

3.0 Advanced Fixture Scheduler

3.1 How to... Prepare the Advanced Fixture Scheduler

Introduction

The Advanced Fixture Scheduler is a lot more sophisticated than the other scheduling options offered by Full-Time, but also requires longer to set up, as more information needs to be input. It allows for venue sharing between divisions, and also allows for individual calendars to be set up for divisions, teams and venues.

The Advanced Fixture Scheduler should be used closely with the Conflict Checker. If the information you provide does not allow Full-Time to produce a full fixture list, then any conflicts can be resolved using the Conflict Checker. The advanced scheduler accommodates venue sharing between divisions.

When you first start using the Advanced Fixture Scheduler, we recommend you provide limited data to Full-Time. The Advanced Fixture Scheduler remembers the calendars and restrictions you set, so you can re-run it and build on these as you become more familiar with it.

Calendars

Calendars are the key to the Advanced Fixture Scheduler. These determine when and where fixtures should/could/cannot take place. The Advanced Fixture Scheduler uses five different calendars, and each calendar starts with the default settings set according to one of the calendars before it, but you can make further amendments to the individual calendar to suit your requirements.

The five calendars used, along with the default settings when they are created are as follows:-

- League Calendar** - No default, this is the first calendar created.
- Division Calendar** - Initially set to be identical to the League Calendar
- Team Calendar** - Initially set to be identical to the appropriate Division Calendar
- Venue Calendar** - Initially set to be identical to the League Calendar
- Pitch Calendar** - Initially set to be identical to the appropriate Venue Calendar

Timeslots

The second key element of the Advanced Fixture Scheduler is the “timeslot” – periods of time (or dates) when fixtures can or cannot take place. There are three types of timeslot you will be defining:-

- Preferred Timeslot** - Times/dates on which (in an ideal world) fixtures will be arranged.
- Available Timeslot** - Times/dates on which fixtures can be arranged if necessary, when the “ideal world” situation cannot be accommodated.
- Closed Timeslot** - Times/dates on which fixtures cannot take place.

Before You Run the Advanced Fixture Scheduler

Before you start to run the Advanced Fixture Scheduler, check you have done the following:-

- All venues (grounds) within your league should have been registered (see How to... Create or Add Details to a Venue).
- All pitches at each venue should have been registered and labeled correctly (see How to... Add/Remove/Rename a Pitch at a Venue).
- Set-up the new season for which you wish to run the Advanced Fixture Scheduler (see “Setting Up a New Season”).
- Set-up the divisions for the new season (see “Setting Up a New Season”).

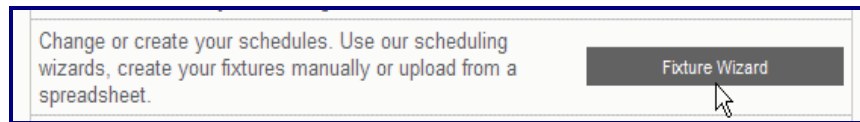
You may also decide that whilst you are experimenting with the Advanced Fixture Scheduler, you may wish to hide the season from public view (see How to... Hide or Update a Season) or hide the fixtures from public view (see How to... Hide Fixtures on your Website).

If you do decide to hide a season or fixtures, remember to un-hide them once you have finished.

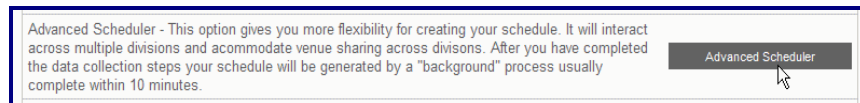
3.2 How to... Start the Advanced Fixture Scheduler

Important Note: When you run the Advanced Fixture Scheduler, any existing fixtures for the season chosen are deleted, so make sure you have selected the right season before running it.

Step 1: From “Admin Home”, click on “Fixture Wizard”.

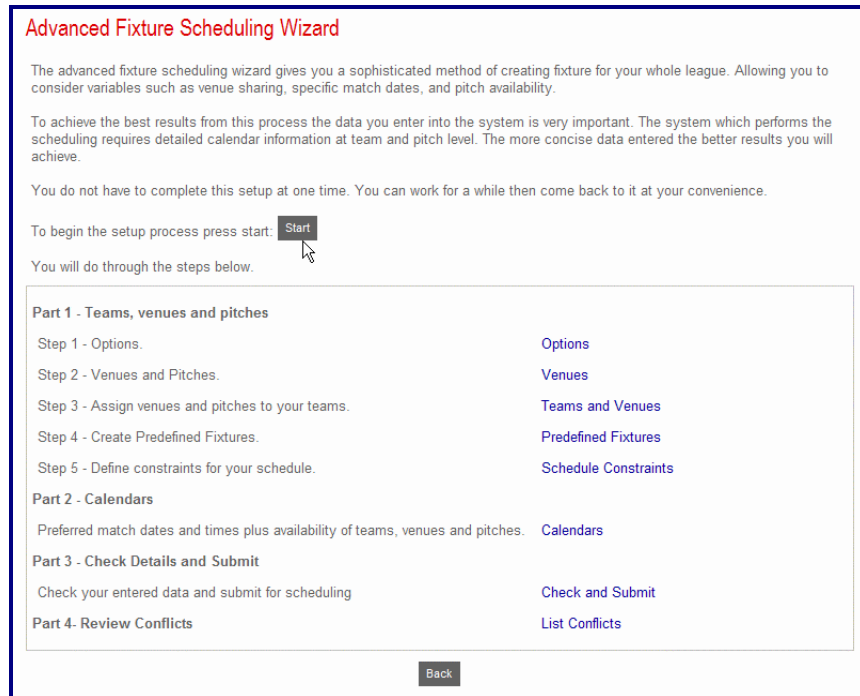


Step 2: Click on “Advanced Scheduler”.



