

## FREE SERVICES FOR SCHOOLS COMPETITION ORGANISERS

- ❖ The services offered in this guide are **FREE** for all schools using **FixturesPRO**.

### Getting Started:

- ❖ The first step is to send through the format of the competition and a list of participating schools and teams by email to [admin@schoolssports.com](mailto:admin@schoolssports.com). On receipt we setup your competition's microsite. When setup is complete we inform you and send you further instruction including the link to your Competition Microsite.

### Advertising your Competition:

- ❖ We recommend sending the link to your Competition Microsite to attending teachers-in-charge of teams, parents and supporters. You could also arrange with your webmaster or ICT department to add the link to your school's main website, intranet or portal. This will provide everyone with easy access as well as increasing awareness about your competition. Links to Competition Microsites are automatically available in your sports website via the **Competitions & Events** menu option. Every Competition Fixture is also linked directly to your Competition Microsite.
- ❖ You might also want to publish an announcement about your competition in your sports calendar. To do this login to your **FixturesPRO** control panel and select the Competition & Events menu option. Use the +Add a competition or event button to publish your announcement (**Figure 1**).
- ❖ Your announcement will also appear in the competition calendar of the relevant sport website (such as SchoolsRugby.co.uk or SchoolsNetball.co.uk) and will therefore reach much wider audience. You can also upload one document per announcement, such as a preview of the competition programme, an initial list of attendees or an application form for prospective attendees to download, complete and return to you via email.

### Competition Planning Resources:

- ❖ You can download competition resources available in your **FixturesPRO** control panel in the *resources > downloads* section. You will find a series of very simple Excel spread sheets with templates to help you plan and put together the draw and match schedule for the most common types of competition; such as groups or pools leading to knockout stages.

### Competition Format, Draw and Schedule:

- ❖ You should send the draw and match schedule through to us via email in either Word or Excel format. On receipt we upload to your Competition Microsite.
- ❖ Once uploaded, every fixture, with the kick off times (if provided) will become available in every attending team's fixtures and results listings on their sports website, as well as appearing in every attending team's fixtures and results listing on the relevant sport website such as SchoolsHockey.co.uk or SchoolsCricket.co.uk.
- ❖ In your Competition Microsite you will also see the teams in their respective groups. If the format is groups leading to knockout then there will be links to the knock-out stages (Cup, Plate Shield, Bowl etc see - **Figure 7**). You can also click through to see teams in each group and their results (once uploaded) (**Figures 5 & 6**).
- ❖ For added interest, links are also created to every attending team's fixtures and results listing so that visitors can easily see each team's performance for the entire season. (Click through to see your opponents via the "magnifying glass" link).

### Pitch-Side Colour Guide:

- ❖ A Pitch-Side Colour Guide (**Figure 4**) is available to download and print from your Competition Microsite. If you intend to use this as an insert in programmes then we recommend printing at the last possible moment so that attending schools that use **FixturesPRO** have the opportunity to upload their latest kit design and colours using Team Kit Builder.
- ❖ If a school attending your competition does not use **FixturesPRO** then team colours can be uploaded from your FixturesPRO control panel using the Competition Editor module. (We will send you the instructions for Competition Editor when setup is complete).

### Competition Results...and the date of the next Competition...!!

- ❖ If the competition lasts for several weeks, as might be the case for leagues or County knockout cups, you can either elect to manage the competition yourself using the Competition Editor module of **FixturesPRO** or, as is the case with single day competitions, such as rugby sevens tournaments, you can either send the results to us and we will upload to your Competition Microsite in bulk immediately on receipt after the competition or you can elect to use Competition Editor in "real time" and upload all the results during the day.
- ❖ Results will appear in every attending team's fixtures and results listings in their sports website and in every attending team's fixtures and results listing on the relevant sport website such as SchoolsRugby.co.uk (**Figure 7**).
- ❖ After the competition don't forget to upload the date into your sports calendar. You can also notify us and we will include the date in the main competition calendar on the relevant sport website.

