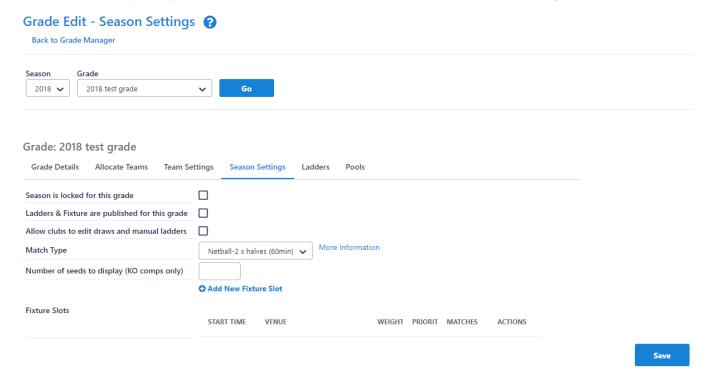
Edit Draw

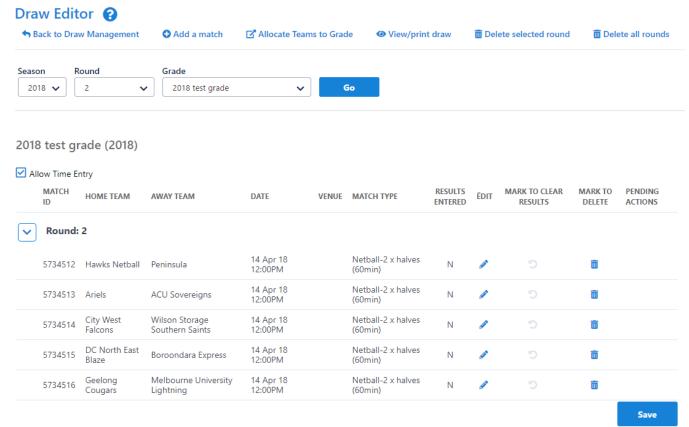
This page allows an existing draw to be edited, round by round. Depending on the type of draw, and whether match results have been entered, matches can be edited, deleted, or new matches added.

Access to the draw editor

The draw editor is typically used by an association user, however in some cases, access can be provided to a club through the Grade Edit screen.



Displaying the matches in a particular round



No changes are committed to the database until the Save button is clicked.

Select the Season, Grade, and Round in the selector bar and click Go. The existing matches (if any) are displayed in the matches table.

For each match the following is displayed:

- Match ID this is a system-generated unique identifier for the match.
- Match Number (knockout draws only) this is the number of the match that is also used on the public draw display. For example, in a 64 team draw, matches in Round 1 are numbered 1-32, Round 2 are numbered 33-48 and so on.
- Home Team first competing team/club (in many cases this is the 'home' team).
- Away Team second competing team/club (in many cases this is the 'away' team).
- Date (Date2, Date3..) Match date. In sports that play matches across multiple days, more than one date may display and be entered. Dates
 must be entered in d/mm/yyyy format (for example, 1st October 2007 is entered as 1/10/2007). The date is mandatory. In sports that play
 matches across multiple days, only the first date is mandatory. If at least one match has two dates entered, two date columns will display*.
- Time (Time2,Time3..) Match starting time. In sports that play matches across multiple days, more than one time may display and be entered. Times must be entered in h:mmAM/PM format (for example, 1PM is entered as 1:00PM). The time is not mandatory, and if omitted, no time will display on the public match draw. If a time is entered, a corresponding date must be entered. If at least one match has two dates entered, two time columns will display*.
- · Venue Venue where the match is held. This is selected from the list of venues assigned to the association. Venue is optional.
- . Match Type This is the type of match, and is normally set within the Draw Creator. Match type is dependent on the sport being played.

^{*} All date/time columns can be displayed by checking the Show All Dates checkbox located above the matches table.



