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.

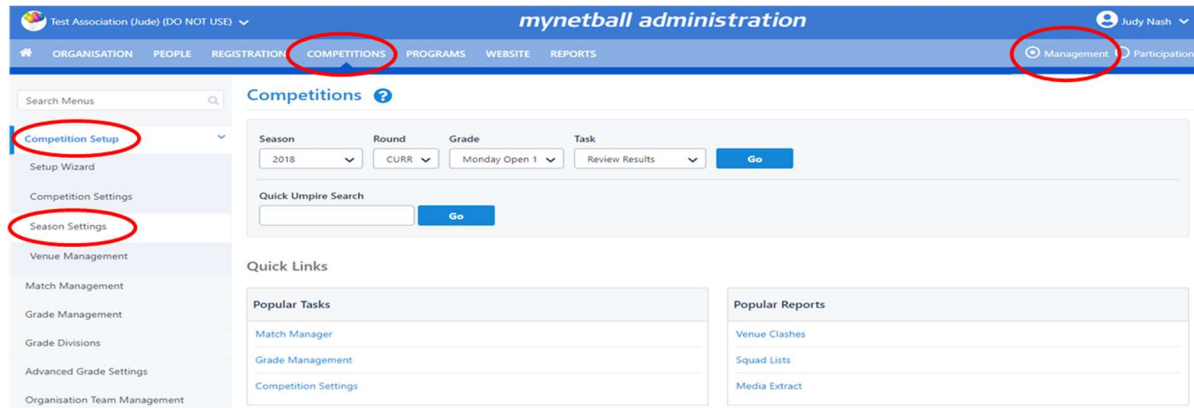This is not something that Clubs can do, it must be completed at Association or League level.

This Quick Reference Guide contains information around:
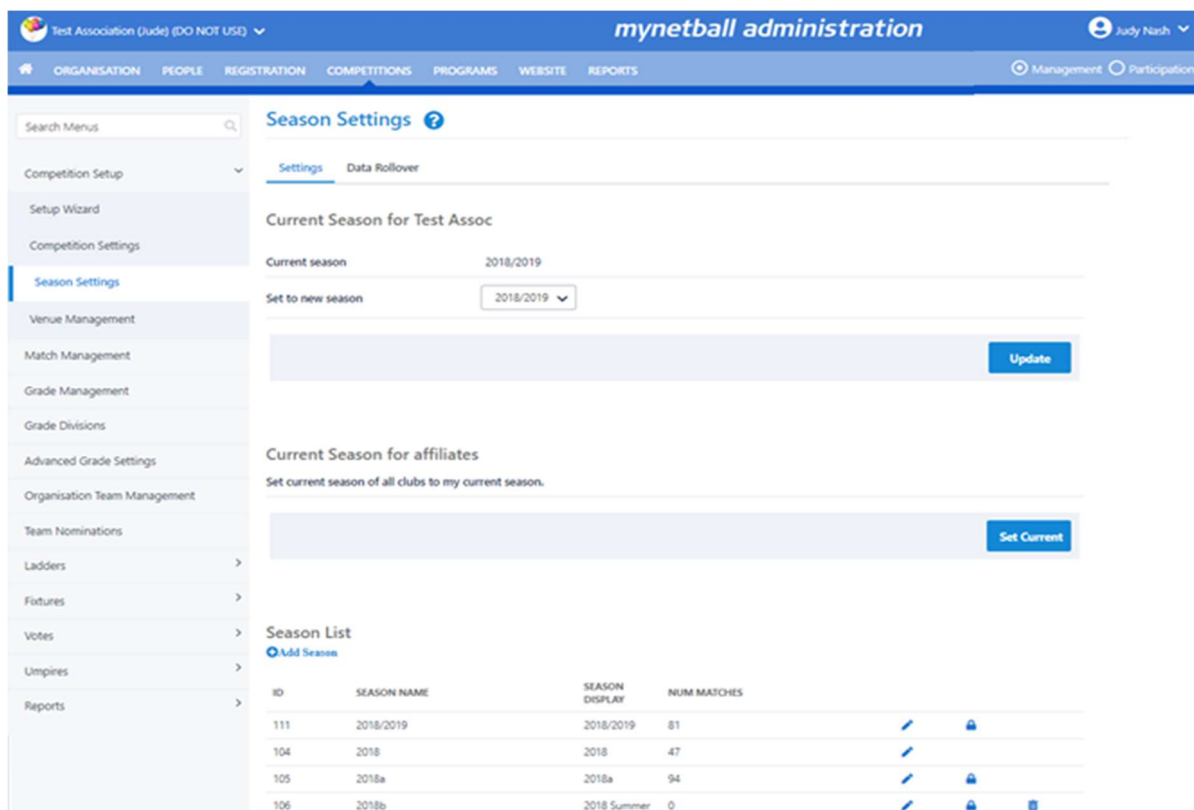
> ## Setting a Season