## COMPETITION ORGANISERS GUIDE

Click through to see some examples Competition Microsites:

- [Christ College Brecon 7s](#)
- [Berkhamsted 7s](#)
- [HMC T20 Cricket](#)
- [Surrey Basketball](#)
- [ESSA Water Polo](#)
- [Cheshire Girls Football](#)
- [Tennis Mini Leagues](#)
- [Rosslyn Park HSBS National 7s](#)

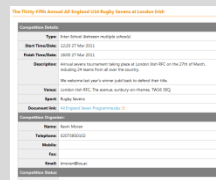


Figure 1 - Competition Announcement

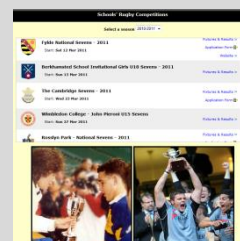


Figure 2 - Competition Calendar

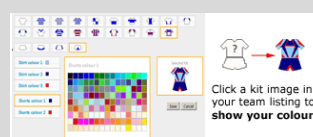


Figure 3 - Team Kit Builder



Figure 4 - Pitch-Side Colour Guide

Group	Team	Group's Results	Team's Results	P	W	D	L	PP	PA	PD
Group A	Apprentice School (LAVI)			4	0	0	1	97	41	55
	The Grinary School (LAVI)			4	0	0	1	68	14	54
	Chesham College (LAVI)			4	0	0	1	43	34	9
	Henric College (LAVI)			4	1	0	3	60	32	7
Group B	St Dunstons School (LAVI)			4	0	0	4	10	136	128
	Thames Valley College (LAVI)			4	0	0	1	113	12	101
	Plymouth College (LAVI)			4	0	0	1	97	46	48
	St Joseph's College, Ipswich (LAVI)			4	0	0	2	52	74	21
Group C	Cardinal Catholic School (LAVI)			4	1	0	3	46	90	42
	Campan School, Essex (LAVI)			4	0	0	4	32	118	46
	Methodist School (LAVI)			4	0	0	0	101	41	60
	St Dunstons School (LAVI)			4	0	0	0	101	41	60

Figure 5 - Group Results

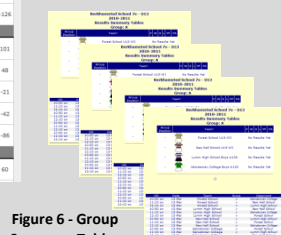


Figure 6 - Group Summary Tables

Final ID	Quarter Final	Semi Final	Final
1	Stratford School 21	Stratford School 17	Stratford School 17
2	High School, Slough 18	Plymouth College 26	Plymouth College 8
3	Plymouth College 14	Plymouth College 26	Plymouth College 8
4	Henric School 13	The Kings School 17	Ellesmere College 28
5	The Kings School 17	Ellesmere College 28	Ellesmere College 28
6	Christ College 15	Ellesmere College 28	Ellesmere College 28
7	Ellesmere College 28	Ellesmere College 28	Ellesmere College 28
8	Henric School 13	Henric School 13	Henric School 13
9	Henric School 13	Henric School 13	Henric School 13
10	Henric School 13	Henric School 13	Henric School 13
11	Henric School 13	Henric School 13	Henric School 13
12	Henric School 13	Henric School 13	Henric School 13
13	Henric School 13	Henric School 13	Henric School 13
14	Henric School 13	Henric School 13	Henric School 13
15	Henric School 13	Henric School 13	Henric School 13
16	Henric School 13	Henric School 13	Henric School 13
17	Henric School 13	Henric School 13	Henric School 13
18	Henric School 13	Henric School 13	Henric School 13
19	Henric School 13	Henric School 13	Henric School 13
20	Henric School 13	Henric School 13	Henric School 13
21	Henric School 13	Henric School 13	Henric School 13
22	Henric School 13	Henric School 13	Henric School 13
23	Henric School 13	Henric School 13	Henric School 13
24	Henric School 13	Henric School 13	Henric School 13
25	Henric School 13	Henric School 13	Henric School 13
26	Henric School 13	Henric School 13	Henric School 13
27	Henric School 13	Henric School 13	Henric School 13
28	Henric School 13	Henric School 13	Henric School 13
29	Henric School 13	Henric School 13	Henric School 13
30	Henric School 13	Henric School 13	Henric School 13

Figure 7 - The Competition Knock-out Stage Results

Upload the results using the  
Competition Editor or send the  
results via email to:  
[admin@SchoolsSports.com](mailto:admin@SchoolsSports.com)