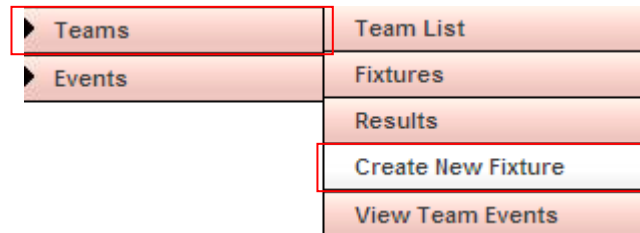


Create New Fixture

Although the majority of leagues and competitions and input either centrally by the RFU or at county level. Clubs may arrange friendlies or their own mini competitions.

For this reason RugbyFirst has a facility where an individual with the correct user rights can arrange fixtures for the clubs.

To arrange a fixture, ensure you are on the Clubs RugbyFirst page, select **'Teams'** followed by **'Create New Fixture'**



A new page will load where you can begin entering the details of the fixture.

A screenshot of a web form titled 'Add New Fixture'. The form contains the following fields and controls:

- Date:** A text input field containing '13/01/2010' and a calendar icon to its right.
- Time:** Two dropdown menus, the first containing '12' and the second containing '00', separated by a colon.
- Home Team:** A button labeled 'Select Team ...'.
- Away Team:** A button labeled 'Select Team ...'.
- Save Fixture:** A button located at the bottom right of the form.

Firstly choose the date of the upcoming fixture by selecting the calendar next to the date. Followed by a time.

The screenshot shows the 'Add New Fixture' form. At the top, there is a 'Date' field with a calendar icon and a 'Time' dropdown menu. Below this, there are two rows for 'Home Team' and 'Away Team'. A calendar for January 2010 is displayed, with the date '30' highlighted in blue. A 'Save Fixture' button is located at the bottom right.

From Home Team, select opt to **'Select Team'** a search field will open. Enter the name of your club (if a home game or other team (if an away fixture) once input, select **'Search'**

RugbyFirst will search the database for Clubs and Teams and return its findings.

Select the team you wish to play.

The screenshot shows the 'Add New Fixture' form with the 'Home Team' field set to 'Invincibles'. A search field is open, and the results are displayed in a table. The table has columns for 'Club' and 'Team'. The results are as follows:

Club	Team
Invincibles RFC	Invincibles RFU Team 1XVM <input type="button" value="Select"/>
	Invincibles RFU Wolves 1XVM <input type="button" value="Select"/>
	Invincibles RFC 3rd XV 3XVM <input type="button" value="Select"/>
	Invincibles RFC 4th XV 4XVM <input type="button" value="Select"/>
	lads LSETTEAM <input type="button" value="Select"/>
	test youth team U11 <input type="button" value="Select"/>

A 'Save Fixture' button is located at the bottom right.

Perform the same process for the **'Away Team'**

Once you have entered all the details of the fixture, select **'Save Fixture'**

Add New Fixture

Date: 16/01/2010 Time: 14 : 00

Home Team: Invincibles RFU Team 1XVM

Away Team: Jelly Bellies 1XVM

RugbyFirst will display a message informing you the fixture has been saved successfully.

Add New Fixture

Date: 16/01/2010 Time: 14 : 00 Fixture has been successfully saved

Home Team: Invincibles RFU Team 1XVM

Away Team: Jelly Bellies 1XVM

The new fixture can now be viewed by selecting **'Teams'** and **'View Team Events'**

Event Filter

Showing Events and Fixtures between 13/01/2010 00:00 and 12/01/2011 00:00

Event
16 Jan 2010 00:00 Invincibles Test Athletic vs Invincibles Test College
16 Jan 2010 14:00 Invincibles RFU Team vs Jelly Bellies
16 Jan 2010 15:00 Invincibles Test Vulcans vs Invincibles Test College
16 Jan 2010 15:00 Invincibles Test Athletic vs Invincibles Test Barbarians
17 Jan 2010 12:00 Invincibles Test Athletic vs Invincibles Test Vulcans
23 Jan 2010 15:00 Jelly Bellies U 24 vs Invincibles Test Athletic
23 Jan 2010 15:00 Invincibles Test Vets vs Invincibles Test Vulcans
30 Jan 2010 00:00 Invincibles Test Constabulary vs Invincibles Test Athletic
30 Jan 2010 15:00 Invincibles Test Vulcans vs Invincibles Test Dons
30 Jan 2010 15:00 Invincibles Test Exiles vs Invincibles Test Athletic
13 Feb 2010 15:00 Invincibles Test Athletic vs Invincibles Test Old Boys
13 Feb 2010 15:00 Invincibles Test Knights vs Invincibles Test Vulcans
20 Feb 2010 00:00 Invincibles Test Athletic vs Invincibles Test Dons
20 Feb 2010 15:00 Invincibles Test Vulcans vs Invincibles Test Barbarians

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