

14.0 Division Fixture Scheduler

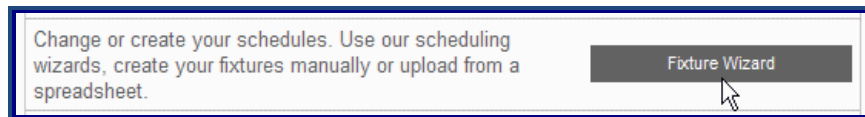
The Division Fixture Scheduler allows you to create fixtures for a single division for a full season. It allows for two teams sharing a venue, either within the same division, or in different divisions so long as the two divisions have the same number of teams (this is achieved by running the schedule for the first division, and then duplicating the same schedule for the second division).

The Division Fixture Scheduler sets dates for your season, including allowing you to close dates on which you do not wish to have any fixtures arranged.

Note: if you wish to try the Division Fixture Scheduler, we recommend you do so and see how the fixture list produced suits you. It can always be deleted afterwards using the Mass Delete option (see How to... Mass Delete Fixtures).

14.1 How to... Create a Division's Fixtures using the Division Fixture Scheduler

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

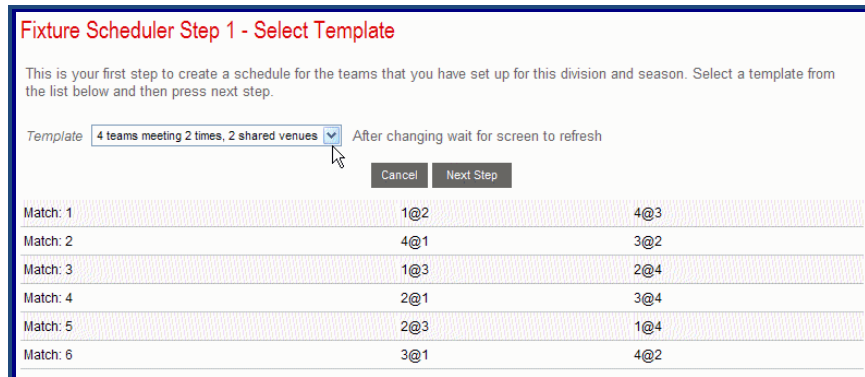


Step 2: Click on "Fixture Scheduler".



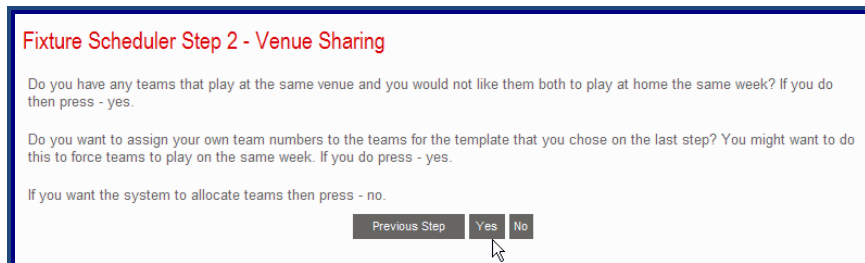
Step 3: Select the Template of fixtures you wish (e.g. teams meeting each other twice).

Step 4: Click on "Next Step"



Step 5: Decide whether you want to allow for two teams to share a venue, or assign team numbers to your teams.

Step 6: Click on "Yes" (to allow for Venue Sharing).



Note that in the example below teams 1 and 3 could share the same home venue, and so could teams 2 and 4.

Fixture Scheduler Step 2 - Venue Sharing

This function is usually used for teams which share the same venue and you don't want them to play at home at the same time unless they are playing each other. If you are not interested in venue sharing then goto the next step.

In this step you will assign team names to the team numbers in the schedule template you have chosen. Press the process button after changing the team numbers then go to the next step.

Here is an example - if your teams "Red Team" and "Blue Team" can't play at the venue the same week and Teams 1 and 2 are listed as teams which can share the same venue, you could make Red Team - Team Number 1 and Blue Team - Team Number 2.

template 4 teams meeting 2 times, 2 shared venues

Step 7: Swap over any teams required.

