

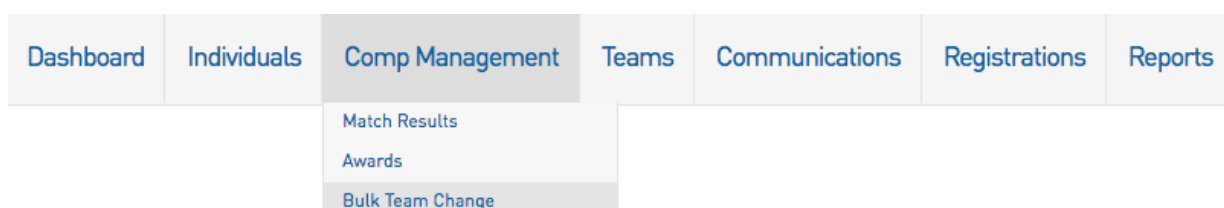
Bulk Team Changes

Last Modified on 28/02/2017 5:52 pm AEDT

Bulk Team Changes allow administrators to make changes to a Teams Venue/Time preferences, from the one screen, in bulk.

To perform Bulk Team Changes, please see the following steps:

1. Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.
2. Under the Comp Management Tab, select Bulk Team Change



3. Enter the Season you wish to update Team information

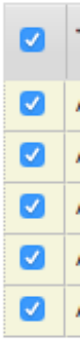
Bulk Change Team

Choose which Teams to change by selecting the seasons from the following options:

Seasons:

[Search for Teams](#)

4. Select which teams, you wish to apply the changes to



5. Apply the changes to the selected teams

Details

Venue 1:	<input type="text" value="Select an Option"/>
Venue 2:	<input type="text" value="Select an Option"/>
Venue 3:	<input type="text" value="Select an Option"/>
Venue Start Time 1:	<input type="text" value="00"/> : <input type="text" value="00"/> <small>24 hour time</small>
Venue Start Time 2:	<input type="text" value="00"/> : <input type="text" value="00"/> <small>24 hour time</small>
Venue Start Time 3:	<input type="text" value="00"/> : <input type="text" value="00"/> <small>24 hour time</small>

Note: Only apply changes to options you wish to change, leaving blank any information you wish to remain.

Once you have finished applying your changes, select the Bulk Update button to save your changes.

Related Articles

[template("related")]
