

1. Grade Manager	2
1.1 Grade settings	9
1.2 Allocate Teams To Grade	12
1.3 Teams, Seasons & Pools	16
1.4 Grades Report	22
1.5 Grade Divisions	23
1.6 Re-grade Team	26
1.7 Advanced Settings	29
1.8 Team Settings	32

Grade Manager

The following pages contain key features and functions of grade management within ResultsVault

- [Grade settings](#)
- [Allocate Teams To Grade](#)
- [Teams, Seasons & Pools](#)
- [Grades Report](#)
- [Grade Divisions](#)
- [Re-grade Team](#)
- [Advanced Settings](#)
- [Team Settings](#)

Grades Report



Navigation

Mode: Competition Management

Menu: Competition >> Grades

This page gives site administrator a snapshot of grades available throughout different seasons and their particular settings e.g. Start time, Ladder Display Scheme, Ladder Points scheme etc... This summary can be extracted to spreadsheet for reporting purpose.

Grade Report

Season

Options: Show inactive grades ☐ Filter list

Grade Name	Grade Type	Sort Order	Default Starttime	Ladder Mode	Ladder Points
Mens 7s	Senior Mens	0	12:00 PM	Automatic	
Summer premier	Senior Mens	0	12:00 PM		
Womens 7s	Senior Womens	0	12:00 PM		

Total Records: 3

[Download data...](#)

Grade Divisions

Purpose

Grade Divisions group grades within various categories. This makes it easier for larger organisations to find appropriate grades and manage several grades in the one Division.



Mode: Competition Management

Menu: Competition -> Grades -> Grade Divisions

Grade Division Manager

[? Help on this topic](#)

[➤ Add New Division](#)

Division Name	Parent Division	Sort Order	Members			
Mens		0		Edit	Delete	Edit Members
Womens		1		Edit	Delete	Edit Members
Boys		2		Edit	Delete	Edit Members
Girls		3		Edit	Delete	Edit Members

Total Records: 4

Add a New Division/Edit details

Grade Division Editor

[? Help on this topic](#)

[➤ Back to Grade Division Manager](#)


*Denotes a mandatory field

Grade Division Name *	<input type="text" value="Mens"/>
Parent Division	<input type="text" value="None"/>
Sort Order	<input type="text" value="0"/>
<input type="button" value="Update"/>	

- Grade Division Name (mandatory) - A unique name for the group of grades. For example - Men's, Women's, Juniors, Division 3
- Parent ID - The ID of the category under which it belongs. This gives the ability to create more specific subcategories, for example a "Men's Premier" category could be a sub-category of a "Men's" category.
- Sort Order - The order in which that division is displayed within the list of divisions. This can either be entered on the Grade Division Editor, or by clicking the "Move up" or "Move down" buttons on the appropriate category on the "Allocate Grades to Grade Division" page.


Add a Grade to a Division

Allocate Grades to Grade Division

 Help on this topic

Division Mens Go

Both active and inactive grades are displayed.

 [Back to Grade Division Manager](#)

Grades

Selected

Womens 7s

Summer premier

Test 1

Test 2

Test 3

Test 4

Mens 7

Add ->


<- Remove

1. In the Grade Division Management screen, next to the Division to be added, click Edit Members. This will navigate to the Allocate Grades to Grade Division screen.
2. To Add Grades to the Division, select the Grade from the left column and click Add.
3. Click Update and OK to Save Changes.

Remove a Grade from a Division


1. In the Allocate Grades to Grade Division Screen, select the Grade from the right column to be removed and click Remove.
2. Click Update and OK to Save Changes.

Allocate Grades to Grade Division

 Help on this topic

Division Mens Go

Both active and inactive grades are displayed.

 [Back to Grade Division Manager](#)

Grades

Selected

Womens 7s

Summer premier

Test 1

Test 2

Test 3

Test 4

Mens 7s

Add ->

<- Remove

Grade Settings



Mode: Competition Management

Menu: Competition -> Grades -> Maintain Grades, Teams and Ladders

This page allows access to the list of grades within the current association. Authorized association users can create new grades, and edit the properties of these grades at any time.



By default, the list displays active grades only. Inactive grades can also be displayed by clicking the *Show Inactive grades* checkbox.

Grade Management

 Help on this topic

 Add New Grade

 Sort Grades

Copy	Full Name		Sort Order ▲	Allocate Teams	Team Settings
	Mens 7s Edit		0	6 teams	Team Settings
	Womens 7s Edit		0	Allocate Teams	Team Settings

Adding/Editing grade details

Click the *Add a new grade/Edit Grade* link to open the *Grade Edit* screen where the grade can be configured further.

