



How do I make bulk changes to my matches?

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The bulk match change function allows bulk changes to be made to fixtures to a single specific competition or across multiple competitions in the database.

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. Hover over Competitions and click Bulk Match Change.

The screenshot shows the 'Test SW Online' dashboard. At the top, there's a navigation bar with a house icon, 'LEVEL SELECTION' (set to 'Test SW Online'), and 'ASSOCIATION'. Below this is a horizontal menu with tabs: 'Dashboard', 'Members', 'Competitions' (which is highlighted in blue), 'Clubs', 'Teams', and 'Communications'. On the left, there's a sidebar with a 'SportingPulse' logo and links for 'Edit Logo', 'Details' (with checkboxes for 'Edit Details', 'Edit Contacts', and 'Edit Locations'), 'Contacts' (with a 'President' entry for 'John SportingPulse' with phone number '878787787' and email 'example@sportingpulse.com'), and 'Referees Manager'. The main content area has a sidebar titled 'Test SW Online' with sections for 'List Competitions', 'Match Results', 'Publish to Web', 'Awards', 'Clash Resolution', 'Competition Exception Dates', 'Hide Competition Rounds/Dates', 'Ladder Adjustments', 'Fixture Grid', 'Media Reports', 'Venues', 'Venue Time Allocation', 'Bulk Match Change' (which is highlighted with a red box), 'Bulk Competition Change', 'Bulk Competition Rollover', and 'Bulk Statistics Rebuild'. There's also a small graphic of a person running with the text 'GOALS TO HELP CLUB'S FINANCES'.

2. At the next screen you can select which Competitions and which specific matches within the selected Competition(s) you wish to make bulk changes to.

First highlight the Competition you wish to make bulk changes to. You can choose multiple Competitions by clicking next to the Competition name that you have previously added.

Bulk Change Matches

Choose which matches to change by using the following search criteria.

Competitions	
Date Range	1999 Summer - Alleged Bug in Ladders
Match Time	2010-2011 - test comp
Round Number	2013 - South West QLD Test Div 1 Men 2013 - 2013 OSFA Test

3. You can then add filters to further limit the matches that you are going to want to change. You can select to display matches between a specific date and time ranges, matches from a certain round and matches taking place at a particular venue or at several venues.

Competitions	<input type="text" value="2010-2011 - test comp"/> <input type="button" value="X"/>
Date Range	<input type="text"/> to <input type="text"/> dd/mm/yyyy
Match Time	<input type="text" value="Select Some Options"/> <input type="button" value="▼"/>
Round Number	<input type="text"/>
Venue	<input type="text" value="Select Some Options"/>

NOTE: If you leave all of these filters blank then you are going to be given the choice to bulk change every match in the highlighted competitions.

4. Once you have selected the competitions you want to bulk change and inputted any further filters click the Search for Matches button to proceed.

Search for Matches

5. At the next screen you can input the changes you wish to make in bulk. You have the options to move all the selected matches (see tick boxed below) to a new Match Date, a new starting Match Time, to a new Venue or you can add a Match Description to these matches. The Match Description will display on the SportsTG Standard Website directly above the two team names in the fixtures section. Simply input the changes you wish to make into the appropriate boxes.

NOTE: You now have the ability to hide a match within a ladder and also hide player statistics for matches that have already been played. To do this, simply choose a date range (one that covers the match you wish to change), click Search for Matches and choose 'Yes' in Hide Match in Ladder' and/or 'Hide Match in Stats'. Click 'Apply Changes to Matches'.

Apply the following changes to the matches listed below.

All matches will be updated with the following options. Leave blank any option you do not want to change.

Match Date	<input type="text"/> dd/mm/yyyy
Match Time	<input type="text"/> : <input type="text"/>
Venue	<input type="text"/>
Match Name	<input type="text"/>
Hide Match in Ladder	<input type="button"/>
Hide Match in Stats	<input type="button"/>

6. Finally you need to check that the matches ticked below are the matches you wish to bulk apply these changes too. You can un-check any of the matches that you do not want to apply these to, however if matches you want to change are not displayed then you will need to go back a screen and search for matches using different filters.

	Round	Date/Time	Competition	Home Team	Away Team	Venue	Match Name
<input checked="" type="checkbox"/>	1	19/01/2013 06:00	South West QLD Test Div ...	Adelaide United	West Adelaide	AAMI Park	
<input checked="" type="checkbox"/>	1	19/01/2013 06:00	South West QLD Test Div ...	Northern Demons	Nelson Suburbs	AAMI Park	
<input checked="" type="checkbox"/>	1	19/01/2013 06:00	South West QLD Test Div ...	Pocklington Test Team	Western Toros	AAMI Park	
<input checked="" type="checkbox"/>	1	19/01/2013 06:00	South West QLD Test Div ...	Kaizer Chiefs	South Adelaide	AAMI Park	
<input checked="" type="checkbox"/>	1	19/01/2013 06:00	South West QLD Test Div ...	N.A.B	Sturt	AAMI Park	

7. Once you have got ticked all the matches you wish to apply the changes too click the Apply Changes to Matches button.

Apply Changes to Matches

The matches will be changed accordingly.