

Quick Reference Guide: Grade Management

This Quick Reference Guide contains information around:

Adding a New Grade	2
Editing a Grade	8
Grade Divisions	9
Allocating Teams to Grades	13
Re-Grading	19
Re-Grading Report	26
Advanced Grade Settings	28
Grade Report	29

➤ Adding a New Grade

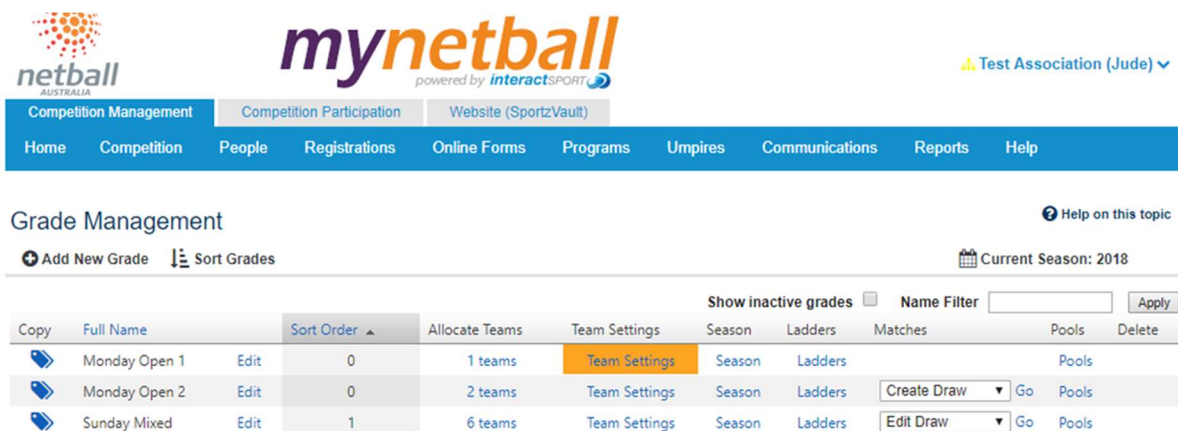
This is where you can access the list of Grades within the current Association and create new Grades and/or edit Grades at any time.

Keep in mind that grades are classified as the level of competition between teams
i.e. Monday A1, Monday A2 etc.

Competition Management >> Competition >> Grades >> Maintain Grades, Teams and Ladders



This will bring you to the Grade Management screen.



By default, the list displays active Grades only. Inactive Grades can also be displayed by clicking the Show Inactive Grades checkbox.

Grade Management Help on this topic

[Add New Grade](#) [Sort Grades](#) Current Season: 2018

Show inactive grades ☐

Copy	Full Name	Sort Order	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
	Monday Open 1 Edit	0	1 teams	Team Settings	Season	Ladders		Pools	
	Monday Open 2 Edit	0	2 teams	Team Settings	Season	Ladders	Create Draw <input type="button" value="Go"/>	Pools	
	Sunday Mixed Edit	1	6 teams	Team Settings	Season	Ladders	Edit Draw <input type="button" value="Go"/>	Pools	

To add a new grade, click **Add New Grade**.

Grade Management Help on this topic

[Add New Grade](#) [Sort Grades](#) Current Season: 2018

Show inactive grades ☐

Copy	Full Name	Sort Order	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
	Monday Open 1 Edit	0	1 teams	Team Settings	Season	Ladders		Pools	
	Monday Open 2 Edit	0	2 teams	Team Settings	Season	Ladders	Create Draw <input type="button" value="Go"/>	Pools	
	Sunday Mixed Edit	1	6 teams	Team Settings	Season	Ladders	Edit Draw <input type="button" value="Go"/>	Pools	

This will bring up the [Grade Edit](#) page where you need to complete the details of your new grade.

Grade Edit

[Help on this page](#)

[Back to Grade Manager](#) [Return to Setup Wizard](#)

Grade: New Grade

[Grade Details](#)

[Add a new grade.](#)

*Denotes a mandatory field.

Grade settings	
Grade Name *	<input type="text"/>
Grade Short Name (20 chars max)	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Grade Sort order	<input type="text"/>
Grade Type *	Select...
Age Qualification	Measurement Date <input type="text"/> <input type="calendar"/> Minimum Age (0-100) <input type="text"/> Maximum Age (0-100) <input type="text"/>
Default match start time	12:00 PM (hh:mm AM/PM)
Umpire Allocation Organisation	Test Assoc (current organisation) ▼
Automatically update match status to Official when match status is Confirmed	<input type="checkbox"/>
Set match status to Confirmed (not Official) when entered by Competition Manager	<input type="checkbox"/>
Fixture sort order	<input checked="" type="radio"/> By Round <input type="radio"/> By Date
Require coach selected with team	<input type="checkbox"/>
Allocated Umpire Visibility	<input checked="" type="radio"/> Always <input type="radio"/> Never <input type="radio"/> Auto <input type="text"/> hours from match start
Match result entry settings	
Prevent match results entry by clubs	<input type="checkbox"/>
Number of hours to enter match result**	<input type="text"/> 24
Player score entry settings	
Prevent entry of player scores/statistics	<input type="checkbox"/>
Player score entry locked when match is made official	<input type="checkbox"/>
Allow teams to enter opposition player scores	<input type="checkbox"/>

** The number of hours after 6pm on the last match day until the given action is considered late.

[Add](#)

Complete form details as required. * denotes mandatory fields.

NOTE the following when completing this form.

Grade Settings:

- Grade Name*. Name it something that differentiates the grade for others you might add.
i.e. Sunday Mixed.

It is not necessary to create a new Grade for a new season if the Grade name is unchanged.

- **Grade Short Name.** A unique shorter (20 chars max) name for the Grade. This is used in certain reports.
- **Active.** Make sure this is ticked so that the grade is active.
- **Grade Sort Order.** This affects the order in which the grades display in the grade management list.
- **Grade Type*.** Select the relevant grade type.

If you select a different grade type each grade, in the competition there will be a different colour in the venue scheduler.

- **Age Qualification.** You can add an age range if you want to.

This will not prevent people outside of this range registering for your competition(s), it just means they will show up in the exception reports.

- **Default Match Start Time.** This is not needed if you are going to use fixture slots (which we recommend).

This is more something that Leagues would use as they would have certain grades starting at set times across their regions,

- **Umpire Allocation Organisation.** This will be your organisation.

- **Automatically update match status to Official when match status is Confirmed.** Tick this if you want this to be enforced.

This is a good option if you want to get your Clubs to enter the scores. This will change the match status to confirmed and the competition manager (you) will need to set it as official.

- **Set match status to Confirmed (not Official) when entered by Competition Manager.** Tick this if you want this to be enforced.

This option is not used very often, and Netball Victoria would not recommend that you do use it. It is more for when you don't want match results to be official (displayed) until the end of the day etc.

- **Fixture sort order.** Select by round.

Sort order by date is something you would be more likely to use for tournaments.

- **Require coach selected with team.** Tick this.

- **Allocated Umpire Visibility.** Tick this.

You may want to untick this if you do not want clubs/teams seeing who is scheduled to umpire them.

▪ **Match result entry settings:**

- **Prevent match results entry by clubs.** Do not tick this.
- **Number of hours to enter match results.** This is the number of hours after 6pm on the last match day until the given action is considered late.

This is a good option to make sure that Clubs (who are required to enter their results) do so on time. Results can still be entered if they are “late” but you can easily see who entered late results (by running an exception report) and act accordingly (issue fines etc.).

▪ **Player score entry settings:**

- **Prevent entry of player scores/statistics.** Do not tick this.
- **Player score entry locked when match is made official.** Tick this.
- **Allow teams to enter opposition player scores.** Tick this.


This is what allows the ‘home’ team in Leagues to enter the scores for the games/players.

Once you have entered all the information for your grade, click **UPDATE**.

Once you have updated the grade, you can add another one if you want to by clicking on **Add Another Grade**

Grade Edit
Help on this topic

Add Another Grade
Back to Grade Manager
Return to Setup Wizard


Grade added successfully. Please do not refresh this page as it will cause a duplicate entry.

