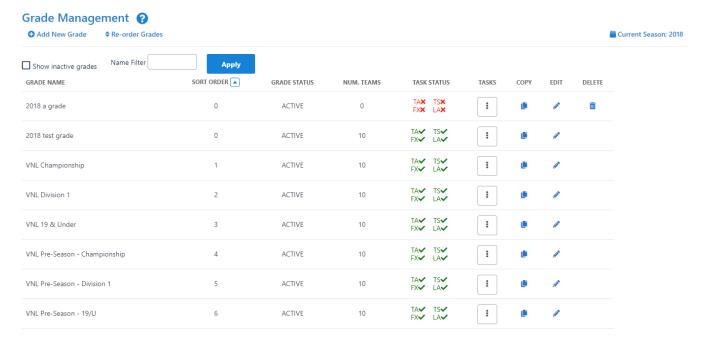
Grade Management

Organisations can access the list of Grades within the current Association and create new Grades and/or edit 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.



Adding/Editing Grade details

Click the **Add a new Grade** link above the Grade list, or select the **Edit** link for a particular Grade to open the **Grade Edit** screen where the Grade can be configured further.

Grade Details - Grade settings



• Add Another Grade • Back to Grade Manager

Grad	le:	2018	test	grac	le

Grade. 2010 test grade	
Grade Details Allocate Teams Team Settings Season Se	ttings Ladders Pools
Grade settings	
Grade Name	* 2018 test grade
Grade Short Name (20 chars max)	
Active	
Grade Sort order	0
Grade Type	* Senior Womens 🗸
Age Qualification	Min. Age (0-100) Max. Age (0-100) 0 100
Default match start time	12:00 PM (hh:mm AM/PM)
Umpire Allocation Organisation	VNL (current organisation) 🗸
Automatically update match status to Official when match status is Confirmed	
Set match status to Confirmed (not Official) when entered by Competition Manager	
Fixture sort order	By Round By Date
Require coach selected with team	
Allocated Umpire Visibility	Always O Never O Auto 0 hours from match start

Grade Name *	Enter a unique name for the Grade. This will display as the Grade name throughout the site.	
	Grade names may be changed after being created, however this will change the name for all seasons.	
	If you wish to refer to the Grade by the old name for previous seasons, you should create a new Grade for the new name.	
	It is not necessary to create a new Grade for a new season if the Grade name is unchanged.	
Grade Short Name	A unique shorter (20 chars max) name for the Grade. This is used in certain reports - e.g. when sending certain SMS	
	notifications where the message length is limited.	
Active	Check the box if the Grade is active (i.e. if matches are still played in this Grade). This setting only affects Grade lists 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.	
Grade sort order	This affects the order in which the Grades are presented in dropdown lists on the site (where the site is customised for an Association). Where the site is customised for a Club, the Club may specify a sort order that will override this setting.	

Grade Type *	Select the type that best describes the participants of this grade.	
Age Qualification	Where there is a maximum and/or minimum age limit for the Grade, enter the date of birth as follows : dd/mm /yyyy	
	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 Ineligible players in Grades with age restriction exception report.	
Default match start time	Matches created under this Grade will use this as the default start time. Leave blank if no default is required, or if the start time is not applicable.	
Umpire/Referee (Match Official) Allocation Organisation	Choose which organisation performs Umpire/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.	
	Only one organisation can do allocations for a particular Grade.	
Club championship weighing factor	If the association has enabled a club championship ladder, this value weights the ladder points for this grade. Set to zero to exclude the current grade from club championship.	
	This feature is not available to all Sports.	
Automatically update match	By default, the match result is not made official until the match is 'locked' within the Review Results screen.	
status to official when match status is confirmed	Check this option to automatically make the match result official as soon as the results are confirmed by one of the competing teams.	
Set match status to confirmed (not Official) when entered by Competition Manager	By default, the match result is not made confirmed (not Official) when the result is entered by the Competition Manager.	
	Check this option to automatically make the match status confirmed (not Official) as soon as the results are entered by the Competition Manager.	
Fixture sort order	Select to display the Fixture by round or by date.	
Require coach selected with team	If checked, this requires squad set up with coach information.	
Allocated Umpire Visibility	 Always - Umpire/Referee (Match official) name will display for all games within the Grade (Default option). Never - Never display an Umpire/Referee's name for all games within the grade. Auto - Automatically show the Umpire/Referee's name within a specified number of hours before or after the start of the match. This value can be between -250 and 250, with a negative amount resulting in the name being displayed before the match has started, and a positive number resulting in the name being displayed after the match has started. 	

^{*}Required Field.

Match result entry settings

Match result entry settings	
Prevent match results entry by clubs	
Number of hours to enter match result 1	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 if the match result is still not entered after the specified number of hours have passed, starting 6PM on the last match day. 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	
Player score entry locked when match is made official	
Allow teams to enter opposition player scores	

- · Prevent entry of player score/statistics check to prevent any player scores from 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 (i.e. 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



Grade can be duplicated by clicking on the Copy icon for a particular Grade.

Delete Grade



Click the appropriate **Delete** link on the **Grade Management** page. Only Grades that have neither 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).