

Quick Reference Guide:

Season Settings

A season is a way for Organisations to designate a competition to a time period that ultimately ends up in a finals series and a winner.

There can be several seasons set up for each calendar year but, by default, two seasons for each year are created:

- A **Crossover** Season (i.e. 2017/2018) – this is a competition that runs within the dates 1 July 2017 and 30 June 2018.
- A **Calendar** Season (i.e. 2018) – this is a competition that runs within the dates 1 January 2018 to 31 December 2018

Note that these are “typical” start dates and do not affect when matches are actually played.

This is not something that Clubs can do, it must be completed at Association or League level.

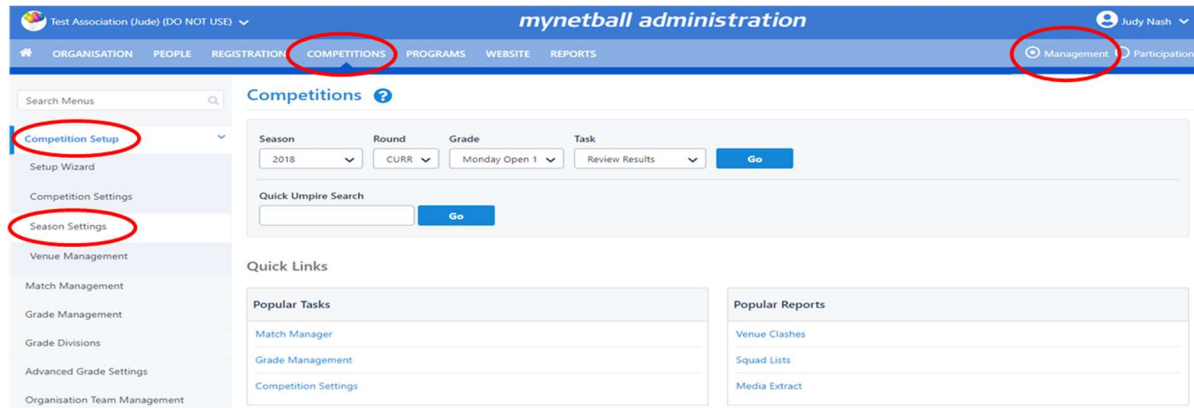
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➤ Setting a Season

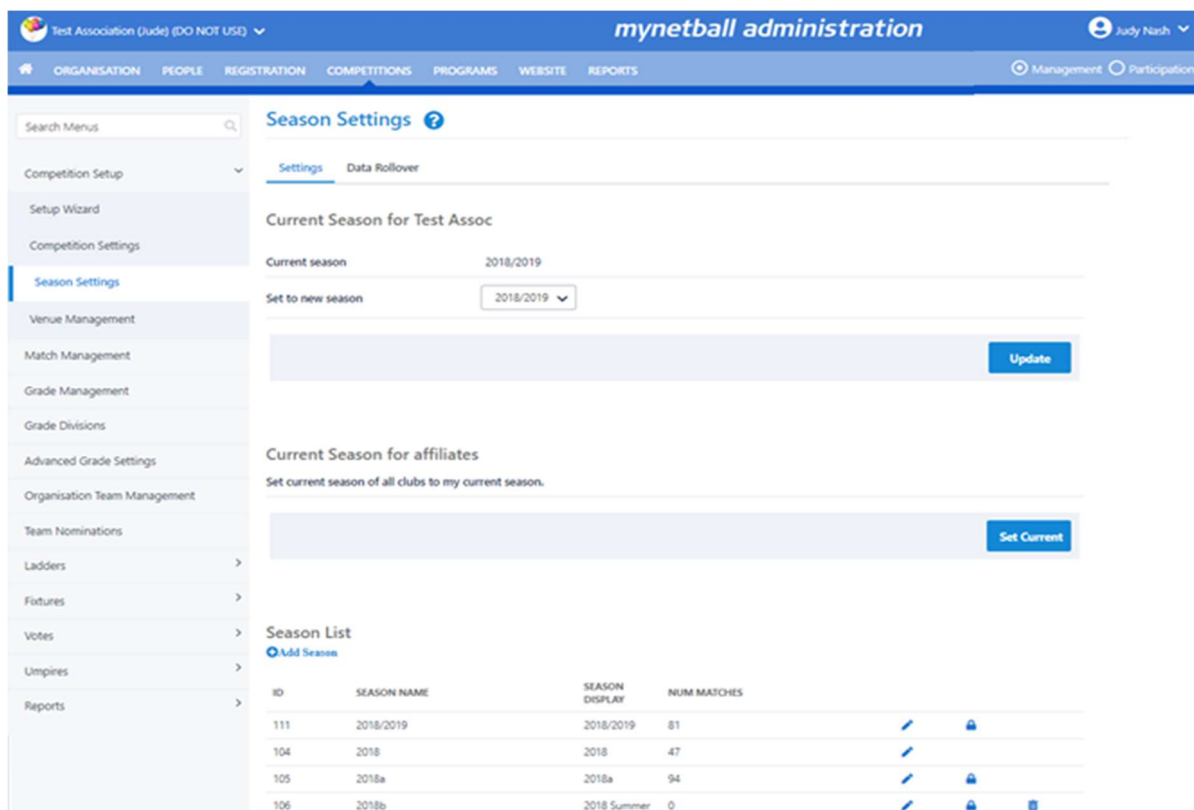
As you go from season to season, you need to set the new season for each competition within MyNetball.