Grade settings

Grade settings

Grade Name *

Grade Short Name (20 chars max)

Active ☒

Grade Sort order

Grade Type * Select... ▼

Grade Standard/Level * Please select a grade type first ▼

Age Qualification DOB Range From (dd/mm/yyyy)

Default match start time 12:00 PM (hh:mm AM/PM)

Referee Allocation Organisation Test (current organisation) ▼

Club championship weighing factor 1.0

Automatically make match official when confirmed ☐

Fixture sort order ☒ By Round ☐ By Date

Require coach selected with team ☐

Allocated Umpire Visibility ☒ Always ☐ Never ☐ Auto 0

Grade Name	<p>Mandatory - A unique name for the grade. This will display as the grade name throughout the site.</p> <p>Grade names may be changed after being created, however this will change the name for all seasons.</p> <p>If you wish to refer to the grade by the old name for previous seasons, you should create a new grade with the new name.</p> <p>It is not necessary to create a new grade for a new season if the grade name is unchanged.</p>
Grade Short Name	<p>A unique shorter (20 chars max) name for the grade. This is used in certain reports - eg when sending some SMS notifications where the message length is limited.</p>
Active	<p>Check the box if the grade is active (ie if matches are still played in this grade). This setting only affects grade lists</p> <p>in the administrative section of the site, all grades from previous seasons still display on the public section of the site regardless of whether the grade is Active or Inactive.</p>
Grade sort order	<p>This affects the order in which the grades are presented in drop down lists on the site (where the site is customised</p> <p>for an association). Where the site is customised for a club, the club may specify a sort order that will override this setting.</p>
Grade Type	<p>select the type that best describes the participants of this grade.</p>
Grade Standard/Level	<p>(mandatory if available) - select the competition standard that best describes the participants of this grade.</p>
Age Qualification	<ul style="list-style-type: none"> where there is a maximum or minimum (or both) age limits for the grade, enter the date of birth as follows: Age Qualification - where there is a maximum or minimum (or both) age limits for the grade, enter the date of birth as follows: Note: the DOB values must be updated every season. Players selected in teams where age restrictions apply who do not meet the age requirements will be listed in the <i>Ineligible players in grades with age restriction</i> except on report.
Default match start time	<p>any matches created under this grade will have use this as the default start time. Leave blank if no default is required,</p> <p>or if the start time is not applicable.</p>

Referee Allocation Organisation	<p>choose which organisation performs Referee allocations for this grade. Usually this will be the current organisation,</p> <p>however if a parent organisation has been configured to do allocations on behalf of the current organisation, this can</p> <p>be selected here. Note: only one organisation can do allocations for a particular grade.</p>
Club championship weighing factor	
Automatically make match official when confirmed	<p>By default, the match result is not made official until the match is 'locked' within the <i>Review Results</i> screen.</p> <p>Check this option to automatically make the match result official as soon as the results are confirmed by one of the competing teams.</p>
Fixture sort order	Fixture is displayed either by round or date per selection
Require coach selected with team	This requires squad set up with coach information if ticked
Allocated Umpire Visibility	Fixture displays allocated umpire information if this is ticked

Match result entry settings

Match result entry settings	
Prevent match results entry	<input type="checkbox"/>
Number of hours to enter match result**	<input type="text" value="24"/>

- Prevent match results entry - check to prevent any match results being entered for this grade.
- Number of hours to enter match result: The match score entry is considered late after this number of hours after 6PM on the last match day have passed. If the entry is late it will show up on exception reports.

Player Score Entry settings



Player score entry settings	
Prevent entry of player scores/statistics	<input type="checkbox"/>
Player score entry locked when match is made official	<input type="checkbox"/>

** The number of hours after 6pm on the last match day until the given action is considered late.

- Prevent player score entry - check to prevent any player scores being entered for this grade.
- Player score entry locked when match is made official: If checked, entry or update of player scores is not possible after the match result has been made official (ie the match has been 'locked' from the Review Results screen). If unchecked, there is no restriction on player score entry,

however, exception reports can indicate late entry, or entry after the match score is made official.

Copy grade

Copy	Full Name	Sort Order ▲	Allocate Teams	Team Setting
	Mens 7s Edit	0	6 teams	Team Sett
	Womens 7s Edit	0	Allocate Teams	Team Sett


Grade could be easily duplicated by clicking on Copy icon at the beginning of each existing grade row

Delete grade

Copy	Full Name	Sort Order ▲	Allocate Teams	Team Sett
	Mens 7s Edit	0	6 teams	Team S
	Summer premier Edit	0	Allocate Teams	Team S
	Womens 7s Edit	0	Allocate Teams	Team S

Click the appropriate Delete link on the *Grade Management* page. Only grades that have no match data entered nor ladders attached can be deleted. In other cases, the grade can be made Inactive (by editing the grade and clearing the Active checkbox).

Grade settings

 **Mode:** Competition Management
Menu: Competition -> Grades -> Maintain Grades,Teams and Ladders



This page allows access to the list of grades within the current association. Authorized association users can create new grades, and edit the properties of these grades at any time.

By default, the list displays active grades only. Inactive grades can also be displayed by clicking the *Show Inactive grades* checkbox.