Step 3: To run the “Advanced Scheduler”, click on “Start”.

Note: If you wish to skip some of the steps (e.g. because you’ve already set those parameters, then you can jump to the section needed by using the links on the right of the screen).



3.3 How to... Set the Divisional Settings

Step 1: For each division in your league, you need to give Full-Time some basic settings. These are as follows:-

- **Total Match Minutes** - the amount of time required for each fixture (e.g. if games are 45 minutes each way, you might wish to assign 120 minutes. If necessary, and the pitch is available for more than 240 minutes, Full-Time could arrange two fixtures for the same pitch on the same day).
- **Season Start Date** – the date on which the division will begin playing fixtures (this might vary from one division to another).
- **Number of Times Teams Meet** – normally two (home and away), but your league might be different.
- **Number of Matches Teams Can Play in a Day** – normally one, but might be higher (e.g. for 5-a-side leagues)

If you need to change any of these settings, click on the “Edit” button for the division concerned.

Finally, you need to decide which divisions’ schedules you wish to produce. Tick the “check to schedule this division” box for each division required (usually this will be all divisions).

When you have made any changes, click on “update”.

Step 1 - Advanced Scheduling Options

During the next few steps you will enter all the information required for the scheduling tool to create the fixtures for one or more of your divisions.

2008-2009 Please select the season that you would like to schedule
Wait for divisions to refresh after changing

Scheduling within a season which already contains fixtures will automatically replace the originals with the new fixtures. If you need to create a new season before continuing [click here now](#)

Please select the divisions that you would like to schedule plus check that your division information is correct in the table below.

Note: If you have teams which share the same ground but play in different division you must select all appropriate divisions. Depending on the size of your league and to avoid confusion your best choice could be to select all divisions.

RANK	DIVISION NAME	TOTAL MATCH MINUTES	SEASON START DATE	NUMBER OF TIMES TEAMS MEET	NUMBER OF MATCHES TEAMS CAN PLAY IN A DAY	CHECK TO SCHEDULE THIS DIVISION	
1	Premier Division	120	Dec 6, '08	2	1	<input checked="" type="checkbox"/>	Edit
2	Second Division	120	Dec 6, '08	2	1	<input checked="" type="checkbox"/>	Edit

Total match minutes This is the total number of minutes between kickoff and clearing the pitch before another match could theoretically start afterwards.

Season start date This is the date of the first match of the season for this division. This can vary by division.

Number of times teams meet If the teams play each other HOME and AWAY this would be 2.

Number of matches teams can play in a day Adjust this setting if you wish to allow teams in that division to play more than once per match day.

Step 2: Once you have changed any settings necessary, and selected the divisions for which you want to produce schedules, click on “Next Step”.

3.4 How to... Setup your Venues

Full-Time will now list all of the venues you have set up for each team whose fixtures are to be scheduled. You need to make sure that you have the correct number of pitches set at each venue, and also that each team has been set to use each venue available to it.

Step 1: If you need to add a new venue, click on “Create Venue”. If you need to edit details of an existing venue, click on “Edit” for the venue concerned.

Step 2 - Venue Setup

The venues and pitch for your whole league are summarised below.

For a successful schedule you should be seeing a Venue Name and Teams usually playing at Venue, but most importantly the number of pitches. The scheduler will assign fixtures at pitch level rather than venue level so make sure you have the correct number of pitches per venue.

To make any changes or add pitches to venues shown select edit.

To create a new venue from scratch select Create Venue.

VENUE NAME	ADDRESS	TELEPHONE NUMBER	DIRECTIONS	NUMBER OF PITCHES AT VENUE	TEAMS USUALLY PLAYING AT VENUE	
Anfield				1	Liverpool	Edit Delete
City of Manchester Stadium				1	Manchester City	Edit Delete
Craven Cottage				1	Fulham	Edit Delete
Emirates				1	Arsenal	Edit Delete
Goodison Park				1	Everton	Edit Delete
Old Trafford				1	Manchester United , Manchester United Reserves	Edit Delete

Step 2: Once you have confirmed all your venues are correct, click on “Next Step”.

Step 3: The “Venue Team Structure” page lists each team, and the venues which are currently set as being available for it. If you need to add a venue for a club, select the Division and the Team using the dropdown menus.

Venue Team Structure

Division and Team

Change your selected division and team:

Division:

Team:

After changing wait for screen to refresh

PITCHES that this team can play on

Note all teams must have one venue assigned.

Current Pitches that this team can play on:

VENUES	PITCH	PRIORITY
Emirates	ANY	1

Add New Venue/PITCH To Team

Add a new pitch that this team can play on, priority 1 will be the place where this team would most like to play, priority 10 where this team would least like to play.

