

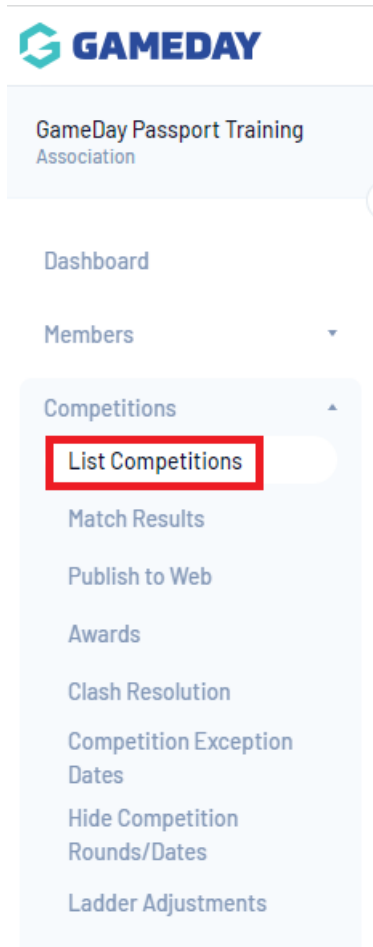


## How do I add a Team to another Association?

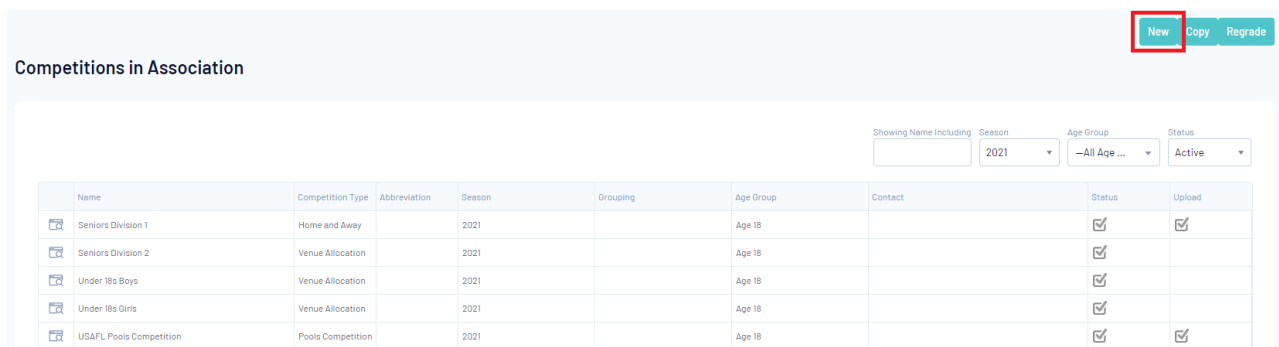
Last Modified on 28/11/2023 11:38 am AEDT

Configuring the Competition:

1. To add a new competition hover over Competitions and click 'List Competitions'.



2. Click 'New' on the right hand side.



3. Choose which competition you wish to create. Home and Away, Venue Allocation or Pools

Competition.

4. Fill out all necessary information.

### Add New Competition

To modify this information change the information in the boxes below and when you have finished press the **Update Competition** button.

**Note:** All boxes marked with a \* are compulsory and must be filled in.

#### Details

Competition Name *	<input type="text"/>
Abbrevlation	<input type="text"/>
Alternate Name	<input type="text"/>
Contact	<input type="text"/>
Season *	<input type="text" value="Choose Season"/>
Type/Gender/Age/Order	
Competition Type *	<input type="text" value="Choose Type"/>
Gender *	<input type="text" value="Choose Gender"/>
Division *	<input type="text" value="Choose Division"/>
Default Age Group *	<input type="text" value="Choose Age Group"/>

5. Ensure Allow create teams across Associations box is ticked and click 'Update Competition'.

Allow create teams across Associations



Once you have created the competition you will need to add a team. Please follow these simple steps to do this.

Adding a Team-

1. To add a team, click on Teams.

Dashboard

Members

Competitions

Clubs

Teams

Communications

Registrations

Reports

Programs

Events

2. Click 'Add' on the right hand side of the screen.

Teams in Association

Showing Name Including:  Season: 2021 Age Group: -All Age ... Status: Active

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Bears	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
Bulldogs	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
Bulls	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
Cats	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
Demons	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
Eagles	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
Giants	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>

3. From the drop down box, select the Competition you have just created. Start typing in a Club Name and select the relevant Club the Team is part of (the existing Club Name and Association Name will display in the options).

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

2021 - Seniors Division 1 (Allow teams across associations) ▾

Club Name \*

Club Name \*

bears

Team Name \*

Bears - GameDay Passport Training (Soccer & Futsal)  
Blue Bears - MEBA TEST team payment  
Cairns Bears Baseball Club - GameDay Passport Training (Baseball)  
Golden Bears - MEBA TEST team payment  
Northern Suburbs Bears - SF - Spectres Junior Tournament

Address Line 1

Suburb

State

Postal Code

Contact Email

Update Team

4. Add the Team Name and complete the rest of the details (if necessary)

5. Click 'Update Team'.

Team(s) in Competition successfully modified.

Team added successfully

Once this process has been completed you will now find the new team listed in the existing Association and Club.