



Competition Management

User Guide for the Basketball Network

2016 version 1.3

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Configuration

Passport

Passport is a single sign in account that links you to all the things you do in Basketball Network.

It is important that Passport user credentials are not shared between administrators. By using individualized logons we are able to track the individual sign on that made a database change.

Access via User Management

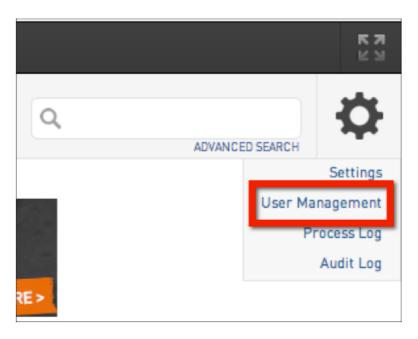
Existing Membership administrators can authorise other users at their level of the database and below. There is no limit to the number of administrators that can be granted access to a database.

Firstly, login to the Basketball Network via Passport - If you don't have your login details please contact your State Governing Body or Association.

Authorise an Association Level Administrator

To authorise an association-level administrator for your Membership database:

- 1. Sign in to the Basketball Network at the Association level.
- 2. Click on the Configuration icon in the top right corner and from the drop-down menu select User Management.



3. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on Add.

Grant a us	eraccess
To grant access	s to a user they must hold a confirmed SP Passport.
Email Address:	
Email Address:	test@sportingpulse.com
Restricted Acces	5
Add	

The user added to the database will then see a link via Membership Database when they log into their Passport account allowing them to log directly into the database.

Club and Team Field Settings

The steps for configuring your Club and Team Fields is outlined below. The fields selected determine the information you see when viewing, adding or editing a club or team's record in the database.

To set your Club or Team Fields:

- 1. From the Association level of the database, click on the Configuration icon in the top right hand corner and select Settings
- 2. Click on Field Configuration
- 3. Click on the Club Fields or Team Fields tab to show the fields available
- 4. Configure the fields as required

Field Configuration	NEW APP! NEW FEATURES 🛛 🎽 🕅 💯 🔛 🖿
Choose the options for each Member field.	
Save Options	
Member Fields Club Fields Team Fields	

Manage Competition Types and Division

To review Competition Types

- 1. From the Association level of the Basketball Network, click on the Configuration icon and select Settings.
- 2. Under 'Configure Database Fields', click on Manage Lookup Information

Configuration				
These configuration options allow	you to modify the data and behaviour of t	the system.		
Manage Users and Security	Configure Database Fields	Change how information displays	Setup Registrations	Manage Competitions
Password Management Permissions	Custom Fields Field Configuration Manage Lookup Information Member Fackages	Member List Display	Age Groups Seasons Transfer Settings	 <u>Statistics Templates</u> <u>Ladder Templates</u> <u>Fixture Templates</u> Media Outlets

3. A list of fields will appear. Select Competition Types

Manage Lookup Infor	mation
This section allows you to maintain the v	alues that are present in drop down boxes
 Accreditation Courses Accreditation Levels Accreditation Providers Accreditation Result (Online Only) Accreditation: Level Accreditation: Provider Accreditation: Sport Accreditation: Status Age Group Category Areas of assistance offered (Onlin Aussie Hoops Session (Custom Lo Aussie Hoops Singlet Size (Custor BG Mailing List (Custom Lookup 3) Coach Accred Custom DDL 1 Coach Accred Custom DDL 2 Coach Accred Custom DDL 3 Competition Levels Competition Types Course Number Custom Lookup 13 Custom Lookup 14 Custom Lookup 15 	<u>e Only)</u> okup 2) n Lookup 4)

4. A list of available Competition Types will appear. To add an additional Competition Type click Add a New Option

Manage Lookup Information - Competition Types

Choose a value from the list below to edit. Some options may be locked by your national/international

Reorder the options by dragging them to position. The new order is saved automatically.

Mens	
Mixed	
Womens	
ADD A NEW OPTION	

To review Divisions

- 1. Repeat step 1 and 2
- 2. A list of fields will appear. Select Division



3. A list of available Divisions will appear. To add an additional Division click the plus

	Divisions		
2	Division Name	Active 🗸	
MBERS	EQ. N/A	2	
23	EQ 1		
EAMS	EG. 4	\leq	
9.2	EG , 3	$\overline{\lor}$	

Add a New Age Group

To add a new Age Group:

- 1. From the Association level of The Basketball Network, click on the Configuration icon and select Settings.
- 2. Under 'Setup Registrations', click on Age Groups.

Configuration		Search, find an	d store the teams you play for	ar follow 💮 SportingPulse The Anti-Anti-Anti-Anti-Anti-Anti-Anti-Anti-
These configuration options allow	rou to modify the data and behaviour of th	e system.		
Manage Users and Security	Configure Database Fields	Change how information displays	Setup Registrations	Manage Competitions
Password Management	Custom Fields	Member List Display	Age Groups	Statistics Templates
Permissions	Field Configuration		Clearance Settings	 Ladder Templates
	Manage Lookup Information		Seasons	 Fixture Templates
	 Member Packages 			 Media Outlets
				 Finals Eligibility Settings
				 Match Day Reports

3. A list of existing Age Groups will appear. The 'Added By' column indicates whether the age group was created by the National Body or the Association.