Venue:

****Note: wait for pitches to refresh after changing venues**

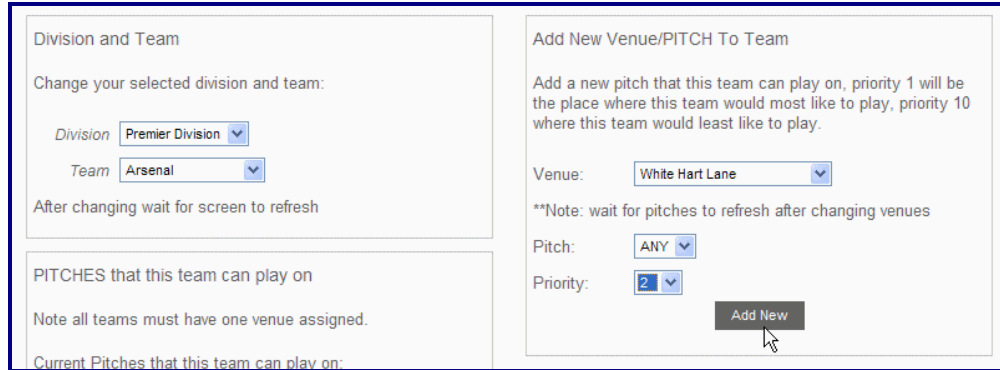
Pitch:

Priority:

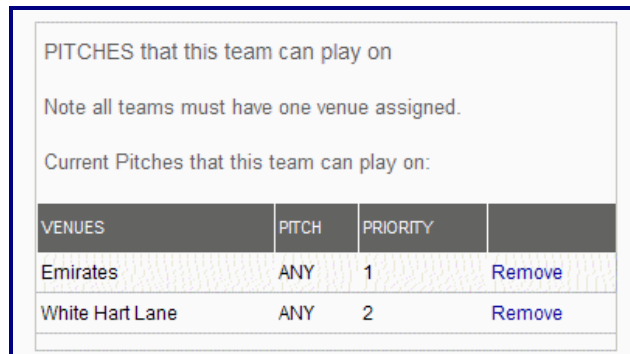
Step 4: To add a new venue to a Team, select the Venue and the Pitch (some venues may have more than one pitch, and you may wish to select a particular pitch, or select “All”).

In addition, you should set a “Priority” for the new Venue. Full-Time will always try and schedule fixtures at a team’s Priority 1 pitch, then Priority 2, etc.

Once you have selected the new venue details, click on “Add New”.



The venue will be added to the list for the team chosen.



VENUES	PITCH	PRIORITY	
Emirates	ANY	1	Remove
White Hart Lane	ANY	2	Remove

Step 5: Repeat this process for all teams concerned, until you have set all of the appropriate venues for each team. It is important to make sure this is as accurate as possible – the quality of the schedule that Full-Time produces depends on you giving it the right information about pitches.

Once you have finished, click on “Next Step”.



3.5 How to... Set Predefined Fixtures

Although the Advanced Fixture Scheduler is designed to produce your fixture schedule for you, it may be that you wish to set a handful of fixtures on particular dates. Full-Time allows you to set “pre-defined” fixtures, and it will then arrange the other fixtures accordingly.

Pre-defined fixtures are optional. The fewer you set, the more flexibility you will give Full-Time in setting your schedule, and you may not have any at all.

Step 1: For each division, set any predefined fixtures by selecting the home team, away team, the date and time of the fixture, and the venue (including the pitch, if appropriate).

Note: You must make sure any pre-defined fixtures fall within the season start and end dates.

Once you have selected the fixture details, click on “Create”.

Predefined Fixtures

Division Premier Division After changing wait for screen to refresh

Predefined fixtures are used to schedule a specific match on a specific date and time. Conflicts to these predefined fixtures will appear on the fixture conflicts page for your resolution.

Please note the scheduler will try and schedule specific predefined fixtures if it is able to do so without affecting the consecutive number of home and away matches or reducing the venue sharing capability of the schedules. If it is unable to do so this will be shown on the conflict pages.
Also note that keeping the number of predefined fixtures to a minimum will increase their chances of being integrated to your schedule.

If predefined fixtures are more important than venue sharing then schedule the single division on its own.

Important: predefined fixtures whose dates fall outside the season's start and end dates will be ignored by the scheduler.

Create a new predefined fixture

Select a home team Arsenal

Select an away team Chelsea

Predefined Fixture Date Time *

20 Dec 2008

03 00 p.m.

Venue Emirates Pitch: ANY

Create

Step 2: Full-Time will add the fixture to your list of pre-defined fixtures at the bottom of the page.

Your current predefined fixtures.

FIXTURE DATE	HOME TEAM	AWAY TEAM	VENUE	PITCH	
SAT 20 DEC 2008 15:00	Arsenal	Chelsea	Emirates		Remove

Step 3: Once you have finished adding all of your pre-defined fixtures (if there are any), then click on “Next Step”.

Cancel
Previous Step
Next Step

3.6 How to... Set Midweek/Weekend Schedule Constraints

If your league has a mixture of midweek and weekend fixtures, it might be that you wish to specify that certain fixtures cannot be played on one or the other (e.g. most common would be that two sides a long distance apart should not play on a midweek evening).

These schedule constraints are optional. The fewer you set, the more flexibility you will give Full-Time in setting your schedule, and you may not have any at all.