Management >> Competitions >> Competition Setup >> Season Settings



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'COMPETITIONS' tab is selected. On the left sidebar, 'Competition Setup' is expanded, and 'Season Settings' is highlighted. The main content area shows the 'Season Settings' page with fields for 'Season' (2018), 'Round' (CURR), 'Grade' (Monday Open 1), and 'Task' (Review Results). There is a 'Go' button next to these fields. Below this, there is a 'Quick Umpire Search' section with a 'Go' button. On the right, there are 'Quick Links' for 'Popular Tasks' (Match Manager, Grade Management, Competition Settings) and 'Popular Reports' (Venue Clashes, Squad Lists, Media Extract).

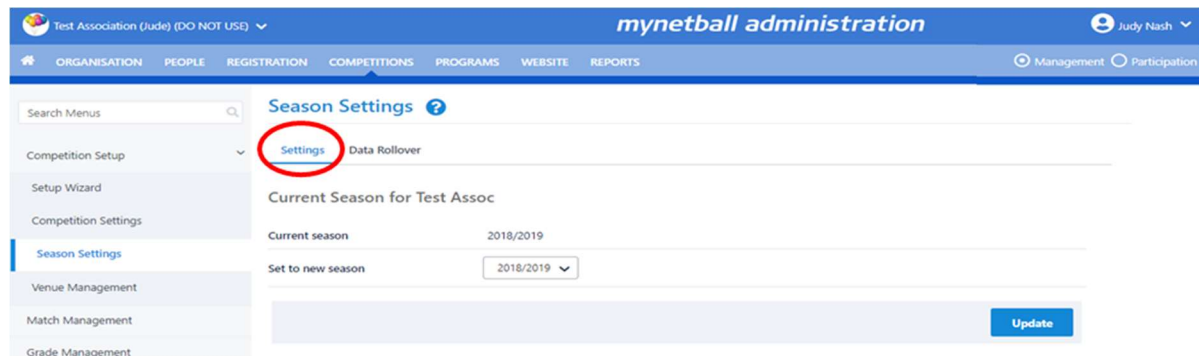
This will bring you to the Season Settings page where you will see two tabs – Settings and Data Rollover.



The screenshot shows the 'Season Settings' page in the 'mynetball administration' interface. The 'Settings' tab is selected. The page displays the 'Current Season for Test Assoc' as '2018/2019'. Below this, there is a 'Set to new season' dropdown menu with '2018/2019' selected and an 'Update' button. The 'Current Season for affiliates' section shows 'Set current season of all clubs to my current season.' with a 'Set Current' button. At the bottom, there is a 'Season List' table with columns for ID, SEASON NAME, SEASON DISPLAY, and NUM MATCHES. The table lists four seasons: 111 (2018/2019, 81 matches), 104 (2018, 47 matches), 105 (2018a, 94 matches), and 106 (2018b, 0 matches). Each row has edit and delete icons.

ID	SEASON NAME	SEASON DISPLAY	NUM MATCHES
111	2018/2019	2018/2019	81
104	2018	2018	47
105	2018a	2018a	94
106	2018b	2018 Summer	0

In the Settings tab (the system should automatically default to this page).