You can also click **Back to Grade Manager**.

Grade Edit

[Help on this topic](#)

[Add Another Grade](#)
[Back to Grade Manager](#)
[Return to Setup Wizard](#)



Grade added successfully. Please do not refresh this page as it will cause a duplicate entry.


This will bring you back to the [Grade Management](#) screen where you can see all the grades you have created.

Grade Management

[Help on this topic](#)

[Add New Grade](#)
[Sort Grades](#)
[Return to Setup Wizard](#)

Current Season: 2018

Copy	Full Name	Sort Order	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
	Jude Sunday Mixed	Edit	1	Allocate Teams	Team Settings	Season	Ladders	Pools	Delete

➤ Editing a Grade

To edit a grade's details, click on **Edit** next to the grade in question (in the Grade Management screen).

Grade Management Help on this topic

[Add New Grade](#) [Sort Grades](#) Current Season: 2018

Copy	Full Name	Sort Order ▲	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
	Monday Open 1	Edit	0	1 teams	Team Settings	Season	Ladders	Pools	
	Monday Open 2	Edit	0	2 teams	Team Settings	Season	Ladders	Create Draw ▼ Go	Pools
	Sunday Mixed	Edit	1	6 teams	Team Settings	Season	Ladders	Edit Draw ▼ Go	Pools

This will bring up the Grade Edit page where you need to update the details of your grade (following the same steps as outlined above).

Grade Edit Help on th

[Back to Grade Manager](#) [Return to Setup Wizard](#)

Grade: New Grade

[Grade Details](#)

Add a new grade.

*Denotes a mandatory field.

Grade settings	
Grade Name *	<input type="text"/>
Grade Short Name (20 chars max)	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Grade Sort order	<input type="text"/>
Grade Type *	<input type="text" value="Select..."/>
Age Qualification	Measurement Date <input type="text"/> <input type="text"/> Minimum Age (0-100) <input type="text"/> Maximum Age (0-100) <input type="text"/>
Default match start time	<input type="text" value="12:00 PM"/> (hh:mm AM/PM)
Umpire Allocation Organisation	<input type="text" value="Test Assoc (current organisation)"/>
Automatically update match status to Official when match status is Confirmed	<input type="checkbox"/>
Set match status to Confirmed (not Official) when entered by Competition Manager	<input type="checkbox"/>
Fixture sort order	<input checked="" type="radio"/> By Round <input type="radio"/> By Date
Require coach selected with team	<input type="checkbox"/>
Allocated Umpire Visibility	<input checked="" type="radio"/> Always <input type="radio"/> Never <input type="radio"/> Auto <input type="text" value="0"/> hours from match start
Match result entry settings	
Prevent match results entry by clubs	<input type="checkbox"/>
Number of hours to enter match result**	<input type="text" value="24"/>
Player score entry settings	
Prevent entry of player scores/statistics	<input type="checkbox"/>
Player score entry locked when match is made official	<input type="checkbox"/>
Allow teams to enter opposition player scores	<input type="checkbox"/>

** The number of hours after 6pm on the last match day until the given action is considered late.

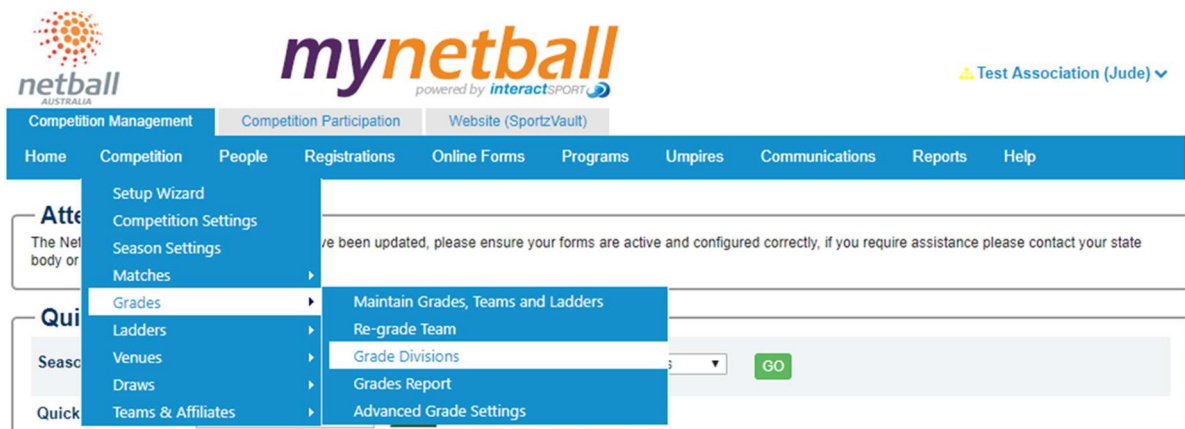
[Add](#)

Once you have entered all the information for your grade, click **UPDATE**.

➤ Grade Divisions

You can group grades within Grade Divisions. This makes it easier for larger organisations to find appropriate grades and manage several grades in a single Division.

Competition Management >> Competition >> Grades >> Grade Divisions



This will bring you to the Grade Division Manager page where you can add new grade divisions.



If you have previously added any grades, they will appear in the list here.

To add a new grade division, click **Add New Division**



This will bring up the [Grade Division Editor](#).

Grade Division Editor

[Help on this topic](#)

[Return to Setup Wizard](#)

[Back to Grade Division Manager](#)

*Denotes a mandatory field

Grade Division Name *	<input type="text"/>
Parent Division	None ▼
Sort Order	<input type="text"/>
<input type="button" value="Update"/>	

Complete form details as required. * denotes mandatory fields.

NOTE the following when completing this form.

- **Grade Division Name***. This needs to be a unique name for the group of grades i.e. Monday Open
- **Parent Division.**
- **Sort Order.** The order in which that division is displayed within the list of divisions.

Once you have added this information, click **UPDATE**.

Click on **Back to Grade Division Manager**.

Grade Division Editor

[Help on this topic](#)

[Return to Setup Wizard](#)

 Item(s) updated successfully

[Back to Grade Division Manager](#)

This will bring you to the [Grade Division Manager](#) where you can see the grade division you have created.

Grade Division Manager

[Help on this topic](#)

[Return to Setup Wizard](#)

[Add New Division](#)

Division Name	Parent Division	Sort Order	Members			
Mixed Netball		0		Edit	Delete	Edit Members
A Grade		0		Edit	Delete	Edit Members

Total Records: 2

Here you can group the grades according to their grade division by clicking on **Edit Members**.

Grade Division Manager

[Help on this topic](#)


[Return to Setup Wizard](#)

[Add New Division](#)

Division Name	Parent Division	Sort Order	Members	Edit	Delete	Edit Members
Mixed Netball		0		Edit	Delete	Edit Members
A Grade		0		Edit	Delete	Edit Members

Total Records: 2

This will bring up the [Allocate Grades to Grade Divisions](#) page where you can add the grades to the Division(s).



Test Association (Jude) [v](#)

Competition Management | Competition Participation | Website (SportzVault)

Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Allocate Grades to Grade Division

[Return to Setup Wizard](#)

Division:

Both active and inactive grades are displayed.

[Back to Grade Division Manager](#)

Grades

- Monday Open 2
- Sunday mixed

Selected Grades (Count 1)

- Monday Open 1

Once you have allocated all the Grades to a Grade Division, click **SAVE**.

