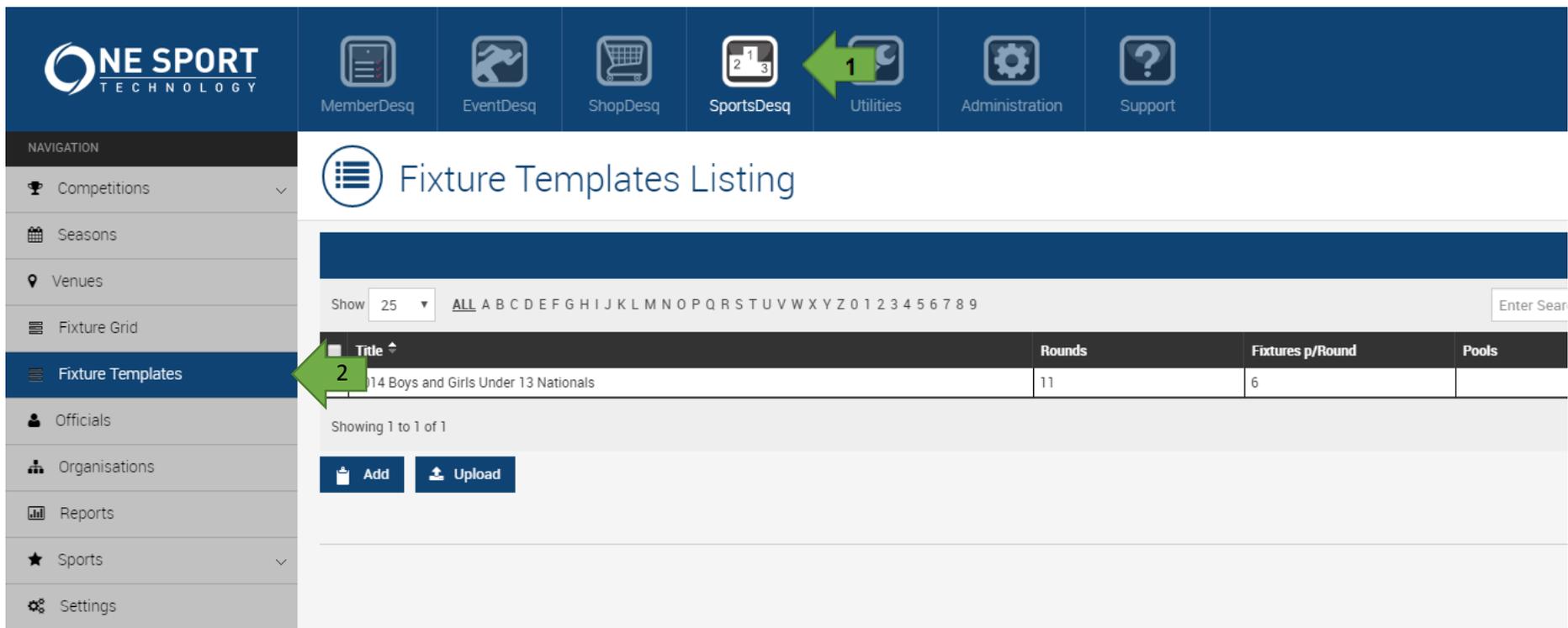


## Setting up the Fixture Template

**Step 1:** Select the SportsDesq module along the top menu

**Step 2:** Select the Fixture Templates tab on the left - side menu



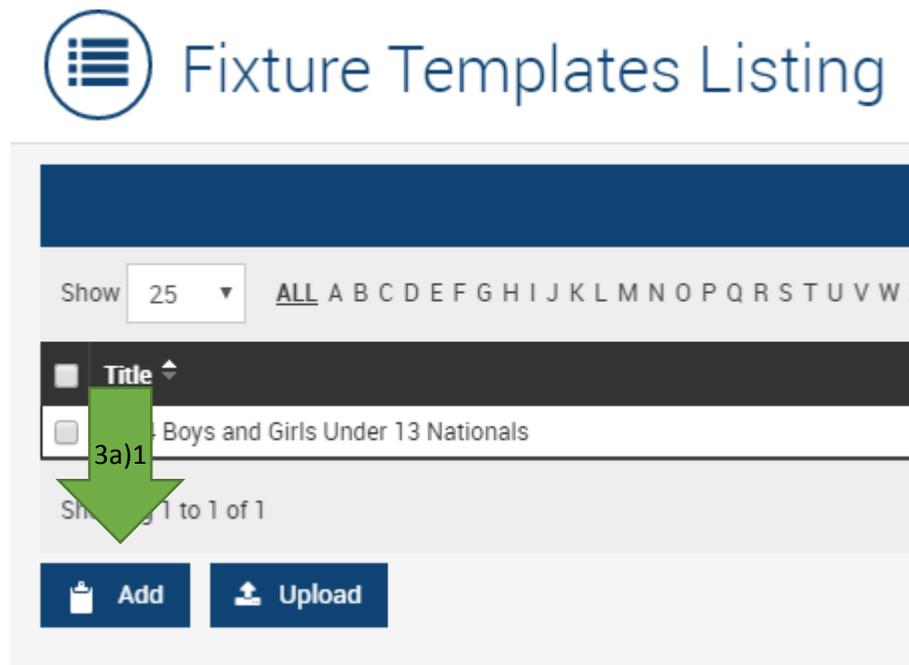
The screenshot displays the ONE SPORT TECHNOLOGY dashboard. The top navigation bar includes modules: MemberDesq, EventDesq, ShopDesq, SportsDesq, Utilities, Administration, and Support. A green arrow labeled '1' points to the SportsDesq module. The left sidebar contains a 'NAVIGATION' menu with options: Competitions, Seasons, Venues, Fixture Grid, Fixture Templates, Officials, Organisations, Reports, Sports, and Settings. A green arrow labeled '2' points to the 'Fixture Templates' option. The main content area shows the 'Fixture Templates Listing' page with a table containing one entry: '14 Boys and Girls Under 13 Nationals' with 11 rounds and 6 fixtures per round.