Grade Management

 [Help on this topic](#)

 [Add New Grade](#)  [Sort Grades](#)

						Show inactive
Copy	Full Name	Sort Order ▲	Allocate Teams	Team Settings	Season	La
	Mens 7s Edit	0	6 teams	Team Settings	Season	L
	Womens 7s Edit	0	Allocate Teams	Team Settings	Season	L

Adding/Editing grade details

Click the *Add a new grade/Edit Grade* link to open the *Grade Edit* screen where the grade can be configured further.

Grade settings

Grade settings

Grade Name *

Grade Short Name (20 chars max)

Active

Grade Sort order

Grade Type *

Grade Standard/Level *

☒

Select...

Please select a grade type first

Age Qualification DOB Range

Default match start time

Referee Allocation Organisation

Club championship weighing factor

Automatically make match official when confirmed

Fixture sort order

Require coach selected with team

Allocated Umpire Visibility

From (dd/mm/yyyy) to (dd/mm/yyyy)

12:00 PM (hh:mm AM/PM)

Test (current organisation)

1.0

☐

☒ By Round ☐ By Date

☐

☒ Always ☐ Never ☐ Auto 0 hours from match start

Grade Name	<p>Mandatory - A unique name for the grade. This will display as the grade name throughout the site.</p> <p>Grade names may be changed after being created, however this will change the name for all seasons.</p> <p>If you wish to refer to the grade by the old name for previous seasons, you should create a new grade with the new name.</p> <p>It is not necessary to create a new grade for a new season if the grade name is unchanged.</p>
Grade Short Name	<p>A unique shorter (20 chars max) name for the grade. This is used in certain reports - eg when sending some SMS notifications where the message length is limited.</p>
Active	<p>Check the box if the grade is active (ie if matches are still played in this grade). This setting only affects grade lists</p> <p>in the administrative section of the site, all grades from previous seasons still display on the public section of the site</p> <p>regardless of whether the grade is Active or Inactive.</p>
Grade sort order	<p>This affects the order in which the grades are presented in drop down lists on the site (where the site is customised</p> <p>for an association). Where the site is customised for a club, the club may specify a sort order that will override this setting.</p>
Grade Type	<p>select the type that best describes the participants of this grade.</p>
Grade Standard/Level	<p>(mandatory if available) - select the competition standard that best describes the participants of this grade.</p>

Age Qualification	<ul style="list-style-type: none"> where there is a maximum or minimum (or both) age limits for the grade, enter the date of birth as follows: Age Qualification - where there is a maximum or minimum (or both) age limits for the grade, enter the date of birth as follows: Note: the DOB values must be updated every season. Players selected in teams where age restrictions apply who do not meet the age requirements will be listed in the <i>Ineligible players in grades with age restriction</i> exception report.
Default match start time	any matches created under this grade will have use this as the default start time. Leave blank if no default is required, or if the start time is not applicable.
Referee Allocation Organisation	choose which organisation performs Referee allocations for this grade. Usually this will be the current organisation, however if a parent organisation has been configured to do allocations on behalf of the current organisation, this can be selected here. Note: only one organisation can do allocations for a particular grade.
Club championship weighing factor	
Automatically make match official when confirmed	By default, the match result is not made official until the match is 'locked' within the <i>Review Results</i> screen. Check this option to automatically make the match result official as soon as the results are confirmed by one of the competing teams.
Fixture sort order	Fixture is displayed either by round or date per selection
Require coach selected with team	This requires squad set up with coach information if ticked
Allocated Umpire Visibility	Fixture displays allocated umpire information if this is ticked

Match result entry settings

Match result entry settings

Prevent match results entry	<input type="checkbox"/>
Number of hours to enter match result**	<input type="text" value="24"/>

- Prevent match results entry - check to prevent any match results being entered for this grade.
- Number of hours to enter match result: The match score entry is considered late after this number of hours after 6PM on the last match day have passed. If the entry is late it will show up on exception reports.

Player Score Entry settings

Player score entry settings

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

** The number of hours after 6pm on the last match day until the given action is considered late.

- Prevent player score entry - check to prevent any player scores being entered for this grade.
- Player score entry locked when match is made official: If checked, entry or update of player scores is not possible after the match result has been made official (ie the match has been 'locked' from the Review Results screen). If unchecked, there is no restriction on player score entry, however, exception reports can indicate late entry, or entry after the match score is made official.

Copy grade

Copy	Full Name	Sort Order ▲	Allocate Teams	Team Settings	Season	Ladder
	Mens 7s Edit	0	6 teams	Team Settings	Season	Ladder
	Womens 7s Edit	0	Allocate Teams	Team Settings	Season	Ladder


Grade could be easily duplicated by clicking on Copy icon at the beginning of each existing grade row

Delete grade

Copy	Full Name	Sort Order ▲	Allocate Teams	Team Settings	Season	Ladder
	Mens 7s Edit	0	6 teams	Team Settings	Season	Ladder
	Summer premier Edit	0	Allocate Teams	Team Settings	Season	Ladder
	Womens 7s Edit	0	Allocate Teams	Team Settings	Season	Ladder

Click the appropriate Delete link on the *Grade Management* page. Only grades that have no match data entered nor ladders attached can be deleted. In other cases, the grade can be made Inactive (by editing the grade and clearing the Active checkbox).

