













# 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

 Back to Grade Division Manager

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

Back to Grade Division Manager

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 (Count18)

A1

A2

B1

B2

B3

C1

C2

B4

C3

C4

C5

C6

C7

C8

C9

D1

D2

D

Save

Selected Grades	<p>Select one or more grades from the <b>Grades</b> list and press the <b>Add-&gt;</b> button to add grades to the <b>Selected Grades</b> list.</p> <p>Select one or more grades from the <b>Selected Grades</b> list and press the <b>&lt;-Remove</b> button to remove grades from the <b>Selected Grades</b> list.</p>
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