Assign team numbers to teams

Teams that can have the same venue are: 1 and 3, 2 and 4

Make the team numbers in the dropdowns match the teams then press update

TEAM NUMBER	TEAM NAME
1	Arsenal
3	Chelsea
2	Liverpool
4	Manchester United

Step 8: Click "Update".

Step 9: The screen refreshes with the swapped teams in their new positions. Once you have finished swapping over any team numbers, click on "Next Step".

TEAM NUMBER	TEAM NAME
1	Arsenal
2	Liverpool
3	Chelsea
4	Manchester United

If you have made changes make sure you press update before pressing next step.

Match: 1	1@2	4@3
Match: 2	4@1	3@2
Match: 3	1@3	2@4
Match: 4	2@1	3@4
Match: 5	2@3	1@4
Match: 6	3@1	4@2

Step 10: Select the first date of the season for your fixtures.

1. Select the date and time when the first match for this season will be played.

13 December 2008

Create gaps between fixtures to spread fixtures between the first match date and season end date Sun 16 Aug 09 Check For Yes

Step 11: Select the regular days/times for your fixtures (e.g. fixtures every Saturday at 3pm).

2. Set your repeating match times - these are the days of the week and times that all teams play each week.

Day	Hour	Minute	a.m./p.m.
Saturday	03	00	p.m.

Example 1: If you play every Wednesday at 7PM and Sunday at 1PM, in the first entry set Wednesday 7:00 PM and the second set Sunday 1:00 PM. The order does not matter, you could put Sunday first.

Example 2: If you play twice on Wednesday nights at 7PM and 10PM, and twice on Thursdays at 8PM and 11PM, you would create four entries.

Step 12: Select any closed dates on which you do not want fixtures to be played.

3. Enter your closed dates.

Day	Month	Year
27	December	2008

Enter the dates where you do NOT want fixtures to be played. The wizard will exclude these dates when generating the schedule. An example would be say on Christmas Day.

Step 13: When you have chosen your start date, regular days/times and any closed dates, click on "Next Step".

Previous Step Next Step

Step 14: Check the dates produced for each set of fixtures and click “Next Step”.

Fixture Scheduler Step 4 - Change Match Dates And Times

Make any adjustments to the match dates and times generated from the previous step.

All teams will be scheduled to play on the following dates and times.

If all the dates and times are the same you can go back to the previous step to set the repeating match dates and times rather than to manually change each one.

MATCH NUMBER	DATE AND TIME	
1	Sat 13 Dec 08 03:00 PM	Edit
2	Sat 20 Dec 08 03:00 PM	Edit
3	Sat 03 Jan 09 03:00 PM	Edit
4	Sat 10 Jan 09 03:00 PM	Edit
5	Sat 17 Jan 09 03:00 PM	Edit
6	Sat 24 Jan 09 03:00 PM	Edit

Previous Step Next Step

Step 15: Check all the details are correct and click “Create the Fixtures”.

Fixture Scheduler Step 5 - Checkpoint

Check the details below before generating your schedule. Check your match dates and your assigned teams.

Previous Step Create The Fixtures

Your assigned teams

Teams that can have the same venue are: 1 and 3, 2 and 4

TEAM NUMBER	TEAM NAME
1	Arsenal
2	Liverpool
3	Chelsea
4	Manchester United

Your match dates and times, all teams play on these times.

MATCH NUMBER	DATE AND TIME
1	Sat 13 Dec 08 03:00 PM
2	Sat 20 Dec 08 03:00 PM
3	Sat 03 Jan 09 03:00 PM
4	Sat 10 Jan 09 03:00 PM
5	Sat 17 Jan 09 03:00 PM
6	Sat 24 Jan 09 03:00 PM

Your format

Match: 1	1@2	4@3
Match: 2	4@1	3@2
Match: 3	1@3	2@4
Match: 4	2@1	3@4
Match: 5	2@3	1@4
Match: 6	3@1	4@2

Step 16: Full-Time will confirm the fixture list has been produced. Click on “Next Step”.