Ag	e Groups			NEW APP! NEW F	EATURES	na anti-anti-anti-anti-anti-anti-anti-anti-
	Age Group Name	Age Group Gender	Added By	DOB Start Range	DOB End Range	Active
	Reserves		National Body	00/00/0000	00/00/0000	5
	Seniors		National Body	00/00/0000	00/00/0000	S
	Veterans Over 32s		National Body	00/00/0000	00/00/0000	S
	Veterans Over 35s		National Body	00/00/0000	00/00/0000	S
	Veterans Over 40s		National Body	00/00/0000	00/00/0000	S
	Veterans Over 45s		National Body	00/00/0000	00/00/0000	S
10	Open		Association	01/01/1900	01/01/2011	S
53	The very old	Male	Association	01/01/1910	31/12/1910	S

4. To add a new Age Group, click on Add in the top right corner.

Age Groups			Search, find and store the tea	😨 SportingPulse	Find out more	
Age of oups						A00
Age Group Name	Age Group Gender	Added By	DOB Start Range	DOB End Range	Active	

5. The 'Add New Age Group' screen will appear. Type the name of the Age Group in the 'Age Group Name' field.

- 6. Enter the Date of Birth (DOB) range for the age group.
- 7. Select a gender from the 'Gender' drop-down list (compulsory).

Add New Age Group			
, , ,	e the information in the boxes below and when you are compulsory and must be filled in.		
Age Group Details			
Age Group Name:	•		
Date of Birth Start Range:	Day ‡ Month ‡ Year ‡ Older end of Dat		
Date of Birth End Range.:	Day Month Year Younger end of L		
Gender:	✓ O Female		
Category:	Male Mixed None Specified		
Age Group Active:			
Update Age Group			

8. Click on Update Age Group.

Update Age Group

9. A confirmation message will appear - 'Record Updated Successfully'. Click on the Click here link to return to the list of Age Groups.



10. You will be returned to the list of Age Groups which will show the newly created Age Group.

Seasons

Seasons are an integral part of The Basketball Network. All member registrations and all competitions must be assigned to a season. As a result, setting up seasons needs to be one of the very first things you do in The Basketball Network before setting up your competitions and registering/importing members.

To configure seasons for your database:

- 1. Log into the Basketball Network at the Association level.
- 2. Click on the Settings icon and select Settings from the drop-down list.
- 3. Under 'Set up Registrations' click on Seasons.
- 4. At the top of the screen you have the option to set a 'Current Season' and 'New Registration Season'.

Seasons	See your next game and
Default Season Settings	
Choose your default CURRENT Season for the Association. Press the 'Update' button to save y	your selection.
2013 *	
Choose your default NEW REGISTRATION Season for the Association. Press the 'Update' but	tton to save your selection.
2014 *	
Update	

Current Season: When viewing members, competitions, teams, etc. throughout the database all filters will be initially set to this default 'Current Season'. You can easily view data for other seasons by changing the filter.

New Registration Season: All new members added/registered to the system are automatically given a 'season record' for the New Registration Season. It is strongly recommended that you set a New Registration Season to assist in your member registration process.

- 1. Select a season from the drop down lists for the current season and/or the new registration season.
- 2. Click on **Update**.

Templates

Statistics Templates

Statistics Templates allow you to configure the particular statistics for your players and teams.

Standard Basketball Statistics Templates Setting

Statistics Profile	Basic Basketball	Stadium Scoring
Player Match Statistics	Personal Fouls Total Points	Two Pointers Made Three Pointers Made Free Throws Made Technical Fouls Personal Fouls Total Points
Player Round	Team Personal Fouls Match Points (Sort by 1)	Team Two Pointers Made Three Pointers Made Free Throws Made Personal Fouls Match Points (Sort by 1)
Player Competition	Team Games Played Qualified for Finals Total Personal Fouls Total Match Points (Sort by 1) Highest Score Highest Score Date Highest Score Opponent Average Points	Team Games Played Qualified for Finals Total Two Pointers Made Total Three Pointers Made Total Free Throws Made Total Technical Fouls Total Personal Fouls Total Match Points (Sort by 1) Highest Score Highest Score Date Highest Score Opponent Average Points
Player Career	Club Matches (Sort by 1) Points (Sort by 2)	Club Matches (Sort by 1) Points (Sort by 2)
Team Match	Halves First Period Second Period Fulltime Score Quarters First Period Second Period Third Period Fourth Period Fulltime Score	Halves First Period Second Period Fulltime Score Quarters First Period Second Period Third Period Fourth Period Fulltime Score

Ladder Templates

Ladder Templates will allow you to configure how your ladders display in your database and on your website.

To configure your Ladder Templates:

- 1. Click on the Settings icon and click on Settings
- 2. Click on Ladder Templates
- 3. On the right hand side click on the Add button to add a new template
- 4. Fill out the details for the ladder including how many points for a win/loss/draw and once complete click Update Ladder Configuration
- 5. On the screen below, click and drag across the fields that you wish to display in your ladder into the Selected Fields box.

Ladder Templates				
Use this screen to choose which fields to display or	n your ladder by dragging fields from the box on t	he left into t	he (box on the rigi	ht). Whe
Available Fields Percentage Points	Selected Fields	Sort by 1:	Points	\$
Sets Agst	2. Won	Sort by 2:	Goal Difference	\$
Percentage Won	3. Lost	Sort by 3:	Won	\$
Average Match Point	4. Byes			
Sets For	5. For			
Set Ratio	6. Points			
Forfeits Received	7. Goal Difference			
Against	8. Penalty Points	~		
Bye Adjusted Points	9. Bonus Points			
Point Ratio	*			
Percentage				
Draws				
Championship Points				

- 6. Set how you'd like the ladder to be sorted on the right hand side.
- 7. Click Update to complete the Ladder Template configuration

Fixture Templates

Fixture templates are used to determine the number of teams and number of rounds to be played within a competition.

To add new Fixture Templates:

- 1. Click on the **Settings** icon and click on **Settings**
- 2. Click on **Fixture Templates** and click on the **Add** button
- 3. Add in the formula and details for the template (as below for example) and click **Update Fixture Template** to save

Details	
Name:	8 Team Fixture Template
Description:	
Туре:	Normal \$
Number of Teams:	8 •
Number of Rounds:	16 •
Split Days (Finals Template Only):	
Template	
Template:	Round 1 4 1 1v8 2 2v7 3 3v6 4 4v5 Round 2 4 5 7v1 6 6v2 7 5v3 8 8v4 Round 3 4 9 1v6 10 2v5 11 3v4 12 7v8 Round 4 4 13 5v1 14 4v2 15 8v3 16 6v7 Round 5

Tip: if you have fixture templates in your FIBA Organizer database that you would like to use Online, simply copy the formula (1v2, 3v4 etc.) and paste it in to the add template screen as above.

