How do I assign default player numbers to members?

24/10/2025 10:26 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 Club # will override the Team # for the specific member to which it is applied. If a member is part of several different teams and they have a different number for each team, only input a team #.

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.