

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.



Note: If you are rolling over a competition between seasons, we strongly recommend copying existing teams using the process outlined [here](#)

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 competition from the drop-down list that the team will participate in.
 - Select the club that the team belongs to. If you have logged into Passport at club level, the club should be auto selected.
 - Enter the team name.
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.

Add a new team to a competition (teams across association):

This process is only to be used when running competitions that are using team across associations. Make sure any team being used have a club assigned in their source association.



Source association: the association that the team belongs to.

Host association: the association that the team is coming across to play in.

1. From the host association within 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 competition (host association) that the team will be playing in.
 - Start typing the name of the club (source association) that the team belongs to and select it.
 - If the club/s is not listed here this means that the competition configurations are not set to allow across teams so this will need to be updated first.
 - Enter the team name (as listed within source association).

4. Click on Update/Add 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 host competition/s.