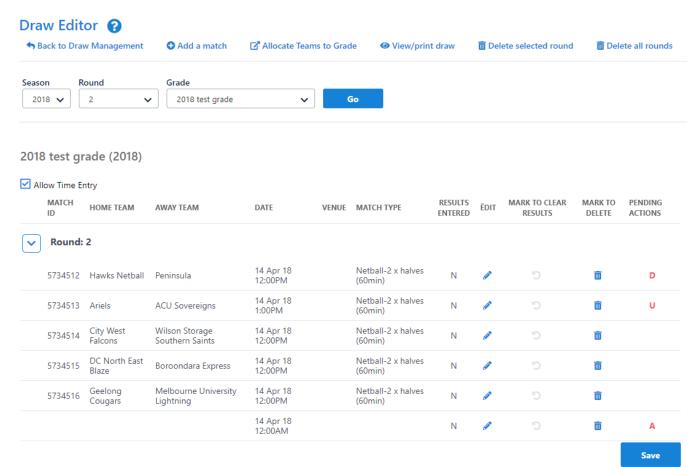
Matches displayed in red within the matches table already have results entered for them. This restricts whether the match can be edited or deleted - please see below.

Making changes to matches

Note that any changes made (including editing, adding, deleting, clearing) are not committed to the database until the **Update** button is clicked. Multiple changes can be made before clicking the **Update** button. Pending changes are indicated in the right-hand side column of the matches table as follows:

- A this match will be added.
- U this match will be updated.

- · D this match will be deleted.
- C this match will be attempted to be cleared.



No changes are committed to the database until the Save button is clicked.

After clicking the **Update** button, the results (either 'success' or 'failure') are displayed for each pending change for confirmation.



Editing an existing match

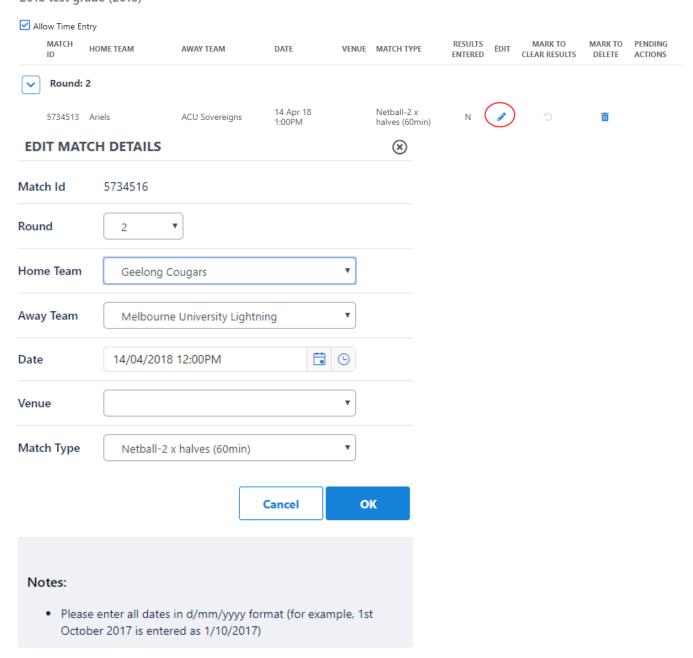
Click the **Edit** link of the match to place the match in Edit mode.

If a result has not been entered for the match, all fields can be edited including the participating teams.

If a result has been entered, the participating teams cannot be changed. Under some circumstances it may be possible to 'clear' the match, which essentially means deleting the result - in which case the participating teams could then be changed. See **Deleting or clearing a match** below for further information.

Make the required changes and click the **Update** link (or click the **Cancel** link to cancel changes to the match). Matches that have been edited will display **U** in the right hand column to signify they will be updated.

Click the **Update** button when all edits/additions/deletions have been made to commit changes to the database. 2018 test grade (2018)



Adding a new match

Click the Add a match link. A new match is added to the end of the matches table. All fields can be edited including the participating teams.

