How do I create a new Team?

24/10/2025 9:49 am AEDT

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

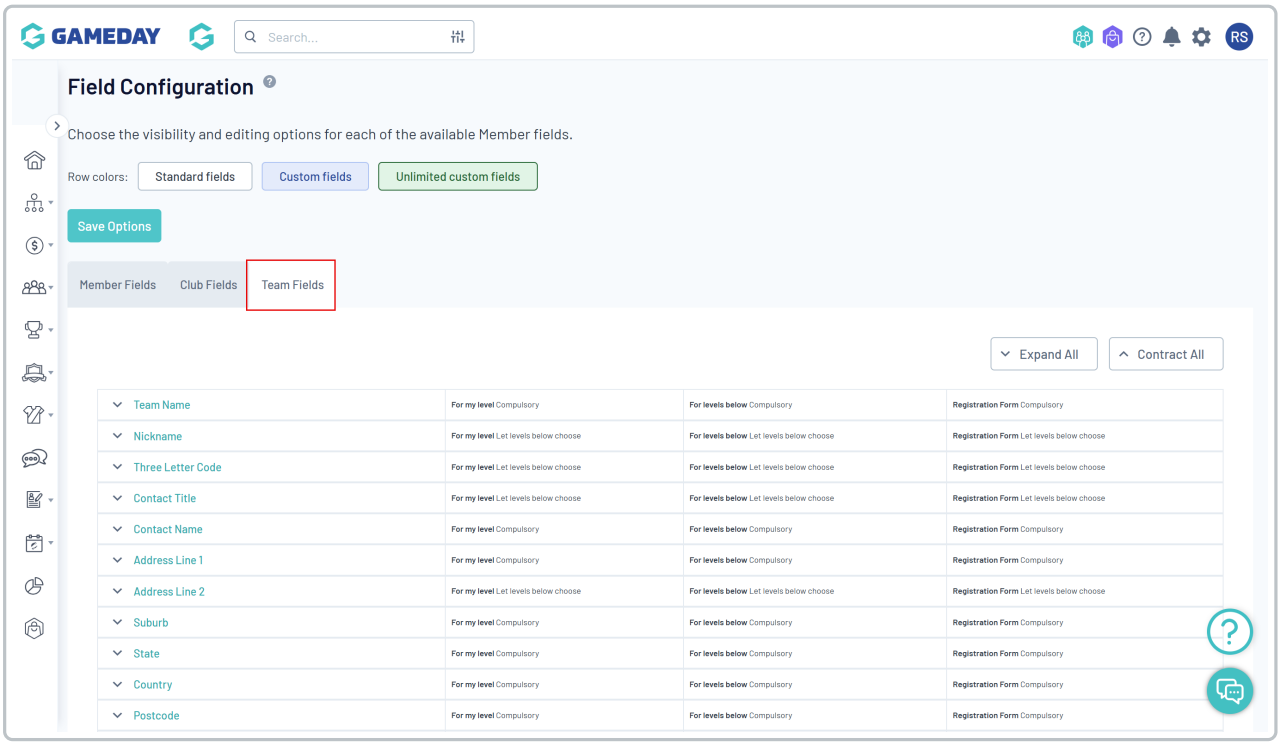
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Step-by-Step

