



Fixtures – Add/View Fixtures on WTR

(note the exact fields available to you may differ slightly from those below)
(for Youth – see separate advice)


Before starting:

- **Know your Region, either**
 - **London – North**
 - **London – South East**
 - **London – South West**
 - **London – West**
- **This should be obvious, and relates most closely to the location of the Club**





To add fixtures:

- Click Fixtures on left hand menu



- Click the  icon to add a new fixture
- Complete the form presented:
- For **Competition**, select <Region>....:
 - **...League** - for all adult league/merit table games
 - **...Friendly** - for all friendly games
 - **...Cup** - for all Cup games – RFU/CB Cup - include the Cup name/round information in the fixture notes
 - **...Ladies** - for all ladies games
 - **...Schools** - for all School games
 - **...BUCS** – for all University/College rugby
 - **15 a side/7 a side...**- for all tournament/competitions
 - Examples:
 - London - South West League
 - London – North Schools
 - London – South East Cup
 - London – West Ladies
- **Date** – self explanatory. **DD-MM-YYYY format**
- **From time** is KO – **24 hour clock format**
- **To time** is KO + 2 hours (or tournament end time) – **24 hour clock format**
- **Level** of game – do not set to 0, best guess if necessary
- Select **Home and Away teams** from the dropdown lists – if the away side is unknown, please use <Region> TBA (e.g. London – North TBA)– include any further info as appropriate in the Notes
- **Venue** – only needed if not normal home location
- **Pitch** – not required
- In the **notes** – please provide any additional relevant information, e.g.
 - Type of game – e.g. Pre-season, Friendly, RFU Vase Rd2, etc.
 - venue details – Battersea Park/Old Deer Park/etc. – if not your normal home ground
 - Opposition if not selected above, e.g. touring side from SA - Western Province etc.
- **CRB Req** – do not use (this is no longer used/relevant)



- Save the fixture with the  icon
- Use the  to discard the fixture
- Use the  to clear what you have entered and to “start again”
- After saving you will get a “record created successfully message”. To add further fixtures, click the  again and repeat the above.

To Amend/Delete fixtures:

You CANNOT Amend or Delete fixtures.

To View fixtures:

There are a number of different options. If one option doesn't give you the expected results, please try the other options before escalating as a problem.

- To view all fixtures for the season:
 - Click Club on left hand menu
 - Use the filters to find the appropriate club(s)
 - From the list displayed, click on Club Name
 - On the Clubs – View page, scroll down and the Team names that exist within the Club are listed
 - Click on the required Team to view the Team View page
 - Scroll down to see the fixtures listed for this team.
- To view all fixtures for the season:
 - Click on Fixtures on left hand menu
 - Use the date filters to narrow your search, e.g. 1/9/16 to 30/4/17
 - Use the Team filter to select your team
 - Set the Organisation filter to <Region>
 - Click FIND
- To view a specific fixture
 - Click on Fixtures on left hand menu
 - Use the date filters to narrow your search to a particular date
 - Use the other filters to further refine your search – don't use the Competition filter, fixtures within the same physical competition can be recorded under different Competition names on the system
 - Click FIND
 - NB – if filtering on Team Name for example, you can only search on 1 team, NOT all teams within a Club



Please Note:

- You are only interested in Home games!
- If an away game is not showing – it could be that the opposition Club is not on WTR (e.g. if travelling out of region) or that they haven't yet entered the fixture on WTR
- All queries/issues with AWAY games should be directed towards that Club Fixture Secretary!

WTR Support

If you have any problems with WTR, PLEASE DO NOT CONTACT WTR. In the 1st instance please contact me, John Durkin, details below. I will endeavour to find a solution; if necessary I will liaise with WTR on your behalf.