Allocate Teams To Grade

	Mode: Competition Management
	Menu: Competition -> Teams OR Grades -> Allocate Teams to Grade


This screen allows teams to be allocated to a particular grade for a particular season.


Two different 'types' of teams can be assigned (see below for further information about types of teams), although these types cannot be mixed in a particular grade/season.

Allocating teams

1. Select the season and grade from the selector bar and click the Go button.
2. If there are no allocations for the selected Grade/Season, the team type can be changed from the Populate available list from drop down list. Select either Child Organisations or Teams within the current organisation. If there are current allocations for the selected Grade/Season, the team type cannot be changed unless all clubs/grades are first removed.

Allocate Teams to Grade

 Help on this topic

 Back to Grade Manager

Season 2014 ▼ Grade Mens 7s ▼ Go

Grade: Mens 7s

Grade Details

Allocate Teams

Team Settings

Season Settings

Ladders

Pools

Method 1: Manually set up teams:


Populate available list from:	Child organisations ▼
Filter available child type:	ALL ▼

Available Child Organisations		Teams in this Grade
Test Club 1		Test Club 1
Test Club 2		Test Club 2
Test Club 3		Test Club 3
Test Club 4		Test Club 4
Test Club 5		Test Club 5
Test Club 6		Test Club 6

Allocating *Child Organisations* type teams

- The left hand list box lists all immediate child organisations. Optionally make a selection from the *Filter available child type* dropdown to filter the left hand list box to just that type of organisation. Note that different types of organisations can be mixed within the same grade if required (however this would be unusual)
- To allocate a team to the selected Grade/Season, select the team in the left hand list box (Available teams) and click the Add button.
 - If an organisation is entering more than one team in the grade, select and add the organisation twice (or as many times as is necessary). In this case you will be prompted to enter different team names (eg South Yarra Blue, South Yarra Red) to distinguish the teams (on the *Maintain team settings page*).
 - To save allocations, click the *Update* button.

Allocate Teams to Grade

 Help on this topic

[← Back to Grade Manager](#)

Season 2014 ▼ Grade Mens 7s ▼ Go

Grade: Mens 7s

Grade Details

Allocate Teams

Team Settings

Season Settings

Ladders

Pools

Method 1: Manually set up teams:

Populate available list from:

Child organisations ▼

Filter available child type:

Child organisations

Teams within current organisation (entity teams)

Available Child Organisations

Test Club 1

Test Club 2

Test Club 3

Test Club 4

Test Club 5

Test Club 6



Teams in this Grade

Test Club 1

Test Club 2

Test Club 3

Test Club 4


Test Club 5


Test Club 6

Allocating *Teams within the current organisation* type teams

1. Optionally make a selection from the Only show teams that have ... default player(s) dropdown to only show available teams that have a certain number of default players. For example, to only display teams with 2 default players, select 2 from this dropdown. Select ANY to display teams with any number of players (including zero).
2. To allocate a team to the selected Grade/Season, select the team in the left hand list box (Available teams) and click the Add button.
3. To save allocations, click the *Update* button.

Allocate Teams to Grade

 Help on this topic

 Back to Grade Manager

Season 2014 ▼ Grade Mens 7s ▼ Go

Grade: Mens 7s

Grade Details

Allocate Teams

Team Settings

Season Settings

Ladders

Pools

Method 1: Manually set up teams:

Populate available list from:

Teams within current organisation (entity teams) ▼
Child organisations
Teams within current organisation (entity teams)

Add New Team

Available Teams

Bob's guns
Cats
Horses
Rabbits
Snakes
Spiders



Teams in this Grade

Test Club 1
Test Club 2
Test Club 3
Test Club 4
Test Club 5
Test Club 6

Removing teams

1. To remove a team/club, select it in the right hand list box and click the *Remove* button.
2. To save allocations, click the *Update* button.
3. If a club/team has participated in matches you will not be able to remove them from the grade. You are however able to hide the club/team from displaying in the corresponding ladder via the Maintain Team Settings screen. Further steps will need to be taken to perform any necessary ladder adjustments (if applicable) for teams that still play in the grade, and the fixture will need to be manually edited to remove future matches where the team was playing by for example, assigning a bye in those matches.

Available Teams

Bob's guns
Cats
Horses
Rabbits
Snakes
Spiders



Teams in this Grade

Test Club 1
Test Club 2
Test Club 3
Test Club 4
Test Club 5
Test Club 6

Copying Team Allocations

1. To copy allocations from a previous season, or another grade, make the selections in the *Copy data from another grade or season* area and click the Go button to the right of this area. These allocations will be displayed in the Clubs in this grade list box.
2. Make any necessary changes any click the *Update* button

Available Teams	→	Teams in this Grade
Test Club 1	→	Test Club 1
Test Club 2	→	Test Club 2
Test Club 3		Test Club 3
Test Club 4		Test Club 4
Test Club 5		Test Club 5
Test Club 6		Test Club 6

or: Method 2: Copy data from another grade or season:

☒ Copy Teams from the **selected grade** and the **selected season**
☒ Also Copy Ladders from the **current grade** and the **season selected** (if no ladder currently exist)

Season: 2013 ▼ Grade: Mens 7s ▼ Go

Mens 7s
 Womens 7s

Teams, Seasons & Pools

i **Navigation**

Mode: Competition Management


Menu: Competition >>Grades


Apart from general configuration for the grade, grade manager allows the settings for team, season, ladder calculation and pools that will have profound impact on upcoming fixture.