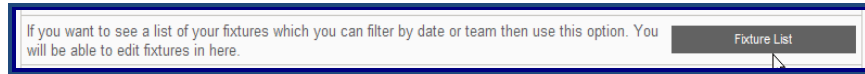
Fixture Scheduler Congratulations

Your fixtures have been successfully created!

You can review your schedule by selecting Manual or Fixture List from the Fixture Wizard.

Next Step

Step 17: Click on “Fixture List”.



The fixtures you have just created are listed and you can check they are correct.

L=League fixture, Cup=Cup fixture

	DATE AND TIME	STATUS	HOME TEAM	STATS LOCKED	SCORE	AWAY TEAM	STATS LOCKED	SCORE	VENUE	APPROVED	
L	Sat 13 Dec 08 03:00 PM		Chelsea			Manchester United			Stamford Bridge		Edit Delete
L	Sat 13 Dec 08 03:00 PM		Liverpool			Arsenal			Anfield		Edit Delete
L	Sat 20 Dec 08 03:00 PM		Arsenal			Manchester United			Emirates		Edit Delete
L	Sat 20 Dec 08 03:00 PM		Liverpool			Chelsea			Anfield		Edit Delete
L	Sat 03 Jan 09 03:00 PM		Chelsea			Arsenal			Stamford Bridge		Edit Delete
L	Sat 03 Jan 09 03:00 PM		Manchester United			Liverpool			Old Trafford		Edit Delete
L	Sat 10 Jan 09 03:00 PM		Arsenal			Liverpool			Emirates		Edit Delete
L	Sat 10 Jan 09 03:00 PM		Manchester United			Chelsea			Old Trafford		Edit Delete
L	Sat 17 Jan 09 03:00 PM		Chelsea			Liverpool			Stamford Bridge		Edit Delete
L	Sat 17 Jan 09 03:00 PM		Manchester United			Arsenal			Old Trafford		Edit Delete
L	Sat 24 Jan 09 03:00 PM		Arsenal			Chelsea			Emirates		Edit Delete
L	Sat 24 Jan 09 03:00 PM		Liverpool			Manchester United			Anfield		Edit Delete

Note that in this fixture list, Arsenal (team 1) and Chelsea (team 3) are never at home on the same date (so could share a venue). The same applies to Liverpool (team 2) and Manchester United (team 4).

14.2 How to... Create a Second Division's Fixtures using the Fixture Scheduler allowing for Venue Sharing

Note: This section assumes you have just created one division's fixtures using the Division Fixture Scheduler and that you have a second division which is of the same size, and you wish to produce a fixture list with the same structure.

Steps 1-6: Select your Second Division and repeat steps 1-6.

In this example, we want to ensure Manchester United Reserves (Division Two) can share a venue with Manchester United (Division One). As Manchester United had the fixture list for team 4, we need to ensure Manchester United Reserves have the team 2 fixture list.

Step 7: Swap over any team numbers you wish to swap

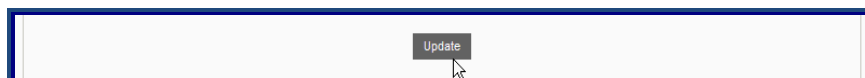
Assign team numbers to teams

Teams that can have the same venue are: 1 and 3, 2 and 4

Make the team numbers in the dropdowns match the teams then press update

TEAM NUMBER	TEAM NAME
1	Aston Villa
3	Everton
2	Manchester United Reserves
4	Tottenham Hotspur

Step 8: Click “Update”



The two teams swap over.

