



Sport
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FIXTURESLIVE

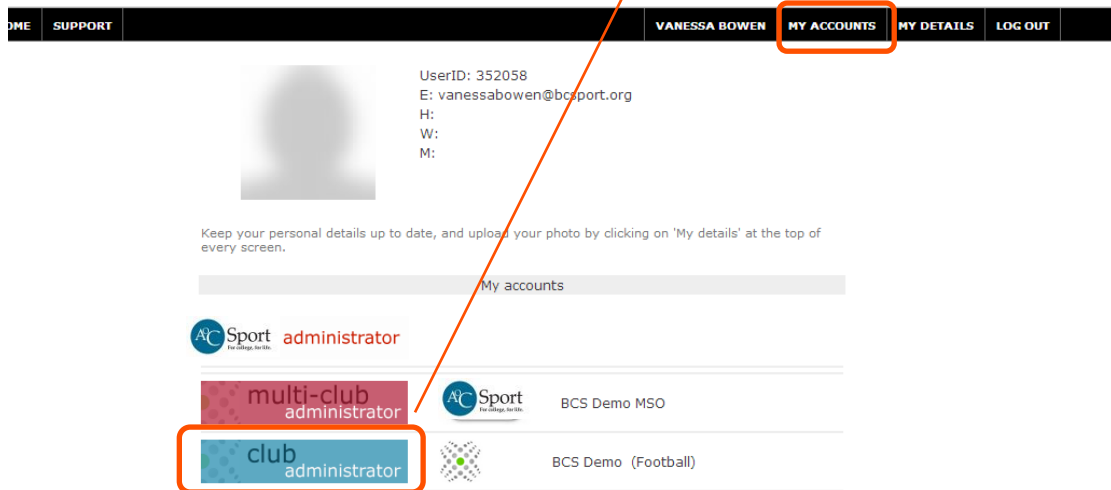
Changing Fixture Details

How to change the time/date/venue of a fixture

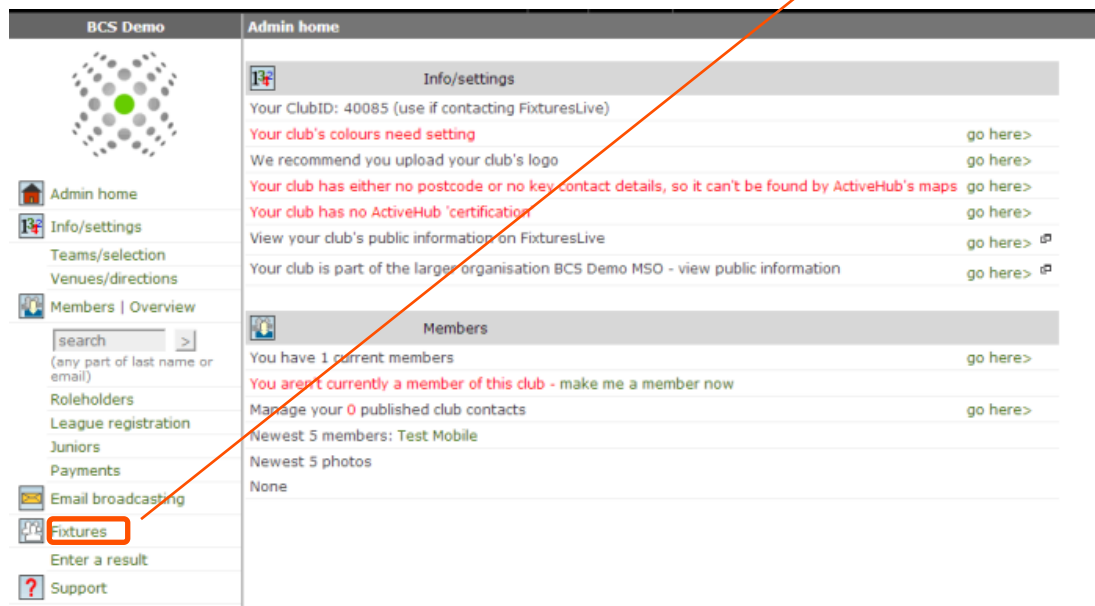
AoC Sport

8/9/2014

1. To enter your fixture result on Fixtures Live you must first log in to your Fixtures Live account. If you do not have a Fixtures Live account please contact your relevant sports contact at AoC Sport and they will set you up with one.
2. Once you have logged in you should click on 'My Accounts' which will bring up a page like this. You should then click on 'Club Administrator' for your relevant sports team – so football for this example.



