How do I allocate Team Staff to a Match (Desktop)?

06/10/2025 9:57 am AEDT

Within the pre-game section, admins have the ability to assign team officials to each team, like a coach, team manager etc. These officials will also appear on the team sheet when you go to print (if your association/league has these officials listed on the team sheet template). You can manually select officials each week or auto select officials.

> **If you are an association/league admin and you are missing a specifc type of staff (e.g team doctor) then please contact us directly and we can get this added for you.**
> **If you are a club/team admin and are missing a specific type of staff (e.g team doctor) then please contact your association/league who can confirm if this is able to be added (do not contact Gameday support directly as we need league/association approval first).**

1. Log into your passport account.

2. Click on RESULTS ENTRY & LIVE SCORING.

3. Click into the relevant club/team tab.

4. Apply the relevant dates for the match needed.

5. Click **PRE GAME** against the relevant match.

South Adelaide	Central District		CUP	11/07/2020 11:00	Flinders University Stadium	☐	Pre Game	At Game	Post Game
North Adelaide	Glenelg		CUP	11/07/2020 11:00	Prospect Oval	☐	Pre Game	At Game	Post Game
Norwood	Eagles		CUP	11/07/2020 11:30	Coopers Stadium	☐	Pre Game	At Game	Post Game
Central District	South Adelaide		E	11/07/2020 11:45	X Convenience Oval	☐	Pre Game	At Game	Post Game

6. Scroll down the page to find the **TEAM OFFICIALS** section.

Team Officials

Auto Select Officials ⌄   Save Officials

Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments.

> **NOTE: the rules relating to team staff vary between each sport so check with your league/association if you cannot see a member listed within this section as their record may not have the correct member type to appear here.**

This is where you can assign the relevant member to the relevant team staff role.

*If a member needs to be a coach, make sure they have registered with the "**coach**" member type for the current season. All other staff need to have registered with the "**volunteer**" member type.*

You can do this via a few ways:

1. **Manually select member from the drop down list**

2. **Auto select officals** - here you have the option to select all default team staff or select all the same staff that were assigned to last weeks game (as long as one round has been played).

3. **Temporary assignment** - if you cannot find a member in the list or the member has not registered yet, you can write in the name of the staff member within the TEMPORARY ASSISGNMENT box.

7. Assign the relevant member to each staff role via one of the above ways, then click **SAVE OFFICIALS**.

Team Officials

| Auto Select Officials | ⌄ | Save Officials |

Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments.

Group	Appointment	Member	Temporary Assignment
Coaches	Coach	Akhurst, Ethan ⌄	
Coaches	Assistant Coach	Select Team Official ⌄	Jake Black
Coaches	Team Manager	Algie, Thomas ⌄	

8. You will get a confirmation that this has been saved, click OK.