Finals eligibility

Please note: these settings are only available at league level. Finals Eligibility settings can be set at the league and competition level. If it's not set at the comp level then the comp inherits the league configuration, pretty simple.

To configure your Association Finals Eligibility settings:

1. Click the Configuration icon and then Settings.

Dashboard	Members	Competitions	Clubs	Teams	Communications	Registrations	Reports	Programs	٩	ADVANCED SEARCH
DEMO										Settings User Management Audit Log

2. Click Finals Eligibility Set

Configuration						
These configuration options allow y	you to modify the data and behaviour of th	he system.				
Manage Users and Security	Configure Database Fields	Change how information displays	Setup Registrations	Manage Competitions		
Password Management Permissions	Custom Fields Field Configuration Manage Lookup Information Member Packages	Member List Display	Age Groups Seasons Transfer Settings Opt-Ins	Statistics Templates Ladder Templates Fixture Templates Media Outlets Finals Eligibility Settings		

To configure your Competition Finals Eligibility settings:

1. Select the Competition.

						Showing - Season 2014	Winter Age Group	All Age Groups	Active
	Name	Competitio	Abbreviati	Season	Grouping	Age Group	Contact	Status	Upload
1	08 Boys A - 2014 Winter	Home and	88 A	2014 Winter	08 Boys	U8M		5	
-	08 Boys B - 2014 Winter	Home and	88 B	2014 Winter	08 Boys	U8M		2	
1	08 Boys C - 2014 Winter	Home and	88 C	2014 Winter	08 Boys	USM		S	
	08 Boys D - 2014 Winter	Home and	88 D	2014 Winter	08 Boys	U8M		5	
	08 Boys E - 2014 Winter	Home and	88 E	2014 Winter	08 Boys	U8M		2	
	08 Girls B - 2014 Winter	Home and	8G B	2014 Winter	08 Girls	U 8 F		2	
	08 Girls C - 2014 Winter	Home and	8G C	2014 Winter	08 Girls	U8F		2	
ł	08 Girls D - 2014 Winter	Home and	8G D	2014 Winter	08 Girls	U8F		5	
	08 Girls E - 2014 Winter	Home and	8G E	2014 Winter	08 Girls	U 8 F		5	
1	10 Boys A - 2014 Winter	Home and	108 A	2014 Winter	10 Boys	U 10 M		5	
1	10 Boys AR - 2014 Winter	Home and	108 AR	2014 Winter	10 Boys	U 10 M		5	
1	10 Boys B - 2014 Winter	Home and	108 B	2014 Winter	10 Boys	U 10 M		S	
Ł	10 Boys BR - 2014 Winter	Home and	108 BR	2014 Winter	10 Boys	U 10 M		5	
ŧ	10 Boys C - 2014 Winter	Home and	10B C	2014 Winter	10 Boys	U 10 M		S	
Ł	10 Boys CR - 2014 Winter	Home and	108 CR	2014 Winter	10 Boys	U 10 M		S	
1	10 Boys D - 2014 Winter	Home and	10B D	2014 Winter	10 Boys	U 10 M		5	
R,	10 Boys DR - 2014 Winter	Home and	108 DR	2014 Winter	10 Boys	U 10 M		5	
в	10 Boys E - 2014 Winter	Home and	10B E	2014 Winter	10 Boys	U 10 M		5	

2. Once you have chosen your competition - click the Configuration icon and then Finals Eligibility Settings.



Venue Management

Creating Venues

To add your Venues to your database:

- 1. Hover over the Competitions menu and click on Venues
- 2. On the right hand side click on the Add button to add a new venue.

Note: The Online system doesn't contain 'sub-venues', so all courts, i.e. venues will need to be added individually.

Tip: When adding your Venues be sure to use the Google mapping tool to pin point the exact location of your venue(s). This will make sure that the location of the venue can be viewed on your website by members/players etc.

Venue Start Time

To configure Venue Start Times:

- 1. Hover over the Competitions menu and click on Venues
- 2. In the Start Times column click on View for the venue you wish to configure
- 3. In the Day of Week and Time fields simply enter in the time slots for that venue (i.e. If matches run at 1pm, 3pm, 5pm on Saturdays, enter in each one of those time slots).

Manage Venue Start Times					
Venue Name: Fiel Suburb: test	d 10				
Start Times	i				
Monday	12:00	ſ.			
Monday	14:00	8			
Monday	16:00	6			
Monday	18:00	8			
Thursday	15:00	8			
Thursday	18:00	8			
Add new sta	art times		• 1		
To add new start times, fill in the fields below and the press 'Add New Sart Times' button.					
			•		
Day of Week		Time (Hour/Minute)	00 \$ 00 \$		
Day of Week		time (Hour/Minute)	00 \$ 00 \$		
Day of Week		Time (Hour/Minute)	00 \$ 00 \$		
Day of Week		Time (Hour/Minute)	00 \$ 00 \$		
Day of Week		time (Hour/Minute)	00 \$ 00 \$		

Once you've entered this in they will then display under the Start Times on that page (as above).

Setting up Competitions

Creating Competitions

To add your competitions to your database:

- 1. Hover over the Competitions menu and click on List Competitions
- 2. On the right hand side click on New to add a new competition
- 3. Choose the competition type Home & Away, Venue Allocation or Pool

You will then come to a screen with a number of configurations. Below are the explanations for the key fields:

Details

Add New Compe	etition	
	ange the information in the boxes below and a O are compulsory and must be filled in.	l when you
Details		
Competition Name	2013 A Grade Seniors	0
Abbreviation		
Alternate Name		
Contact		
Season	2013 ‡ •	

Competition Name – this will be the name that displays throughout your database and on the website

Season – the season that the competition will be assigned to. It should be the season currently set to 'new registration season'

Tip – It is important to establish naming protocols for competition and season to ensure consistency for report and display purposes.

