

Add Teams to a Competition

Last Modified on 16/02/2017 12:02 pm AEDT

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

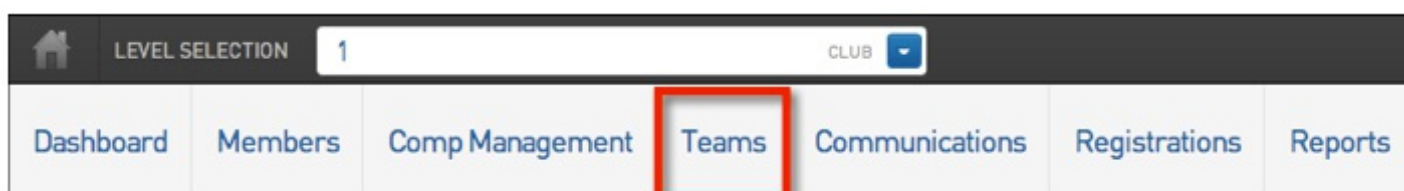
Once a competition has been set up, teams can be added to the competition. Then once teams are added, a fixture can be generated.

There are two methods for adding teams into a competition:

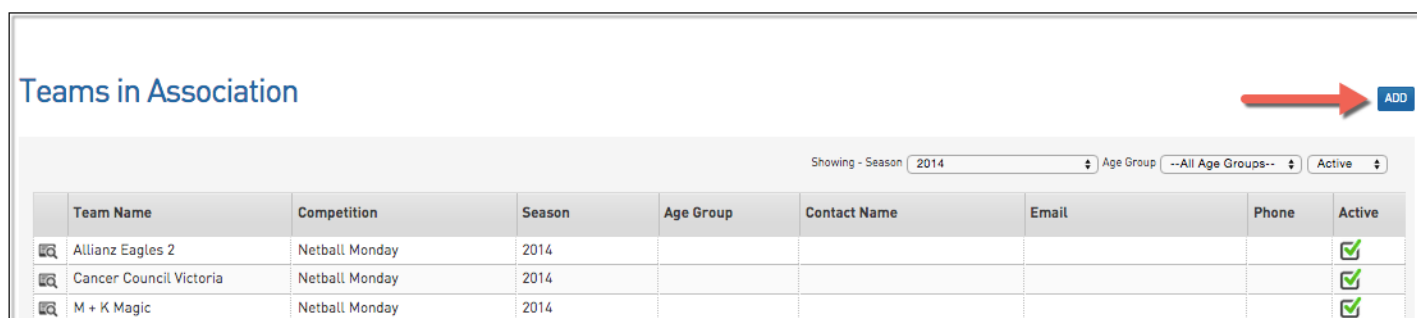
- Create new teams and add them directly into the competition
- Move existing teams from a previous competition into the new season's competition

These instructions will cover the first method - creating new teams and adding them to the competition.

1. From the association or club level of Membership, click on Teams in the top menu.



2. The list of teams in the association will appear. Click on Add in the top right corner.



The screenshot shows the 'Teams in Association' page. At the top right, there is a blue 'ADD' button with a red arrow pointing to it. Below the button is a table with columns: Team Name, Competition, Season, Age Group, Contact Name, Email, Phone, and Active. The table contains three rows of data, all for the year 2014 and 'Netball Monday' competition. Each row has a green checkmark in the 'Active' column.

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Allianz Eagles 2	Netball Monday	2014					✓
Cancer Council Victoria	Netball Monday	2014					✓
M + K Magic	Netball Monday	2014					✓


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 Membership 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

Add New Team

To modify this information change the information in the boxes below and when you have finished press the **'Update Team'** button.
Note: All boxes marked with a  are compulsory and must be filled in.

