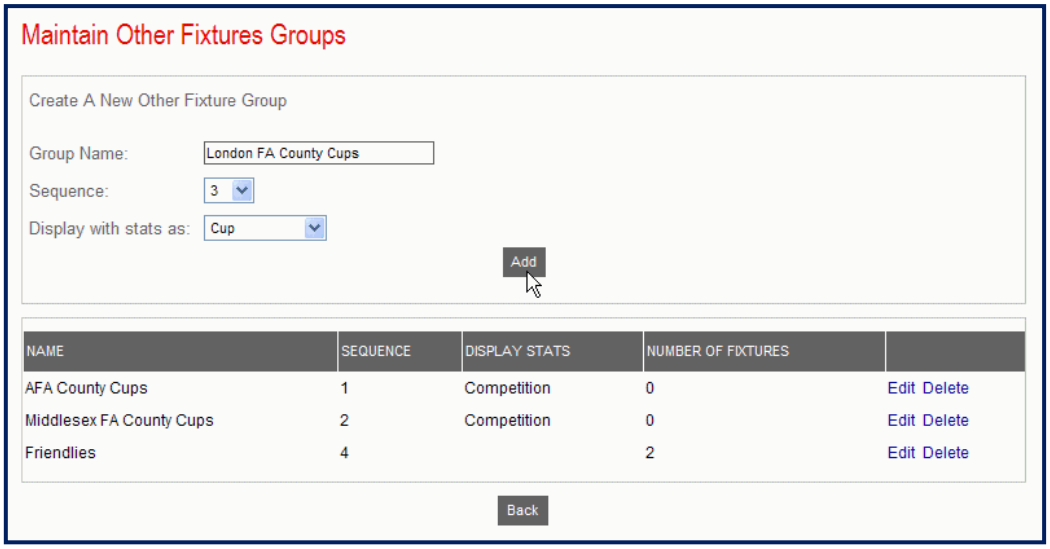
Step 3: On the “Maintain Other Fixtures” page, click on “Maintain Groups here”.



Step 4: To add a New “Other Fixture Group”, enter the name of the Fixture Group, select a sequence number and decide whether any match statistics should be included within league games, within cups or neither. Once you have made your selections, click on “Add”.

The Sequence numbers simply determine which fixture group is shown first on any dropdown menu of the Other Fixture Groups. Note that League games are always shown first, followed by Cup games, but if there is more than one type of “Other Fixture”, then their priority is determined by the Sequence Number.

For each “Other Fixture Group” you also need to determine whether any match statistics should be included with your league statistics, your cup statistics or neither (e.g. you may want county cup statistics to be included with your internal cup statistics).

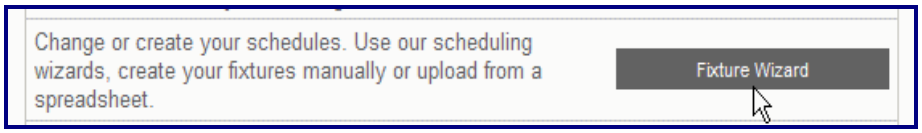


Step 5: To edit or delete a fixture group, simply click on the “Edit” or “Delete” buttons alongside the fixture group name. Note that you cannot delete a fixture group if it has fixtures within it.

4.3 How to… Maintain External Teams

"External Teams" are teams which will be playing games within your "Other Fixture Groups" but aren't actually part of your league. You don't want them to be cluttering up your normal dropdown menus for league games and internal cup games, but you want them available for "Other Fixtures".

