# GAMEDAY

How do I assign members to Teams?

Last Modified on 01/06/2023 11:09 am AEST

NOTE: before any members can be assigned to a team, they must be assigned to the same club that the team is in, otherwise they will not appear. They also must be active at association and club level for the current season.

1. If you have logged in at the association or club level , click on **TEAMS** in the main menu.

If you are a team administrator go straight to step 2.
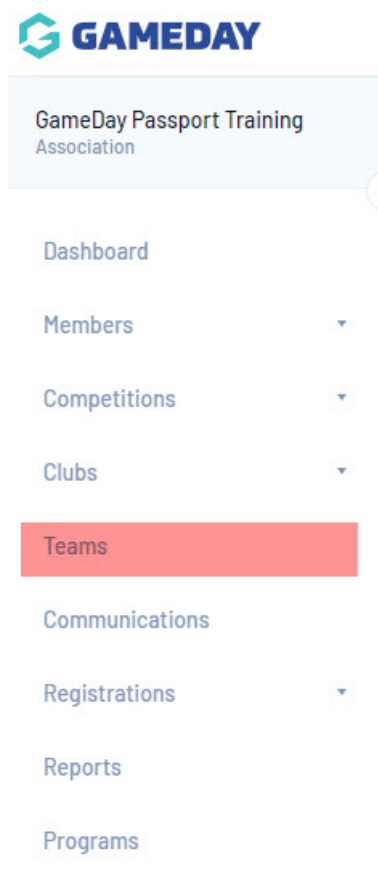
2. The list of teams will appear. Locate the team that you want to assign members to. You can use the filters provided to narrow down your search.

The search box can also be used to quickly locate the team by typing in the team name.

Open the team record clicking on the **VIEW** button next to the team in the Teams List (or if you have used the search box, by clicking on the team name from the drop-down list).

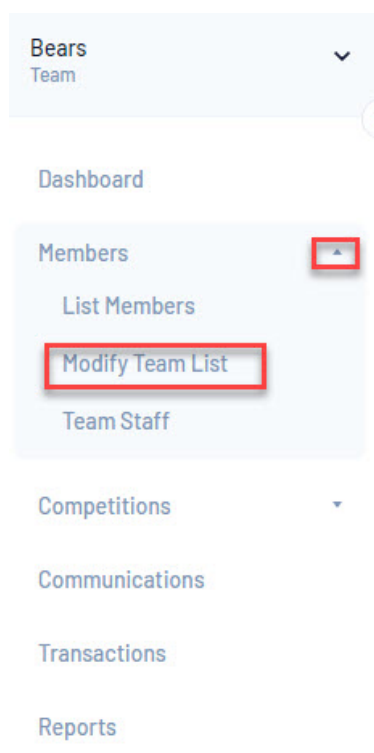|	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Bears	Seniors Division 1	2021	Age 18				☑
	Bulldogs	Seniors Division 1	2021	Age 18				☑
	Bulls	Seniors Division 1	2021	Age 18				☑
	Cats	Seniors Division 1	2021	Age 18				☑
	Demons	Seniors Division 1	2021	Age 18				☑
	Eagles	Seniors Division 1	2021	Age 18				☑

3. The team 'dashboard' will open. Click the drop down arrow against **MEMBERS** > select **MODIFY TEAM LIST** .

Bears
Team

Dashboard

Members ▲

    List Members

    Modify Team List

    Team Staff

Competitions ▾

Communications

Transactions

Reports

4. Move members from the **AVAILABLE PLAYERS LIST to the SELECTED PLAYERS LIST** by clicking the **ADD button** within the available players list. Repeat this process for all the members you want to add to the team.

- Available players- the players that are currently registered to the club for the current season and are available to assign to the team
- Selected players - players that have been assigned to the team.

Here you can filter the search paramters for members to be specific to gender, DOB and season if you have a long list of members within your club. Without any filters this will bring in all members listed within the club. You can also search via name for specifc members using the search bar.

Modify Bears Member List

You are modifying the members in the team Bears for the competition Seniors Division 1 (2021)

Season 2021
Gender None Specified
DOB From _____ (dd/mm/yyyy) To _____ (dd/mm/yyyy)
☐ Show only unassigned members

Available Players

Filter be ⊗

Bell, Margaret (02/12/1990) ⊕
Berger, Valentine (06/04/2000) ⊕
Daniels, Beau (01/09/2005) ⊕
O'Connor, Bethany (18/06/2001) ⊕
Williams, September (12/05/1996) ⊕
Zamora, Benjamin (25/04/1977) ⊕

Selected Players

Name	No.	
Bell, Margaret		⊖
Berger, Valentine		⊖
Daniels, Beau		⊖

SAV

To remove them out of the selected players list, click the **MINUS button**.

5. Click on **Save** when finished.

Why am I unable to see any members or only some members within the available players list?

There are a few configurations that can play a factor if you are unable to see any members within the available players list to assign. Some are outlined below:

- Make sure members are registered and have an active PLAYER record at both association and club level in the current season.
- Make sure teams are assigned to the same club as members, and vice versa. If members and teams are assigned to different clubs or not assigned to a club at all, it won't bring in any members.
- The competition the team is part of may have age range filters set so it will leave out some members- check with your association if you think this might be the case or if a member will be playing but falls outside the age range for the age group.