Team Settings

This section allows to modify team's display name in the fixture, default venue, start time, match day of the team either at the beginning or in the middle of season.

Maintain Team Settings

 Help on this topic

 [Back to Grade Manager](#)

Season 2014 ▼ Grade Mens 7s ▼ Go

Grade: Mens 7s

[Grade Details](#)

[Allocate Teams](#)

[Team Settings](#)

[Season Settings](#)

[Ladders](#)

[Pools](#)

Name	Squad Size	Default Venue	Team (Display) Name	Team Media Name
Test Club 1	9 	Select... ▼	Test Club 1	Test Club 1
Test Club 2	0 	Select... ▼	Test Club 2	Test Club 2
Test Club 3	0 	Select... ▼	Test Club 3	Test Club 3
Test Club 4	0 	Select... ▼	Test Club 4	Test Club 4
Test Club 5	0 	Select... ▼	Test Club 5	Test Club 5
Test Club 6	0 	Select... ▼	Test Club 6	Test Club 6


*Denotes a team within the current organisation (entity team)


If team display or media names are cleared, they will automatically reset to the applicable default name for that organisation

Squad size	This enables admin users to modify the squad members on spot without having to administering down their affiliated organisations
Default Venue	Once set up, this will be default for the team in case home and away allocation method is used for drawing
Team (Display) Name	This could be used to avoid confusion in case of many representative teams from club entering one competition or to identify the team's competency level etc..
Team Media Name	This could be used to avoid confusion in case of many representative teams from club entering one competition or to identify the team's competency level etc..
Team Start Time	Preferences for start time could be configured here and may overwrite any selections made during drawing process
Team Match Day	Preferences for team match day could be configured here and may overwrite any selections made during drawing process
Draw Seed	
Hide in Ladder	Team could be hidden from the ladder standings for many reasons e.g. re-grade, withdrawal etc..
Update Existing Fixtures	Any changes made in the mid of season could be updated easily by checking this column and hit Update

Ladders

Ladder Management

 Help on this topic

 [Back to Grade Manager](#)

Season Grade

Grade: Mens 7s

[Grade Details](#)

[Allocate Teams](#)

[Team Settings](#)

[Season Settings](#)

[Ladders](#)

[Pools](#)

 [Add New Ladder](#)

Ladder points scheme: NOT SELECTED

Ladder Number	Sort Order	Heading	Ladder Match Formats	Visible	Has Pools	Calc mode	Last Recalc/Update	Recalc/Update by
1	1		ALL	YES	NO	AUTO	17/07/2014 2:50:00 PM	UAT Association

*Note: Ladders are recalculated automatically overnight and is the preferred method. The recalculation option here shows a manual update and an immediate update is required.

Ladder calculation is automatically processed overnight by the system or can be made manually. If new data has just been entered, admin users could enforce the recalculation for immediate visibility.

Edit grade ladders

Grade: Mens 7s

[Grade Details](#)[Allocate Teams](#)[Team Settings](#)[Season Settings](#)[Ladders](#)[Pools](#)[Back to Ladder Management](#)**Ladder Number** 1**Filter matches in ladder by match formats:** * ☒ All Formats**Ladder Points Scheme**[Ladder Points Scheme Management](#)

Select... ▼

Note: Changing the ladder points scheme will also change

Ladder Display Scheme[Ladder Display Scheme Management](#)

Select... ▼

Note: If no display scheme is selected, default values will be

Pool Group


Select... ▼


Ladder Heading**Ladder Notes****Ladder Calculation Method** * AUTO ▼**Sort order** 1**Visible on public sites** ☒

Ladder Number	
Filter matches in ladder by match formats	
Ladder Points Scheme	To be set up through Ladder Manager and defines how points are awarded to team, what formula and criteria are used
Ladder Display Scheme	To be set up through Ladder Manager and defines how ladder standing are displayed in what order
Pool Group	Ladder could be tied with multiple pools should the former is incorporated in grade
Ladder Heading	Give ladder a title to differentiate from any others in use for the grade
Ladder Notes	
Ladder Calculation Method	Either AUTO - every day overnight or MANUAL - per administrator's activation
Sort order	
Visible on public sites	Tick or show/hide ladders from public view

Season settings.

Grade Edit - Season Settings

 Help on this topic

 Back to Grade Manager

Season Grade

Grade: Mens 7s

Grade Details

Allocate Teams

Team Settings

Season Settings

Ladders

Pools

Season is locked for this grade

☐

Ladders & Fixture are published for this grade

☒

Allow clubs to edit draws and manual ladders

☐

Match Type

[More Information](#)

Number of seeds to display (KO comps only)



Add New Fixture Slot

Fixture Slots

Start Time

Venue

Weight


These settings only apply to the grades for the selected season.