You can then allocate grades to another Grade division by changing the Division at the top and clicking **GO**



▼ Test Association (Jude) ▼

- Competition Management
 - Competition Participation
 - Website (SportzVault)
- Home
 - Competition
 - People
 - Registrations
 - Online Forms
 - Programs
 - Umpires
 - Communications
 - Reports
 - Help

Allocate Grades to Grade Division

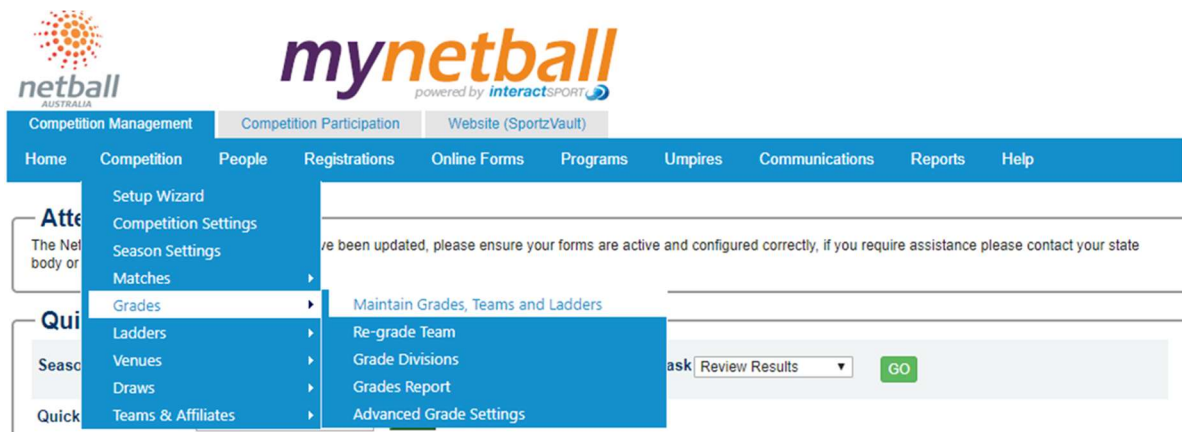
Help on this topic

Return to Setup Wizard

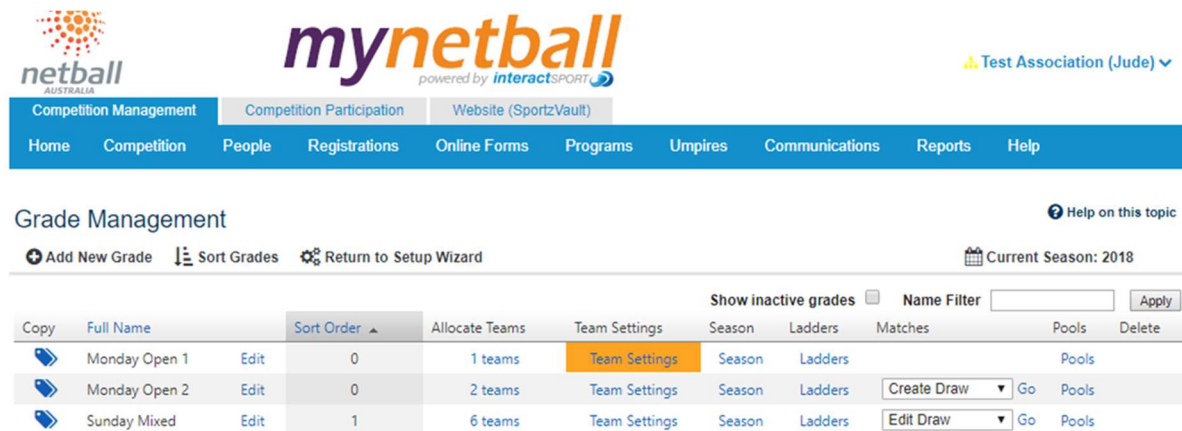
Division

➤ Allocating Teams to Grades

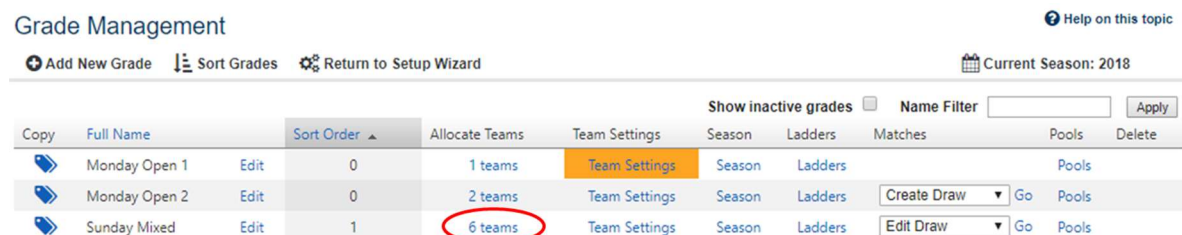
Competition Management >> Competition >> Grades >> Maintain Grades, Teams and Ladders



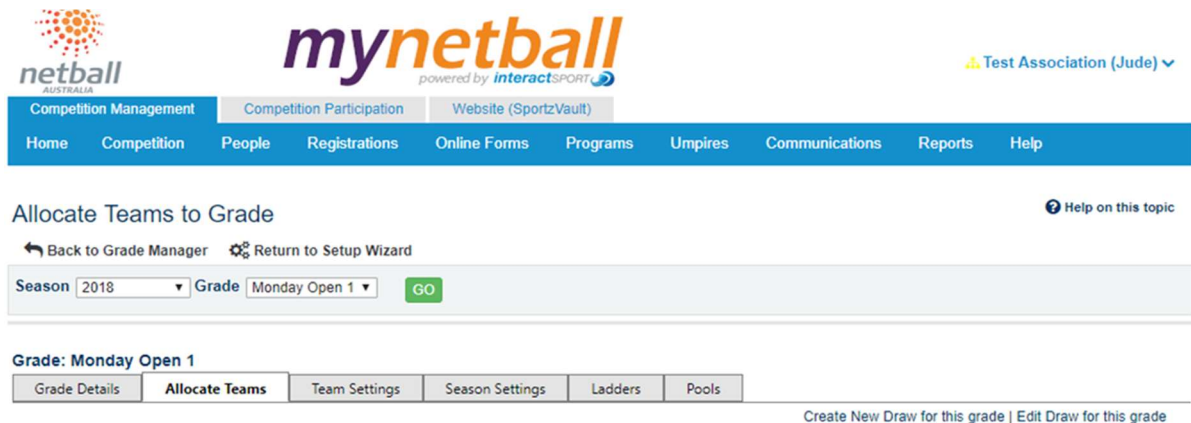
This will bring you to the Grade Management page.



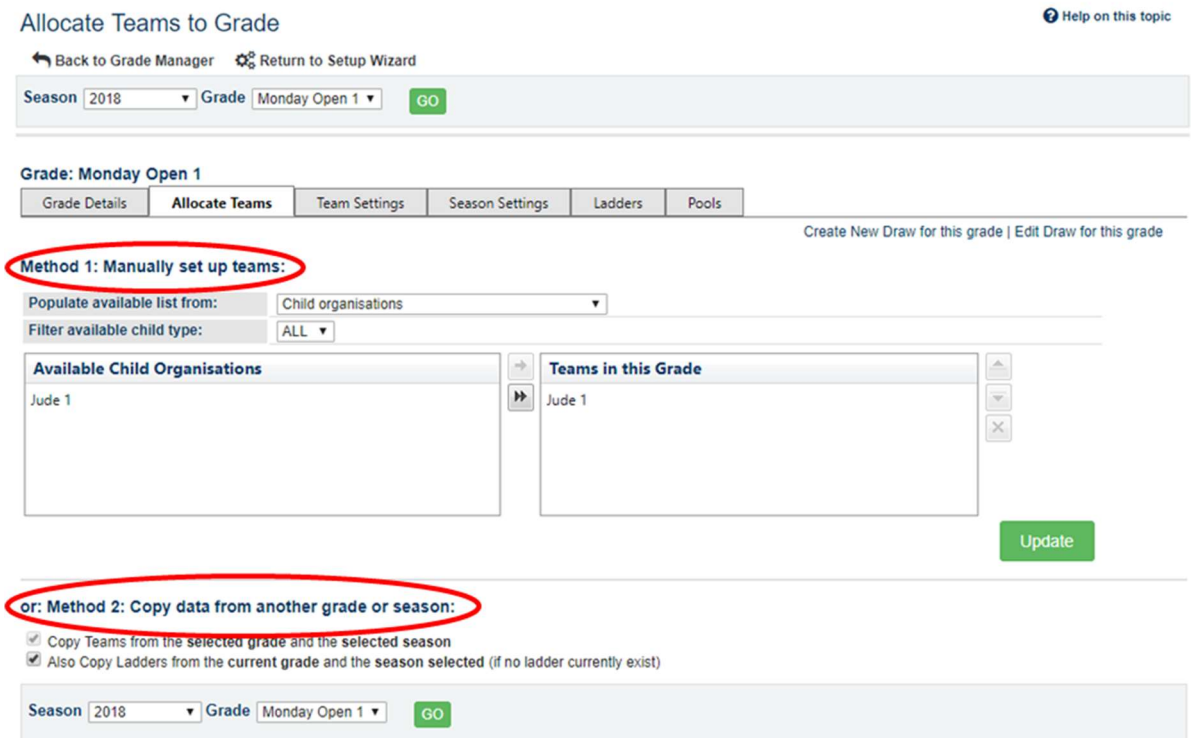
To allocate teams to a grade, click on the **x teams** (under allocate teams) for the grade in question.



