

Create or Modify Venue

Objective

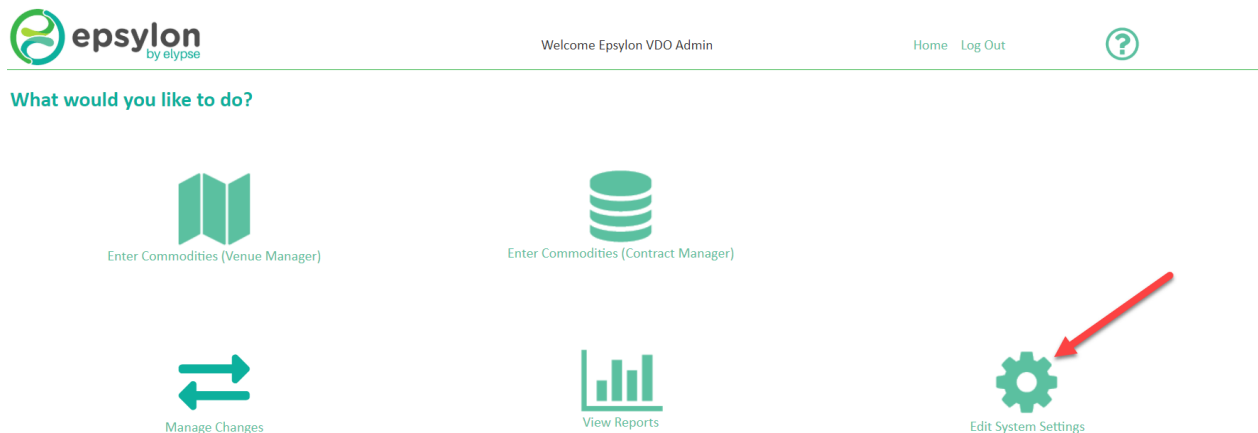
Create or modify Venue where project commodities will be installed, and define main venue characteristics as name, code, type, location and condition of display or modification.

This task is to be executed by the System Administrator.

Procedure

To create or modify a Venue:

- From the main menu go to the Edit System Settings (only a user with system administrator rights can access here and execute the tasks listed below)



➤ Go to Venues

Administration

Click on the desired area to administer.

Contracts Contract Assignment Commodity Categories Commodity Types Space Templates

Users Venues

Exit

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➤ Click on Add New Venue or Edit to go to the Venue Listing Page

Venue Listing

Choose a Venue to view/edit or add a new venue.

Add New Venue | Exit

Category	Venue Name	Location Code	Template	Hidden?	VDO Frozen?	TEC Frozen?	LOG Frozen?	Actions	
Competition	AAA Test	CITY	AAA	Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

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- Type the Venue Name
- Type the Venue Code
- Choose the appropriate Venue Location from the dropdown menu

Venue Edit

Enter the applicable data and click the 'Save' link.

Venue Name: Games Media Centre

Venue Code: GMA

Warning: Updating the Venue Code will update the Commodity code for ALL existing commodities in this venue.

Venue Location: CITY

Venue Category: Non-Competition

Hidden:

VDO Frozen:

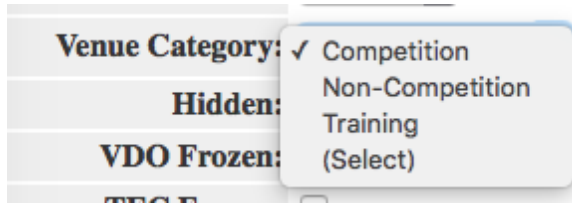
TEC Frozen:

LOG Frozen:

Save | Delete | Save and Return | Exit

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- Choose the appropriate Venue Category from the dropdown menu



- Click on Hidden if you prefer this Venue not to be visible by Users
(Note : Hidden venue are not visible to users but commodities and their associated prices are still included in the overall project requirements and cost)
- Click on Frozen (for the various Functional Areas) if you want changes on this Venue to only occur in a controlled environment and via the Change Request Form
- Once all the information is entered, click on Save and the Venue will be created. Click on Exit to go back to the Venue Listing Page
- You will now be able to see the new created Venue. However, note that no Program has yet been created for this Venue (see Template column).



Venue Listing

Choose a Venue to view/edit or add a new venue.

[Add New Venue](#) | [Exit](#)

Category	Venue Name	Location	Code	Template	Hidden?	VDO Frozen?	TEC Frozen?	LOG Frozen?	Actions
Competition	City Rowing Centre	City	CRC	Program Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Coldwater Hockey Arena	City	CHA	Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Games Stadium	City	GST	Program Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	National Aquatic Centre	City	NAC	Program Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Velocity Velodrome Park	City	VVP	Competition Venue Template	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Non-Competition	Athletes Village	CITY	AVL	Program Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Non-Competition	Games Media Centre	City	GMA	Non-Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

- In order to assign a Program to a Venue, go to the main menu and click on Edit System Setting
- Go to Space Templates

Administration
Click on the desired area to administer.

Contracts Contract Assignment Commodity Categories Commodity Types **Space Templates** Users Venues

Exit

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- Click on Edit for the Template you want to relate this Venue to (based on the Venue Category you have previously chosen)

Template Listing

View space templates.

Template Id	Type	Description	Actions
16	COMP	Competition Venue Template	Edit
18	NCMP	Non-Competition Venue Template	Edit

Done

- Select the Venue and click on the Create Program

Template Edit
Enter the applicable data and click the 'Save' link.

Template Type: Competition

Template Description: Competition Venue Template

Save | Save and Return | Cancel and Return | Create Program for: (Select)

Select	Ref. No.	Functional Space	Existing Venue Space Code	Description
<input type="checkbox"/>	00.00	All Venue Items		
<input type="checkbox"/>	01.00	Broadcast		
<input type="checkbox"/>	01.01	Broadcast Com		
<input type="checkbox"/>	01.02	HB Broadcast		

Richmond Running Track

- Click on Save to update the Template

Template Edit
Enter the applicable data and click the 'Save' link.

The Template was successfully updated.

Template Type: Competition

Template Description: Competition Venue Template

Save | Save and Return | Cancel and Return | Create Program for: Richmond Running Track

- Click on Save and Return to go back to the main menu

- You can now see under the Venue Listing has been assigned a Space Template
- You can always click on Edit to make modifications to the Venue if required

Venue Listing
Choose a Venue to view/edit or add a new venue.

[Add New Venue](#) | [Exit](#)

Category	Venue Name	Location	Code	Template	Hidden?	VDO Frozen?	TEC Frozen?	LOG Frozen?	Actions
Competition	Cathkin Braes	G2018	CBR	Competition Venue Template	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Cycling Road Race Course	G2018	RRC	Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Cycling Time Trial Course	G2018	TTC	Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Glasgow Green	G2018	GLG	Competition Venue Template	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Gleneagles PGA Centenary Course	G2018	GLE	Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Knightswood Park	G2018	KNI	Competition Venue Template	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Loch Lomond & The Trossachs National Park	G2018	LLT	Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Competition	Richmond Running Track	G2018	RRT	Competition Venue Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

Note: After creating a Venue, do not forget to modify user rights (See “create or modify a User”) and give access to your selection of Users to this Venue (including you as System Administrator)