How do I set up my Team List for the Courtside App?

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Selecting Your Team List in Courtside

To ensure that members appear on the Team List in Courtside for a given match, they must first be registered or manually added to that team within the Association's Passport database.

> **Note:** If players have registered to the team through a member-to-team form, they will already be displayed on the team list.

Step-by-Step Guide

Step 1: Access Teams in Passport Database

- In your Association's Passport database, click the **TEAMS** option in the left-hand menu.

Step 2: Set Season and Filters

- Ensure that the season setting corresponds to the current season of your competitions.
- Set the filter to 'Active' and include all age groups to display the correct teams.

Step 3: Select a Team

- View the team using the **magnifying glass** icon.

Step 4: Modify Team Members

- Open the **Members** menu and select **Modify Team List**.

Step 5: Add Players to the Team

- Available players will appear on the left-hand side.
- Click on the **plus sign (+)** to move them to the Selected Players list.

> **Note:** If members do not appear in the left-hand box;
>
> - Check the filters to ensure they are set to the correct season and have no gender or date

of birth (DOB) range set.

- Ensure that there are members registered in the current season with the club to which this team is attached.

Step 6: Save Your Selections

- Add all the necessary players for this team
- Click **Save Team Selection** once you have selected all the members.

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Step 7: Sync Members with Courtside

- These members will now appear in the member list for this team in the Courtside App.

Note: To pre-assign team numbers for players, see the following article: How do I assign Player Numbers?

Step 8: Repeat for Other Teams

- Repeat steps 3-7 for all other teams that will be using Courtside.