This will bring you to the [Allocate Teams to Grade](#) page.



Here you will see that there are two options for allocating teams to grades – manual or by copying the data from another grade/season.



Method 1. Manually setting up the teams.

Allocate Teams to Grade Help on

[Back to Grade Manager](#) [Return to Setup Wizard](#)

Season 2018 Grade Sunday Mixed GO

Grade: Sunday Mixed

[Grade Details](#) **[Allocate Teams](#)** [Team Settings](#) [Season Settings](#) [Ladders](#) [Pools](#)

[Create New Draw for this grade](#) | [Edit Draw for this grade](#)

Method 1: Manually set up teams:

Populate available list from: Child organisations

Filter available child type: ALL

Available Child Organisations	Teams in this Grade
Jude 1	

You have not set up this grade yet.
You can also copy ladder configuration from another season for this grade or set up a default ladder.

☐ Copy Ladder configuration from the season: 2018
☒ Create a Default Ladder
☐ Don't copy or create ladders

Update

You can use the **Populate available list from** option to look at a list of your Child Organisations or Entity teams (teams within current organisation).

Method 1: Manually set up teams:

Populate available list from: Child organisations

Filter available child type: Child organisations

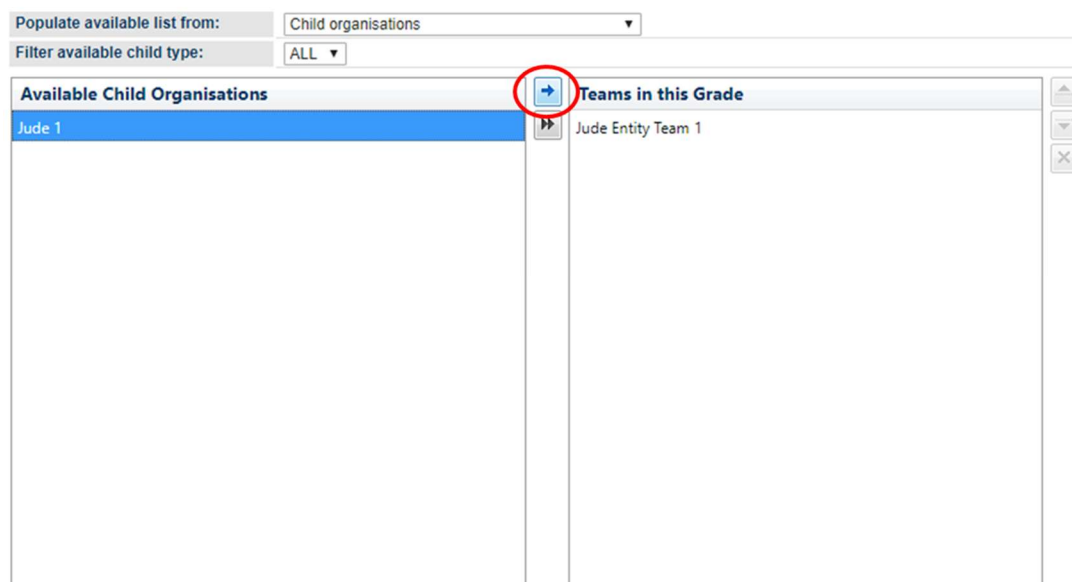
Teams within current organisation (entity teams)

Under each option – Child organisations or Entity teams – there will be a list of available teams or Clubs.

Here you can add new entity teams if you wish to. For instructions on this refer to the [Quick Reference Guide: Entity Teams](#).

As you change between Child Organisations and Teams within current organisation you can add the teams/Clubs to the grade you are working in by clicking the **add** button.

Method 1: Manually set up teams:

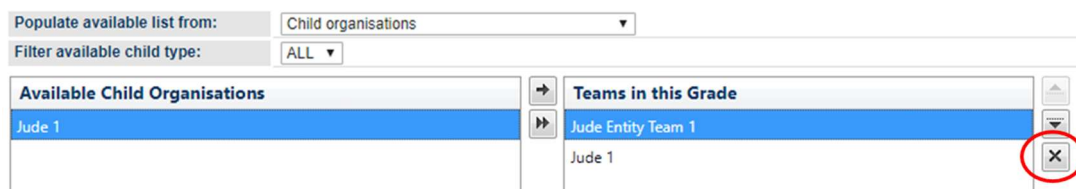


If the “team” is listed under Teams in this Grade, then they are being allocated to your grade.

Your grade can be a mixture of Entity and Club teams.

If you add a team to the “Grade” you can remove them by clicking on the **X** to remove them.

Method 1: Manually set up teams:



NOTE if a club/team has participated in matches you will not be able to remove them from the grade. You are however able to hide the club/team from displaying in the corresponding ladder via the Maintain Team Settings screen. Further steps will need to be taken to perform any necessary ladder adjustments (if applicable) for teams that still play in the grade, and the fixture will need to be manually edited to remove future matches the team was playing for example, assigning a bye in those matches.

If you have not allocated teams to your grade previously, you will see a “copy ladder configuration” option at the bottom.

Allocate Teams to Grade

[Help on](#)

[Back to Grade Manager](#) [Return to Setup Wizard](#)

Season **2018 Autumn** Grade **Monday Open 1** **GO**

Grade: Monday Open 1

Grade Details **Allocate Teams** Team Settings Season Settings Ladders Pools

[Create New Draw for this grade](#) | [Edit Draw for th](#)

Method 1: Manually set up teams:

Populate available list from: **Teams within current organisation (entity teams)**

Add New Team

Available Teams

Jude Entity Team 1
Jude Entity Team 2
Jude Entity Team 3
Jude Entity Team 4
Jude Entity Team 5

Teams in this Grade

You have not set up this grade yet.
You can also copy ladder configuration from another season for this grade or set up a default ladder.

☐ Copy Ladder configuration from the season: **2018**

☒ Create a Default Ladder

☐ Don't copy or create ladders

Update

You can choose to **Copy Ladder configuration from the season**, **create a Default Ladder** or **Don't copy or create ladders** at the bottom of your Grade set up.

You have not set up this grade yet.
You can also copy ladder configuration from another season for this grade or set up a default ladder.

☐ Copy Ladder configuration from the season: **2018**

☐ Create a Default Ladder

☒ Don't copy or create ladders

Update

If this is the first time you are setting this all up, we would recommend you select **Don't copy or create ladders**

Once you have added all the teams you want and added to the grade, click **UPDATE**.

Method 2. Copy data from another grade or season.

Grade: Sunday Mixed

Grade Details | **Allocate Teams** | Team Settings | Season Settings | Ladders | Pools

Create New Draw for this grade | Edit Draw for

Method 1: Manually set up teams:

Populate available list from: Child organisations

Filter available child type: ALL

Available Child Organisations

Jude 1

Teams in this Grade

*Jude Entity Team 1

Jude 1

*Denotes a team within the current organisation (entity team)

Update

or: Method 2: Copy data from another grade or season:

☒ Copy Teams from the selected grade and the selected season

☒ Also Copy Ladders from the current grade and the season selected (if no ladder currently exist)

Season 2018 Grade Sunday Mixed GO

This is an alternative to manually allocating the teams, and data is copied from a previous season replacing any current information.

This method is only visible when the grade has not been set up yet (i.e. currently has no teams added).