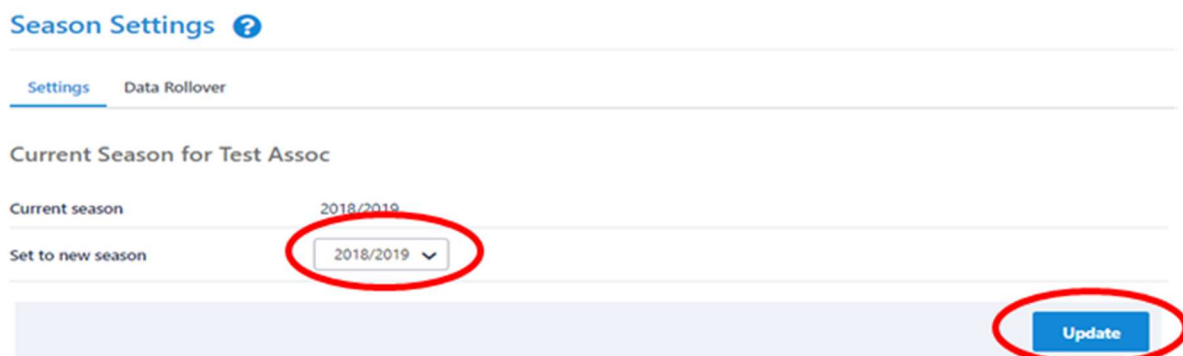
This is where you can set the current season for your organisation and child organisations. The current season is selected as a default in most other pages of MyNetball (both admin and public) that have a season dropdown list within the selector bar.

Before you can do another setup, such as creating fixtures etc, you must set the current season.

NOTE: If you are currently using the competition module it is important that you are aware that while you can begin the setup for a new season while the current season is still running, you may need to change between the two seasons to carry out various administrative functions.

If you find that something you are trying to do for the current season (i.e. results entering etc.) is not working, the first thing you should check is that it is on the correct season.

To set the **Current Season for Your Organisation** select the season from the drop-down list



Once you select the new season, click **UPDATE**.

NOTE the following.

- The drop-down list is restricted to the season(s) that are in progress and seasons from up to a year ago.
- In the above example it says invalid season as this is the first time this is being set up for this organisation. If you have previously used the Competition Module, then you will have a current season already set.

Once you have clicked update and set the current season for your Organisation, click **SET CURRENT** to set this as the current season for all your Child Organisations.

Current Season for affiliates

Set current season of all clubs to my current season.

A screenshot of a web interface showing a light blue horizontal bar. On the right side of the bar is a blue button with the text "Set Current" in white. The button is circled with a red oval.

Netball Victoria would recommend that at some point before the commencement of the first round (preferably about a month before) you should set the current season for all affiliated clubs.

The normal course of events is for the association to set its own season, carry out team setup, draw creation etc, and then to set the clubs current seasons. This is to avoid setting the club season too early.

➤ Adding a New Season

At the bottom of the Season Settings page (**Management >> Competitions >> Competition Setup >> Season Settings**) you will see the Season List.

Season Settings ?

[Settings](#) [Data Rollover](#)

Current Season for Test Assoc

Current season 2018/2019

Set to new season

2018/2019 ▼

Update

Current Season for affiliates

Set current season of all clubs to my current season.

Set Current

Season List

[Add Season](#)

ID	SEASON NAME	SEASON DISPLAY	NUM MATCHES		
111	2018/2019	2018/2019	81	✎	🔒
104	2018	2018	47	✎	
105	2018a	2018a	94	✎	🔒
106	2018b	2018 Summer	0	✎	🔒 🗑

You can manage you Season List by adding new seasons if needed.

This might be something you want to consider if you have more than one season per year, such as a Spring and Autumn season.

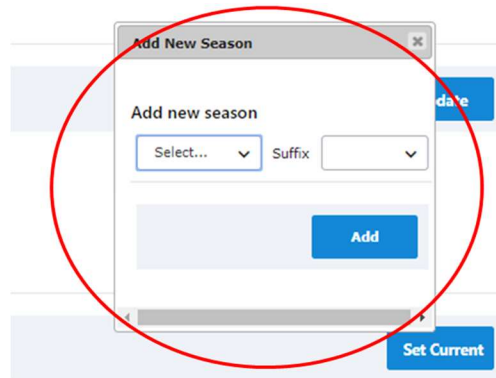
To add a new season, click on the **Add Season** button.

