How do I assign members to Teams?

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Overview

Administrators at club-level and above can manually assign members into Teams directly through their Passport database.

If you are an Association-level administrator, please note that whilst manual assignment of members into teams is a flexible way to manage team lists, members can be automatically placed into teams by setting up a link between Team to Association Form and a Member to Team Form. You can read more about this process here.

To assign members to a team, they must first be registered and active at both the association and club level for the current season and assigned to the same club as the team.

Step-by-Step

Step 1: Drill down to the Team database

From Association or Club level, click **Teams** in the left-hand menu

Locate the team you want to assign members to, then click the **VIEW (magnifying glass)** icon next to the team

Step 2: Open the Modify Team List section

Now that you're logged into the team, expand the **Members** menu and select **MODIFY TEAM LIST**

Step 3: Select players for the team

Use the **ADD** button next to a player in the **Available Players** list to move them to the **Selected Players** list. Available players are those currently registered with the club for the current season

> **Note**: Ensure that the season filter is set to your association's current season to ensure the correct member list appears

When finished, click **SAVE TEAM SELECTION**

Step 4: Auto-select your team's registered players

With your team list saved in the database, you'll now be able to auto-select these members in your Pre-Game

Match Results page for specific matches using the **PLAYERS REGISTERED TO THIS TEAM** auto-select option

Watch

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