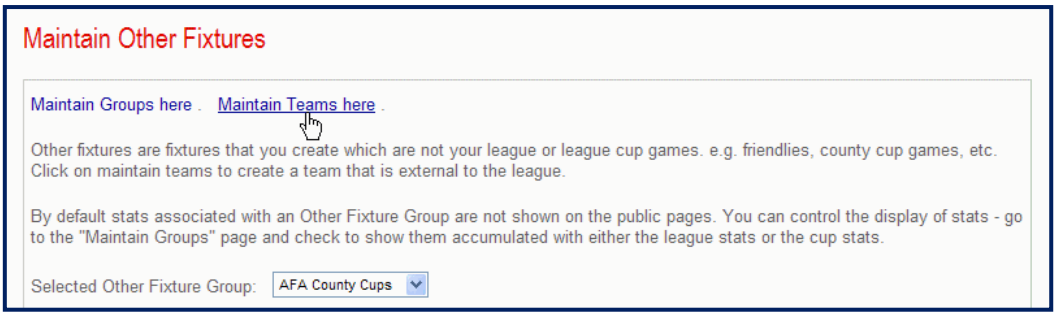
Step 1: From "Admin Home", click on "Fixture Wizard".



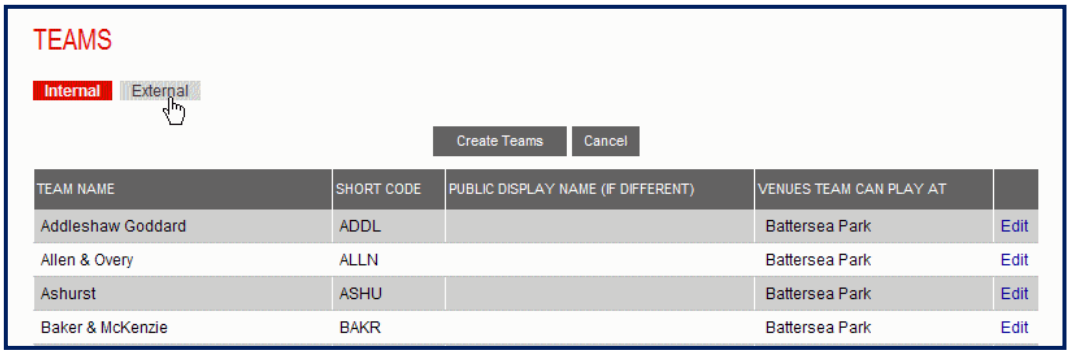
Step 2: Click on "Other Fixtures".



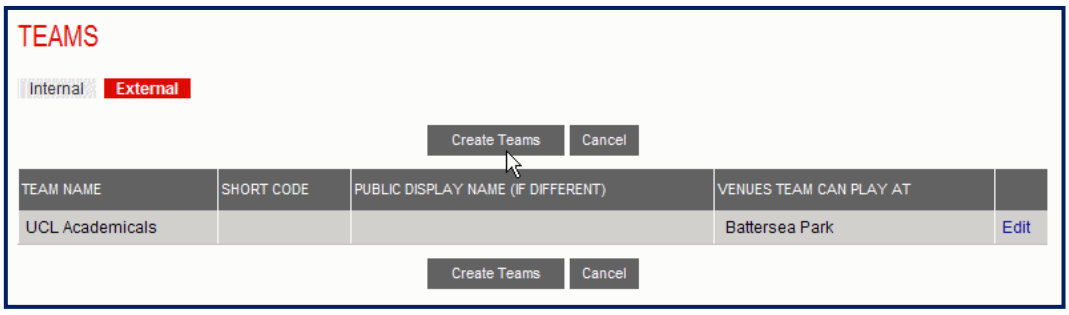
Step 3: On the "Maintain Other Fixtures" page, click on "Maintain Teams here".



