



# GAMEDAY

## How do I create a new Team?

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### Overview

Association and Club-level administrators have the ability to manually create Teams in their Passport database, which can then be used in competitions, registrations and more.

**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

### Step-by-Step

#### Step 1 (optional): Configure your team fields

Before you create a team, it's a good idea to configure the fields you want to capture against the team record, if you haven't already done so. This can be done using the [Field Configuration](#) functionality, following the steps below:

In the top-right corner of your database, click the **Settings Cog > Settings (if at Association-level) > Field Configuration > Team Fields** > Apply the relevant display settings for the fields you want to capture > **SAVE OPTIONS**

#### Step 2: Head to the Team list

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

#### Step 3: Add the team

Click on **Add** in the top right corner. Enter the details for the team, then click **UPDATE TEAM**

**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

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## Watch

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