

## Mylor Bridge Bowling Club - step by step guide for Match Managers to add/edit fixtures

Please note: when creating a new fixture, some cells may already be filled in. This is because the system remembers settings from the last event created. Just overwrite them if the details need to differ. Items not used or required should be left blank. Do not enter N/A or similar.

To begin, select 'Match Manager-Edit Matches & Events' If new fixture, click 'Add New'. If amending an existing fixture, select it from the list. The list will only contain those fixtures for which you are the appointed manager/author. Enter or amend all sections as per steps below, which are shown in the same order as the editing form from top to bottom.

<i>No.</i>	<i>Item</i>	<i>Action</i>
1	Event Name	Type in name for fixture – usually name of opponents plus name of competition if non-regular fixture.
2	Date	Select date of fixture from pop-up calendar. Do not check 'recurring' or try to fill range.
3	Time	Select start time only – leave 'to' time blank. Do not check 'all day'
4	Where	Ignore
5	Details section	Add team table and any notes. Select table option, blank table grid opens. Do not click but hover cursor over top left cell, then move it so that required cells are highlighted blue, then click on bottom right cell of selection. Table will appear. If it's too wide, select table properties and adjust width percentage according to size of table required. You need one column per team plus one for positions, and one row per player in each team, plus one for headings.
6	Venue	Select as required.
7	Side	Select which Mylor side is playing the fixture
8	Competition	Select which competition the fixture fits under
9	Rinks	Type in number of rinks required (mats in winter)
10	Team	Type in total number of players in team (not players per rink)
11	Woods	Type in number of bowls each player uses
12	Dress	Select as appropriate
13	Result – after played	Select as appropriate (fixture may have moved to 'Past Fixtures')
14	Score – after played	Optional – enter actual score – not published
15	Selection	Select as appropriate – Selected = team chosen players confirm availability. Open = players put name on list then team is picked
16	Status	Only applies when 'Changed' category is picked. Select status of fixture from drop-down, as per definitions on Amended Fixtures page
17	Old Date	Only applies when 'Changed' category is picked. Type in previous date of any fixture which has moved.

18	Notes	Only applies when 'Changed' category is picked. Type in any further information if required.
19	Other	Ignore. Only applies when setting up non-bowls events. Items in drop-down box won't show on regular fixture.
20	Category <i>Key item – do not ignore</i>	By clicking in the open box, you will get a list of options. Tick all that apply. This will usually be two on a new fixture, one from 'Men, Ladies or Mixed', and either 'Selected or Open', Selected being where team is picked and players confirm availability, Open being where players enter names on list to confirm they wish to play, and team is booked from list. Failure to do this means the registration system won't work at all. The other two categories are 'Changed/Added', picked when a fixture has been moved, amended, cancelled, and 'Other', picked when it is a social event or meeting, which Match Managers can leave for now.
21	Event Image	Ignore
22	Bookings/Registration	Check 'enable registration', if a bookable fixture. Leave unchecked if event does not allow bookings to be made.
23	Tickets	Ignore
24	Event Options	'Total Spaces' – ensure the number exceeds the size of the total team plus reserves.
25	Maximum Spaces per Booking	Ignore
26	Booking cut-off date	Date from when bookings not possible. Leave blank and system will enter fixture date & time.
27	Booking Form	Make sure both Booking and Attendee forms are set to 'Default!'
28	Coupons	Ignore
29	Dependent Events	Ignore
30	30 Event ID	Ignore
31	Submit or Update Event	When everything is checked, click this button to create r update fixture.