Step 1: On the Schedule Constraints page, select the Division, the two clubs concerned, and whether you wish to prevent them playing mid-week or at the weekend.

Once you have made your selection, click on “Add constraint”.

Schedule Constraints

If some teams are unable to play each other either on a week-end or during weektime - say due to travelling distance - you can define these rules here.

Please note the scheduler will try and schedule using these constraints if it is able to do so without affecting the consecutive number of home and away matches or reducing the venue sharing capability of the schedules. If it is unable to do so this it will be shown on the conflict pages.

Also note that keeping the number of constraints to a minimum will increase their chances of being integrated to your schedule.

If constraints are more important than venue sharing then schedule the single division on its own.
Note: Geography constraints do not apply to predefined fixtures.

Division Premier Division *
Arsenal * cannot play Manchester United on Mid-Week fixtures

Add constraint

* wait for screen to refresh

Your current constraints.

TEAM 1	TEAM 2	CANNOT MEET

Step 2: Full-Time will add the constraint to your list of constrained fixtures at the bottom of the page.

Your current constraints.

TEAM 1	TEAM 2	CANNOT MEET
Arsenal	Manchester United	Mid-Week
Remove		

Step 3: Once you have finished adding all of your fixture constraints (if there are any), then click on “Next Step”.

Previous Step
Cancel
Next Step

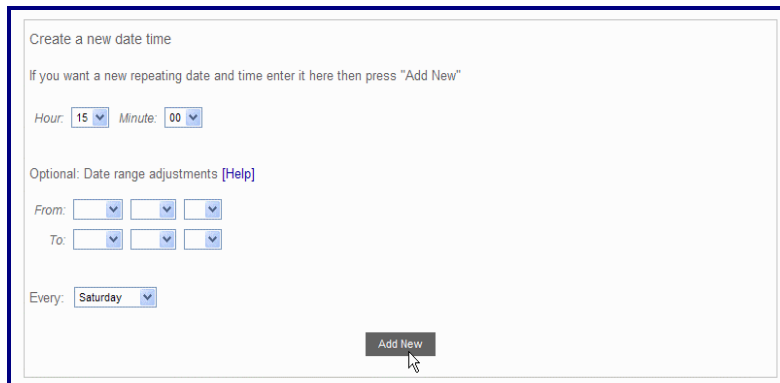
3.7 How to... Set Your League Calendar

The first Calendar which must be set up is your League Calendar. The dates and times you set here will apply for all divisions being included within the Advanced Fixture Scheduler, though you can override them in later steps.

Important Note: the main calendar pages have two boxes – the first is used to create “Preferred Timeslots” (dates/times when you prefer fixtures to be played), the second is used to create “Available Timeslots” (reserve dates/times when fixtures can be played if necessary).

Step 1: Within the “Preferred Timeslots” box (starts with “Create a new date time”) select the regular kickoff time (a specific time is required), and the day on which fixtures will be played. Full-Time will automatically select dates that fall within the beginning and end dates of your season, but you can vary these with the “Date range adjustments” if required.

Once you have selected a regular day/time, click on “Add New”.



Create a new date time

If you want a new repeating date and time enter it here then press "Add New"

Hour: 15 Minute: 00

Optional: Date range adjustments [\[Help\]](#)

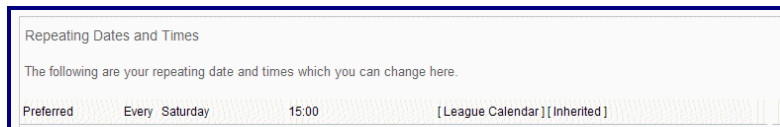
From: [] [] []

To: [] [] []

Every: Saturday

Add New

Step 2: The “Preferred Timeslot” is added to your list of “Repeating Dates and Times” which are shown at the bottom of the page.



Repeating Dates and Times

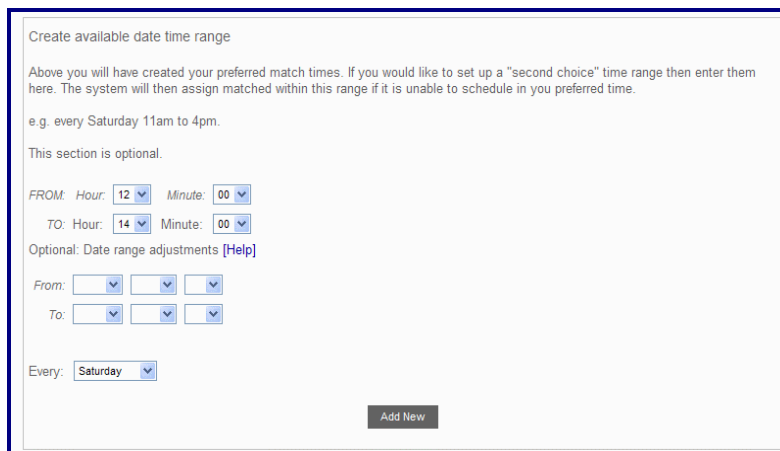
The following are your repeating date and times which you can change here.

Preferred	Every Saturday	15:00	[League Calendar][Inherited]
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If you wish to add any further “Preferred Timeslots” (e.g. a 5-a-side league might play every Monday and Thursday, or perhaps Monday at 7pm, and again at 9pm) you may do so.

