# PREPARING FOR FINALS

NATIONAL PLAYHQ WEBINAR SERIES

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netball
AUSTRALIA

# CONTENTS

| Slide | Description |
|-------|-------------|
| 3 | Player Eligibility for Finals Support Article |
| 4 | Creating a Finals Format Support Article |
| 5 | Assigning Finals Teams Support Article |
| 6 | View Finals Fixture Support Article |
| 7 | Allocate Courts & Times Support Article |
| 8 | Game Day & Ladders |
| 9 | Contacts |

- As an association, you may have been managing your players electronically and had set finals eligibility as part of the Competition or Grade set-up:

*Competition > Settings > Grade Defaults > Finals Eligibility* OR

*Competition > Season > Grade> Relevant Grade > Settings > Grade > Finals Eligibility*

- Finals Eligibility can be reported using the **Games Played** report

- As an association, you can over-ride a player's eligibility if required:

*Competition > Season > Teams > View Relevant Team >* ✏ *Edit Finals Eligibility Status*

# SYSTEM: FINALS FORMAT

IF YOU NOMINATED FINALS DURING THE ORGINAL FIXTURE SET-UP, PLEASE HEAD TO *ASSIGN FINALS TEAMS* ON THE NEXT PAGE

*Competitions > Relevant Competition > Season > Grade > Relevant Grade > Fixture > Finals > + Finals*

*OR*

*Competitions > Relevant Competition > Season > Grade > Relevant Grade > Settings > Fixturing > Add Finals*

You can then choose a Standard format based on the number of teams in the competition, or you can select a custom format. If you create a custom format, you will need to manually create games and add teams. Manual games can be added at any times.

# SYSTEM: ASSIGN FINALS TEAMS

*Competition Management > relevant competition > relevant season > relevant grade > Ladder > Assign Finals Teams*

TIP: The **Assign Finals Teams** button will not be visible unless all games in the regular season for the relevant grade have results, or the finals teams have already been assigned

The system will show the teams and placings of teams progressing though to the finals games.

 - If you are satisfied with the teams, select **Assign**

 - If you would like to amend the finals teams, select **Cancel** and undertake a ladder adjustment.

 - If you would like to change the finals format select *Settings> Fixturing*  for the relevant grade and "Remove Finals Fixture"

TIP: Once teams have been assigned, they are editable using **Edit Game Details**. If you have edited a team using this method, you may need to edit future finals games.

*Competition Management > relevant competition > relevant season > relevant grade > Fixture > Finals*

*Competition Management > relevant competition > relevant season > relevant grade > Fixture > Finals*

The finals fixture can be viewed, showing the teams playing and the future games. These games can be edited by selecting the **3 dot ellipses** and either editing game details or updating scores & statistics.

TIP: Additional games can be added to the finals series e.g. if you chose to offer a lower ladder play-off e.g. 5th vs 6th by selecting **+ Add a Game**. You can use the **Game Alias** to identify the game e.g. 5th place play-off

*Competition Management > relevant competition > relevant season > Allocations > Games*

Select **View** beside the relevant finals date and games can be allocated in either the *Calendar* or *List* functionality.

Alternatively, individual games can be edited within the fixture:
*Competition Management > relevant competition > relevant season > relevant grade > Fixture > Finals*
by selecting the **3 dot ellipses** and either editing game details or updating scores & statistics.

Games sheets can be generated, teams managed electronically and results entered through **Game Day** by selecting the relevant date.

Results can be entered or edited within **Game Day** or within the fixture by selecting the **3 dot ellipses**.

If a standard finals format has been utilised the system will populate the upcoming games with the relevant teams, once scores have been entered. Future teams can be edited within the fixture if amendments are required.

Finals ladders are displayed on playhq.com if the competition and grade is *visible.*

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