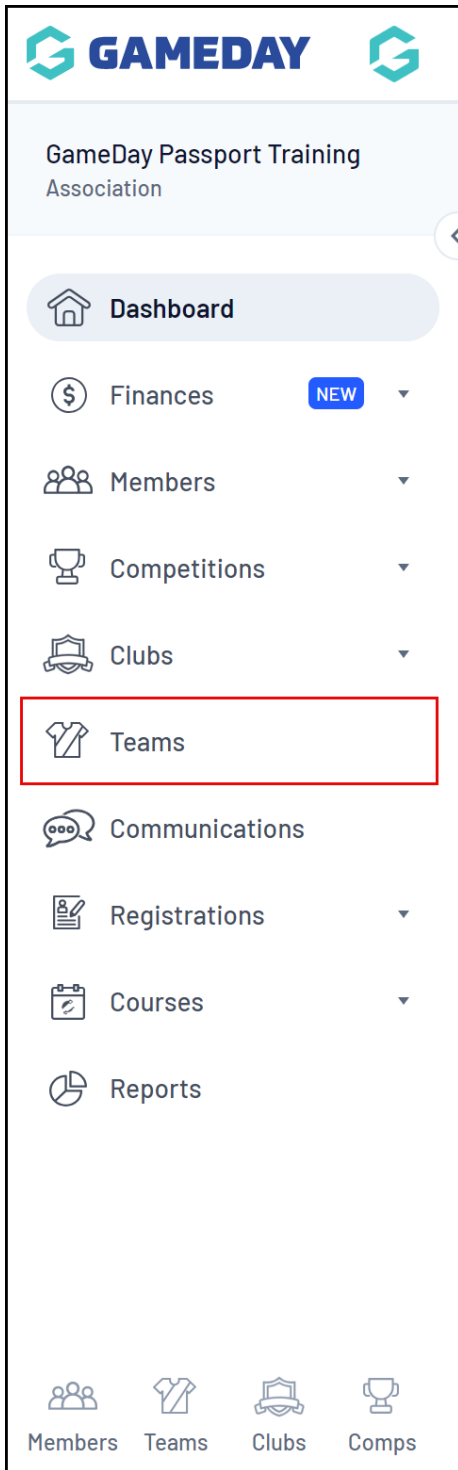# GAMEDAY

How do I add a new Team?

Last Modified on 23/05/2024 10:59 am AEST

Association and Club administrators have the ability to manually add Teams to their database.

Note: Each team must belong to a club in order to be recognised when creating competitions and generating fixtures. If you are an Association administrator, please ensure that clubs have been set up in your database before adding teams

To manually add a Team to your organisation:

1. In the left-hand menu, click **TEAMS**

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

	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Bears Seniors	2023 Mixed Competition	2024 Season	Age 21	John Hammond	hello@bears.com	040010...	✓
	Bulldogs	2023 Mixed Competition	2024 Season	Age 21	Tom Jackson	hello@bulldogs.com	040010...	✓
	Bulls	2023 Mixed Competition	2024 Season	Age 21	Wendy Jones	hello@bulls.com	040010...	✓
	Cats	2023 Mixed Competition	2024 Season	Age 21	Brian Upson	hello@cats.com	040010...	✓

Note: If you are unable to see this option, your sport may have disabled this permission for your hierarchy level. As such, please contact your governing body for more information

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

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	2024 Season - Under 18s Girls ▾
Club Name*	GameDay Passport Training ▾
Team Name*	Lions
Contact Name	John Jones
Address Line 1	123 Sport Street
Suburb	Melbourne
State	Victoria
Postal Code	3000
Contact Email	john@email.com
Contact Mobile	0400100200

Other Details

Venue 1	Oval 1 ▾
Venue 2	Oval 2 ▾
Venue 3	Oval 3 ▾
Venue 1 Start Time	09 ▾ : 00 ▾ 24 hour time
Venue 2 Start Time	12 ▾ : 00 ▾ 24 hour time
Venue 3 Start Time	15 ▾ : 00 ▾ 24 hour time

Note: Some details listed here may vary based on what your organisation has set within the field configuration for teams

4. Click **UPDATE TEAM**

Other Details

Venue 1	Oval 1 ▼	
Venue 2	Oval 2 ▼	
Venue 3	Oval 3 ▼	
Venue 1 Start Time	09 ▼ : 00 ▼	24 hour time
Venue 2 Start Time	12 ▼ : 00 ▼	24 hour time
Venue 3 Start Time	15 ▼ : 00 ▼	24 hour time

Update Team