Step 3: Once you have created your Preferred Timeslots, you should create any “Available Timeslots” (note that these require time ranges, not specific times). These are second choice timeslots - Full-Time will only use them if it cannot arrange all fixtures within your Preferred Timeslots.

Examples: a league might use end of season midweek fixtures, or arrange some games three hours earlier so that a pitch might be used twice in one day.



Create available date time range

Above you will have created your preferred match times. If you would like to set up a "second choice" time range then enter them here. The system will then assign matches within this range if it is unable to schedule in your preferred time.

e.g. every Saturday 11am to 4pm.

This section is optional.

FROM: Hour: 12 Minute: 00

TO: Hour: 14 Minute: 00

Optional: Date range adjustments [\[Help\]](#)

From: [] [] []

To: [] [] []

Every: Saturday

Add New

Step 4: Once you have selected the date/time range required, click on “Add New”.



Step 5: The “Available Timeslot” is added to your list of “Repeating Dates and Times” which are shown at the bottom of the page.

Repeating Dates and Times						
The following are your repeating date and times which you can change here.						
Preferred	Every	Saturday	15:00	[League Calendar]	Edit	Delete
Available	Every	Saturday	12:00 - 14:00	[League Calendar]	Edit	Delete

If you wish to add any further “Available Timeslots”.

Step 6: Once you have finished adding your Repeating Dates and Times (Preferred and Available) click on “Next Step” to take you to the “Closed Dates” page.



Step 7: The Closed Dates and Times page allows you to specify dates and/or times when fixtures cannot be played (e.g. over Christmas and New Year, etc).

Select the dates and times (if you leave the times blank, then the whole day is assumed to be closed) required, and click on “Add New”.

Calendar Dates: LEAGUE STEP 2 - CLOSED DATES AND TIMES

Enter any dates and times when no matches should take place in your league. This can be overridden for divisions, teams and venues later. An example of a closed date would be 'December 25th 2004'

Create New Date Time

If you want a new date and time enter it here then press "Add New"

	DD	MM	YYYY	HOUR	MIN	AM/PM
FROM:	<input type="text" value="24"/>	<input type="text" value="Dec"/>	<input type="text" value="2008"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TO:	<input type="text" value="2"/>	<input type="text" value="Jan"/>	<input type="text" value="2009"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you want to close a complete day then only fill the From: DD MM YYYY, leave the rest blank

Step 8: The Closed Dates are added to your “Non Repeating Dates and Times” which are shown at the bottom of the page.

Non Repeating Dates and Times						
The following are your non repeating date and times which you can change here.						
Closed	from	WED 24 DEC 2008 00:00	to	SAT 03 JAN 2009 00:00	[League Calendar]	Edit Delete

Step 9: Once you have finished adding your Not Repeating Dates and Times (Closed Dates) click on “Next Step” to take you to the “Specific Match Dates” page.



Step 10: The Specific Match Dates page allows you to create “Preferred” and “Available” dates/times on which fixtures can be played, outside of your regular match dates (e.g. in professional football, Boxing Day, 26th December – or perhaps end of season date ranges when midweek games could be played during daylight evening hours).

Note that there are two separate boxes, the top box for “Preferred Timeslots” (with specific kickoff times) and the second box for “Available Timeslots” (with available dates/times).

Create New Date Time

If you want a new date and time enter it here then press “Add New”

DD MM YYYY HOUR MIN AM/PM

17 Dec 2008 08 00 p.m.

Create Available Date Time Range

Above you will have created your preferred match times. If you would like to set up a “second choice” time range then enter them here. The system will then assign matches within this range if it is unable to schedule in your preferred time.

e.g. e.g. Wednesday 1st December 4pm to 8pm.

This section is optional.

DD MM YYYY HOUR MIN AM/PM

FROM: [] [] [] [] [] []

TO: [] [] [] [] [] []

Step 11: The “Preferred” and/or “Available” Specific Match Dates are added to your “Non Repeating Dates and Times” at the bottom of the page.

Non Repeating Dates and Times

The following are your non repeating date and times which you can change here.

Preferred	from	WED 17 DEC 2008 20:00	to	[League Calendar]	Edit Delete
Closed	from	WED 24 DEC 2008 00:00	to	SAT 03 JAN 2009 00:00	[League Calendar] Edit Delete

Step 12: Once you have finished adding any Specific Match Dates, click on “Next Step”.

This completes the creation of the “League Calendar” and will take you to the pages where you can set the various “Division Calendars”.

3.8 How to... Set Your Division Calendars

Once you have completed your League Calendar, you have the option of setting individual calendars for each of your divisions. Initially the Division Calendars are **identical** to the League Calendar, so you should only adjust a Division Calendar if it will be different from the League Calendar (e.g. if a particular Division starts later than the rest of the league, or the teams in the division will be involved in Cup games a particular week).

To select a particular division, use the drop-down menu at the top of the page.

Calendar Dates: DIVISIONS STEP 1 - REPEATING MATCH DATES

If each division in your league has the same kickoff times as your league you should have already created the dates in the league step.

If you need to you can define main match dates and kickoff times specific to each division here

Division: After changing wait for screen to refresh

Steps 1-6: The Repeating Match Times are shown at the bottom of the first page (remember initially they'll be identical to your League Calendar). To adjust any of these for the division selected, you follow a procedure identical to steps 1-5 of How to... Set Your League Calendar.