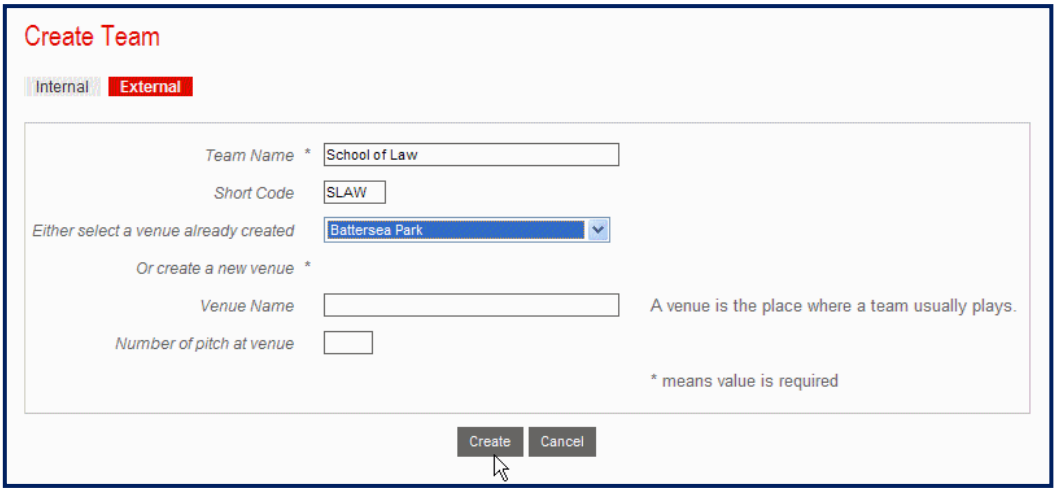
Step 4: On the "Teams" page, click on the External tab.



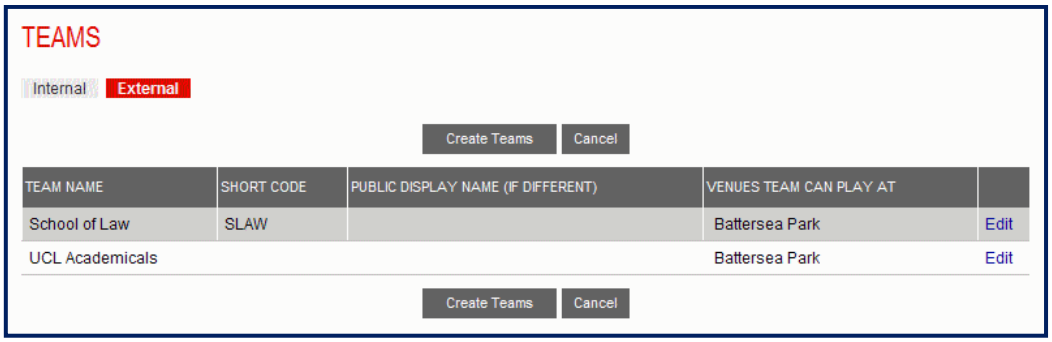
Step 5: All existing "External Teams" are listed. Before adding a new team, it's recommended to check the Data Archive (via League Setup) to make sure the team hasn't already been added, or has been set up as an Internal Team. To add a new team, click on the "Create Teams" tab.



Step 6: To create a new team, enter the Team Name, a short code (optional) and either select their home ground from the list of venues already set up, or add a new venue by entering the name in the Venue Name box. Once the team details have been added, click on “Create”.



The new team is added to the list of “External” Teams.

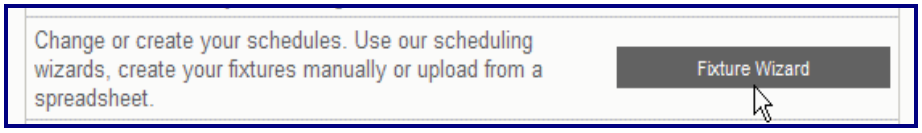


4.4 How to… Swap Teams from "Internal" to "External"

A league may have teams already within their system which are currently "internal" teams, and with the new functionality wish to switch them over to "external" teams. Equally, it is possible you might wish to switch teams the other way – for example a new club who start by playing friendlies against sides within your league, and then are elected to join the league for the start of a new season.

Important Note: A team cannot be classified as "External" if it has been entered in a division (past or present), nor if it has any players or team administrators associated with it.

