

Match Manager Fixture Reference Chart

Event Name

Usually Opponent's home The event name. Example: Birthday party

When

Event Dates

12/11/2023

Event Times

9:30 AM to End Time

All day

Timezone

GMT

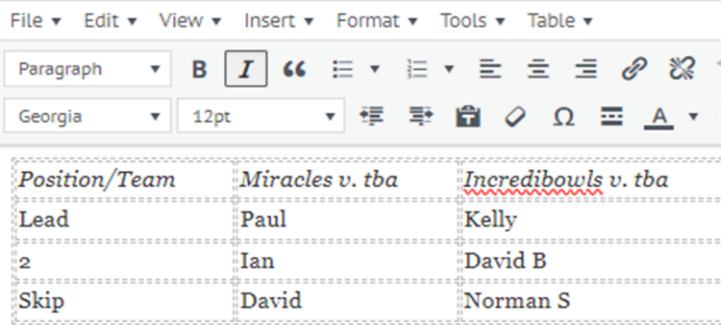
This event spans every day between the beginning and end date, with start/end times applying to each day.

Where

Location Type

Details

 Add Media 



Position/Team	Miracles v. tba	Incredibowls v. tba
Lead	Paul	Kelly
2	Ian	David B
Skip	David	Norman S

Create a table

Click on 'Table' button. Move cursor across table grid to highlight format you require. Eg. For 2 teams of four, highlight 3 across by 5 down (3 columns by 5 rows). Click on bottom right highlighted cell.

Leave top left cell blank then on top row enter 'team 1, team 2, etc. In left column enter Lead, 2, 3, Skip as required.

If table too wide click on table drop-down arrow, select properties and reduce width percentage to get desired size.

Enter team names when available (can be later).

TABLE » TBODY » TR » TD » EM

Venue

Side

Competition

Rinks

Team

Woods

Dress

Result

Score-enter for own records

Selection

Status

OldDate

Notes

Category:

Selected, Open, Changed/Added fixtures

Selected fixtures are those where a team is picked and players confirm their availability after the team is posted.

Open fixtures are where players enter their names on a list and the team is picked from that list.

It is important that the correct option is picked in both the 'Selection' and 'Category' boxes, as this controls the message and booking options on the main registration page. If not checked, the system won't know which message to display and won't show the list of registered players.

'Changed/Added' should be selected in addition to the other categories, when a fixture has been added, moved, cancelled or venue changed. This controls the entry into the 'Amended and Added Fixtures' list and the highlighting of the fixture in the main list.

Bookings/Registration

Enable registration for this event

Ticket Options

Name

Description

Price

Spaces

At least spaces per booking

At most spaces per booking

Available from

at

Available until

at

Available for

Fixture amendment process. If only entering team, only items 6, 7 & 8 need to be filled in
'Go to Members Area/Fixtures/Match Manager Edit Fixtures/

1. Event Name. Usually opponents name. Competition name/round if irregular fixture
'When' section
2. Select the fixture you want to amend
3. Change date if required. Click on box and select from pop up calendar. If OK leave
4. Change start time from pop up list if required. Do not enter end time – leave blank
5. Do not select All day; it is midnight to midnight.
'Where' section – ignore (venue is entered later)
'Details' section
6. If team template already added, enter team players
7. If no template available, see instructions on screenshot page, then return to '6'
8. Add any supporting information in details box, which is a free type area
9. Enter fixture attributes as follows
 - a. Venue – select from drop-down
 - b. Side – select the Mylor team from drop-down
 - c. Competition – select from drop-down
 - d. Rinks – type in number of rinks to be used
 - e. Team – type in number of players in team (not per rink)
 - f. Woods – type in number of woods per player
 - g. Dress – select from drop-down
 - h. Result and score – leave blank – to be entered after fixture played
 - i. Selection – Pick from drop-down – (See details on screenshot page)
 - j. Status – only entered if 'Changed/Added' category (below) is picked
 - k. Old date – only entered if 'Changed/Added' selected and date has altered
 - l. Notes – optional to provide details on a 'Changed/Added' fixture
 - m. Category – MUST BE CORRECTLY COMPLETED. From drop-down, pick Open or Selected, Men, Ladies or Mixed, as appropriate. Pick 'Changed/Added' if fixture date, time or other attribute has been amended (not for team entry only). All category options that apply should be picked.
10. 'Bookings' section
 - a. Spaces – ensure number is higher than total team or expected entry. Once number is exceeded, booking will close.
 - b. Available until – If fixture date has changed, this must be changed to same date, or leave blank.All other parts in this section can be ignored.
MOST IMPORTANT – AFTER MAKING CHANGES, CLICK 'UPDATE' AT BOTTOM OF PAGE