Once you have finished adjusting any Repeating Match Times for each division required, click on "Next Step" to take you to the "Closed Dates and Times" page.

Calendar Dates: DIVISIONS STEP 2 - CLOSED DATES AND TIMES

The closed date you have previously created within the league calendar will carry over to each division. If you do not need division specific closed dates press Next Step

If you need to you can define specific closed dates by division here:

Division: After changing wait for screen to refresh

Steps 7-9: The Closed Dates and Times are shown at the bottom of the page (remember initially they'll be identical to your League Calendar).

To select a different division, use the drop-down menu at the top of the page.

To adjust any of these for the division selected, you follow a procedure identical to steps 7-8 of How to... Set Your League Calendar.

Once you have finished adjusting any Closed Dates and Times for each division required, click on "Next Step" to take you to the "Specific Match Dates" page.

Calendar Dates: DIVISIONS STEP 3 - SPECIFIC MATCH DATES

As well as the main (repeating) match dates you have created for your division. If there are any specific 'one off' dates which you would like all league fixtures to play. Please enter them below

The specific match dates you have previously created within the league calendar will carry over to each division. If you do not need divisional specific match dates press Next Step

If you need to you can define specific closed dates by division here:

Division: After changing wait for screen to refresh

Steps 10-12: The Specific Match Dates are shown at the bottom of the page (remember initially they'll be identical to your League Calendar).

To select a different division, use the drop-down menu at the top of the page.

To adjust any of these for the division selected, you follow a procedure identical to steps 10-11 of How to... Set Your League Calendar.

Once you have finished adjusting any Specific Match Dates for each division required, click on "Next Step". This completes the creation of the "Division Calendars" and takes you to the "Team Calendars".

3.9 How to... Set Your Team Calendars

Once you have completed your Division Calendars, you have the option of setting individual calendars for each of your teams. Initially the Team Calendars are **identical** to the Division Calendar for the team selected, so you should only adjust a Team Calendar if it will be different from the Division Calendar (e.g. if a particular Team has been granted a week off).

To select a particular division or team, use the drop-down menus at the top of the page.

Calendar Dates: TEAMS STEP 1 - REPEATING MATCH DATES

If each team in your division has the same kickoff times as your division you should have already created the dates in the league or division steps.

If you need to you can define main match dates and kickoff times specific to each team here

Division Team After changing wait for screen to refresh

Steps 1-6: The Repeating Match Times are shown at the bottom of the first page (remember initially they'll be identical to the appropriate Division Calendar). To adjust any of these for the team selected, you follow a procedure identical to steps 1-5 of How to... Set Your League Calendar.

Once you have finished adjusting any Repeating Match Times for each team required, click on "Next Step" to take you to the "Closed Dates and Times" page.

Calendar Dates: TEAMS STEP 2 - CLOSED DATES AND TIMES

The closed date you have previously created within the league or division calendar will carry over to each team. If you do not need team specific closed dates press Next Step

If you need to you can define specific closed dates by team here:

Division Team After changing wait for screen to refresh

Steps 7-9: The Closed Dates and Times are shown at the bottom of the page (remember initially they'll be identical to the appropriate Division Calendar).

To select a different team or division, use the drop-down menus at the top of the page.

To adjust any of these for the team selected, you follow a procedure identical to steps 7-8 of How to... Set Your League Calendar.

Once you have finished adjusting any Closed Dates and Times for each team required, click on "Next Step" to take you to the "Specific Match Dates" page.

Calendar Dates: TEAMS STEP 3 - SPECIFIC MATCH DATES

As well as the main (repeating) match dates you have created for your team. If there are any specific 'one off' dates which you would like all league fixtures to play. Please enter them below

The specific match dates you have previously created within the division calendar will carry over to each team. If you do not need team specific match dates press Next Step

If you need to you can define specific closed dates by team here:

Division Team After changing wait for screen to refresh

Steps 10-12: The Specific Match Dates are shown at the bottom of the page (remember initially they'll be identical to the appropriate Division Calendar).

To select a different team or division, use the drop-down menus at the top of the page.

To adjust any of these for the team selected, you follow a procedure identical to steps 10-11 of How to... Set Your League Calendar.

Once you have finished adjusting any Specific Match Dates for each team required, click on "Next Step". This completes the creation of the "Team Calendars" and takes you to the "Venue Calendars".

3.10 How to... Set Your Venue Calendars

Once you have completed your Team Calendars, you now have the option of setting individual calendars for each of your venues. Initially the Venue Calendars are **identical** to the League Calendar, so you should only adjust a Venue Calendar if it will be different from the League Calendar (e.g. if a particular ground is not available for a number of weeks).

To select a particular venue, use the drop-down menu at the top of the page.

Calendar Dates: VENUES STEP 1 - REPEATING MATCH DATES

If each venue in your league has the same kickoff times as your league you should have already created the dates in the league step.

If you need to you can define main match dates and kickoff times specific to each venue here

Venue: After changing wait for screen to refresh

Steps 1-6: The Repeating Match Times are shown at the bottom of the first page (remember initially they'll be identical to the League Calendar). To adjust any of these for the venue selected, you follow a procedure identical to steps 1-5 of How to... Set Your League Calendar.

Once you have finished adjusting any Repeating Match Times for each venue required, click on "Next Step" to take you to the "Closed Dates and Times" page.