3. Once you are in your Club Administrator Account, click on 'Fixtures'.



4. Then you will see a list of all of your home fixtures, you can only edit your home fixtures so will need to contact the away team if you need to change one of theirs too. Click on the pencil by the side of the fixture you wish to edit.

Date	Home	Away	Comp	ID
Monday, November 25, 2013 00:00 DLW	Test Adelaide Veterans	v Test Adelaide Men's 1s	DLW TEST Prem	1455561
Monday, November 25, 2013 00:00 DLW	Test Adelaide Buzzards	v Test United University Men's 2s	DLW TEST Prem	1455563
Monday, November 25, 2013 00:00 tbc	Test Adelaide Men's 1s	v Muswell Hill 2's	DLW TEST Prem	1455638
Monday, December 02, 2013 00:00 DLW	Test Adelaide Men's 1s	v Muswell Hill 2's	DLW TEST Prem	1455565
Monday, December 02, 2013 00:00 tbc	Test Adelaide Veterans	v Test United University Ladies 3s	DLW TEST Prem	1455643
Monday, December 09, 2013 00:00 DLW	Test Adelaide Veterans	v Test United University Men's 2s	DLW TEST Prem	1455570
Monday, December 09, 2013 00:00 tbc	Test Adelaide Men's 1s	v Test Adelaide Buzzards	DLW TEST Prem	1455649
Monday, December 16, 2013 00:00 DLW	Test Adelaide Buzzards	v Test United University Ladies 3s	DLW TEST Prem	1455573
Monday, December 16, 2013 00:00 tbc	Test Adelaide Veterans	v Test United University Men's 2s	DLW TEST Prem	1455654
Monday, December 23, 2013 00:00 DLW	Test Adelaide Veterans	v Test Adelaide Buzzards	DLW TEST Prem	1455579
Monday, December 30, 2013 00:00 DLW	Test Adelaide Buzzards	v Muswell Hill 2's	DLW TEST Prem	1455581
Monday, December 30, 2013 00:00 tbc	Test Adelaide Men's 1s	v Test United University Ladies 3s	DLW TEST Prem	1455661
Monday, December 30, 2013 00:00 tbc	Test Adelaide Buzzards	v dlw test3 Men's 2s	DLW TEST Prem	1455662
Monday, January 13, 2014 00:00 DLW	Test Adelaide Men's 1s	v Test Adelaide Buzzards	DLW TEST Prem	1455590
Monday, January 27, 2014 00:00 DLW	Test Adelaide Men's 1s	v Test Adelaide Veterans	DLW TEST Prem	1455597
Monday, February 24, 2014 00:00 DLW	Test Adelaide Buzzards	v Test Adelaide Veterans	DLW TEST Prem	1455615
Monday, March 03, 2014 00:00 DLW	Test Adelaide Veterans	v Test United University Ladies 3s	DLW TEST Prem	1455616
Monday, March 03, 2014 00:00 DLW	Test Adelaide Men's 1s	v Test United University Men's 2s	DLW TEST Prem	1455619

5. Then simply change the details you need to – the date, time or venue and add notes if you need to (keep them short though or they won't show up). Check all the details are correct and click 'update'.

Update match details

You have been granted special permission by the competition organiser to amend match details. You must use this responsibly. A record is kept of your actions.

Test Adelaide Buzzards v Test United University Ladies 3s
Monday, December 16, 2013 DLW Test League Premier Division

Date

Venue As no venues are available for either club, the venue will be entered as 'tbc'. To create a new venue, [click here](#).

Time Enter time in the format 16:00. Enter 00:00 if the time is unconfirmed

Notes

These notes appear on team pages, are normally only available to the league administrator. Use them to say "Fixture date changed" or "Note change of venue" etc.