



GAMEDAY

How do I add teams to a competition?

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Once a competition has been set up, teams can be added to the competition. Then once teams are added, a fixture can be generated.

Add a new team to a competition

1. From the association or club level of Membership, click on Teams in the left-hand menu.
 2. The list of teams in the association will appear. Click the Add button
 3. Enter the details in the fields provided, ensuring that you:
 - Select the club that the team belongs to (association only). If you have logged into Passport at club level, the team will be added to your club.
 - Enter the team name
 - Select the competition from the drop-down list that the team will participate in
 4. Click on Update Team.
 5. A message will appear confirming the successful creation of the new team.
 6. Repeat this process for each new team that will participate in the competition.
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