Calendar Dates: VENUES STEP 2 - CLOSED DATES AND TIMES

The closed date you have previously created within the league calendar will carry over to each venue. If you do not need venue specific closed dates press Next Step

If you need to you can define specific closed dates by venue here:

Venue: After changing wait for screen to refresh

Steps 7-9: The Closed Dates and Times are shown at the bottom of the page (remember initially they'll be identical to the League Calendar).

To select a different venue, use the drop-down menu at the top of the page.

To adjust any of these for the team selected, you follow a procedure identical to steps 7-8 of How to... Set Your League Calendar.

Once you have finished adjusting any Closed Dates and Times for each team required, click on "Next Step" to take you to the "Specific Match Dates" page.

Calendar Dates: VENUES STEP 3 - SPECIFIC MATCH DATES

As well as the main (repeating) match dates you have created for your venue. If there are any specific 'one off' dates which you would like all league fixtures to play. Please enter them below

The specific match dates you have previously created within the league calendar will carry over to each venue. If you do not need venue specific match dates press Next Step

If you need to you can define specific closed dates by venue here:

Venue: After changing wait for screen to refresh

Steps 10-12: The Specific Match Dates are shown at the bottom of the page (remember initially they'll be identical to the League Calendar).

To select a different venue, use the drop-down menu at the top of the page.

To adjust any of these for the venue selected, you follow a procedure identical to steps 10-11 of How to... Set Your League Calendar.

Once you have finished adjusting any Specific Match Dates for each team required, click on "Next Step". This completes the creation of the "Venue Calendars" and takes you to the "Pitch Calendars".

3.11 How to... Set Your Pitch Calendars

Once you have completed your Venue Calendars, you now have the option of setting individual calendars for each of your pitches. Initially the Pitch Calendars are **identical** to the Venue Calendar for the pitch selected, so you should only adjust a Pitch Calendar if it will be different from the Venue Calendar (e.g. if a particular pitch is not available for a number of weeks).

To select a particular venue or pitch, use the drop-down menus at the top of the page.

Calendar Dates: PITCHES STEP 1 - REPEATING MATCH DATES

If each pitch in your league has the same kickoff times as your venue you should have already created the dates in the the venue step.

If you need to you can define main match dates and kickoff times specific to each pitch here

Venue Pitch After changing wait for screen to refresh

Steps 1-6: The Repeating Match Times are shown at the bottom of the first page (remember initially they'll be identical to the appropriate Venue Calendar). To adjust any of these for the team selected, you follow a procedure identical to steps 1-5 of How to... Set Your League Calendar.

Once you have finished adjusting any Repeating Match Times for each pitch required, click on "Next Step" to take you to the "Closed Dates and Times" page.

Calendar Dates: PITCHES STEP 2 - CLOSED DATES AND TIMES

The closed date you have previously created within the venue calendar will carry over to eachpitch. If you do not need pitch specific closed dates press Next Step

If you need to you can define specific closed dates by pitch here:

Venue Pitch After changing wait for screen to refresh

Steps 7-9: The Closed Dates and Times are shown at the bottom of the page (remember initially they'll be identical to the appropriate Venue Calendar).

To select a different venue or pitch, use the drop-down menus at the top of the page.

To adjust any of these for the pitch selected, you follow a procedure identical to steps 7-8 of How to... Set Your League Calendar.

Once you have finished adjusting any Closed Dates and Times for each pitch required, click on "Next Step" to take you to the "Specific Match Dates" page.

Calendar Dates: PITCHES STEP 3 - SPECIFIC MATCH DATES

As well as the main (repeating) match dates you have created for your pitch. If there are any specific 'one off' dates which you would like all league fixtures to play. Please enter them below

The specific match dates you have previously created within the venue calendar will carry over to each pitch. If you do not need pitch specific match dates press Next Step

If you need to you can define specific closed dates by pitch here:

Venue Pitch After changing wait for screen to refresh

Steps 10-12: The Specific Match Dates are shown at the bottom of the page (remember initially they'll be identical to the appropriate Venue Calendar).

To select a different venue or pitch, use the drop-down menus at the top of the page.

To adjust any of these for the pitch selected, you follow a procedure identical to steps 10-11 of How to... Set Your League Calendar.

Once you have finished adjusting any Specific Match Dates for each pitch required, click on "Next Step". This completes the creation of the "Pitch Calendars" and takes you to the page where you'll be able to check all of your settings and create your schedule.

3.12 How to... Check Details and Create Your Schedule

Once you have completed your Calendars, Full-Time is now ready to create your Schedule. The "Schedule Summary" page lists the season, divisions, calendar dates selected. If you need to make any adjustments, do so before you run the schedule.

Step 1: When you are ready to create the schedule, you need to select one of three options:-

- Only Preferred Dates and Times** - Fixtures will only be arranged on "Preferred Match Dates and Times". "Available Times/Dates" will be ignored.
- Same Day** - Fixtures will be arranged on "Preferred Match Dates and Times" where possible but "Available Times/Dates" will be used if necessary.
- Any Time** - Fixtures will be arranged on "Preferred Match Dates and Times" or "Available Times/Dates", but if necessary Full-Time will arrange fixtures outside of the Available Times/Dates.