As you go from season to season, you need to set the new season for each competition within MyNetball.
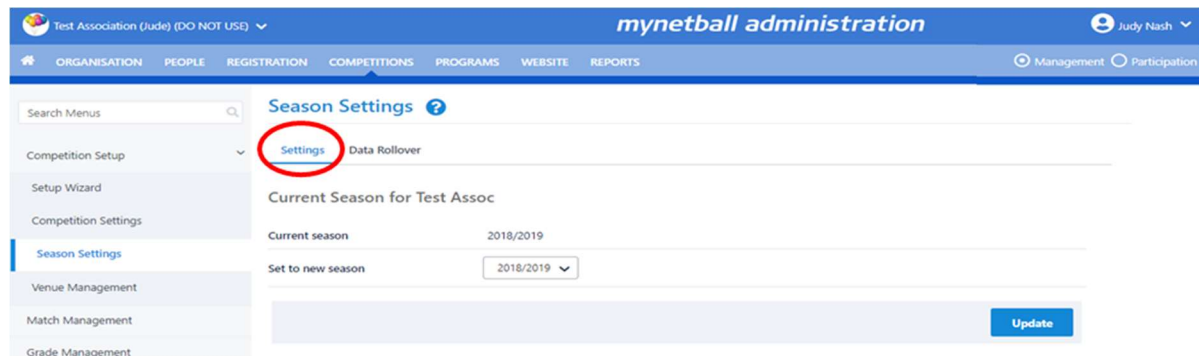
Management >> Competitions >> Competition Setup >> Season Settings

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

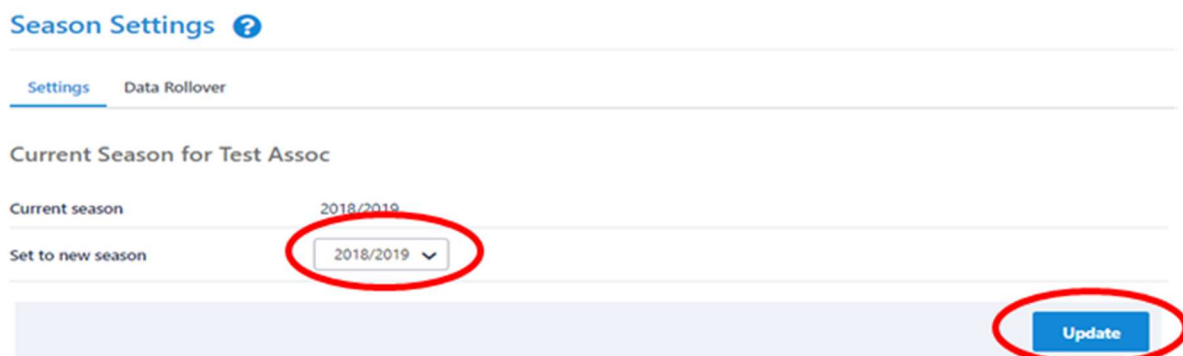In the Settings tab (the system should automatically default to this page).

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.

Set Current

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.