Season List

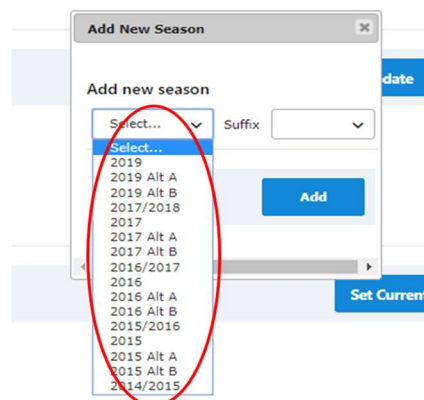
[Add Season](#)

ID	SEASON NAME	SEASON DISPLAY	NUM MATCHES		
111	2018/2019	2018/2019	81	✎	🔒
104	2018	2018	47	✎	
105	2018a	2018a	94	✎	🔒
106	2018b	2018 Summer	0	✎	🔒 🗑

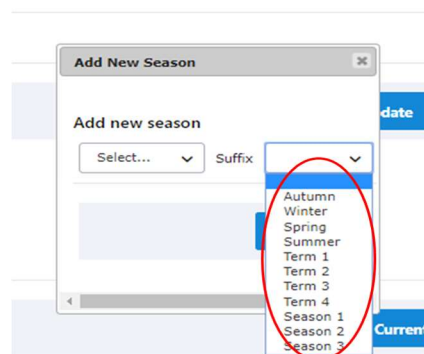
This will bring up the [Add New Season](#) box.



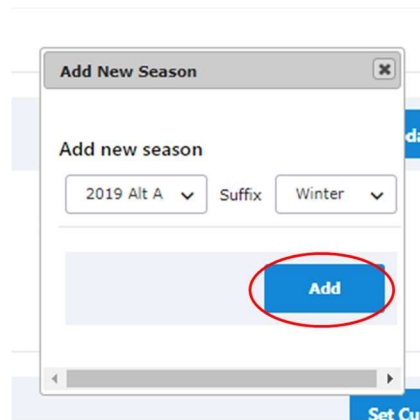
Here you select the season (i.e. 2018 Alt A).



You can also select the suffix if applicable (i.e. Summer, Autumn, Term 1, Season 2 etc.)



Once you have selected the details of the new season (name and suffix) click **ADD**.




The image shows a modal dialog box titled "Add New Season". Inside, there is a section "Add new season" with two dropdown menus: "2019 Alt A" and "Suffix" (set to "Winter"). Below these is a large blue button labeled "Add", which is circled in red. A "Set Cur" button is partially visible at the bottom right.

The new season you just added will appear in the [Season List](#).

Season List

[Add Season](#)

ID	SEASON NAME	SEASON DISPLAY	NUM MATCHES			
109	2019a	2019 Winter	0			
111	2018/2019	2018/2019	81			
104	2018	2018	47			
105	2018a	2018a	94			
106	2018b	2018 Summer	0			

You can edit and delete seasons in the Season List by clicking edit or delete. Once matches have been created within a season it cannot be deleted.

You can now set this new season as your current season as outlined above.

➤ Season Rollover

This option is for you if you have previously used the Competition Module and you want to copy data from the previous season.

Still on the [Season Settings](#) page (**Competition Management >> Competition >> Season Settings**), click on the **Data Rollover** tab.



The screenshot shows the 'Season Settings' page with a help icon. Below the title, there are two tabs: 'Settings' and 'Data Rollover'. The 'Data Rollover' tab is highlighted with a red circle. Under the 'Data Rollover' tab, there are two sections: 'Current Season for Test Assoc' and 'Set to new season'. The 'Current season' is set to '2019'. The 'Set to new season' dropdown menu is also set to '2019'.

The idea of “rolling over” season settings is to save you time, as long as your competitions are the same (i.e. setting up 2018 Winter season which is the same as the 2019 Winter season). If the season is different (i.e. different teams, grades ages etc.) then rolling over your season can create more work for you

Carefully consider how the new season is to be structured before committing to a season rollover as it cannot be undone and can create more work for you in the long run.