Competition	Season	м	FGM-A	2PM-A	3PM-A	FTM-A	PFS	Pts	PTS
Division 1 Men (S10)	Default	15					22	185	12.3
S14 GBL D1M	2014 Summer (S14)	16	45	24	21	16	10	134	8.4
W13 GBL D1M	2013 Winter (W13)	20	153	88	71	45	23	434	21.7
S13 GBL D1M	2013 Summer (S13)	18	53	33	20	19	22	183	10.2
GBL D1M	2012 Winter (W12)	17					11	314	20.9
Division 1 Men S12.	2012 Summer (S12)	15	61	34	27	6	9	200	13.3
Division 1 Men W11	2011 Winter (W11)	16					17	305	20.3
Division 1 Men S11	2011	13					16	145	12.1
Division 1 Men (W10)	2010	19					22	403	21.2

Type/Gender/Age/Order

Type/Gender/Age/Orde	r
Competition Type	Seniors 💠 🔿
Gender	Male 🗘 🗘
Division	1 0
Default Age Group	Seniors 🗘 🗘
From (Maximum Age) DOB	Month ‡
To (Minimum Age) DOB	Month ‡
Sort Order	

Competition Type/Gender/Division/Default Age Group – these are default fields required to be filled out for fixturing purposes. The options are able to be edited if need be through the **Manage Lookup Information /Age Group** menu which can be found in the **Settings** menu.

Tip - It is recommended for Age Groups that you set up each of your relevant age groups differentiating by age and gender, for example U12 Girls.

Maximum/Minimum Age DOB – this sets the player age range for the competition. As an example, to restrict a competition to only allow Under 18's, the configuration below will only allow players born in 1995 to be assigned to the competition.

Derautt Age Group	Choose Age Group 🗧 오
From (Maximum Age) DOB	01 Jan ÷ 1995
To (Minimum Age) DOB	31 Dec 🗧 1995
Sort Order	

Sort Order – this will be the order (numerical) that the competitions display up on your website. So if you enter in '1' that competition will display at the top of your competitions list on your website.

Fixturing

Fixturing	
Start Date	01 Jun 🗧 2013 📀
Default Game Start Time	[17 ≑]: [00 ≑] 24 hour time 🛇
Match Duration (mins)	50 0
Time Venue Required For (mins)	60 0
% of Venue Required	100 📀
Max. Number of Teams	8 0
Number of Rounds	7 0
Days Between Rounds	7 0
Matches for Finals Eligibility	

Start Date – this is the date of the first match for the competition.

Default Game Start Time – this will be the default time that will be assigned to all matches. Note: specific time allocation for matches can be setup.

Match Duration – this is the duration for the playing time of the match

Time Venue Require for – this is the time the venue is required for, factoring in half time breaks, warm ups etc.

% of Venue Required – generally set to 100% which means that the entire venue is required. If set to 50% for example, the system will P

Website Display

Website Display	
Display Results	J
Display Ladder	đ
Display Competition on public website ?	٢
Website Grouping	Seniors
Templates	
Fixture Template	7-8 Team Normal Fixture (Reid)
Publish to Web as	Normal +
Ladder Template	Ladder Temp
Finals Template	4 Team 3 Week Finals Fixture 💲
Player Comp Stats Template	Player Comp Template 🛟
Player Round Stats Template	Test Player Round +
Team Match Stats Template	Test Team Match +
Player Match Stats Template	Test Player Match +

Display Results - this will set whether the results are displayed on your website

Display Ladder - this will set whether the ladder is displayed on your website

Display Competition on public website – this will set whether the competition itself is uploaded to your website

Website grouping – this dictates how the competitions are grouped together on your website. For example above, all competitions with 'Seniors' will be grouped together on the website.

Templates – this sets the fixture, ladder, finals and stats templates that will be applied to the competition. Additional ones can be added in the **Settings** menu.

Days Competition Run	
Monday?	
Tuesday?	
Wednesday?	0
Thursday?	
Friday?	0
Saturday?	٢
Sunday?	0
Results Entry Allow Clubs/Teams to enter results?	J
Match Day Reports	S
Match Locking To enable Automatic match lockin	ng, you must tick the Allo
Allow Match Locking ?	
Lock all previously played matches on MIDNIGHT of	Monday +
* MIDNIGHT refers to AEST time.	1

Days Competition Run

Days Competition Run – this is required if you wish to set up your fixtures using the Venue Time Allocation function. Simply select one or multiple days that the competition will run on.

Allow Clubs/Teams to enter results – should you wish to allow clubs and/or teams to enter results for games, tick this box.

Match Locking – this will allow you to lock matches in Online Results for clubs/teams after a particular night. For example, if matches are played on a Saturday and you don't wish to have clubs/teams to be able to edit matches after a Tuesday, tick the box and select Tuesday.

Courtside

These settings must reflect your Association's timing regulations. If your association is using either Stadium Scoring or Live Stats for this competition it must be selected here.

Courtside	
Default Courtside Type	T
Sin Bin	Live Stats
Sin Bin Time	Stadium Scoring

Tip – Remember to change settings from round games to finals, especially for Overtime.

[For further information on how to assign teams to a competition search Fox Sport Pulse Support: Competitions: Move Teams into a new Season's Competition]

Team Management

Creating Teams Manually

To add Teams to your database

- 1. Click on Teams across the top menu
- 2. On the right hand side click on the Add button to add a new team

Note: if there are no fields displaying you will need to configure the Team Fields in the Field Configuration menu (this can be found in the Settings menu > Field Configuration > Team Fields)

Tip: If you'd like to edit what information is captured for your clubs, follow the steps above to edit the Field Configuration

Fixturing

Competition Exception Dates

Exception Dates are dates where there is no competition games scheduled during the season. This may be for School Holidays, Public Holidays, Representative or Special Event games and the season skips over these dates and recommences on the next date in the sequence.