Season is locked for this grade	
Ladders & Fixture are published for this grade	
Allow clubs to edit draws and manual ladders	Checking the box allows clubs to modify draws and ladders (only applicable where the association is not actively managing the competition)
Match Type	<p>Changes the Match Type of the grade. This may affect how match results are entered, and is not relevant for all sports.</p> <p>The match type is usually set at the time of draw creation, although it is allowable to change here, it is not advised to do so if match results have already been entered within the grade.</p>
Number of seeds to display (KO comps only)	<p>This applies to knockout competitions/tournaments only. This affects the number of participant/team names that display their seed number.</p> <p>For example, if the competition has a field of 128, and this setting is 16, then seeds 1 to 16 will display as <i>Team Namex</i> where x is the seed number.</p> <p>The remaining 112 teams will not display a seed number.</p>
Fixture Slots	

Pools

This setting indicates the grade/ladder structure used for the given season. This results in multiple ladders being displayed for each grade according to the structure selected and the name for each element in the structure is set using the "Pool Names/Ladder Headings" entry box with element names separated by "|".

Pools Management

 [Help on this topic](#)

[← Back to Grade Manager](#)

Season 2014 ▾ Grade Mens 7s ▾ Go

Grade: Mens 7s

[Grade Details](#)

[Allocate Teams](#)

[Team Settings](#)

[Season Settings](#)

[Ladders](#)

[Pools](#)

[!\[\]\(47734e4656765d20df4fdbd5b7aff048_img.jpg\) Add New Pool Group](#)

No records found

Add New Pool Group

Grade Details
Allocate Teams
Team Settings
Season Settings
Ladders
Pools

Back to Pools Management

Pool Group Name
*

New Pool Group

Apply this pool to fixture for match formats:
*

☒ All Formats

Add New Pool

Pool Name
*

New Pool 1

Sort order

1

Available Teams

Test Club 1
Test Club 2
Test Club 3
Test Club 4
Test Club 5
Test Club 6

Add ->

<- Remove

Teams in this pool (Count:0)

Pool Name
*

New Pool 2

Sort order

2

Available Teams

Test Club 1
Test Club 2
Test Club 3
Test Club 4
Test Club 5
Test Club 6

Add ->

<- Remove

Teams in this pool (Count:0)

Grades Report



Navigation

Mode: Competition Management

Menu: Competition >> Grades

This page gives site administrator a snapshot of grades available throughout different seasons and their particular settings e.g. Start time, Ladder Display Scheme, Ladder Points scheme etc... This summary can be extracted to spreadsheet for reporting purpose.


Grade Report

Season 2014 ▼ Go

Options: Show inactive grades ☐ Filter list Apply

Grade Name	Grade Type	Sort Order	Default Starttime	Ladder Mode	Ladder Display Scheme
Mens 7s	Senior Mens	0	12:00 PM	Automatic	
Summer premier	Senior Mens	0	12:00 PM		
Womens 7s	Senior Womens	0	12:00 PM		

Total Records: 3

 Download data...

Grade Divisions

Purpose

Grade Divisions group grades within various categories. This makes it easier for larger organisations to find appropriate grades and manage several grades in the one Division.

i **Mode:** Competition Management
Menu: Competition -> Grades -> Grade Divisions

Grade Division Manager

 Help on this topic


 Add New Division


Division Name	Parent Division	Sort Order	Members			
Mens		0		Edit	Delete	Edit Members
Womens		1		Edit	Delete	Edit Members
Boys		2		Edit	Delete	Edit Members
Girls		3		Edit	Delete	Edit Members

Total Records: 4

Add a New Division/Edit details

Grade Division Editor

 [Help on this topic](#)

 [Back to Grade Division Manager](#)

*Denotes a mandatory field

Grade Division Name *	<input type="text" value="Mens"/>
Parent Division	<input type="text" value="None"/>
Sort Order	<input type="text" value="0"/>
<input type="button" value="Update"/>	

- Grade Division Name (mandatory) - A unique name for the group of grades. For example - Men's, Women's, Juniors, Division 3
- Parent ID - The ID of the category under which it belongs. This gives the ability to create more specific subcategories, for example a "Men's Premier" category could be a sub-category of a "Men's" category.
- Sort Order - The order in which that division is displayed within the list of divisions. This can either be entered on the Grade Division Editor, or by clicking the "Move up" or "Move down" buttons on the appropriate category on the "Allocate Grades to Grade Division" page.

Add a Grade to a Division

Allocate Grades to Grade Division

[Help on this topic](#)

Division Mens Go

Both active and inactive grades are displayed.