Title	Rounds	Fixtures p/Round	Pools
14 Boys and Girls Under 13 Nationals	11	6	

**Step 3:** There are two options within this tab

**Step 3a.)** Creating your own Fixture Template

1. Click on the Add button.



2. Enter the Title of the Fixture
3. Select the number of rounds from the drop menu.
4. Select number of fixtures for each round from the drop menu.
5. If there are to be Pools within the template, list these in the Pools Textbox in the format provided.
6. Click Save.

## Add Fixture Template

General		Actions ▾
Title	<input type="text"/>	
Rounds	<input type="text" value="1"/>	
Fixtures Per Round	<input type="text" value="1"/>	
Pools Pool A, Pool B...	<input type="text"/>	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>

7. You will be taken back to the Listing screen, click on the recently created Fixture Template

8. Click Edit



## Fixture Templates Listing

				Actions
Show	25	ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9	Enter Search Term	Title
Title	Rounds	Fixtures p/Round	Pools	Actions
<input checked="" type="checkbox"/> 2014 Boys and Girls Under 13 Nationals	11	6		<ul style="list-style-type: none"> <li>View</li> <li>Edit</li> <li>Delete</li> </ul>

Showing 1 to 1 of 1

[Add](#) [Upload](#)

3a)8

9. Navigate to the tab within this screen called Fixtures



## Edit Fixture Template

General		Fixtures			Actions ▾
Pool	Round	Fixture	Home Seed	Away Seed	
	1	1	1 ▾	7 ▾	
	1	2	2 ▾	8 ▾	
	1	3	3 ▾	9 ▾	
	1	4	4 ▾	10 ▾	
	1	5	5 ▾	11 ▾	
	1	6	6 ▾	12 ▾	

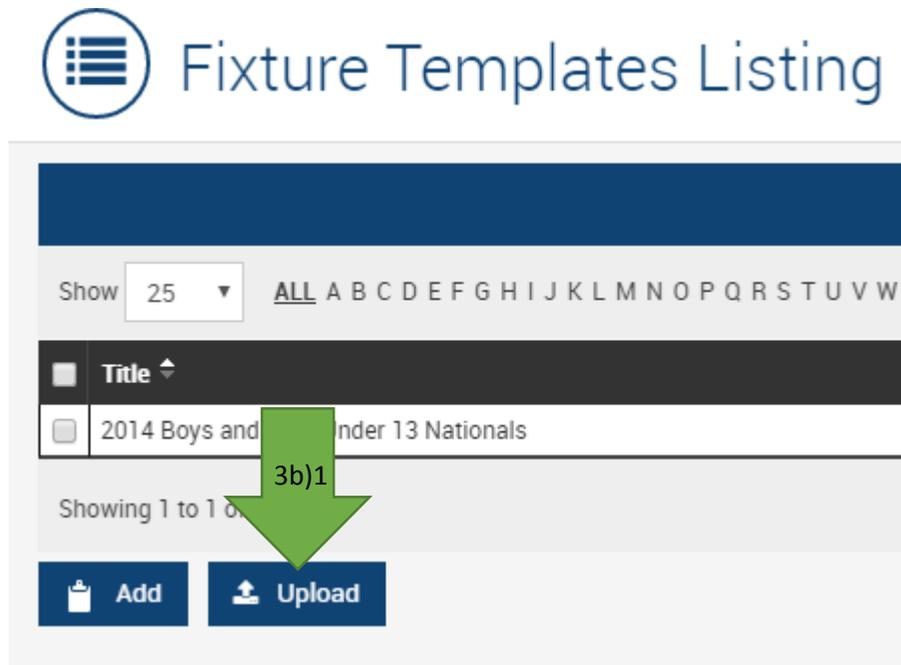
10. Assign a Home Seed and an Away Seed by using the drop menu.

**Please Note:** As you go through each Fixture within a Round, you will need to take note of which sides have met to avoid doubling fixtures and teams. It is also worth taking note that you will allocate seed the numbers to teams at a later point.

11. Click Save

**Step 3b)** Uploading a Fixture Template from a pre-defined template

1. Select the Upload button on the bottom of the Fixture Templates Listing page



2. Select the Template (XLS) button to download the Template (this template must be used in order to upload successfully). Note that there is also a Sample (XLS) available if you wish to view a sample spreadsheet to ensure the formatting is correct, simply click the Sample (XLS) button in order to download.

## Upload Fixture Template

### Upload

Title *	<input type="text"/>
File *	<input type="button" value="Choose File"/> No file chosen
Sheet Name	<input type="text"/>
	<input type="button" value="Template (XLS)"/> <input type="button" value="Sample (XLS)"/>
<input type="button" value="Upload"/> <input type="button" value="Cancel"/>	

3. Fill in all of the required fields within the spreadsheet and save onto your Computer.

4. Select the Choose File button and select the recently saved file from your computer

5. Input the Sheet Name from the Spreadsheet that contains your template so that the system knows which sheet to reference

6. Click Upload

7. The template will now be uploaded and displayed on the Fixture Templates Listing