When doing a season rollover, you can copy the following data from one season to the next:

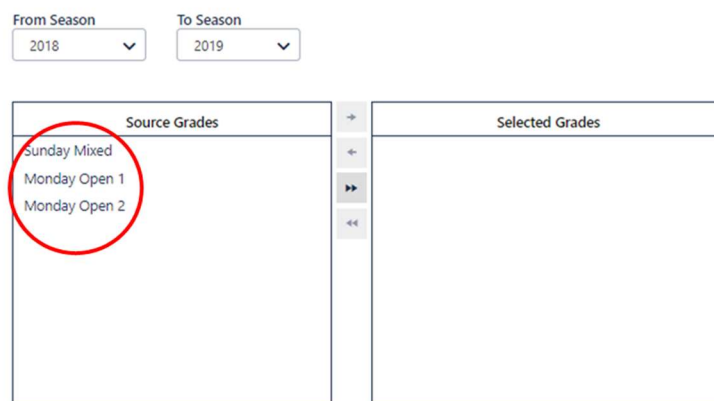
- **Grade seasonal settings** – if the grades are to be exactly the same, then rolling this over could be a good idea BUT if they are going to be different then rolling them over may not be a good idea.
- **Ladder settings** – rolling this over is probably a good idea as the ladders will more than likely be the same from season to season.
- **Team entries and team settings** – if these are to be the same for subsequent season(s), then rolling this over could be a good idea for your organisation.
- **Team squads** – rolling this over is not a good idea unless you want the same squad of people across different seasons. Not rolling this over puts it back on the clubs to make sure they submit the correct Team Squads.
- **Grade fixture slots** – rolling this over could be a good idea if you are using the exact same fixture slots from the previous season.

Once in the Data Rollover tab, you need to select a **FROM season** and a **TO season**.

The FROM season is the season from which you want to copy the settings from and the TO season is the one where the data will carry over.

Once you have selected a FROM and TO season, the active grades from the FROM season should appear under **Source Grades**.

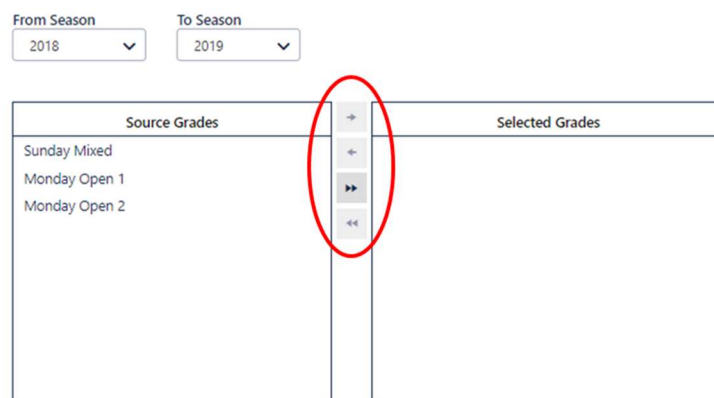
NOTE: If this is the first time you are setting up a competition, there will not be any grades listed under Source Grades thus this is not a function you can use. You will be able to use it in the future.



The screenshot shows the 'Data Rollover' interface. At the top, there are two dropdown menus: 'From Season' set to '2018' and 'To Season' set to '2019'. Below these are two main panels. The left panel, titled 'Source Grades', contains a list of grades: 'Sunday Mixed', 'Monday Open 1', and 'Monday Open 2'. The 'Sunday Mixed' grade is circled in red. The right panel, titled 'Selected Grades', is currently empty. Between the two panels is a vertical column of four arrow buttons: a single right arrow, a single left arrow, a double right arrow, and a double left arrow.

To roll the grades into the new season they need to be in the box to the right (Selected Grades).

To move them either double click on the grade you are wanting to “rollover” or click on the arrow(s) to move them to the Right.



This screenshot is identical to the one above, showing the 'Data Rollover' interface with 'From Season' as '2018' and 'To Season' as '2019'. The 'Source Grades' panel lists 'Sunday Mixed', 'Monday Open 1', and 'Monday Open 2'. In this version, the vertical column of four arrow buttons (single right, single left, double right, double left) is circled in red, indicating the controls used to move grades from the Source to the Selected panel.

Once you have put the grades you want to rollover into the box on the Right, check the **Data Rollover Options** below.

From Season
 2018 ▼

To Season
 2019 ▼

Source Grades
Sunday Mixed
Monday Open 1
Monday Open 2

→
←
→→
←←

Selected Grades

Data rollover options:

- ☒ Copy Grade Seasonal Settings
- ☒ Copy Ladder Settings
- ☒ Copy Teams Entries and Team Settings
- ☐ Copy Team Squads
- ☐ Copy Grade Fixture Slots

Once you have ticked the Data Rollover option you want, click **PROCESS** and the data will rollover for the new season.

It is crucial to **select all the data options to copy correctly the first time** as it is not easy to roll over additional season data once as season has been established.