































How do I assign members to a Team?

Last Modified on 29/11/2023 1:16 pm AEDT

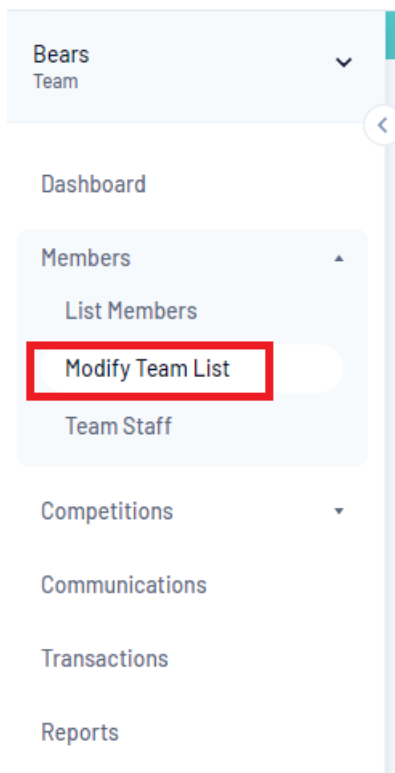
Adding members into teams has now been changed to allow easier filtering to help you find the members that you are looking for.

1. From the dashboard menu click on the teams menu item.
2. You will see a list of the teams. To select a team click the magnifying glass to the left of the team name.

Teams in Association

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
 Bears	Seniors Division 1	2021	Age 18				
 Bulldogs	Seniors Division 1	2021	Age 18				
 Bulls	Seniors Division 1	2021	Age 18				
 Cats	Seniors Division 1	2021	Age 18				
 Demons	Seniors Division 1	2021	Age 18				
 Eagles	Seniors Division 1	2021	Age 18				
 Giants	Seniors Division 1	2021	Age 18				
 Hawks	Seniors Division 1	2021	Age 18				
 Hornets	Seniors Division 1	2021	Age 18				
 Jaguars	Seniors Division 1	2021	Age 18				
 Lions	Seniors Division 1	2021	Age 18				
 Panthers	Seniors Division 1	2021	Age 18				
 Ravens	Seniors Division 1	2021	Age 18				
 Sharks	Seniors Division 1	2021	Age 18				

3. From the team menu click on the members tab and click modify team list.



4. You will then be brought to a screen which displays all the available filters.

You are modifying the members in the team Bears for the competition Seniors Division 1 (2021)

Season ▼

Gender ▼

DOB From (dd/mm/yyyy) **To** (dd/mm/yyyy)

Show only unassigned members

5. To filter by season click the word Season to open the drop down menu. By selecting a season only members within that season will be displayed.

6. To filter by gender click the word None Specified to open the drop down menu. By selecting a gender only members of that gender will be displayed.

7. To filter by date of birth (DOB) click the box next to the words DOB From to open the date picker. By selecting a DOB only members within that date range will be displayed.

8. You can also select to show only members who are unassigned to other teams. To do this tick the box next to show only unassigned members.

9. You are also able to filter members by name. To do this simply type in the member name that you are searching for in the search box next to the word Filter.

Available Players

Filter ✕

10. Once you have found the members that you are searching for and want to add them to a team click the Plus symbol to the right of the member name.

Available Players

Filter

Berger, Valentine (06/04/2000)	+
Black, Eagan (11/01/1982)	+
Bond, Aiko (26/01/1996)	+
Cohen, Nell (01/10/2012)	+
Daniels, Beau (01/09/2005)	+
Duke, Yen (26/03/1974)	+
Durham, Samuel (20/06/1974)	+
Ferguson, Barrett (06/01/1989)	+
Ferguson, Inez (16/11/1985)	+

11. Once you have selected the members for the team you may find that you want to remove one of them from the team. To do this click the minus symbol to the right of the member name.

Selected Players

Name	No.
Schultz, Inez	-
Shields, Shane	-
Stewart, Rory	-
Stokes, Dominic	-
Waters, Dorothy	-
Watkins, Barry	-
Whitley, MacKensie	-
Williams, September	-