To add in an exception date:

- 1. Hover over the Competitions menu and click on Competition Exception Dates
- 2. Click on Add Exception Date in the top right hand corner
- 3. Add in a reason, select the particular date(s), select which competitions (or all) the exception applies to and click Add Exception Date

The system will then automatically not fixture any matches on at that date/time.

Venue Time Allocation

The Venue Time Allocation function will allow you to automate the how venues and times are allocated to matches within your competitions.

- 1. Hover over the Competitions menu and click on Venue Time Allocation
- 2. Select the appropriate Season and Day of the Week

The system will recognise how many games per round are to be played in your competition and will list them in the Unallocated section on the left hand side (as below).

Venue Time Alloc	ation		Search, find and s	tore the teams you play for or fo
Drag unallocated matches into a	vailable slots. Cha	anges are saved automatically.		
		<u>Sunday</u> Monday	Tuesday Wednesday Thursday F	Friday <u>Saturday</u>
Venue Allocation for M	londay			
Unallocated	Times	Field 1	Field 10	Field 2
	12:00		Women's League#1 Match 1	
	13:00	Women's League#1 Match 2		
	14:00		Example Competition 2013 Match 1	
COPY COMP TEST Match 1	15:00	Women's League#1 Match 3		
COPY COMP TEST Match 2	16:00			
	17:00	Women's League#1 Match 4		
	18:00		Example Competition 2013 Match 2	
	19:00	Women's League#1 Match 5		

The above example shows two matches that are unallocated. To allocate a time and a venue for these matches, simply click and drag the match into the correct time slot

3. Click and drag across the match in to the correct time slot

Tip – if the time slot you need doesn't appear on the grid above, make sure the Venue Start Times are configured correctly as above.

Fixturing

Once you've added all your venues, competitions are set up, teams are assigned to competitions and competition configuration is set up correctly you are ready to go ahead and create your fixtures.

To fixture your competitions using the default settings:

- 1. Hover over the **Competitions** menu and click on **List Competitions**
- 2. Click on the symbol on the left hand side to get into the competition you wish to create a fixture for
- 3. Across the top menu hover over Fixtures and click on Regular Season
- 4. Click **Generate Competition Fixture** and the system will create default fixtures for your competition (i.e. times are default and no venues are assigned)

From there you'll then be able to manually edit any teams, dates, times on the screen below as required.

Dashboard	Fixtures	Teams	Ladder	Match Results	Statistics	Reports		Q
Fixture	S					NEV	NAPP! NEW FEATURES	
Exception Dat	tes: <u>Pub</u>	olic Holiday -	30/04/2013- (01/05/201330/04/2013	- 01/05/2013			DOWNLOAD FIXT
Use this grid	to edit fixtures	by clicking	on the date, h	nome or away team, or	r venue for the f	xture you wan	t to edit.	
A J J Marco David								
Add New Rou	nd							
Match	_			Home Team			Away Team	Venue
Match	_	<u>t Round</u> (2 m	atches)	Home Team			Away Team	Venue
Match	Date		atches)	Home Team Caboolture 14B	3		Away Team Chinchilla 14B	Venue Field 10
Match	Date	4:00	atches)		3			
Match □ Round: 1 A I I I I I	Date Add Match Edit	4:00 8:00		Caboolture 14B	3		Chinchilla 14B	Field 10
Match □ Round: 1 A I I I I I	Date <u>dd Match</u> Edit 25/03/2013 14 25/03/2013 18	4:00 8:00 <u>t Round</u> (2 m		Caboolture 14B	-		Chinchilla 14B	Field 10
Match C Round: 1 A C 1 C 2 C 2 C C C C C C C C C C C C C C C C	Date <u>dd Match</u> Edit 25/03/2013 14 25/03/2013 18 <u>dd Match</u> Edit	4:00 8:00 <u>t Round</u> (2 m 4:00		Caboolture 14E Coomera 12G	-		Chinchilla 14B BMTA Red 10B	Field 10 Field 10
Match Round: 1 A Call 1 Call 2 Round: 2 A Call 3 Call 4	Date dd Match Edit 25/03/2013 14 25/03/2013 14 25/03/2013 18 4d 01/04/2013 14 01/04/2013 14	4:00 8:00 <u>t Round</u> (2 m 4:00 8:00	atches)	Caboolture 14E Coomera 12G Caboolture 14E	-		Chinchilla 14B BMTA Red 10B Coomera 12G	Field 10 Field 10 Field 10

Fixture Grid

The Fixture Grid functionality allows an administrator to graphically display matches that are due to be played between certain dates and times at specific venues.

It also allows matches to be moved into new time, date and venue slots manually using drag and drop technology.

To access and use the fixture grid:

1. Hover over the Competitions menu and click on Fixture Grid

The fixture grid will display as below. Across the top of the grid you are able to filter out the matches that are displaying by entering a start date, the number of days to display and the particular venues you wish to display.