Step 1 (optional): Configure your team fields

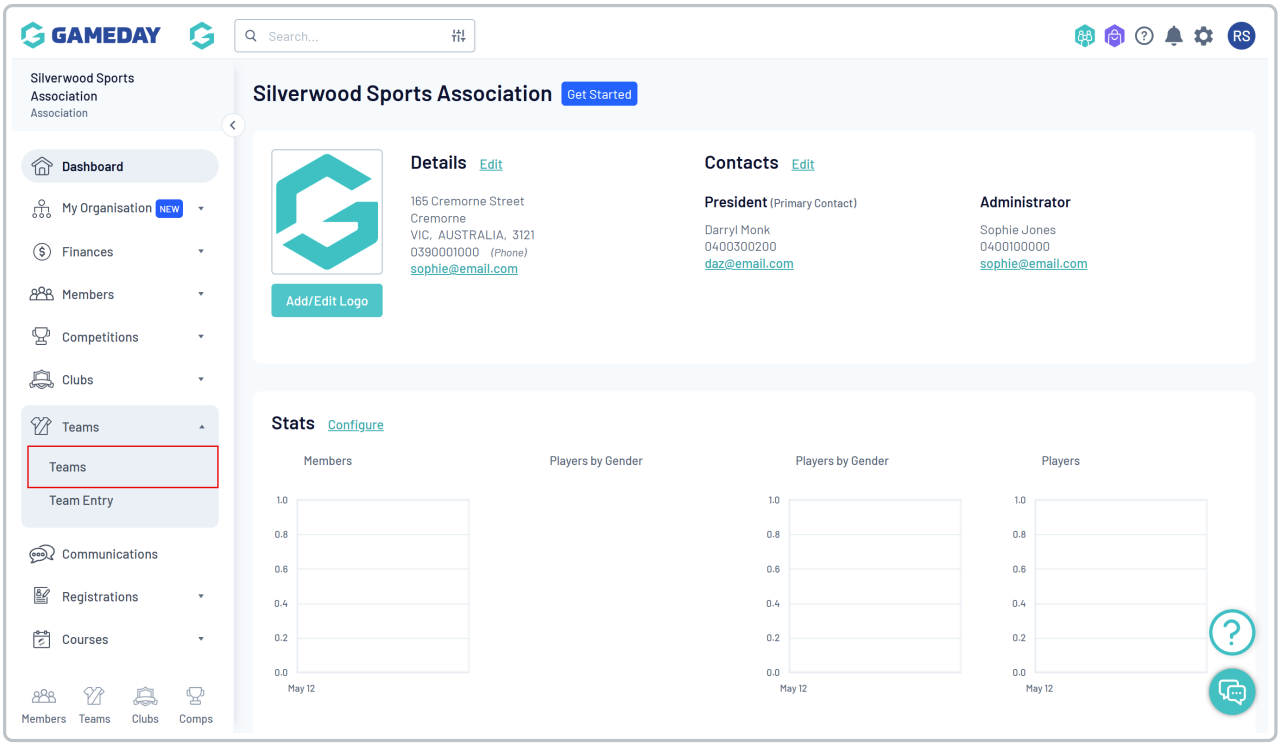
Before you create a team, it's a good idea to configure the fields you want to capture against the team record, if you haven't already done so. This can be done using the Field Configuration functionality.

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 he fields you want to capture > **SAVE OPTIONS**



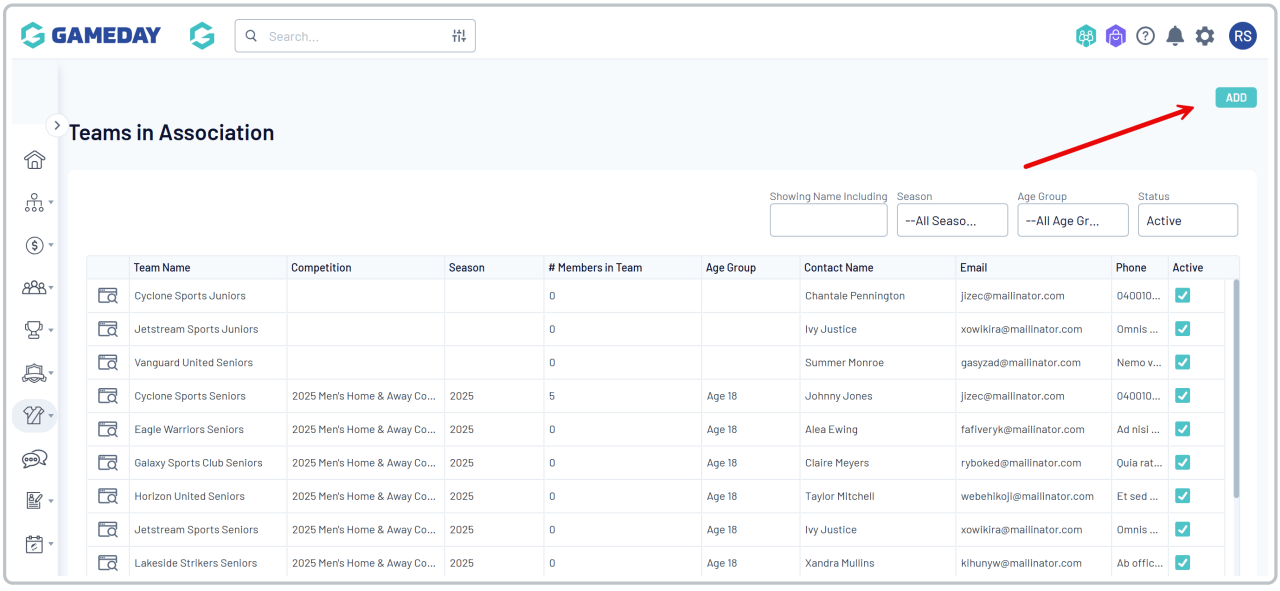
Step 2: Head to the Team list

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

Watch

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