

1. Login to Full-Time and go to Fixtures > Fixture List

The screenshot shows the 'FULL-TIME League Administration' interface. The 'Fixtures' menu is open, showing options like 'Scheduling / Rescheduling', 'Fixture Uploader', 'Copy Fixtures', 'Manual', 'Other Fixtures', 'Short Codes', 'Fixture List', 'Hide Fixtures', and 'Mass Delete'. The 'Fixture List' option is selected. The main content area shows a table of fixtures with columns: Fixture Group, Date And Time, Status, Home Team, Away Team, Venue, Full-time, Approved, Locked, and actions (Edit, Delete). The table contains 4 fixtures displayed. The first fixture is 'Division 1' on 'Wed 20/11/19 09:00' with status 'Normal'. The second is 'Division 1' on 'Fri 24/01/20 15:00' with status 'Postponed'. The third is 'Division 1' on 'Fri 24/01/20 19:00' with status 'Normal'. The fourth is 'Division 1' on 'Wed 25/03/20 11:55' with status 'Void'. The 'Full-time' column has a checkmark for the 'Void' fixture. The 'Approved' and 'Locked' columns have checkmarks for the 'Void' fixture. The 'Actions' column has 'Edit' and 'Delete' buttons for each fixture.

2. Checkbox the fixtures you wish to void, remember you can use the filters along the top to help

The screenshot shows the 'Manage Fixtures' section of the interface. It includes filters for 'Age Group : All' and 'Fixture Group : All'. Below the filters is a 'Club filter' dropdown set to 'Club : All'. Below the filters, it shows '2 selected...' with an 'Actions' button. The table below has columns: Fixture Group, Date And Time, and Status. The first row is 'Division 1' on 'Wed 20/11/19 09:00' with status 'Normal'. The second row is 'Division 1' on 'Fri 24/01/20 15:00' with status 'Postponed'. Both rows have their checkboxes checked, and the checkboxes are circled in red.

3. Click Actions > Change Status

Club : All Team : All

2 selected... **Actions** ▾

- Change date and time
- Change time only
- Add or remove days
- Change date status
- Change venue
- Change status**

Fixt	Time	Status	Home Team	Away Te
<input checked="" type="checkbox"/> Divis	/19 09:00	Normal	Brimsgdown	Baldock T
<input checked="" type="checkbox"/> Divis	20 15:00	Postponed	Baldock Town	Brimsgdow
<input type="checkbox"/> Divis	20 19:00	Normal	Brimsgdown	Baldock T
<input checked="" type="checkbox"/> Division 1	Wed 25/03/20 11:55	Void	Baldock Town	Brimsgdow

4. After the release, you will be able to select the status “Void”, then click “Update”.

Fixtures

Mass Update

⚠ You have selected to update 349 fixtures.

Change fixture status to

Normal
Normal
Cancelled
Postponed
Void

Fixture Group	Date And Time	Status	Home Team	Away Team	Venue
Premier	Date Status: Normal / Scheduled Wed 01/04/20 18:30	Normal	Feniton 1st	Cronies 1st	FENITON PLAYING FIELDS Pitch 1
Division 2	Date Status: Normal / Scheduled Wed 01/04/20 18:30	Normal	Heavitree United 2nd	Clyst Valley 2nd	HEAVITREE SOCIAL CLUB
Division 2	Date Status: Normal / Scheduled Wed 01/04/20 18:30	Normal	Newton St Cyres 1st	Tedburn St Mary 1st	NEWTON ST CYRES RECREATION GROUND Main
Division 3	Date Status: Normal / Scheduled Wed 01/04/20 18:30	Normal	Pinhoe 1st	Westex Park Rangers 1st	STATION ROAD PLAYING FIELDS