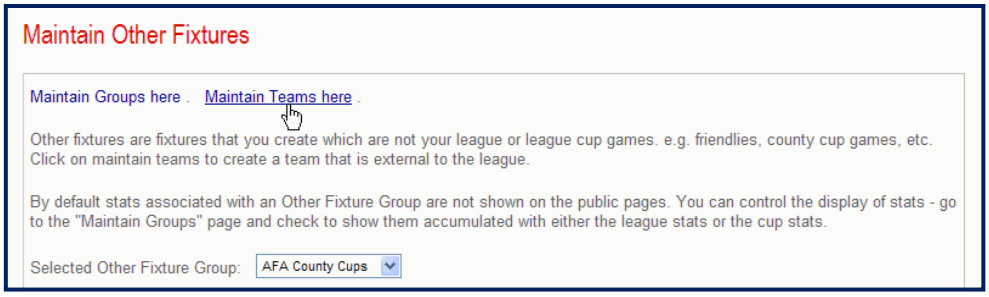
Step 1: From "Admin Home", click on "Fixture Wizard".



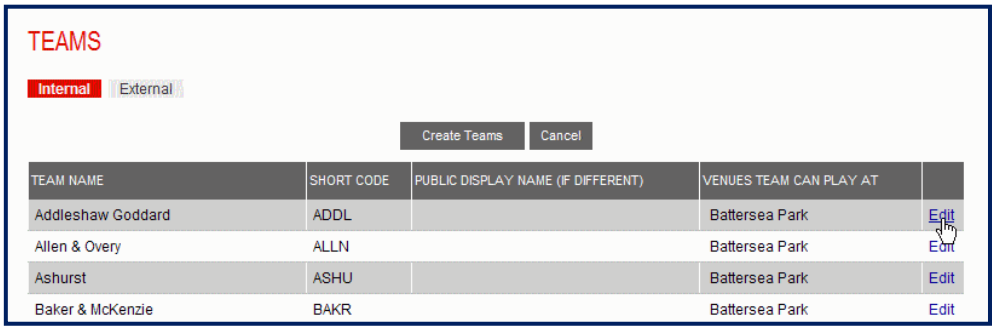
Step 2: Click on "Other Fixtures".



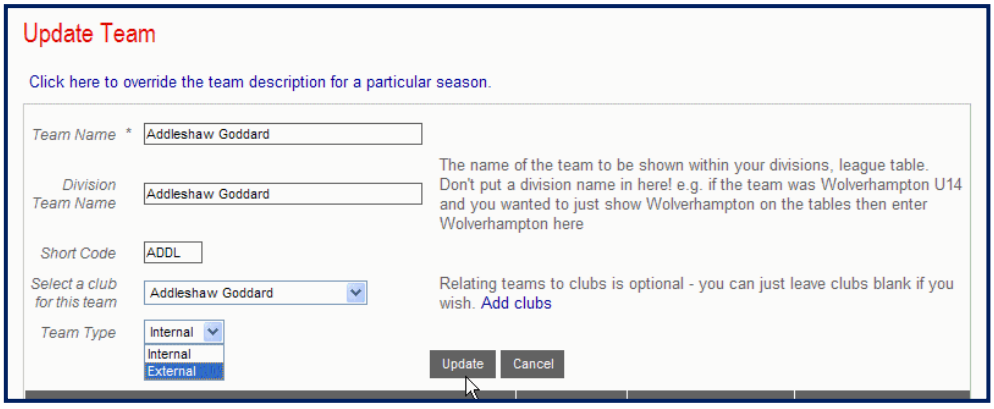
Step 3: On the "Maintain Other Fixtures" page, click on "Maintain Teams here".



Step 4: Click on "Edit" for the team you wish to move.



Step 5: On the "Update Team" page change the Team Type from "Internal" to "External" (or vice-versa) and click on "Update".

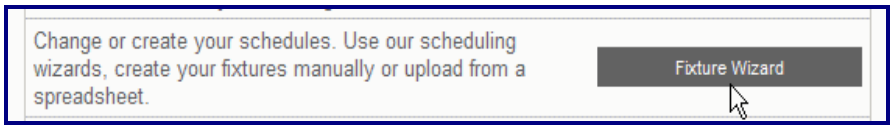


The team will now be moved from "Internal" to "External" (or vice-versa).