Details

Competition:	<input type="text" value="--Please select a Competition--"/>
Club Name:	<input type="text" value="--Please select a Club--"/> 
Team Name:	<input type="text"/> 
Nickname:	<input type="text"/>
Three Letter Code:	<input type="text"/>
Contact Title:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Phone:	<input type="text"/>
Contact Phone 2:	<input type="text"/>
Website:	<input type="text"/>

4. Click on Update Team. A message will appear confirming the successful creation of the new team.

Additional Contacts	
Contact 2 Title:	<input type="text"/>
Contact 2 Name:	<input type="text"/>
Contact 2 Email:	<input type="text"/>
Contact 2 Phone:	<input type="text"/>
Contact 3 Title:	<input type="text"/>
Contact 3 Name:	<input type="text"/>
Contact 3 Email:	<input type="text"/>
Contact 3 Phone:	<input type="text"/>
Uniform Colours	
Uniform Top Colour:	<input type="text"/>
Uniform Bottom Colour:	<input type="text"/>
Uniform Number Colour:	<input type="text"/>
Alternate Uniform Top Colour:	<input type="text"/>
Alternate Uniform Bottom Colour:	<input type="text"/>
Alternate Uniform Number Colour:	<input type="text"/>
<input type="button" value="Update Team"/>	

6. Repeat this process for each new team that will participate in the competition.


To view the new team and the record of it's addition to the competition:

1. Hover over Competitions and click List competitions.

LEVEL SELECTION **Knox Basketball Association Inc.** LEAGUE


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Knox Basketball



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List Competitions 

- Match Results
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- Awards
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Administrator (PRIMARY CONTACT) **Administrator**

Administrator

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2. Choose a specific competition.

Competitions in League NEW COPY REGRADE

Showing - Season **2014 Winter** Age Group **--All Age Groups--** Active **↓**

Name	Competitio...	Abbreviat...	Season	Grouping	Age Group	Contact	Status	Upload
<input checked="" type="checkbox"/> 08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M		<input checked="" type="checkbox"/>	

3. Click on Teams in the top menu and locate the new team on the Teams List.

Note: For Pools Competitions, newly created Teams can be viewed/added to a Pool by selecting the Teams menu option, alongside the respective Pool (e.g. A,B,C,1,2,3) from within the Pools Competition Phase & Structure screen.



2. Click on the view button next to the team.

Teams in Competition MANAGE TEAMS IN COMPETITION

Showing - Season --All Seasons-- Active

Team Name	Contact Name	Email	Phone	Number	Active
Abush Parmi	Work Email	m.maden@foxsportspulse.com			<input checked="" type="checkbox"/>
Brighton Buccaneers Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Cranbourne Eels Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Eltham Saints Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Gisbourne Sonics Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Greenville Giants Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Greytown Demon's Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Hoosier Day		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Hurstbridge Heat Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Jolimount Jaguars Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Melbourne Lightning Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Milton Mutants Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Oakland Rebels Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Ridgeview Raiders Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Rowville Redbacks Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Shepp Wednesday		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
The Commish		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Wantirna Warriors Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>
Yarrambat Tigers Men's A Grade		noreply@foxsportspulse.com			<input checked="" type="checkbox"/>

3. The Team's dashboard will open. At the bottom is the team's 'Competition History' where the competition the team has been assigned to will appear.

Brighton Buccaneers Men's A Grade



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Brighton Buccaneers

[Team Contacts](#)

If you experience any issues with Fox Sports Pulse Manager or you wish to provide any feedback please contact us by [Submitting a Request](#) via the [FSP Support Centre](#).

Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Winter 2016 Men's A Grade	24/06/2016				Yes	Yes	2016
Autumn 2016 Men's A Grade	16/03/2016				Yes	Yes	2016
Summer 2016 Men's A Grade	07/12/2015				Yes	Yes	2016
Spring 2015 Men's A Grade	29/08/2015				Yes	Yes	2015
Test fixture	01/08/2015	1	Boys	Boys	Yes	Yes	2016
Winter 2015 Men's A Grade	20/05/2015				Yes	Yes	2015
Winter 2014 Men's A Grade	31/05/2014				Yes	Yes	Winter 2012
Pools Test	14/03/2014				Yes	Yes	Winter 2012
Winter 2014 Men's B Grade	11/02/2014				Yes	Yes	2014
Winter 2012 Men's A Grade	31/08/2012				Yes	Yes	Winter 2012
Winter 2012 Men's A Grade	31/08/2012				Yes	Yes	Summer 2013
Winter 2012 Men's B Grade	31/08/2012				Yes	Yes	Winter 2012

If you have logged in at the association level of Membership, you can view the teams assigned to the competition by:

Hovering over Competitions in the top menu and click List Competitions. Click on the view button next to the competition.

The competition's 'dashboard' will open. Click on Teams in the top menu.

The list of teams assigned to the competition will appear.

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