

Creating a Team

1. On the left navigation bar click on "Team"
2. Click on "create if you wish to create 1 team at a time."
 - a. Fill in your club
 - b. Season defaults to season you are in, but you may change it
 - c. Select the team play level
 - d. Select the gender
 - e. Select the age group
 - f. Rename if desired
 - g. The last 4 digits of the team id are customizable. D440-004G12-0000
 - i. D440 = D4 = District 4 / 40=league 40
 - ii. 00XG12 = 00 = Club number / 4 = play level code / G = girl / 12 = Age group
 - iii. 0000 = customizable/ you may change as you desire
 - h. The rest of the fields are optional
 - i. Click "Add team"
 - j. You may duplicate that same team on the next screen or "edit details"
3. You may also click on the "Team Creation Matrix" to create multiple teams at a time.
 - a. Select your club click "continue"
 - b. Notice at the bottom what play level you are in as to create the correct level for your teams.
 - c. Place a number in each box for the number of teams you wish to create
 - d. Click finish at the end.
 - e. You may now click on a team to add players or edit the name.