

The function of *Activating Finals* calculates and transposes the completed match ladder data into your Match Day finals slots based on your selected finals formats.

IMPORTANT NOTE

Before you can activate your finals, ensure that you have created a finals format. You will know if you have created a finals format, as your finals templates will be visible in the Match Day > Matches list. If you have already published your finals format, [click here](#).

Creating a finals format

Select the Competitions module > select the competition of interest > hover your mouse over *Owned Competitions* from the top menu and select *Competition Format* > scroll to the bottom of the page and select *Finals Format* for divisions as required. You can apply finals formats to all divisions, or selected divisions only as some may not play finals. Select *Next* to setup the finals structure for each division selected.

Apply Match Format to Remove

All Divisions

Match Duration [?] Main Break* Qtr Break*

Apply Final Format

Complete finals information for selected divisions.

Divisions

All Divisions

Finals Start Date*

Fixture Template*

Match Type*

Match Duration* Main Break* Qtr Break*

Final Extra Time

Apply to all Rounds

Apply to Semi and Grand Final

Apply to Grand Final Only

None

Extra Time Type*

Extra Time Duration* Extra Time Main Break* Extra Time Break*

Extra Extra Time

Extra time if a Draw - 2nd Time [?]

Win by one Goal

Win by two Goals

None

Regenerate the Draw

Once you've entered the finals details, select *Create Draft Draw* and regenerate using the following steps.

- If there are specific divisions that you would like to generate finals for, select only those divisions
- Regenerate from the last round of the season
- Regenerate using Team Rankings
- Do not delete past matches

Click OK.

Publish finals matches

Once you have regenerated your draw, publish by following these steps.

- Select only the divisions for which you wish to publish finals for
- Select only the finals matches
- Do not publish past matches

Once you have published your matches, the next step is to *Activate Finals*.

Activating finals

Select the Match Day module > select the Competition of interest > hover over *Competition Details* > select *Matches* > hover over *Action* > select *Activate Finals* > choose which divisions you would like to activate finals for.

Select the divisions you would like to activate finals for. These finals matches will now be visible in your Match Day > Matches list, on the Fixtures page and in the Netball Connect app.