[Back to Grade Division Manager](#)

Grades

Selected Grades (Count:1)

- Womens 7s
- Summer premier
- Test 1
- Test 2
- Test 3
- Test 4

Add ->

<- Remove


Mens 7s

1. In the Grade Division Management screen, next to the Division to be added, click Edit Members. This will navigate to the Allocate Grades to Grade Division screen.
2. To Add Grades to the Division, select the Grade from the left column and click Add.
3. Click Update and OK to Save Changes.

Remove a Grade from a Division


1. In the Allocate Grades to Grade Division Screen, select the Grade from the right column to be removed and click Remove.
2. Click Update and OK to Save Changes.

Allocate Grades to Grade Division

 Help on this topic

Division Mens Go

Both active and inactive grades are displayed.

 [Back to Grade Division Manager](#)

Grades

Selected Grades (Count:1)

Womens 7s

Summer premier

Test 1

Test 2

Test 3

Test 4

Add ->

<- Remove

Mens 7s

Re-grade Team



Mode: Competition Management

Menu: Competition -> Grades -> Re-grade Team

This page allows to upgrade or downgrade one team from the existing one to a different division after the season has started and matches played. Typically this occurs in competitions that allow re-grading to occur if a team is winning or losing to many matches. Re-grading can only occur during the **Current Season**.

Regrade can be used for the following main purposes:

- To copy played matches & ladder points of a team and get displayed in a TO grade ie. Simultaneously hide this team from ladder ordering of FROM grade
- To replace an existing team/byes in TO grade for the upcoming matches
- To be added as a new team for redrawing of TO grade
- To replace moving team with a Bye in FROM grade
- To fix team seedings for both FROM & TO grades

The follows are 03 major steps involved in re-grading procedures

Step 1 - Denominate team to regrade

1. Start by selecting the grade that currently has a team in it that needs to be moved.
2. This will populate the "Team to regrade" drop down box with all teams that are currently in that grade for the current season.
3. Destination grade will be shown for selection

Terms	Descriptions
Source grade	<ul style="list-style-type: none">• Grade from where target team is currently with
Team to regrade	<ul style="list-style-type: none">• Target team for migrating purposes and process
Destination grade	<ul style="list-style-type: none">• Grade to which you would like to move the team that requires regrading

***It is crucial to review target team & associated grade thoroughly before clicking update since it's more complicated to reverse the action & requires manual manipulation

Step 2 - Decide on regrade options

With the overhaul, regrade options are pretty straight forward for selection and action upon. However, there are a few underlying business rules attached that may need attention and understanding when making decision

Regrade options	Descriptions
Create as a new team in destination grade	<ul style="list-style-type: none"> Add migrated team to new grade for redrawing purposes from rounds XXX... ie. Rounds without scores entered Should be used if no bye or no team available for swapping grades in the upcoming matches Need to restart draw creator wizard to reflect the team change in fixture Seeding for teams will be auto adjusted in both destination & source grade
Replace future byes (if any) in destination grade with migrated team	<ul style="list-style-type: none"> Allow to slot migrated team in bye match for the upcoming time May not need to re-run draw creator Perfect in case bye is available for the upcoming matches Seeding for teams will be auto adjusted in source grade
Replace an existing team in destination grade	<ul style="list-style-type: none"> Allow to swap migrated team with a particular team in destination grade May not need to re-run draw creator Perfect in case moving out team is available for the upcoming matches Seeding for teams will be auto adjusted in source grade
Copy played matches & ladder points into destination grade	<ul style="list-style-type: none"> Duplicate a copy of played matches from source grade & display in destination grade This helps to recalculate ladder points for destination grade including match played by migrated team There might be a missing or surplus of matches played in case the timing of two grades involved is different ie. team may play more or less matches than those in destination grade This will at the same time hide the team from source grade's ladder display Seeding for teams will be auto adjusted in both destination & source grade
Replace migrated team with Bye in the source grade	<ul style="list-style-type: none"> Adjust the vacancy due to team migration with a bye match in case no team is coming in

***Match results & statistics are still actually in source grade

Step 3 - Confirm & review outcome

After making all selections through step 1 & 2, you hit Submit button & will see a success message as above image which lists out all underlying actions done by the system. You may want to open a new window for double checking on

- Fixtures of both source & destination grade
- Ladder display of both source & destination grade
- Team settings in Grade manager page
- Rerun draw creator wizard

Advanced Settings



Navigation

Mode: Competition Management

Menu: Competition >> Grades

This page allows advanced settings concerning squad, participants and match scorecards which might or might not be available to a certain sport database per governing body's business rule.

Team/Squad Settings

Team/Squad Settings
Participant Login Functions
Match Scorecards

Default settings (if grade value not set)

Automatic Team Selection
No Automatic Selection

Squad update flag
Auto Update

Squad Lock Round Number
200

Update Defaults

Grade Settings

☐ Select visible

Update Selected Grades

Drag a column to this area to group by it.