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.
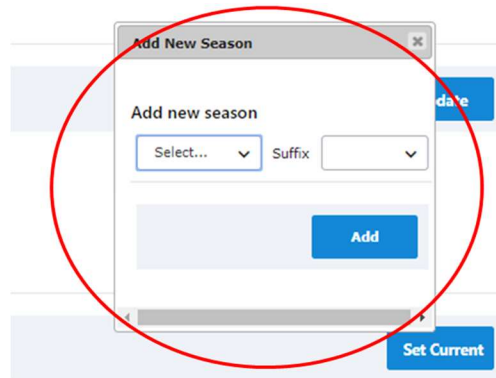
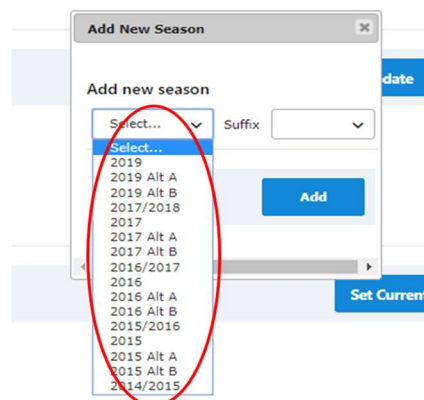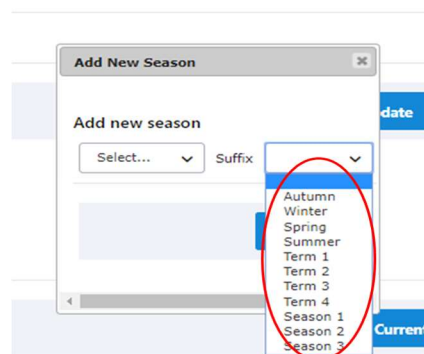To add a new season, click on the **Add Season** button.
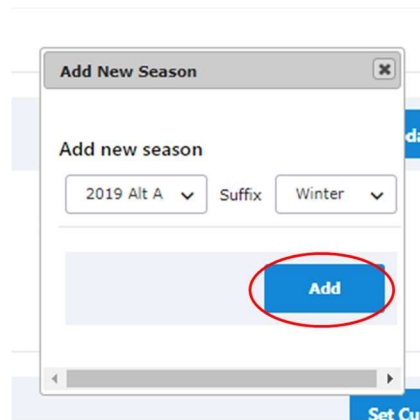
This will bring up the Add New Season box.

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 new season you just added will appear in the Season List.

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 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:
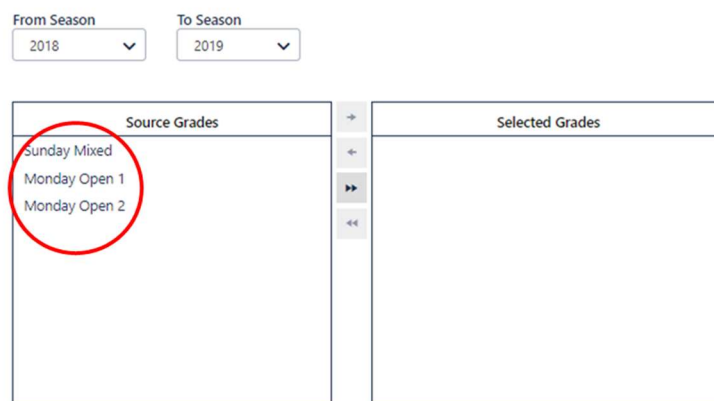
- **Grade seasonal settings** – if the grades are to be exactly the same, then rolling this over could be a good idea BUT if they are going to be different then rolling them over may not be a good idea.

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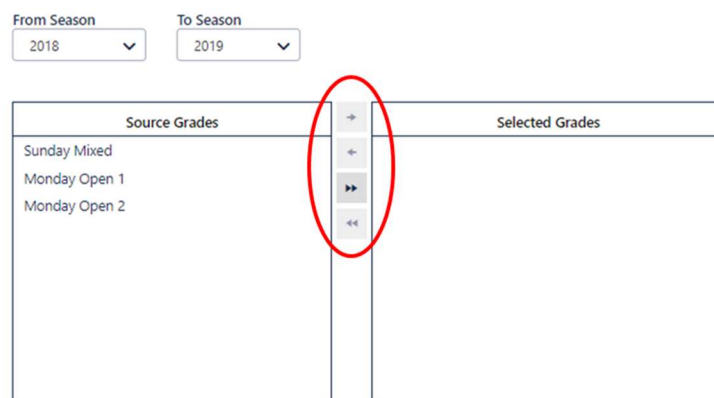
NOTE: If this is the first time you are setting up a competition, there will not be any grades listed under Source Grades thus this is not a function you can use. You will be able to use it in the future.

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.

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

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.