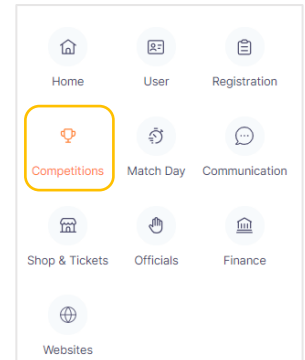



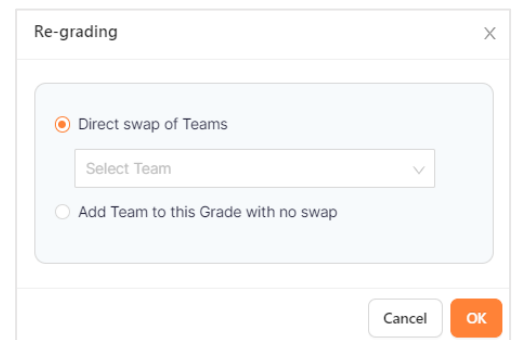
Competition Organisers may re-grade teams throughout a competition for various reasons, such as:

- There have been a number of preliminary grading matches played and some teams need to be re-graded to fix any discrepancies with sections
- A team has entered the competition late, after the fixtures have been released
- A team has withdrawn from the competition after the fixtures have been released




### How to re-grade teams

- Go to the *Competitions* module
- In the dashboard, click the relevant Competition (that must have been published) and hover over the three black dots to the far right, clicking on *Edit / Regrade*
- Under the *Own Competitions* tab
- Click on *Team Grading*
- Click on the number beneath the applicable grade to open up that division
- Change the final grade for the appropriate team by clicking the *Final Grade* dropdown box
- A pop up box will appear asking if the re-grade is a '*Direct Swap of Teams*' (choose the team from another division that is also being re-graded to swap directly with) or if you want to '*Add Team to this Grade with no swap*'. (If the one team is being re-graded but no other team is)
- If a team needs to be moved into a completely different division (eg 13/U or 15/U), hover over the three black dots to the far right of the team and select '*Change Division*', choosing an option from the dropdown box
- Ensure the team rankings for the changed divisions are put back into numerical order
- Click on 
- A pop-up will appear asking if you want to make the changes visible in Match Day
- Update any changes to courts and / or time slots if necessary
- Update any changes to competition format and finals if necessary



### Regenerating the Draw

- Click on , your selections should include the relevant *Part of Draw* and select the affected division/grade and round you're up to.
- Choose whether or not to use Team Rankings or to retain the edits you've made to the draw (these are identified by the small lock under game and means these games have been manually changed by an administrator)
- Select whether or not to override/delete past matches. More often than not you would select 'No'. If games have not yet started for the competition selecting 'yes' will update past matches with new teams that may have been added to the competition. Games that have already played, with scores entered and ended will not be overridden or deleted.
- Save and Publish *Part of the Draw* and select the affected division/grade and round you are up to. Changes will be pushed to Match Day.