If you have not set up your grades, then you select the season and grade to copy the data from and click **GO**.

or: Method 2: Copy data from another grade or season:

☒ Copy Teams from the selected grade and the selected season

☒ Also Copy Ladders from the current grade and the season selected (if no ladder currently exist)

Season 2018 Grade Sunday Mixed Monday Open 1 Monday Open 2 Sunday Mixed GO

This step can also be done as part of the Season rollover (Step 3 or refer to [QRG: Season Settings](#)) if you were wanting to do that.

All grades need to have teams allocated to them for this step to be considered “completed”.

➤ Re-Grading

Re-grading a team occurs during a current season and allows a team to be up-/down-graded to a different division once matches have been played.

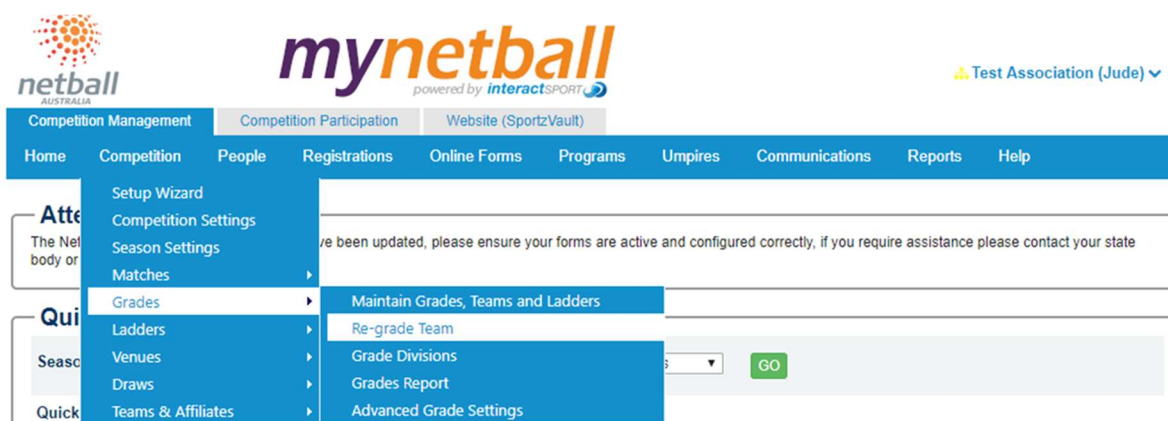
Where required, the migration of squad lists, match data and ladder points are facilitated.

Typically, this occurs in competitions that allow re-grading to occur if a team is winning or losing a large percentage of their matches.

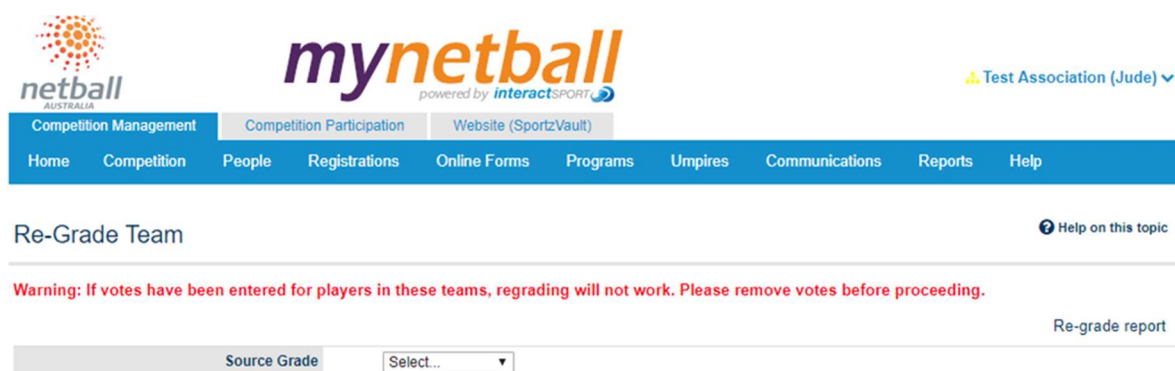
If votes have been entered for players in these teams, regrading will not work. Please remove votes before proceeding.

It is important that you know EXACTLY who you are wanting to re-grade before starting this process as it is a lot of work if you get this wrong.

Competition Management >> Competition >> Grades >> Re-Grade Team



This will bring you to the Re-Grade Team page.



Here you need to select the “source grade”. This is the grade that you want to move a team out of.

Re-Grade Team

[Help on this topic](#)

Warning: If votes have been entered for players in these teams, regrading will not work. Please remove votes before proceeding.

[Re-grade report](#)

Source Grade	Select...
--------------	-----------

Once you select the “source grade” you will be prompted to select the team to re-grade and the destination grade.

Re-Grade Team

[Help on this topic](#)

Warning: If votes have been entered for players in these teams, regrading will not work. Please remove votes before proceeding.

[Re-grade report](#)

Source Grade	Sunday Mixed
Team to Regrade	Select team to regrade...
Destination Grade	Select...

Once you have selected these parameters, you will then be prompted to provide some additional information around the re-grading process.

Re-Grade Team

[Help on this topic](#)

Warning: If votes have been entered for players in these teams, regrading will not work. Please remove votes before proceeding.

[Re-grade report](#)

Source Grade	Sunday Mixed	
Team to Regrade	Jude Entity Team 5	Fixture Ladder
Destination Grade	Monday Open 2	Fixture Ladder
Team designation in destination grade	<input checked="" type="radio"/> Create as a new team <input type="checkbox"/> Replace future byes in the destination grade with migrated team (if byes exist) <input type="radio"/> Replace an existing team <input type="text" value="Select team to replace..."/>	
Team Name in destination grade	<input type="text" value="Jude Entity Team 5"/>	
Options	<input checked="" type="checkbox"/> Copy played matches and ladder points into destination grade <input type="checkbox"/> Move player matches and statistics from source to destination grade <input checked="" type="checkbox"/> Replace migrated team with BYE in the source grade	
Submit		

Note the following when adding this additional information.

- **Team designation in destination grade.**

- **Create as a new team**

This adds the team to the destination grade.

Should be used if no bye or no team is available for swapping grades in the upcoming matches.

Need to restart draw creator wizard to reflect the team change in fixture.

Seeding for teams will be auto adjusted in both destination & source grade.

- **Replace future byes in the destination grade with migrated team (if byes exist)** This slot the migrated team in upcoming bye matches in destination grade.

You may not need to re-run draw creator.

This option is perfect if a bye is available for the upcoming matches.

Seeding for teams will be auto adjusted in source grade.

- **Replace an existing team**

This will remove a specified team from any future matches in the fixture of the Destination Grade and replace it with the Migrated Team. You select the team to be replaced.

May not need to re-run draw creator.

Perfect in case moving out team is available for the upcoming matches.

Seeding for teams will be auto adjusted in source grade.

- **Team Name in destination grade**

You can change the name of the team as it enters the new grade.

- **Options**

- **Copy played matches and ladder points into destination grade.**

A copy of matches played by the migrated team will be created in the fixture of the Destination Grade (shown in red in Season Fixture). These are used for ladder calculations.

This helps to recalculate ladder points for destination grade including matches played by migrated team.

There might be a missing or surplus of matches played in case the timing of two grades involved is different
i.e. team may play more or less matches than those in destination grade.

This will at the same time hide the team from source grade's ladder display.


Seeding for teams will be auto adjusted in both destination & source grade.

- **Move player matches and statistics from source to destination grade.**
See comments above.
- **Replace migrated team with BYE in the source grade.**
The fixture in the source grade will be updated with the Migrated team being replaced with a BYE in future matches. Any matches that would result in 'BYE v BYE' will be deleted.

Once you have set all the parameters for regrading, click **SUBMIT**.

Team name in destination grade	<input type="text" value="Jude 1"/>
Options	<input checked="" type="checkbox"/> Copy played matches and ladder points into destination grade
	<input type="checkbox"/> Move player matches and statistics from source to destination grade
	<input checked="" type="checkbox"/> Replace migrated team with BYE in the source grade
<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Submit </div>	

You will get a message to indicate if the re-grading was successful and what steps were carried out as part of this.