Fixture Grid				See your next game	e and us
rag and Drop matches to change	e the venue and ti	me. Changes are saved autom	natica	ally. Clashes are displayed in red.	
atch details can be changed in b	oulk by using the	Bulk Match Change functiona	ality.		
Nert Date Date States	Deve to display		U Vez	una 🔿 Calastad Varuas (ana balau a	-id)
Start Date 13/05/2013 Number o	r Days to display	2 💠 💿 Venues in Use 🔾 Al	u ven	ues 🔘 Selected Venues (see below g	rid) REFR
Unallocated	Date/Time	Field 1		Field 3	
Women's League#1 Palm Beach 14B vs Bundaberg 14B Round 5 Original Date: 00/00/0000	12:00 AM			APRIL COMPETITION 2013 Caboolture 14B vs Chinchilla 14B	
	Monday, 13 May 201	3			
Competition Rounds Test BMTA Red 10B vs Caboolture 14B Round n4	1:00 PM	Women's League BMTA 14B vs Coomera 14G			
Original Date: 00/00/0000	3:00 PM	Women's League BMTA Blue 10G vs Childers 10B			
ML Hervey Bay 10B vs Toowoomba 12G Round 11					
Original Date: 13/05/2013					
ML Gympie 12G vs Team 1a Round 11 Original Date: 13/05/2013	7:00 PM	Women's League Caboolture 18G vs Gold Coast 18G			
ML SEP Team 2 vs Noosa 12G Round 11 Original Date: 13/05/2013					

Unallocated matches for the date range will display on the left hand side. To allocate them to a timeslot and a venue simply click and drag and drop it into the time slot.

Any matches that clash will come up highlighted in red. To resolve the clash simply drag the match to a new time slot/venue.

Match details can also be edited from this page. To edit the match time, date, teams etc. simply click on the paper and pencil symbol next to the match.

To add in any extra time slots for a venue you will need to add in Venue Start Times as detailed above.

Fixture Grid Print View

You can now print a fixture grid directly from the fixture grid view. To print a fixture grid;

- 2. Adjust filter options as required.
 - a. Start Date
 - b. Number of Days to display
 - c. Venues in Use / All Venues / Selected Venues
- 3. Click Refresh
- 4. Click Print View

Fixture Grid					
rag and Drop matches to chan	ge the venue and ti	ime. Changes are saved automat	ically. Clashes are displayed i	n red.	
latch details can be changed in	bulk by using the	Bulk Match Change functionality			
Start Date 06/10/2014 Numb	er of Days to display	1 Venues in Use 🔵 All	Venues 🔘 Selected Venues (see	below grid) REFREE 1 PRINT VIEW	シ
Unallocated	Date/Time	Crt1Boon	Crt2Boon	Crt3Boon	
	Monday, 6 Oct 2014				
	6:15 PM	BMM1514 Suns vs Regulators 1	BMM3S14 Some Team vs Dragons	BMM4514 Big White & 7 Dwarfs vs Rhinos	2
	7:05 PM	BMM1514 Brendale Bobcats vs Integra Suns	BMW1514 Brawlers vs Blitz	Regulators 2 vs Shaqtin	
	7:55 PM	BMM2514 St Pats vs Vipers Mon	BMW1514 Aztecs vs New Team	BMM2514 French Lick vs Grasscutters	2
	8:45 PM	BMM2514 Hustlas vs The Wookies	BMW1514 Team Dunk vs Victorious Angels	BMM4S14 Tune Squad vs Wolfpack	2
	9:35 PM	BMM1514 Sith vs Huskies	BMM3514 Ruffriders vs Wavell Tropics	BMM4514 Big Ballers Mon vs Garden Gnometrotters	۶ 🚺

Regrading

Regrading is the best way to move teams between competitions.

To regrade teams between competitions:

- 1. Hover over the Competitions menu and click on List Competitions
- 2. Click on the Regrading button to regrade teams
- 3. Select the competition the team is assigned to from the drop down list then select the competition you wish to move the team into from the other drop down list.

Regrad	ng			i i i i i i i i i i i i i i i i i i i	
	itions, then drag teams from one Competiti click the "Preview and Save Changes" butto		e unallocated teams	sgrid.	
	regrading the number of Teams in the Con he Competition set-up screen before you co		u may need to also n	nodify the "Max Number of Teams" and	"Fixture Template"
Competition 1:	2013 - A Grade 2013	×	Competition 2:	2013 - B Grade 2013	k
Teams			Teams		
Jets			-		
Sharka		N	O 1 sele	cted row	
Knights					
Tigers		-			
Team 1					
Raiders					
	Teams				
Unallocated					
Unallocated Teams					
Teams					
Teams Cowboys					
Teams Cowboys Dragons					

4. Simply click and drag teams between the competitions to regrade

Should you wish to move a team out of a competition completely, you can click and drag them into the Unallocated Teams box.

5. Click Preview and Save Changes to update the changes

Publication

Hide Competition Rounds/Dates

If you do not want to display all of the fixture rounds for a competition you can use the Hide Competition Rounds/Dates functionality. This will allow you to hide specific rounds or a date range of rounds from displaying on your website.

To hide competition rounds/dates from your website:

- 1. Hover over the Competitions menu and click on Hide Competition Rounds/Dates
- 2. Select the competition you wish to hide
- 3. Enter in the round number range or date range and click Update Hide Details

Details	
Competition Title:	Bye Allocation Test
Season:	2013
Hide From Round Number (regular season only):	
Hide To Round Number	
(regular season only):	
Date to Hide Matches FROM (includes finals):	Month \$
Date to Hide Matches TO (includes finals):	Month 🗧
Update Hide Details	

Your competition rounds will then be hidden from your website when you Publish to Web.

Tip - Make sure that when you wish to display them to return to the Hide Competitions page and delete the configuration.

Publish to Web

Publish to Web will allow you to send your competition data up to your website. The publish to web can be automated as well so you won't have to go into your database every time you wish to update the competition data on your website.

To perform a Publish to Web:

- 1. Hover over the Competitions menu and click on Publish to Web
- 2. Click the green Schedule Publish to Web Now button

To set up automated Publish to Website:

1. Hover over the Competitions menu and click on Publish to Web

2. Enter the day and time you would like a publish to web to be scheduled in and click Add to Publish Schedule

Results

To access Online Results:

1. Hover over the **Competitions** menu and click on **Match Results**

Match List Screen

Matches will be displayed on the Match List screen below and all match administration can be done through the Pre Game and Post Game buttons on the far right hand side.