4.5 How to… Add/Update Other Fixtures

Once you have set up your external teams, you will want to add “Other Fixtures”.

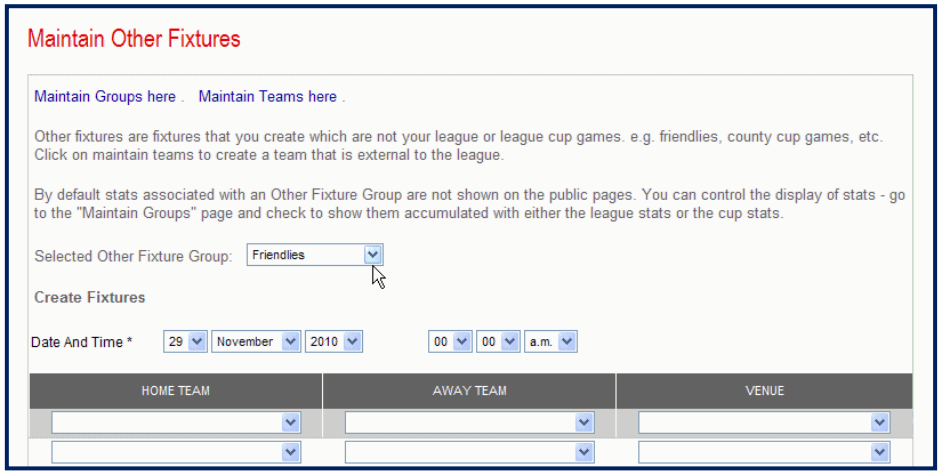
Step 1: From “Admin Home”, click on “Fixture Wizard”.



Step 2: Click on “Other Fixtures”.

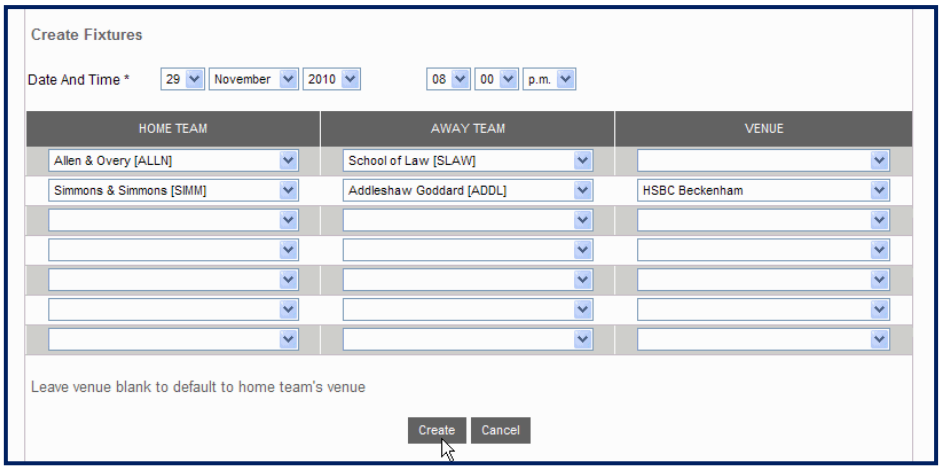


Step 3: On the “Maintain Other Fixtures” page, select the “Other Fixture Group” required. The screen will refresh, and all existing fixtures in this group will be shown at the bottom of the page.



Step 4: Select the date and time for games, and using the drop-down menus select the home and away teams (each menu offers both “Internal” and “External” teams). You can either select the venue from the drop-down menu, or leave it blank and the default venue for the home team will be chosen.

Once you have selected the fixtures, click on “Create”.



The fixtures are added to the list at the bottom of the page, and can be edited or deleted using the “Edit” and “Delete” buttons (as well as using the Fixture List option from the Fixture Wizard).