The team has been successfully re-graded. The following steps were carried out:

- Added new teams to destination grade (team number 2)
- Migrated 2 played matches into destination grade
- Replaced 18 unplayed matches in source grade with BYE
- Set team to be hidden in ladder within source grade
- Fixed source grade seedings
- Fixed destination grade seedings
- Recalculated destination grade ladder

Click [here](#) to re-do the draw for future rounds to include the added team.

If you click here to re-do the draw, you will be taken to the [Create Draw](#) page.



The team has been successfully re-graded. The following steps were carried out:

- Added new teams to destination grade (team number 2)
- Migrated 2 played matches into destination grade
- Replaced 18 unplayed matches in source grade with BYE
- Set team to be hidden in ladder within source grade
- Fixed source grade seedings
- Fixed destination grade seedings
- Recalculated destination grade ladder

[Click here to re-do the draw for future rounds to include the added team.](#)

Refer to the [Quick Reference Guide: Draw Management](#) for more information around re-creating the draw.

When re-grading, it is recommended that you review the newly re-graded team, including:

- Checking the fixtures of both source & destination grade and rerunning the draw creator wizard if necessary
- Checking the ladder display of both source & destination grade.
- Checking the Team settings in Grade manager page.

Once you have re-graded the team(s) you need to, you need to check if they are hidden in the respective ladder(s).

Competition Management >> Competition >> Ladders >> Maintain Grades, Teams and Ladders



The screenshot shows the mynetball website interface. The top navigation bar includes links for Competition Management, Competition Participation, and Website (SportzVault). The main navigation menu is open, showing options for Home, Competition, People, Registrations, Online Forms, Programs, Umpires, Communications, Reports, and Help. The 'Competition' menu is expanded, showing options for Setup Wizard, Competition Settings, Season Settings, Matches, Grades, Ladders, Venues, Draws, and Teams & Affiliates. The 'Ladders' option is selected, leading to a sub-menu with options for Maintain Grades, Teams and Ladders, Ladder Points Schemes, Ladder Display Schemes, Copy Ladders, Ladder Adjustments, Club Championships Ladder Management, and Club Championships Ladder Adjustments. The 'GO' button is visible next to the 'Ladder Display Schemes' option.

This will bring you to the [Grade Management](#) page.

Test Association (Jude) ▾

Competition Management | Competition Participation | Website (SportzVault)

Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Grade Management

Help on this topic

+ Add New Grade | Sort Grades

Current Season: 2018

Show inactive grades ☐ Name Filter Apply

Copy	Full Name	Edit	Sort Order ▲	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
	Monday Open 1	Edit	0	1 teams	Team Settings	Season	Ladders		Pools	
	Monday Open 2	Edit	0	2 teams	Team Settings	Season	Ladders	Create Draw ▾ Go	Pools	
	Sunday Mixed	Edit	1	6 teams	Team Settings	Season	Ladders	Edit Draw ▾ Go	Pools	

Click on **Team Settings** for the grade in question.

Test Association (Jude) ▾

Competition Management | Competition Participation | Website (SportzVault)

Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Grade Management

Help on this topic

+ Add New Grade | Sort Grades

Current Season: 2018

Show inactive grades ☐ Name Filter Apply

Copy	Full Name	Edit	Sort Order ▲	Allocate Teams	Team Settings	Season	Ladders	Matches	Pools	Delete
	Monday Open 1	Edit	0	1 teams	Team Settings	Season	Ladders		Pools	
	Monday Open 2	Edit	0	2 teams	Team Settings	Season	Ladders	Create Draw ▾ Go	Pools	
	Sunday Mixed	Edit	1	6 teams	Team Settings	Season	Ladders	Edit Draw ▾ Go	Pools	

This will bring you to the [Maintain Team Settings](#) page under the [Team Settings](#) tab.

Maintain Team Settings

Help on this topic

← Back to Grade Manager

Season: 2018 Autumn ▾ Grade: Rock Up Sunday Mixed Competitive ▾ GO

Grade: Rock Up Sunday Mixed Competitive

Grade Details | Allocate Teams | **Team Settings** | Season Settings | Ladders | Pools

Name	Squad Size	Default Venue	Team (Display) Name	Team Media Name	Team Start Time (hh:mm AM/PM)	Team Match Day (if different)	Draw Seed	Hide in Ladder	Update Existing Fixtures
Game On Netball Club	13	Select... ▾	Game On Netball Club	Game On Netball Club		N/A ▾	3	<input type="checkbox"/>	<input type="checkbox"/>
Melbourne University Netball Club	13	Select... ▾	MUNC Mixed	Melbourne University Netball C		N/A ▾	5	<input type="checkbox"/>	<input type="checkbox"/>
Metro Revellers	12	Select... ▾	Metro Revellers Mixed 1	Metro Revellers		N/A ▾	2	<input type="checkbox"/>	<input type="checkbox"/>
"Miss Columbia"	15	Select... ▾	"Miss Columbia"	"Miss Columbia"		N/A ▾	1	<input type="checkbox"/>	<input type="checkbox"/>
*Jumping Jacks	13	Select... ▾	Jumping Jacks	Jumping Jacks (MANAGER: K)		N/A ▾	8	<input type="checkbox"/>	<input type="checkbox"/>
*Nice Gary	15	Select... ▾	Nice Gary	Nice Gary (MANAGER: Grang)		N/A ▾	4	<input type="checkbox"/>	<input type="checkbox"/>
*We Love Dumplings	12	Select... ▾	We Love Dumplings	We Love Dumplings (MANAGE		N/A ▾	7	<input type="checkbox"/>	<input type="checkbox"/>
St Christophers APW	12	Select... ▾	Forgotten Saints	Forgotten Saints		N/A ▾	6	<input type="checkbox"/>	<input type="checkbox"/>

*Denotes a team within the current organisation (entity team)
If team display or media names are cleared, they will automatically reset to the applicable default name for that organisation/team (displayed in green).

Update

In the column HIDE IN LADDER, tick the box next to the team you want to hide.

Maintain Team Settings

[Help on this topic](#)

[Back to Grade Manager](#)

Season 2018 Autumn Grade Rock Up Sunday Mixed Competitive GO

Grade: Rock Up Sunday Mixed Competitive

Grade Details	Allocate Teams	Team Settings	Season Settings	Ladders	Pools				
Name	Squad Size	Default Venue	Team (Display) Name	Team Media Name	Team Start Time (hh:mm AM/PM)	Team Match Day (if different)	Draw Seed	Hide in Ladder	Update Existing Fixture
Game On Netball Club	13 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>Game On Netball Club</div>	<div>Game On Netball Club</div>	<div></div>	<div>N/A ▼</div>	<div>3</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
Melbourne University Netball Club	13 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>MUNC Mixed</div>	<div>Melbourne University Netball C</div>	<div></div>	<div>N/A ▼</div>	<div>5</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
Metro Revellers	12 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>Metro Revellers Mixed 1</div>	<div>Metro Revellers</div>	<div></div>	<div>N/A ▼</div>	<div>2</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
*"Miss Columbia"	15 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>"Miss Columbia"</div>	<div>"Miss Columbia"</div>	<div></div>	<div>N/A ▼</div>	<div>1</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
*Jumping Jacks	13 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>Jumping Jacks</div>	<div>Jumping Jacks [MANAGER: K]</div>	<div></div>	<div>N/A ▼</div>	<div>8</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
*Nice Gary	15 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>Nice Gary</div>	<div>Nice Gary [MANAGER: Grangi]</div>	<div></div>	<div>N/A ▼</div>	<div>4</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
*We Love Dumplings	12 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>We Love Dumplings</div>	<div>We Love Dumplings [MANAGE</div>	<div></div>	<div>N/A ▼</div>	<div>7</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>
St Christophers APW	12 <input checked="" type="checkbox"/>	<div>Select... ▼</div>	<div>Forgotten Saints</div>	<div>Forgotten Saints</div>	<div></div>	<div>N/A ▼</div>	<div>6</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>

*Denotes a team within the current organisation (entity team)

If team display or media names are cleared, they will automatically reset to the applicable default name for that organisation/team (displayed in green).

