



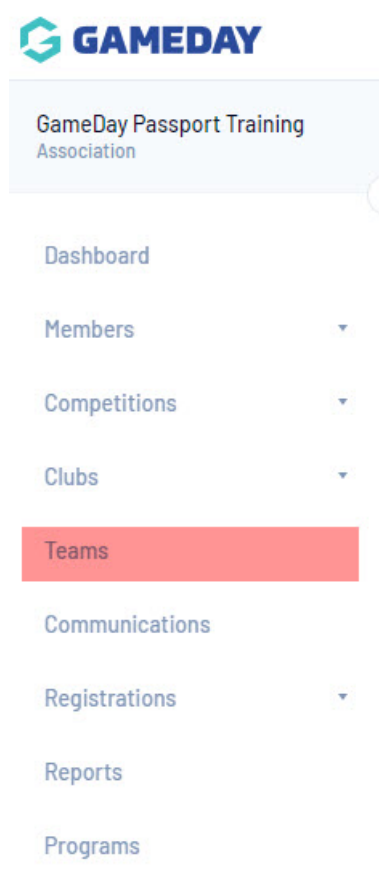
## How do I add a new Team?

Last Modified on 01/06/2023 11:08 am AEST

Each team must belong to a club. Before adding teams to your database you should ensure that clubs have been set up. For associations that do not have clubs, we suggest creating and assigning your teams to a generic club - eg. 'General Club'.

### **ADD A NEW TEAM (FROM ASSOCIATION)**























1. From the association level of the database, click on **TEAMS** on the left hand side menu.









2. The list of teams will appear.

This should default to your current season, change this if needed. If you wish, you can use the 'Showing - Season' filter to show all teams in that particular competition season or the 'Age Group' filter to show all teams in a particular age group.

## Teams in Association

Showing Name Including <input type="text"/> Season <span>2021</span> Age Group <span>--All Age ...</span> Status <span>Active</span>								
	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Bears	Seniors Division 1	2021	Age 18				
	Bulldogs	Seniors Division 1	2021	Age 18				
	Bulls	Seniors Division 1	2021	Age 18				
	Cats	Seniors Division 1	2021	Age 18				
	Demons	Seniors Division 1	2021	Age 18				
	Eagles	Seniors Division 1	2021	Age 18				
	Giants	Seniors Division 1	2021	Age 18				
	Hawks	Seniors Division 1	2021	Age 18				
	Hornets	Seniors Division 1	2021	Age 18				
	Jaguars	Seniors Division 1	2021	Age 18				
	Lions	Seniors Division 1	2021	Age 18				

3. Click on **ADD** in the top right corner.

Teams in Association <span>ADD</span>								
Showing Name Including <input type="text"/> Season <span>2021</span> Age Group <span>--All Age ...</span> Status <span>Active</span>								
	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Bears	Seniors Division 1	2021	Age 18				
	Bulldogs	Seniors Division 1	2021	Age 18				
	Bulls	Seniors Division 1	2021	Age 18				

4. Enter the details in the fields provided for the team.

Some details listed here may vary based on what your organisation has set within the [field configuration for teams](#).

## Add New Team

To modify, change the details in the boxes below. When you have finished, press the '**Update Team**' button.

**Note:** All boxes marked with a \* must be filled in.

Details

Competition

--Please select a Competition--

Club Name \*

Baltimore Dockers

Club Name \*

Team Name \*

Test Team

Address Line 1

Suburb

State

Postal Code

Contact Email

Update Team

5. Click **UPDATE TEAM**.

6. A message will appear confirming the successful creation of the new team.

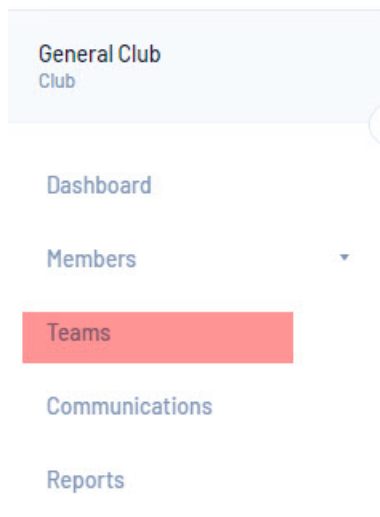
## Add New Team

Team(s) in Competition successfully modified.

Team added successfully

## **ADD A TEAM (FROM CLUB)**

1. From club level, click on the **TEAMS** tab on the left hand side menu.



2. The list of teams will appear.

This should default to your current season, change this if needed. If you wish, you can use the 'Showing - Season' filter to show all teams in that particular competition season or the 'Age Group' filter to show all teams in a particular age group.

Teams in Club								
			Showing Name Including		Season	Age Group	Status	
			<input type="text"/>		2018	--All Age...	Active	
	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Class	STG Test	2018	Age 18				<input checked="" type="checkbox"/>
	Hollow	STG Test	2018	Age 18				<input checked="" type="checkbox"/>
	Sugar	STG Test	2018	Age 18				<input checked="" type="checkbox"/>
	Test	STG Test	2018	Age 18				<input checked="" type="checkbox"/>

3. Click **ADD** on the top right hand corner.

**NOTE: if your club does not have the button available, this will mean that your association/league admins have prevented clubs from being able to add teams, so please contact them directly to get this changed or they can add these teams themselves.**

Teams in Club								
			Showing Name Including		Season	Age Group	Status	
			<input type="text"/>		2021 B	--All Age...	Active	
	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Atlanta Hawks	No Overtime Test Comp Rollover 3	2021 B	Age 12				<input checked="" type="checkbox"/>
	Atlanta Hawks	No Overtime Test Comp	2021 B	Age 12				<input checked="" type="checkbox"/>

#### 4. Enter details for team.

Some details listed here may vary based on what your association/club has set within the [field configuration for teams](#).

### Add New Team

To modify, change the details in the boxes below. When you have finished, press the **Update Team** button.

**Note:** All boxes marked with a \* must be filled in.

Details

Club Name \*

CS Ext BETA Test Club ▼

Club Name \*

Team Name \*

CS Ext BETA

Nickname

Contact Name

Address Line 1

Update Team

#### 5. Click **UPDATE TEAM**.

6. A message will appear confirming the successful creation of the new team.

### Add New Team

Team added successfully