The Match List can be filtered out by:

- Date Range
- Venue Name
- Competition Name
- Season
- Club

Below is the Match List Screen. This will be the first screen that comes up when entering the Online Results system from your Membership database.

	Matches									
	Iters below to list the desired matc		Select a Seas	Son Venue Name	Select Some Options					
		08/05/2013 Season								
and concl	uding on <i>(dd/mm/yyyy</i>):	11/05/2013 Clubs	Select a Club							
SHOW	MATCHES ENTER QUICK RESI	ULTS		BULK TEAM SHEETS	- TEAM AND SCORE SHEET	BUL	K TEAM SHEETS - S	CORECARD	BULK TEAM SHEET	S - SIGN-ON TEAM SHEET
Click here	to view a Match Officials Allocati	on list for below matches								UPDATE LOCK STATUS
Result	Home Team	Away Team	Result	Competition	Match Date	Time Ve	nue Lock?			
	Banjo's			PTA Winter 2013 Test Men 1st	08/05/2013	06:45		PRE GAME	AT GAME	POST GAME
	Chootza	P4L		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		PRE GAME	AT GAME	POST GAME
	ETC	RAW		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		PRE GAME	AT GAME	POST GAME
	TMW	Squids		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		PRE GAME	AT GAME	POST GAME
	Wiseberry	TRH		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		PRE GAME	AT GAME	POST GAME
	3rd Div Rep	Goods Guys		PTA Winter 2013 Test Mens Div 2	08/05/2013	19:30		PRE GAME	AT GAME	POST GAME

Pre Game

The Pre-Game Screen (shown below) houses all the pre-game administration including team selections, assigning team officials and accessing team sheets.

POST GAME				
Game Information Melbourne Kniphts vs Hume Oty Men's Victorian Premier League	25/03/12 18:00	Pre Game Dashboard Player Melbourne Knights Selections 0 Hume City Selections 16 League Officials	Coaches/Officials	10. C RESET M
Melbourne Knights Hume City				Additional Options 8,
Manage this Display List Show all Club players Show Players registered to this team only Show Players to this age group Show Players to this age group Show all Financial Club players for Competition		Autoselect Players No Auto Select Players who played last week Players registered to this team		9. TEAM SHEET
Available Players	7.	Selected Players		
Aguirre, Caren (22/06/1989)	(51012565) 🔿 🐴			
Alinejad, Shayan (21/02/1990)	(51245231)			
Babic, Jamie (04/02/2003)	(53193957) 🔿			
Babic, Sarah (10/10/2000)	(74055294) 🔿			
Balta, Lucy (17/12/1982)	(51080059) O			
Baluyot, Jessa (12/07/1987)	(61885828)			
Baresic-Nikic, Tonio (03/09/1996)	(51103059) 🔿			
Bancevic, Stefan (30/10/1993)	(60892965) O			
Barisic, Luke (17/06/2000)	(51112274) O			
Boras, Anthony (13/07/1993)	(51102226)			
Brekalo, Jake (18/03/2002)	(74038944) O		SAVE	

Pre-Game Screen Options

1. *Game Information* – This contains details of the match being edited.

2. *Pre-Game Dashboard* – The dashboard will show the current number of players and coaches/officials selected for either team.

3. *Team Tabs* – Two tabs across the top house the information for both teams.

4. *Manage this Display List* – This will give you the option of filtering out members for team selection by 'All Club Players', 'Players registered to this team only', 'Players to this age group' or 'all Financial club players'.

5. *Auto-select Players* – This will give you the option to Auto-Select your players by either players who played last week or players registered to the team.

6. *Available Players* – This is the listing of all players available to be assigned to the match.

7. *Selected Players* – All members you have assigned to the match will appear in the Selected Players box and player positions and numbers can be assigned from there.

8. *Additional Options* – This is where you can edit additional information like Player Roles and Default Club Jumper Numbers.

9. *Team Sheet* – The Team Sheet for either team can be accessed through the Team Sheet button

10. *Reset Match* – This will reset ALL data currently entered in for the match.

Post Game

The Post-Game Screen (shown below) houses all the post-game administration including team statistics, results entry and individual player statistics.

ingPulse - 1 🖬						HLF (
ATCH LITT FREDRIACK						
Game Information Melbourne Knights vs H Men's Victorian Premier		2543/12 10:00	Full Time Sco Melbourne Knights 0 Hume City 2	en Yellow Ca S	de Red Cards E E	
Final Match Scores	Melbourne Knights	Player Scoren	Hume City Player Scores	Awards		
Melbourse Knigt	hts				Hume City	иновля матси эсони
Hat	Time Score 0				Half Time Score 1	
Full	Time Score 0				Full Time Score 2	
Ye	How Cards 0				Yellow Cards 0	
	Red Cards 0				Red Cards 0	
She	ots on Goal 0				Shots on Goal 0	
	Fouls 0				Fouls 0	
Co	ormer Kicks 0				Corner Kicks	
	Offsides 0				Offsides 0	
	Saves 0				Seves 0	
	Results Lost				Results Won	
Match Summary:						UPGATE MATCH SCORE

Post Game Screen Options

Final Match Scores – All team match data will be entered in for both teams on this screen. To save the results from a match, click Update Match Scores. A value from each Results field (ie. Won and Lost or Draw and Draw) will be automatically updated. *Team Tabs (Player Scores)* – All match information for specific players from each team can be entered in on the screen below. Each team has their own tab and all players selected for the match will appear for their respective teams.

Awards – If Awards have been set up by the Association or Club the votes for the awards can be entered in through the Awards tab.

Score Sheets

Score sheets can be accessed from the pre-game menu as outlined above or alternately can be accessed on bulk from the Match List screen. As shown below, the Bulk Team Sheet options will display across the top of the match list screen.