Select	Grade Name	Grade Division	Team Select	Score
<input type="checkbox"/>	Central West 17&U Champ	Central West Ass Champs	Default	Default
<input type="checkbox"/>	Central West 17&U Reserve	Central West Ass Champs	Default	Default
<input type="checkbox"/>	Central West 15&U Champ	Central West Ass Champs	Default	Default
<input type="checkbox"/>	Central West 15&U Reserve	Central West Ass Champs	Default	Default
<input type="checkbox"/>	Central West 13&U Champ	Central West Ass Champs	Default	Default
<input type="checkbox"/>	Central West 13&U Reserve	Central West Ass Champs	Default	Default
<input type="checkbox"/>	Eastern 13&U Reserve	Eastern Assoc Champs	Default	Default

Default settings

Automatic Team Selection

No Automatic Selection - Squad selection is automatically carried forward by the system based on the initial squad setup and no need any team entry/allocation every games

Select Squad - Squad selection is manually handled and compulsory per games before player's scores could be entered

Select Previous Match Team - Squad is manually assigned for a certain round and will be automatically carried forward to the next one

Squad update flag	Locked - Club is not allowed to edit squads Allow Update - Club can edit squads Auto Update - Squads are automatically updated from the moment when a sub player is entered to match
Squad Lock Round Number	Round number from which squads are always locked - value from 0 (always locked) - 200

Participant permissions

Team/Squad Settings
Participant Login Functions
Match Scorecards

Default settings (if grade value not set)
Squad Result Entry Don't Allow ▼
Update Defaults

Grade Settings
☐ Select visible
Update Selected Grades

Drag a column to this area to group by it.

Select	Grade Name	Grade Division	Result Entry
<input type="checkbox"/>	Mens 7s		Default
<input type="checkbox"/>	Womens 7s		Default
<input type="checkbox"/>	Summer premier		Default

Default settings

- Allow/Don't Allow Result Entry by Squad

Grade settings

- Apply the above settings to a few particular grades

Match Scorecards


Certain scorecards are available for printing off with fielded players/team squads details - These are convenient for clubs that paper score entry is still the norm

Organisation Logo	Loading organisation's logo through Website/site/file manager to select here (It might require Sportzvault account)
Sponsor Logo	Loading organisation's logo through Website/site/file manager to select here (It might require Sportzvault account)

Grade Settings

Club/Association might want to keep a few grades away from the above default settings by checking the below for customization

Team Settings

 Mode: Competition Management
Menu: Competition -> Teams -> Maintain Team Settings.

This screen allows the maintenance of default settings at the team level. An association is able to update team settings for all teams allocated to the specified Grade for that season. The settings will be reflected in fixtures and ladders.

Editing Team Settings

It is recommended that team settings for all teams are update prior to creating draws.

Maintain Team Settings

 [Help on this topic](#)

Season	2011	Grade	Women's Gold League	Go
--------	------	-------	---------------------	----

Club	Default Venue	Team (Display) Name	Team Media Name
Black	Blackwood TC	Black	Black
Blue	Bellevue Heights	Blue Bellevue	Blue Bellevue
Green	Golden Grove	Green	Green
Pink	Peake Gardens	Pink	Pink
Red	Select...	Red	Red
Yellow	Select...	Yellow	Yellow

- Select...
- Ascot Park/Vermont
- Athelstone
- Bellevue Heights
- Blackwood TC
- Broadview
- Colonel Light West
- Coromandel Valley
- Dover Square
- East Adelaide Panthers

Default Venue	Select the default venue for each team in this grade. This should be done before creating draws, as the default venue is used to pre-populate venues within the created draw (although these can be changed).
Team (display) name	<p>This allows overriding of the default club display name (which is entered on the Club control panel screen). The display name is used to represent the club/team in fixtures, ladders etc on the public site.</p> <p>It is usually only necessary to specify a display name when a club has more than one team in a grade - eg the 'South Yarra' club may have 'South Yarra Gold' and 'South Yarra Blue' teams in a grade.</p> <p>If the display name was not entered then both teams would have the default club display name and could not be distinguished.</p>

Team media name	<p>This allows overriding of the default club media name (which is entered on the Club control panel screen). The media name is used to represent the club/team in media extracts (via the 'Download Match Data - Media Reports' screen). An association may wish to abbreviate club names here to save space in the media reports. For example, South Yarra could be specified as 'SY'. This does not affect how the club names are displayed elsewhere on the public, or admin sites.</p>
Default Start Time	<p>A default match start time may be entered here, which will override and default start time entered against the grade (at the 'Grade setup' screen). This should be done before creating draws, as the default start time is used to pre-populate start times within the created draw (although these can be changed). Start times must be entered in the format hh:mm AM/PM eg 2:30 PM or 10:00 AM. It is not mandatory to enter start times at either the grade, or team levels.</p>
Draw Seeding	<p>This is the seeding that would be used in creating fixtures for this grade. This can also be modified in the Draw Creator.</p>
Hide in Ladder	<p>If this box is checked, the team will not appear in the ladder (takes effect after the next ladder recalculation). Use for teams that have withdrawn from grades.</p>
Update Existing Fixtures	<p>Clicking this checkbox for the given team will update any existing fixtures with the new settings. Any matches, that haven't already been played, will be updated with the new default venue and/or start time for home matches involving that team.</p>