

**Template Set-Up**

There are a number of elements of the competition set up process that may be similar for multiple competitions. To prevent you entering all the details each time in the ‘Admin’ section, you can create templates that tan be used when creating future competitions.

# Creating Scoring System Templates

You can create e Scoring System Template by following these instructions:

1. Log into ENgage
2. In the ‘My Organisations’ box, select the thumbnail of the organisation
3. Click ‘Admin’
4. Select ‘Scoring System’
5. Click ‘Add’
6. Enter the details of the scoring system template, as follows:

**Scoring Template name** - Enter a name for the template

**Points** – Enter the points that a team receives for each match result e. Win=5, Loss=0. If the points are the same whether you are the Hoe team or the Away team, make sure you still enter the points in or both. Enter the points for a Walkover, again this may just be th same as a Win.

**Default score** – add what score the team should be given in the cause of the other team forfeiting

**Division bonus points** – if points are available to the losing team, enter the details of these in this section. Its allows up to 2 different loss points margins and a percentage loss points margin to be set

**Accumulate bonus points** – as standard, if your competition has more than one bonus point option the highest scoring bonus will be applied based of the final score of a match. Alternatively, if the bonus’ should accumulate to determine the total bonus points achieved then tick this box.

**League table ordering** - in the section set the factors and the hierarchy on these factors which should be used to determine the league table order.

1. Click Save

# Creating Match Card Templates

You can create a Match Card Template by following these instructions:

1. Log into ENgage
2. In the ‘My Organisations’ box, select the thumbnail of the organisation
3. Click ‘Admin’
4. Select ‘Match Card’ from the left-hand side menu
5. Click ‘Add’
6. Complete the fields, as relevant

**Template name** – enter a name for the Match Card Template

**Match card header text** – this is where you can add any text you would want to be visible in the header of the Match Card Report

**Match card footer text** – this is where you can add any text you would want to be visible in the footer of the Match Card Report

**Home Team Can Enter On Behalf of Away Team** – If you want to allow the home team to be able to enter the details of the Match Card for the Away Team (including players etc.) then tick this box. If you want each team to be responsible for completing their own Match Cards, leave this box un-ticked.

**Teams Can See Each Other’s Match Cards After Submission ­­**– Tick this box if you want to allow the teams to be able to see each other’s Match Cards once they have submitted them.

**Home Team Line Up is Mandatory** – Tick this box if you want to make it mandatory for the Home Team to submit their line up details. This would be required to allow you to check any frequency of playing etc. (See Players’ Matches and Quarters Report.)

**Allow Amendments After Approval** – If you tick this, it will allow teams to amend the details on the Match Card following submission.

**Number of Team Support Roles** – Enter the number of support positions each team is allowed.

**Primary Carer Required** – Tick this if you require the teams to have a primary carer within their support roles.

**Coach Required** – Tick this if you require the teams to have a coach within their support roles.

**Number of Regular Time Periods** – Enter the number of time periods for a match e.g. 4 for quarters, 2 for halves.

**Duration of Time Period** – Enter the number of minutes per time period e.g. 15 minute quarters.

**Max Minutes Match** – If you restrict the match length to a maximum amount, this can be entered here.

**Will the Match Go into Extra Time** – Tick this box if the matches will go into extra time.

**Number of Extra Time Periods** – enter the number of periods of extra time.

**Duration of Extra Time Period** – Enter the number of minutes for each extra time period.

**Number of Umpires** – Enter the number of umpires that are required for the match.

**Number of Timers** – Enter the number of timers that are required for the match as part of the Bench Officials. (If the teams just score for themselves then you do not need to enter anything.)

**Number of Scorers** – Enter the number of scorers that are required for the match as part of the Bench Officials. (If the teams just score for themselves then you do not need to enter anything.)

**Starting Players** – Enter the number of starting players.

**Number of Named Substitutes** – Enter the number of named substitutes.

**Substitute Players** – If you allow un-named substitutes, then enter the number here. This would be used if you allowed teams to have guest players who would not be listed in their team within ENgage.

**Max Foreign Players** – If the competition has rules around foreign players, you can enter the maximum number here. (For most domestic competitions this is not relevant.)

**Non-EN Member Players** – If you allow players who are not members of England Netball, or who are not registered on ENgage, click here.

**Scoring Match Event Available** – Select this if you wish to allow match events to be entered.

**Scoring Match Event Mandatory** – Select this if you wish to make the entry of match events mandatory.

**Discipline Match Event Available** – Select this if you wish to allow discipline events to be entered.

**Discipline Match Event Mandatory** – Select this if you wish to make the entry of discipline events mandatory.

**Substitution Match Event Available** – Select this if you wish to allow substitutions to be entered.

**Substitution Match Event Mandatory** – Select this if you wish to make the entry of substitutions mandatory.

**Attendance Fixture Event Available** – Select this if you wish to allow attendance figures to be entered.

**Attendance Fixture Event Mandatory** – Select this if you wish to make the entry of attendance figures mandatory.

**Technical Area Fixture Assessment Available** – Select this if you wish to allow technical area assessments to be entered.

**Technical Area Fixture Assessment Mandatory** – Select this if you wish to make the entry of technical area assessments mandatory.

**Court Fixture Assessment Available** – Select this if you wish to allow court assessments to be entered.

**Court Fixture Assessment Mandatory** – Select this if you wish to make the entry of court assessments mandatory.

1. Select save