Display Matches													
Use the filters below to list the desired matches.													
Show matches co	mmencing on <i>(dd/mm/yyy)</i> !	08/05/2013 Season	Select a Seas	Venue Name	Select Some Options								
and concluding o	n (dd/mm/yyyy):	11/05/2013 Clubs	Select a Club	Competition Nam	Select Some Options								
SHOW MATCHE	ES ENTER QUICK RESU	LTS		BULK TEAM SHEETS	- TEAM AND SCORE SHEET		BULK TEAM	SHEETS - SO	ORECARD	BULK TEAM SHEET	S - SIGN-ON TEAM SHEET		
lick here to view	v a Match Officials Allocatio	n list for below matches									UPDATE LOCK STATUS		
esult Hom	e Team	Away Team	Result	Competition	Match Date	Time	Venue	Lock ?					
Banjo	3			PTA Winter 2013 Test Men 1st	08/05/2013	06:45			PRE GAME	AT GAME	POST GAME		
Choot	za	P4L		PTA Winter 2013 Test Men 1st	08/05/2013	06:45			PRE GAME	AT GAME	POST GAME		

The score sheets will appear in bulk for all matches that are displaying on the match list screen.

Tip: To manage unregistered players Basketball Australia recommends using the field 'Registered Until Date' you can then have your Team Sheet configured to print a 'U' next to those players names when their 'Registered Until Date' is less than the date game played.

Ladder Adjustments

A ladder adjustment involves making a manual change to a ladder that the program cannot otherwise accommodate for. These are usually processed as a result of specific association rules or regulations.

To make a manual ladder adjustment:

- 1. Hover over the Competitions menu and click on Ladder Adjustments
- 2. Click on the Add button on the right hand side to add a new adjustment, then select the competition
- 3. Enter in the adjustment reason, the team and the round number, then remove the require points, score etc. as required.
- 4. Click Update Ladder Adjustment to save

Once saved the ladder for the competition should automatically reflect the changes made.

Reporting

All manner of reports can be run to retrieve data on the competitions in your database.

In the **Reports** menu, then **Competition**, you will be able to run a report to show all fixture and match information, player statistics reports, ladders and even reports to show which matches in the past 7 days haven't yet been assigned with a result.

Fixture Summary Report

This report allows Associations to check the quality of their fixtures.

Specifically:

- The flow of time slots for a specific team across a fixture. This is designed to assist you with minimizing one team playing in the 10.00pm timeslot 3 weeks in a row.
- The number of times a team plays in the one timeslot. eg. 4 x 22:00 games.
- How many times does one team play another team over the course of a fixture.
- The total number of games a team is scheduled to play for the season for including number of byes.

Note: This report should be used for Venue Time Allocation and Home & away competitions only. This report is not suitable for Pools Competitions.

1. From the main dashboard, click '**Reports'** along the top menu bar.

Dashboa	rd Members	Competitions	Clubs	Teams	Communications	Registrations	Reports
---------	------------	--------------	-------	-------	----------------	---------------	---------

2. Once on the Reports page, click **'Competitions'** in the menu on the side.

Reports	
Admin Reports	
Clubs	Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left. There are two types of reports present in the system.
Competition	1. Quick Reports - Indicated by the "Run" button, they are predefined and allow you a quick look at your data.
Finance	2. Advanced Reports - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.
Members	
Teams	
Transfers	
Tribunal	

3. Scroll down through the Reporting option and click **'Run'** under the heading of **Team Time Slot Summary.**



4. A box will allow you to choose the competition you wish to run the report for. Once chosen please click '**Run Report'.**

Finals Eligibility (N	Choose Options Re Gap
Lists whether player Finals Run	splays the time gap between matches indivisual teams Choose your parameters and press the 'Run Report' button to proceed.
Player Permit Gam Games that Players to on permit. Run	Competition
Match Summaries Displays match repor range Run	Under 09 Boys Section 3 Under 09 Boys Section 4 Under 09 Girls Section 1 Men's A Grade Under 09 Girls Section 2 Under 09 Girls Section 3 Under 10 Boys Section 3 Under 10 Boys Section 3 Under 10 Boys Section 3 Under 10 Boys Section 5 Under 10 Boys Section 6

5. Once '**Run Report'** has been clicked, the report will open in a new window with all of the information that is needed.

	orn Basketba	all Association						 								
6.8 6.000 VIII Alternal Life Name Name Name Later	09 Girls Sect	tion 2														
vertex vertex<																
2 0 0 12 0<	Per	aris Flames	Sparklers	Devils	McFarlane	Tadpoles	Atoms Firebirds*		Atoms Gogetters*	Breakers Splash 15*	Breakers Joeys 15*	KE Dynamos*	Titans Tackers - Delete*	Dazzle*	Tackers*	Shooters Will*
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KE Sparklers	3	2	2 0	2	2	3	0		0 0	0		0 0	0	0	0	0	1	0	13
Atoms Little Devils	2	4	2	0	3	2	0		0 0	0		0 0	0	0	0	1		0	14
Shooters McFarlane	2	2	2 2	3	0	4	0		0 0	0		0 0	0	0	٥	0	1	0	14
Titans Tadpoles	2	2	2 3	2	4	0	0		0 0	0		0 0	0	0	0	1		0	14
Atoms Firebirds*	0	0	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
Maccabi Dream 9*	0	0	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
Breakers Rush 15*	0	0	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
Atoms Gogetters*	0	0	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
Atoms Hooper Doopers*	0	C	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
Breakers Splash 15*	0	C	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
Breakers Joeys 15*	0	C	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
KE Dynamos*	0	0	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0
Titans Tackers - Delete*	0	C	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	c	0	0
Titans Dazzle*	0	1	0	1	0	1	0		0 0	0		0 0	0	0	0	0	0	0	3
Titans Tackers*	0	0	1	0	1	0	0		0 0	0		0 0	0	0	0	0	0	0	2
Shooters Will*	0	0	0 0	0	0	0	0		0 0	0		0 0	0	0	0	0	0	0	0