

## How do I find a Team Code from Association level?

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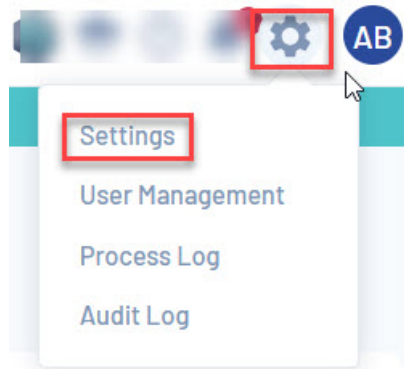
If you are an admin for an association, there is one of two way you can find team codes, as well as generate team passwords (if needed).

**Team codes are automatically generated and are random, you do not have the ability to have specific codes or edit any codes.**

### VIA PASSWORD MANAGEMENT

This is the only place where you can generate or update team passwords.

1. Click on the **SETTINGS** tab on the top right hand menu > click **SETTINGS**.



2. Click on **PASSWORD MANAGEMENT (UNDER MANAGER USERS & SECURITY)**.

### Configuration

These configuration options allow you to modify the data and behaviour of the system.

#### Manage Users and Security

[Password Management](#)

#### Configure Database Fields

#### Setup Registrations

#### Manage Competitions

3. Click on **TEAMS or TEAMS IN COMPETITION**.

Teams in competition will bring display the teams that have been assigned to competitions, while teams will bring in all teams regardless of whether or not they are in a competition.

### Password Management

Choose the levels for which you wish to modify the passwords from the options below.

- [Club](#)
- [Team](#)
- [Teams in Competitions](#)
- [Member](#)

[My Own Password](#)

4. Teams will be listed here where you can view their team codes as well as generate and set passwords.

Teams that have codes listed, will appear with a random 8 digit number and that is the code you can pass onto clubs and teams that request them.

**Team Passwords:**

Name	Username/Code	Password	New Password	Read Only
Arizona Hawks (USAFL Pools Competition)	22636237	*****	<input type="text"/>	<input type="checkbox"/>
Arizona Outlaws (USAFL Pools Competition)	22636238	*****	<input type="text"/>	<input type="checkbox"/>
asdasdad	22654741	*****	<input type="text"/>	<input type="checkbox"/>
Atlanta Kookaburras (USAFL Pools Competition)	22636239	*****	<input type="text"/>	<input type="checkbox"/>
Austin Crows (USAFL Pools Competition)	22636240	*****	<input type="text"/>	<input type="checkbox"/>
Baltimore Dockers (USAFL Pools Competition)	22636241	*****	<input type="text"/>	<input type="checkbox"/>

Teams may also have a password listed, that is hidden, this password is random and can be provided to the team when they request the password when registering their team via a team to association form. Here you can also give create a specific password if needed. Just input the new password into the NEW PASSWORD column and then click UPDATE PASSWORDS to save the password (this won't change any other existing passwords created for other teams).

You may notice teams are listed without a code and no password (the team code shows with just a 2). This means that their team code hasn't been generated yet. To generate a team code and password, click **AUTOMATICALLY GENERATE PASSWORDS**.

Update Passwords

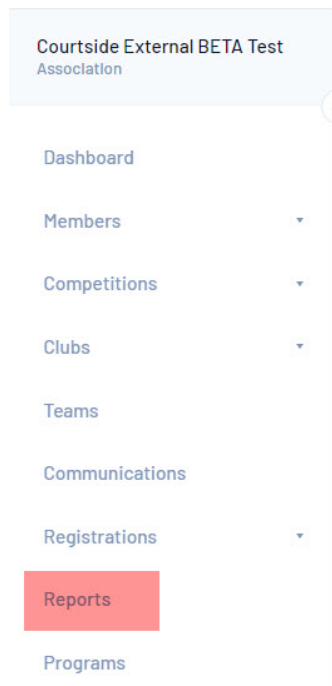
Automatically Generate Passwords

### Team Passwords:

Name	Username/Code	Password	New Password	Read Only
Atlanta Hawks (Pools Competition Test [BA] LB)	22069559	*****	<input type="text"/>	<input type="checkbox"/>
Atlanta Hawks (No Overtime Test Comp Rollover 3)	2	No Password Set	<input type="text"/>	<input type="checkbox"/>
Atlanta Hawks (No Overtime Test Comp)	22283142	*****	<input type="text"/>	<input type="checkbox"/>

## VIA REPORTS

1. Click on the **REPORTS** tab on the main menu.



2. Click on the **TEAMS** tab > click **CONFIGURE** against the **ADVANCED TEAM** report.

- Dashboard
- Admin Reports
- COVID-19
- Clubs
- Competition
- Contacts
- Courtside
- Finance
- Members
- Non-Members
- Teams
- Tribunal

**Teams**

**Advanced Team** Configure

Set your own parameters etc for reporting on Teams.

**Team Players/Contacts Report** Run

Show team player details and team contact details.

**Number of Players assigned to Team in a Competition** Run

Report on number of players assigned to competition teams in the season

3. Bring in the follow fields into the report to see the list of team codes. Click the **ADD** sign against the field to bring it into the report.

- Team name
- Active - set this to EQUALS and YES if you only want a list of active teams within your association.
- Team code

4. Click **RUN REPORT**.

A new tab will display with a report of these team codes.

**Advanced Team**

Active	Team Name	Mobile	Team Code
Yes	Atlanta Hawks		22069559
Yes	Atlanta Hawks		22283142
Yes	Atlanta Hawks		
Yes	Boston Celtics		22069543
Yes	Boston Celtics		22282940
Yes	Boston Celtics		22283158
Yes	Brooklyn Nets		22069554
Yes	Brooklyn Nets		22283138
Yes	Charlotte Hornets		22069560
Yes	Charlotte Hornets		22283143
Yes	Chicago Bulls		22069540
Yes	Chicago Bulls		22282938
Yes	Chicago Bulls		22283156
Yes	Cleveland Cavaliers		22069510
Yes	Cleveland Cavaliers		22069517
Yes	Cleveland Cavaliers		22069539
Yes	Cleveland Cavaliers		22282937
Yes	Cleveland Cavaliers		22283155
Yes	CS Ext BETA		
Yes	Dallas Mavericks		22069558

**Note: you may notice that some teams are blank, that means they don't have a team code and one will need to be generated - these can only be viewed/generated via Password Management as per above.**

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