Update

Click **UPDATE**.

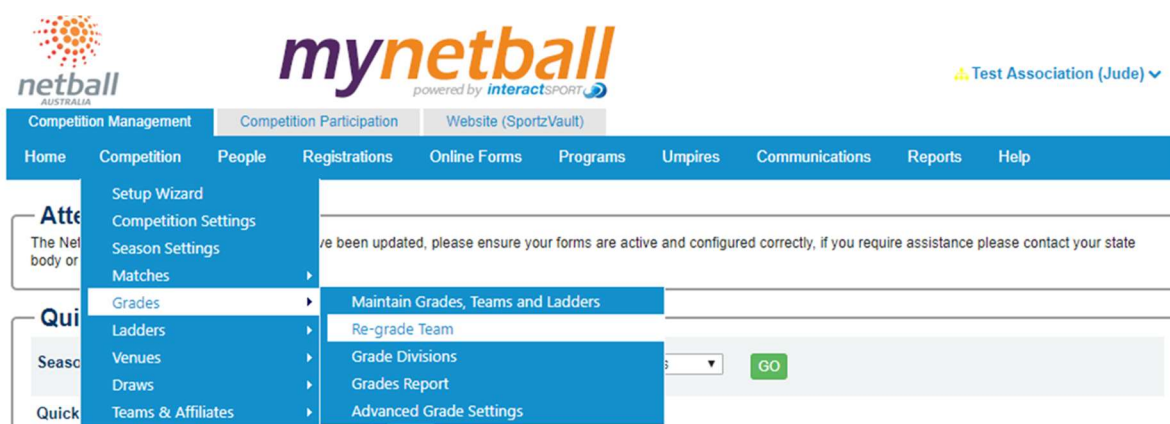
The team you wanted to hide will no longer appear in the ladder.

➤ Re-Grading Report

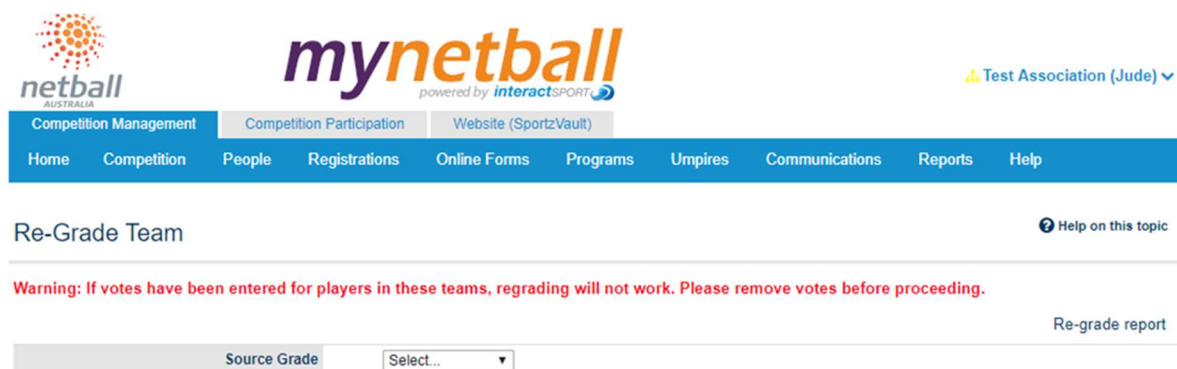
If you want to see your re-grading history, you can run the re-grading report.

You can check what teams you have re-graded (when and into what grades) by running a Re-grading Report.

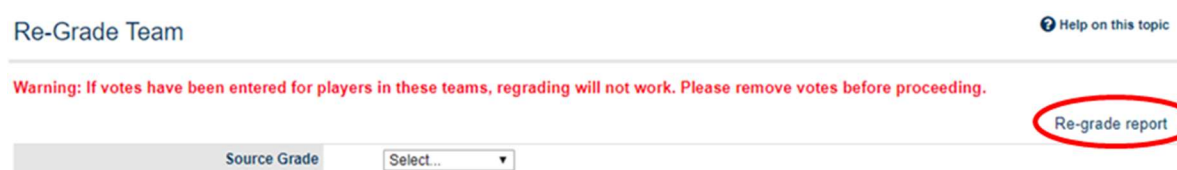
Competition Management >> Competition >> Grades >> Re-Grade Team





This will bring you to the Re-Grade Team page.



Click on **Re-grade report**



This will bring you to the [Regrade Report](#) page.

Test Association (Jude) ▾

Competition Management | Competition Participation | Website (SportzVault)

Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Regrade Report Help on this topic

Season: 2018 ▾ Grade: Sunday Mixed ▾ GO

Date	Team Name	Grade From	Grade To	Replace existing team	Stats to dest grade	Replace with bye in source
5/07/2018 8:36:00 AM	Jude 1	Sunday Mixed	Monday Open 2	NO	YES	YES

Here you set the parameters around the Season and Grade you want to see and click **GO**.

Regrade Report Help on this topic

Season: 2018 ▾ Grade: Sunday Mixed ▾ GO

Date	Team Name	Grade From	Grade To	Replace existing team	Stats to dest grade	Replace with bye in source
5/07/2018 8:36:00 AM	Jude 1	Sunday Mixed	Monday Open 2	NO	YES	YES

This will show you what teams you have regraded and exactly what happened – the source grade, the destination grade, did they replace and existing team, were they replaced with bye etc.

Regrade Report Help on this topic

Season: 2018 ▾ Grade: Sunday Mixed ▾ GO

Date	Team Name	Grade From	Grade To	Replace existing team	Stats to dest grade	Replace with bye in source
5/07/2018 8:36:00 AM	Jude 1	Sunday Mixed	Monday Open 2	NO	YES	YES

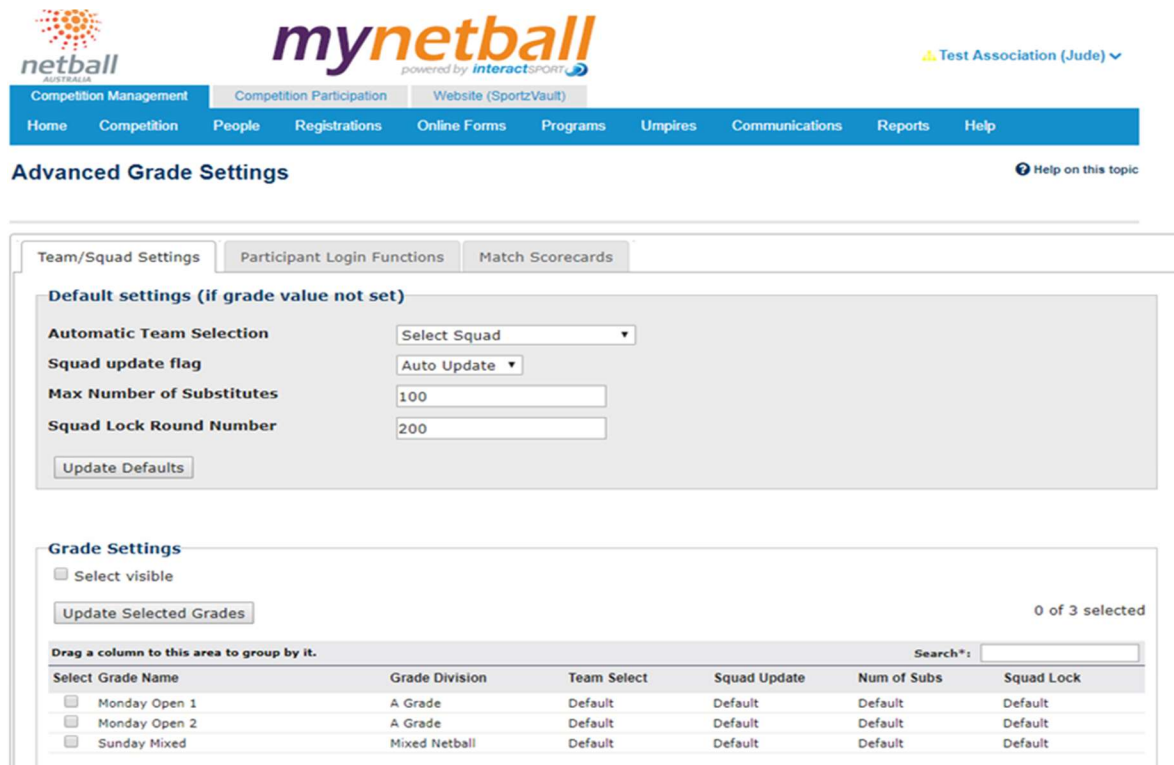
➤ Advanced Grade Settings

Configure the advanced settings for squad, participants and match scorecards here.