Assign team numbers to teams

Teams that can have the same venue are: 1 and 3, 2 and 4

Make the team numbers in the dropdowns match the teams then press update

TEAM NUMBER	TEAM NAME
1	Aston Villa
2	Manchester United Reserves
3	Everton
4	Tottenham Hotspur

Step 9: once you have finished swapping over any team numbers, click on "Next Step".

Previous Step Next Step

Steps 10-17: Repeat steps 10-17 choosing the same starting date, regular days/times and, closed dates and create your fixtures.

First Division

L=League fixture, Cup=Cup fixture

	DATE AND TIME	STATUS	HOME TEAM	STATS LOCKED	SCORE	AWAY TEAM	STATS LOCKED	SCORE	VENUE	APPROVED
L	Sat 13 Dec 08 03:00 PM		Chelsea			Manchester United			Stamford Bridge	Edit Delete
L	Sat 13 Dec 08 03:00 PM		Liverpool			Arsenal			Anfield	Edit Delete
L	Sat 20 Dec 08 03:00 PM		Arsenal			Manchester United			Emirates	Edit Delete
L	Sat 20 Dec 08 03:00 PM		Liverpool			Chelsea			Anfield	Edit Delete
L	Sat 03 Jan 09 03:00 PM		Chelsea			Arsenal			Stamford Bridge	Edit Delete
L	Sat 03 Jan 09 03:00 PM		Manchester United			Liverpool			Old Trafford	Edit Delete
L	Sat 10 Jan 09 03:00 PM		Arsenal			Liverpool			Emirates	Edit Delete
L	Sat 10 Jan 09 03:00 PM		Manchester United			Chelsea			Old Trafford	Edit Delete
L	Sat 17 Jan 09 03:00 PM		Chelsea			Liverpool			Stamford Bridge	Edit Delete
L	Sat 17 Jan 09 03:00 PM		Manchester United			Arsenal			Old Trafford	Edit Delete
L	Sat 24 Jan 09 03:00 PM		Arsenal			Chelsea			Emirates	Edit Delete
L	Sat 24 Jan 09 03:00 PM		Liverpool			Manchester United			Anfield	Edit Delete

Second Division

L=League fixture, Cup=Cup fixture

	DATE AND TIME	STATUS	HOME TEAM	STATS LOCKED	SCORE	AWAY TEAM	STATS LOCKED	SCORE	VENUE	APPROVED
L	Sat 13 Dec 08 03:00 PM		Everton			Tottenham Hotspur			Goodison Park	Edit Delete
L	Sat 13 Dec 08 03:00 PM		Manchester United Reserves			Aston Villa			Old Trafford	Edit Delete
L	Sat 20 Dec 08 03:00 PM		Aston Villa			Tottenham Hotspur			Villa Park	Edit Delete
L	Sat 20 Dec 08 03:00 PM		Manchester United Reserves			Everton			Old Trafford	Edit Delete
L	Sat 03 Jan 09 03:00 PM		Everton			Aston Villa			Goodison Park	Edit Delete
L	Sat 03 Jan 09 03:00 PM		Tottenham Hotspur			Manchester United Reserves			White Hart Lane	Edit Delete
L	Sat 10 Jan 09 03:00 PM		Aston Villa			Manchester United Reserves			Villa Park	Edit Delete
L	Sat 10 Jan 09 03:00 PM		Tottenham Hotspur			Everton			White Hart Lane	Edit Delete
L	Sat 17 Jan 09 03:00 PM		Everton			Manchester United Reserves			Goodison Park	Edit Delete
L	Sat 17 Jan 09 03:00 PM		Tottenham Hotspur			Aston Villa			White Hart Lane	Edit Delete
L	Sat 24 Jan 09 03:00 PM		Aston Villa			Everton			Villa Park	Edit Delete
L	Sat 24 Jan 09 03:00 PM		Manchester United Reserves			Tottenham Hotspur			Old Trafford	Edit Delete

Note that the fixture lists produced for both divisions have either (but not both) Manchester United or Manchester United Reserves to be at home on each date, allowing them to share the venue.