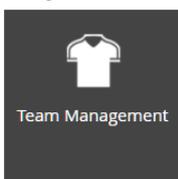




ADDING FIXTURES IN BULK

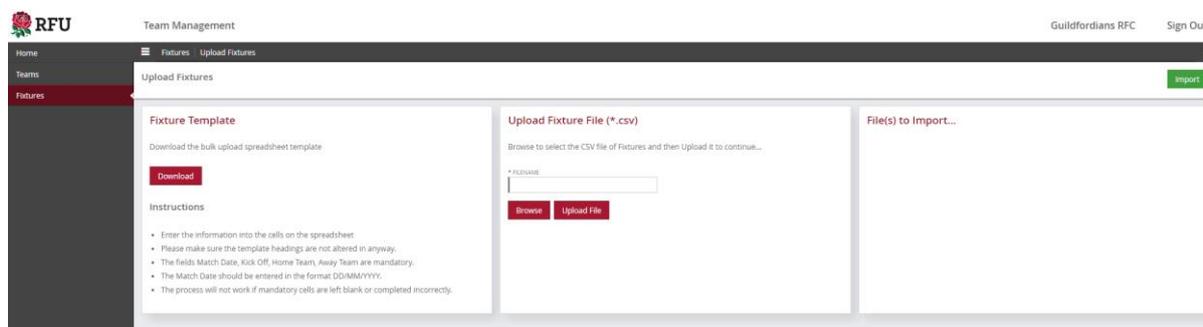
Login to GMS and select the 'Team Management' tile:



Note- if you cannot see the 'Team Management' tile, please get in contact with one of your club administrators who has the ability to grant access.

As well as allowing single fixtures to be created easily, Team Management also enables many fixtures to be uploaded to GMS in one operation. From the Fixtures list, click the **Add Fixture** button on the Fixtures grid, and then click **Upload Fixtures** from the list of related actions; this will start a 3-step process to import your fixtures.

Step 1 – Upload Fixtures



The **Fixture Template** panel provides the option to **Download** the fixture template, this is a comma separated text file (*.csv) called "*BulkUploadFixture_EmptyTemplate.csv*" which contains the following column headings:

Match Date	Match Time	Home Club	Home Team	Away Club	Away Team	Home Score	Away Score	Match Comment
------------	------------	-----------	-----------	-----------	-----------	------------	------------	---------------

Once downloaded, a list of fixtures can be input using any spreadsheet application (i.e Microsoft Excel, Google Sheets, or Apple Numbers), however the file must always be saved as a .csv text file before uploading back into GMS. An example set of fixtures is listed below:

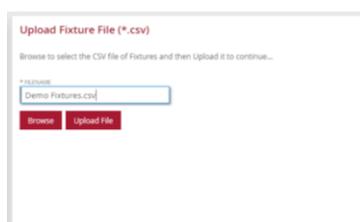
Match Date	Match Time	Home Club	Home Team	Away Club	Away Team	Home Score	Away Score	Match Comment
24/11/2017	15:00	Guildfordians	Guildfordians U15	Guildford	Guildford U15			Friendly Fixture
2/12/2017	15:00	Reigate	Reigate	Guildfordians	Guildfordians 2nd XV			One-off cup fixture
31/12/2017	12:00	Guildfordians	Guildfordians	Sutton and Epsom	Sutton & Epsom II's			New Year's Eve Fixture!



To allow GMS to process the file correctly:

- The column headings must not be changed.
- the Match Date must be in the format *dd/mm/yyyy*.
- the Match Time must be in the format *HH:mm* (where *HH* is in 24-hour time format).
- the Match Date, Time, Home Club, Home Team, Away Club and Away Team are all mandatory.
- the Home Club is the one playing at home (i.e. this may be the opposition if this match is Away).
- Scores are valid only if the Match Date and Time is in the past.

Once this list of Fixtures is in the correct format, click **Browse** in the **Upload Fixture File (*.csv)** panel to select the file from your local file system (*remember to make sure it is still a .csv file*).



With the correct File selected, press **Upload File** to upload it to the GMS servers, once completed it will appear in the **File(s) to Import...** panel



Press **Import** to continue loading these Fixtures into GMS...

Step 2 – Map Clubs and Teams

After Importing the fixture file into GMS, any Club and Team names in the file that are not already known by GMS will need to be mapped to the corresponding records in GMS. These mappings are subsequently remembered by GMS and automatically populated for future uploads.

Imported Team name	Mapped Club name	Mapped Team name
Guildfordians U15	Guildfordians RFC (64572)	Guildfordians U15 (76003)
Guildford U15	Guildford RFC (63946)	Guildford RFC U15M (155982)
Reigate	Reigate RFC (60309)	Reigate (78402)
Guildfordians 2nd XV	Guildfordians RFC (64572)	Guildfordians 2nd XV (102770)
Guildfordians	Guildfordians RFC (64572)	Guildfordians (79086)
Sutton & Epsom 1's	Sutton & Epsom RFC (62250)	Sutton & Epsom (78419)

Search dropdown options:

- Sutton & Epsom 2nd XV (74663)
- Sutton & Epsom 3rd XV (74664)
- Sutton & Epsom 4th XV (74669)
- Sutton & Epsom 5th XV Extra B's (74657)
- Sutton & Epsom Adult 7s Side (104283)
- Sutton & Epsom Extra U16 B (152499)
- Sutton & Epsom Ladies (74658)
- Sutton & Epsom Ladies 1 (1579823)
- Sutton & Epsom U10 (85337)
- Sutton & Epsom U11 (85336)
- Sutton & Epsom U12 (85335)
- Sutton & Epsom U13 A (85334)
- Sutton & Epsom U13 B (104284)
- Sutton & Epsom U13 C (104447)



As you type into the Mapped Club name field, a matching list of clubs will be displayed to enable the correct Club in GMS to be selected. Once the Club is mapped, the Teams list will be automatically opened so that the corresponding Team can be chosen.

Note, the Club and Team names in the spreadsheet do not need to match the names in GMS exactly – only that the correct GMS Club and Team is mapped. For instance, misspellings or “I’s” instead of “2nd XV” can all be mapped.

You can press **Cancel** at any time to opt out of this process; no fixtures will have been imported.

Once all Teams on this page have been mapped, press **Continue** to proceed to Confirmation.

Date	Home Team	Score	Away Team	Notes
24/11/2017	Guildfordians (79086)	KD 15:00	Guildford RFC U15M (155982)	William Webb Ellis
25/12/2017	Reigate (78402)	KD 15:00	Guildfordians 2nd XV (102770)	Christmas Day!
31/12/2017	Guildfordians (79086)	KD 12:00	Sutton & Epsom 2nd XV (74663)	New Years Eve!

Step 3 – Confirm Fixtures to Upload

The final step before these fixtures are processed is a review to confirm the uploaded fixtures and the GMS Teams involved.

You can press **Cancel** at any time to opt out of this process; no fixtures will have been imported.

Name	Processed	Created	Updated	Failed Rows	Error File
Demo Fixtures.csv	3	3	0	0	

If all looks correct, press **Continue** to upload these fixtures into GMS.

The final **Fixtures Processed** screen shows the number of Fixtures processed, created, updated and failed. An error report is generated for any failed fixtures and a link is provided to download this file for reviewing offline. A reason for a failed fixture will be provided in this file that will allow you to remove or amended the affected fixture. An example of why a fixture would fail is a fixture clash whereby one of the teams already has a match scheduled on this date/time.

The fixtures created will now appear in your fixtures grid as ‘Draft’ fixtures.

To request a fixture, please see the ‘*Requesting a Fixture*’ guide.