Competition Management >> Competition >> Grades >> Advanced Grade Settings



This will bring you to the Advanced Grade Settings page.



The screenshot shows the 'Advanced Grade Settings' page. It has three tabs: 'Team/Squad Settings', 'Participant Login Functions', and 'Match Scorecards'. The 'Team/Squad Settings' tab is active. It contains a section for 'Default settings (if grade value not set)' with fields for 'Automatic Team Selection' (a dropdown menu), 'Squad update flag' (a dropdown menu), 'Max Number of Substitutes' (a text input), and 'Squad Lock Round Number' (a text input). Below this is a 'Grade Settings' section with a 'Select visible' checkbox and an 'Update Selected Grades' button. At the bottom, there is a table with columns: 'Select Grade Name', 'Grade Division', 'Team Select', 'Squad Update', 'Num of Subs', and 'Squad Lock'. The table lists three grades: 'Monday Open 1', 'Monday Open 2', and 'Sunday Mixed'. A search bar is located at the top right of the table.

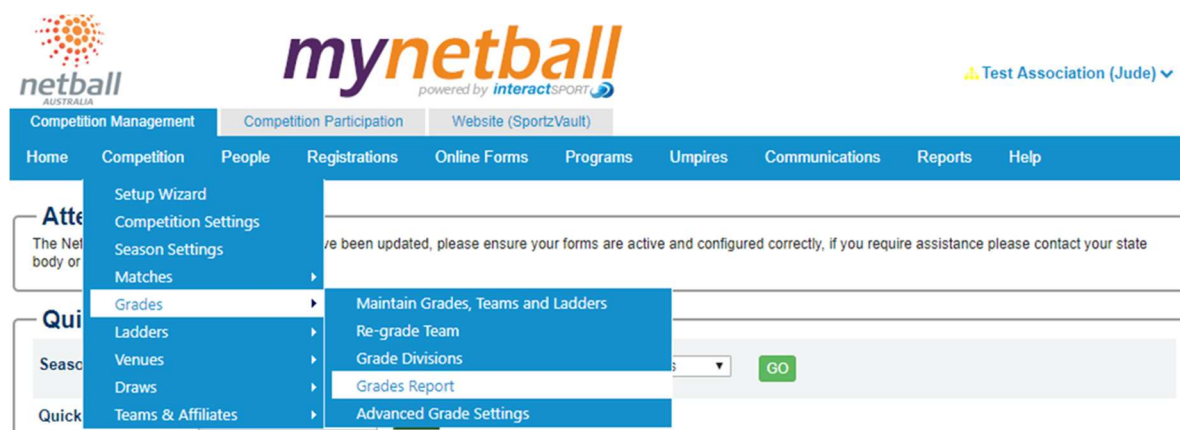
Select Grade Name	Grade Division	Team Select	Squad Update	Num of Subs	Squad Lock
<input type="checkbox"/> Monday Open 1	A Grade	Default	Default	Default	Default
<input type="checkbox"/> Monday Open 2	A Grade	Default	Default	Default	Default
<input type="checkbox"/> Sunday Mixed	Mixed Netball	Default	Default	Default	Default

Apart from setting/changing your scorecards (under the **Match Scorecards** tab) there is nothing here you really need to do. **DO NOT PLAY AROUND WITH THIS SECTION.**

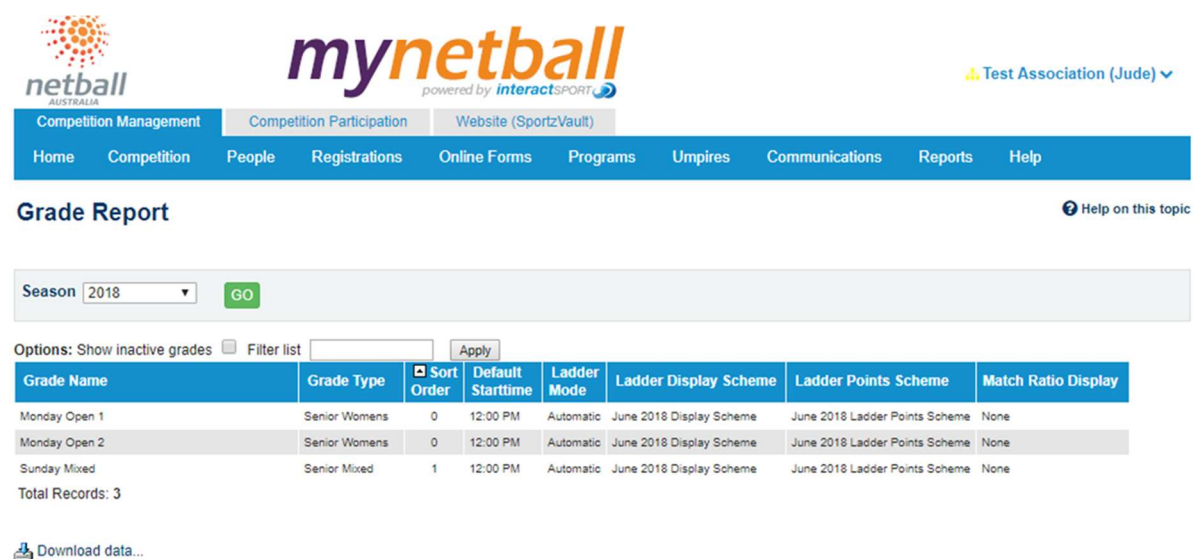
➤ Grade Report

This page gives site administrator a snapshot of grades available throughout different seasons and their particular settings e.g. Start time, Ladder Display Scheme, Ladder Points scheme etc. This summary can be extracted a spreadsheet for reporting purpose.

Competition Management >> Competition >> Grades >> Grades Report



This will bring you to the Grade Report page.



Here you select the season and click **GO**.

Grade Report

[Help on this topic](#)

Season 2018 GO

Options: Show inactive grades ☐ Filter list Apply

Grade Name	Grade Type	Sort Order	Default Starttime	Ladder Mode	Ladder Display Scheme	Ladder Points Scheme	Match Ratio Display
Monday Open 1	Senior Womens	0	12:00 PM	Automatic	June 2018 Display Scheme	June 2018 Ladder Points Scheme	None
Monday Open 2	Senior Womens	0	12:00 PM	Automatic	June 2018 Display Scheme	June 2018 Ladder Points Scheme	None
Sunday Mixed	Senior Mixed	1	12:00 PM	Automatic	June 2018 Display Scheme	June 2018 Ladder Points Scheme	None

Total Records: 3

This will give you a very basic break down of each grade you have in your competitions.

You can download this into excel.

Grade Report

[Help on this topic](#)

Season 2018 GO

Options: Show inactive grades ☐ Filter list Apply

Grade Name	Grade Type	Sort Order	Default Starttime	Ladder Mode	Ladder Display Scheme	Ladder Points Scheme	Match Ratio Display
Monday Open 1	Senior Womens	0	12:00 PM	Automatic	June 2018 Display Scheme	June 2018 Ladder Points Scheme	None
Monday Open 2	Senior Womens	0	12:00 PM	Automatic	June 2018 Display Scheme	June 2018 Ladder Points Scheme	None
Sunday Mixed	Senior Mixed	1	12:00 PM	Automatic	June 2018 Display Scheme	June 2018 Ladder Points Scheme	None

Total Records: 3

[Download data...](#)

Download Report

Choose download format:

- ☒ Microsoft Excel 2007
- ☐ Microsoft Excel 2003
- ☐ Tab separated values (TSV)
- ☐ Comma separated values (CSV)

Cancel Ok