How do I move teams into a new season's competition?

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Overview

As an Association administrator running competitions, you can manually move teams from one competition into another, and/or allocate teams that have not yet been allocated into a competition.

Step-by-Step

Step 1: Open the relevant competition

From your Association database, navigate to **Competitions** > **List Competitions** > **VIEW** the competition into which you want to move teams

Step 2: Open the competition's Manage Teams list

Within the competition menu, click **Teams** > **MANAGE TEAMS IN COMPETITION**

Step 3: Move the teams in from another competition

Select the competition from which you want to move teams, then click **Select Teams to Load** > Use the checkboxes on the next page to select the team(s) you wish to move, then click **LOAD TEAMS**

Watch

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