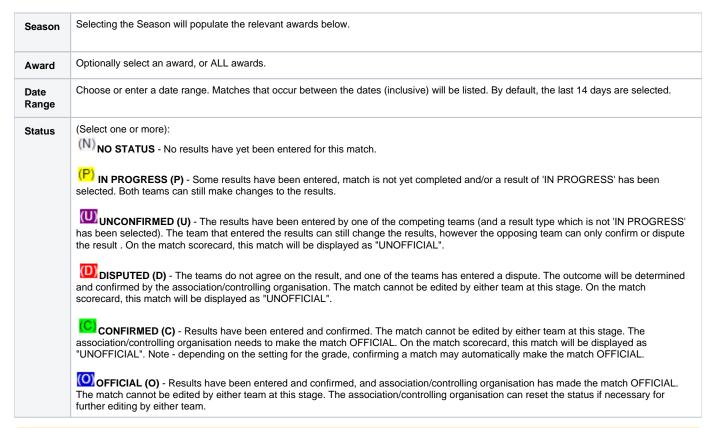
Votes Match Manager

This page uses a wide range of criteria to search for matches, and lock matches for further voting. Only the Principle User can lock or unlock matches for voting.

Voted Awards Match Manager Overview Matches Season 2018 Spring ✓ Award ALL AWARDS ✓ Date Range To Status ✓ NO STATUS (N) ✓ IN PROGRESS (P) ✓ UNCONFIRMED (I) ✓ DISPUTED (I) ✓ CONFIRMED (I) ✓ OFFICIAL (I) Search Matches

Searching for matches

1. Select criteria in the Match Filter and click Search Matches.





Only 500 matches can be displayed at one time. If more than that are found, a message will indicate that only the first 500 are displayed, and you should then narrow your search criteria.

Match List

Matches found are displayed in a list, that can be:

- sorted (by clicking on a table heading),
- filtered (by entering text in the Search box and pressing Enter), or grouped (by dragging a column heading to the top of the table). If a match relates to more than one award (if ALL awards is selected), then the match will appear as a separate row for each award. Each page of information can be displayed by clicking the Page numbers at the bottom of the table.

Match information	Summary information such as award, grade, round, dates, teams and scores (if entered).
Status	Colour-coded match status corresponding to the letter codes above.
Votes Locked	Matches that are locked for a particular award are checked, unlocked matches are unchecked.
Enter Votes link	Transfers directly to the Vote Entry screen.

Locking votes

The default behaviour for voting is to allow the person that entered the votes (or the principle user) to be able to modify votes at any stage. Locking a match for voting means that existing votes cannot be changed, added or deleted for that match and award.



The lock setting is separate for each award, i.e. it is possible for the same match that relates to multiple awards to be locked for one award, and unlocked for others.

Votes can be automatically locked if the Locking match also locks voting option is checked within the setup for a given award. This voting for a match will be locked as soon as the match itself is locked (i.e. the status of the match is changed to OFFICIAL).

Otherwise, votes can be locked or unlocked as required for applicable awards by checking or unchecking the checkboxs in the Votes Locked column, then clicking the **Update** button located under the match list table.