Part 3 - Schedule Summary

You are at the final stage of the detailed scheduler process. Below are the divisions that you have chosen to schedule. If you need to change the divisions then [goto the Options page here](#)

The scheduling default is for fixtures to be assigned on your preferred division match dates. If you have set closed dates for teams/pitches you can then manage conflicts in the fixture conflicts page.

If you would prefer the system to assign fixtures in the best available times and pitches, then choose from the options below.

ONLY ON PREFERRED DATES AND TIMES - Schedule only on division preferred match dates and times, problems to be handles via Conflict Checker.
Please note this option is the FASTEST so if you are just playing with the system use this option first.

SAME DAY - Best allocate fixture on preferred match dates and times but on any available time on the match dates.

ANY TIME - Allocate fixture on any available time.

Please not that after you have requested the scheduling you will be unable to enter the setup screens until complete.

You are about to schedule for season: 2008-2009

Step 2: Once you have chosen your option, click on "Submit" at the bottom of the page. Full-Time will attempt to create your schedule.

Press this button if you want the system to schedule your chosen divisions. You will receive a new contact message on Admin Home when complete.

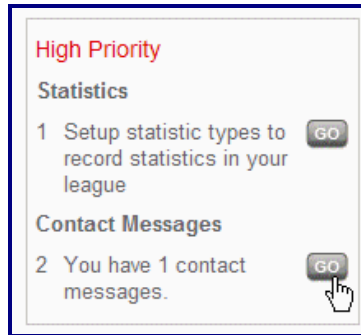
Step 3: Once the Scheduling Wizard is running, Full-Time will lock you out of it until it has finished running the schedule. If you need to interrupt it click on "click here to cancel".

Advanced Fixture Scheduling Wizard

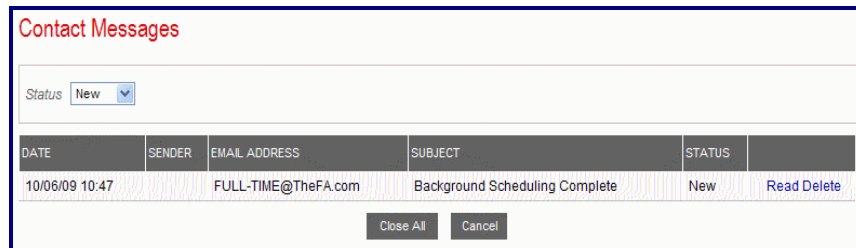
Your scheduling request is currently PENDING. You are currently not allowed to enter any of the scheduling pages. If you wish to cancel your scheduling request then [click here to cancel](#)

Part 1 - Teams, venues and pitches	
Step 1 - Options.	Locked
Step 2 - Venues and Pitches.	Locked
Step 3 - Assign venues and pitches to your teams.	Locked
Step 4 - Create Predefined Fixtures.	Locked
Step 5 - Define constraints for your schedule.	Locked
Part 2 - Calendars	
Preferred match dates and times plus availability of teams, venues and pitches.	Locked
Part 3 - Check Details and Submit	
Check your entered data and submit for scheduling	Locked
Part 4 - Review Conflicts	List Conflicts

Step 4: The Advanced Scheduler will normally take 5-30 minutes to run. Once Full-Time has finished running the Advanced Scheduler, a “High Priority” Contact Message will appear on “Admin Home”.



Step 5: Click on “Go” to read the contact message. This confirms the schedule has been completed.



Step 6: Using the various fixture wizard options, you can check the schedule arranged.

Manual Fixture Setup

Division: Premier Division After changing wait for screen to refresh

Home Team	Away Team					
	ARS	AST	CHE	EVE	LIV	MAN
ARSENAL		Dec 13	Jan 3	Jan 31	Dec 17	Jan 10
ASTON VILLA	Jan 17		Dec 6	Dec 17	Feb 7	Dec 20
CHELSEA	Feb 7	Jan 10		Dec 13	Dec 20	Jan 24
EVERTON	Dec 20	Jan 24	Jan 17		Dec 6	Feb 7
LIVERPOOL	Jan 24	Jan 3	Jan 31	Jan 10		Dec 13
MANCHESTER UNITED	Dec 6	Jan 31	Dec 17	Jan 3	Jan 17	

Manual Fixture Setup

Division: Second Division After changing wait for screen to refresh

Home Team	Away Team					
	FUL	MAN	MAN	SUN	TOT	WES
FULHAM		Dec 6	Dec 17	Jan 31	Jan 3	Jan 17
MANCHESTER CITY	Jan 10		Jan 3	Dec 13	Jan 31	Dec 17
MANCHESTER UNITED RESERVES	Jan 24	Feb 7		Jan 10	Dec 13	Dec 20
SUNDERLAND	Dec 20	Jan 17	Dec 6		Dec 17	Feb 7
TOTTENHAM HOTSPUR	Feb 7	Dec 20	Jan 17	Jan 24		Dec 6
WEST HAM UNITED	Dec 13	Jan 24	Jan 31	Jan 3	Jan 10	

If you wish to adjust some of the parameters for your schedule, and re-run it, then you can use the Mass Delete option (see How to... Mass Delete Fixtures) and run the Advanced Scheduler again.

Important Note: when you have finished running the Advanced Fixture Scheduler, we strongly recommend you run the “Conflict Checker” (see How to... Run the Conflict Checker).