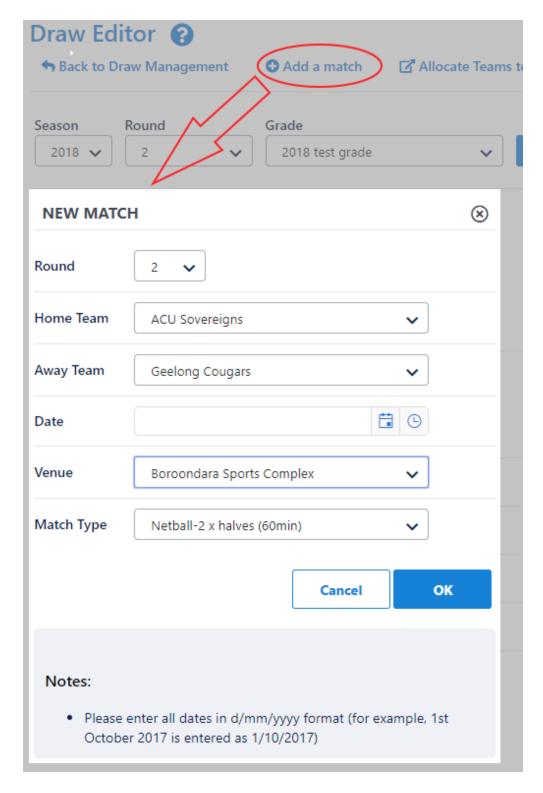
If the participating teams are not known at this stage (e.g. for future finals), select TBD (to be determined) for both Home and Away teams.

Make the required changes and click the **Insert** link (or click the **Cancel** link to cancel the addition of this match). Matches to be added will display *A* in the right-hand column.



Matches cannot be added for knockout draws.

Click the **Update** button when all edits/additions/deletions have been made to commit changes to the database.



Deleting or clearing a match

Definitions:

- Deleting a match means the match is removed from the database.
- Clearing a match means that some information relating to the match (e.g. the match result, scores, selected teams) is removed, but the match itself is not removed.

The following rules apply to the deletion or clearing of matches:

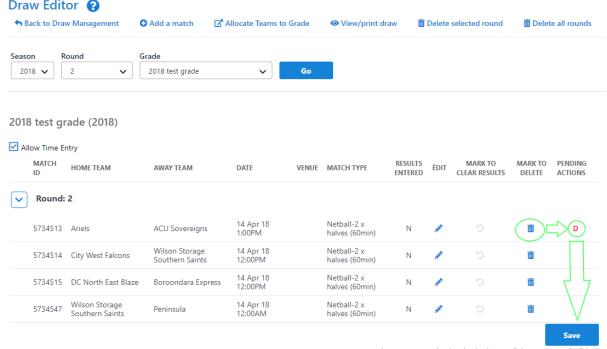
• (A) If no result (i.e. match scores) has been entered for the match, the match can be deleted.

- (B) If a result has been entered, and teams selected, but no player scores have been entered, the match can be cleared. Once cleared, the match
 can then be edited or deleted.
- (C) If a result has been entered, and teams selected, and player scores have been entered, the match cannot be cleared using the draw editor. In this case please contact support.
- · Knockout draw no matches can be deleted or cleared at any time

Click the Delete link of the match to delete or clear a match.

- If case (A) applies, a confirmation box will popup. Click OK to set the match for deletion. At this stage the match will only be marked for deletion, until the Update button is clicked. Matches which will be deleted will display *D* in the right-hand column.
- If case (B) or (C) applies a message will display indicating that the match must first be cleared. Click OK to set the match to clear. Matches which
 are marked for clearing will display C in the right hand column. When the Update button is clicked, the confirmation message will indicate which
 matches were successfully cleared. Any matches that are successfully cleared can then be deleted or edited if required.

Click the **Update** button when all edits/additions/deletions have been made to commit changes to the database.



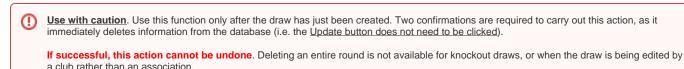
View/print the draw

Click the View/print draw link to popup the draw for the selected grade and season. Changes must have been committed to the database by clicking the U pdate button to be visible here.



Delete an entire round

If an entire round of the draw needs to be deleted, click the **Delete round [number] of this draw link**. No results or any other information must have been entered against any of the matches in the round for this to succeed.





Delete an entire draw

If the entire draw needs to be deleted, click the **Delete all rounds of this draw** link. No results or any other information must have been entered against any of the matches in the draw for this to succeed.



<u>Use with caution.</u> Use this function only after the draw has just been created. Two confirmations are required to carry out this action, as it immediately deletes information from the database (ie the <u>Update button does not need to be clicked</u>).

If successful, this action cannot be undone. Deleting an entire draw is not available when the draw is being edited by a club rather than an association.



Sack to Draw Management

O Add a match

☑ Allocate Teams to Grade

Wiew/print draw

To Delete selected round

