













# Grade Divisions

You can group grades within Grade Divisions. This makes it easier for larger organisations to find appropriate grades and manage several grades in a single Division.

## Add / Edit a New Division

### Grade Division Manager

 Add New Division

DIVISION NAME	PARENT DIVISION	SORT ORDER	MEMBERS	
Senior		1	18	  
Cadet		2	6	  
Junior		3	33	  
NetSetGo Comp		4	7	  

Total Records: 4

1. Click **Add New Division** link to add a new Division, or click the **Edit** link for a particular Division to edit Division details.
2. Edit the fields as per the table below.
3. Click **Update** and **OK** to save changes.

### Grade Division Editor

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Grade Division Name

\*

Parent Division

None

▼

Sort Order













Save

Grade Division Name*	A unique name for the group of grades. For example - Men's, Women's, Juniors, Division 3
Parent Division	<div>The Parent Division (grouping) to which the Grade Division belongs.</div> <div>This allows you to categorize the Grade Divisions and display the Grade Division names with reference to the category on public sites.</div> <div>For example, if you link the "Premier" Grade Division to the Parent Division "Mens", the public site will list the Grade Division as "Mens Premier".</div>
Sort Order	<div>The order in which the Division is displayed within the list of divisions.</div> <div>A sort Oorder of "0" is sorted as the highest in the list.</div> <div>Leaving this blank will result in the Division being added below any specified sort orders. If more than one sort order is left blank, the Divisions without a sort order will display in the sequence in which they were added to the system.</div>

## Add a Grade to / Remove a Grade from a Grade Division

## Grade Division Manager ?

+ Add New Division

DIVISION NAME	PARENT DIVISION	SORT ORDER	MEMBERS
Senior		1	18   
Cadet		2	6   
Junior		3	33   
NetSetGo Comp		4	7   

Total Records: 4

1. To add grades to / remove grades from a division, click the **Edit Members** link for the Division you wish to change.
2. Edit the fields as per the table below.
3. Click **Save** and **OK** to save changes.

## Allocate Grades to Grade Division ?

Division

Senior 

Go

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Both active and inactive grades are displayed.

Grades

CADET1  
CADET2  
CADET3  
CADET4  
CADET5  
CADET6dontuse  
CADET6  
15/1  
15-14/1  
15/2  
15/3  
15/4  
14/1  
14/2  
14/3  
14/5  
14/4  
13/1  
13/2  
13/3  
13/5  
13/4  
13/5  
12/1  
12/2

Add ->

<- Remove

Selected Grades (Count:18)

A1  
A2  
B1  
B2  
B3  
C1  
C2  
B4  
C3  
C4  
C5  
C6  
C7  
C8  
C9  
D1  
D2  
D

Save

**Selected Grades**

Select one or more grades from the **Grades** list and press the **Add->** button to add grades to the **Selected Grades** list.

Select one or more grades from the **Selected Grades** list and press the **<-Remove** button to remove grades from the **Selected Grades** list.