

Log in to your admin account and go to Competition Dashboard

**(1) Participating-In Competitions**

**(2) Select "Team Grading"**

**(3) Select your competition**

**(4) Open your ungraded Teams in division**

Divisions	Status	Proposed Grade	Final Grade
11U	0/2graded	A/1 *	B/2 *
13U	0/2graded	A/1 *	B/2 *
15U	0/2graded	A/1 *	B/2 *
18U	0/2graded	A/1 *	B/2 *
Go	0/2graded	A/1 *	B/2 *
Opens	0/2graded	A/1 *	B/2 *

\* Team ranking has not been completed

You will be shown a dashboard which has been filtered based on division and club proposed grade

**(1) Make changes to your ranking, like 1,2,3, 4**

**(2) Decide your final grade, make changes if required**

**(3) Submit once done**

Team	Team Name	Affiliate Name	History	Proposed Grade	Final Grade	Comments	Action
1	Team AA	Club_2		A/1	A/1		...
1	Team A	Club_1		A/1	A/1		...

Buttons: Cancel, Save, Submit

Once you have finalised grades and rankings for each team, click save and Next. This pushes all the details to match day. Note, the teams are pushed to match day, clubs will not have the option to make changes to the team so we suggest you do it once all your gradings/re-gradings are finished

**(1) Click Save and submit**

**(2) Say Yes**

**Publish - Final Grading**

Do you want to publish teams and players to Match Day so managers and coaches can communicate with their teams (prior to the draw being finalised)?

Buttons: No, Yes

Buttons: Back, Save, Next

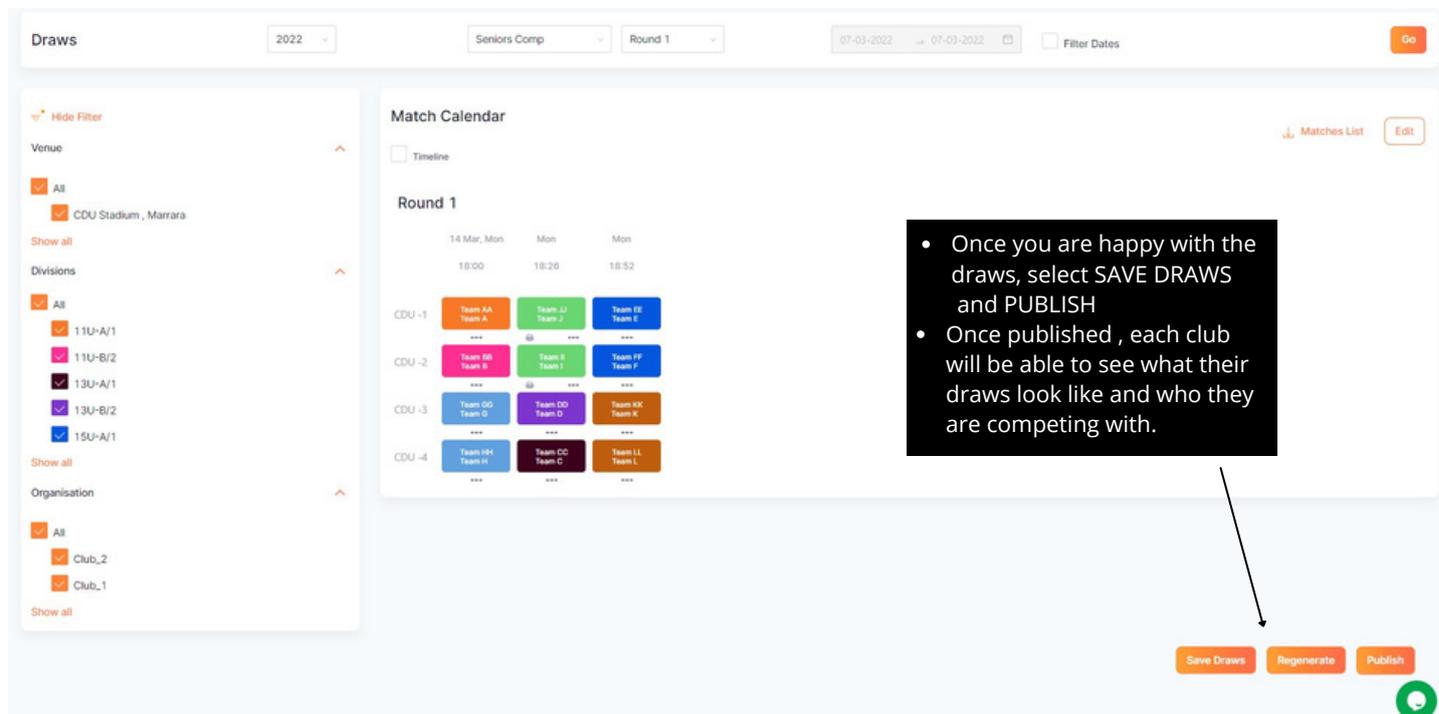
Adding Time Slots for the competition days . Select your customised competition schedule

(1) Once Done , Create Draft draw

Once you select create draft draw, the following screen will show up

- The system automatically sets up matches based on ranking and match type
- You will still be able to drag and drop them if you want further customization or keep it as it is.

You can hover on each one of them and see what court they are on or what time the game starts



Draws 2022 Seniors Comp Round 1 07-03-2022 07-03-2022 Filter Dates Go

Hide Filter

Venue

- All
- CDU Stadium, Marrara

Show all

Divisions

- All
- 11U-A/1
- 11U-B/2
- 13U-A/1
- 13U-B/2
- 15U-A/1

Show all

Organisation

- All
- Club\_2
- Club\_1

Show all

Match Calendar

Timeline

Round 1

	14 Mar, Mon	Mon	Mon
	18:00	18:26	18:52
CDU -1	Team AA Team A	Team JJ Team J	Team EE Team E
CDU -2	Team BB Team B	Team II Team I	Team FF Team F
CDU -3	Team GG Team G	Team DD Team D	Team KK Team K
CDU -4	Team HH Team H	Team CC Team C	Team LL Team L

- Once you are happy with the draws, select SAVE DRAWS and PUBLISH
- Once published, each club will be able to see what their draws look like and who they are competing with.

Matches List Edit

Save Draws Regenerate Publish