



How do I assign default player numbers to members?

Last Modified on 13/11/2024 11:44 am AEDT

Overview

Administrators have the ability to set default player numbers to members within Passport. Assigning a default player number then ensures those numbers are auto-populated in the [Match Results](#) portal when adding them to a match, as well as team sheets and on the [Courtside](#) tablet app. Player numbers can be added through two different standard fields within a database:

- **Club #:** Allows you to assign a club-wide default player number. This number will be used for every match that a player is selected in for any Team within their Club
- **Team #:** Allows you to assign a team-specific default player number. This number will be used for every match that a player is selected in for the Team to which it is added

Note: If a player is assigned both a Club # and a Team #, the Team # will override the Club # for the specific team to which it is applied.

Default player numbers can be applied in two different ways;

1. On the member list, or
2. On a member record

Note: If the player number fields do not display on your member list, this must be configured at the Association-level database

Step-by-Step

Step 1: Make the player number field(s) visible on the Member List (Association level)

At the Association-level database, follow the steps below to make the Club # and/or Team # fields available on the Member List

Click the **Settings Cog** > **Settings** > **Member List Display** > Drag the **PLAYERNUMBERCLUB: Club #** and **PLAYERNUMBER TEAM: Team #** fields over to the **Selected Fields** section > Click **UPDATE**

Step 2: Go to the Club or Team Member List

In the database for the relevant club or team, open the member list by clicking **Members > LIST MEMBERS**

Step 3: Add the player number next to the member name

Click on the cell for the relevant player under the Club #/Team # field and enter the player number - click anywhere else on the list to save the number

Watch

Your browser does not support HTML5 video.
