How do I modify my default team list?
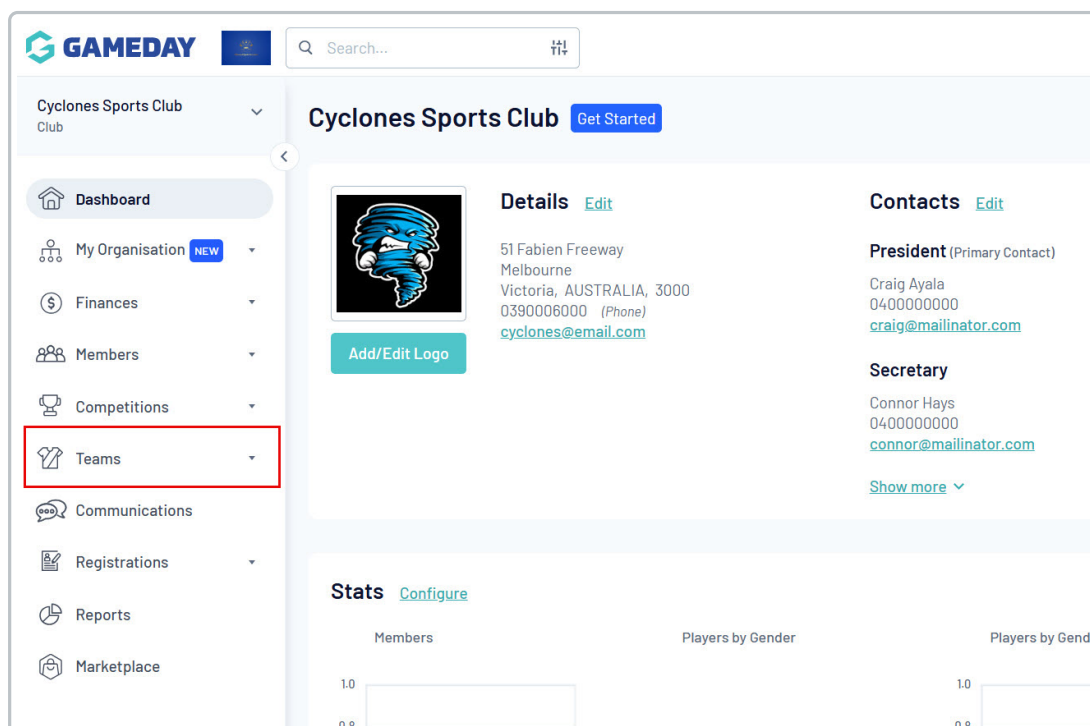
27/08/2025 11:49 am AEST

Overview

As a Passport administrator at Team-level or above, you can modify the default team list for an individual team, allowing you to auto-select players in matches based on your default team list. This is helpful in saving time during match selection each week, as you may have a core group of team players that are typically selected for every match. Auto-allocating significantly cuts down the number of manual player selections required.
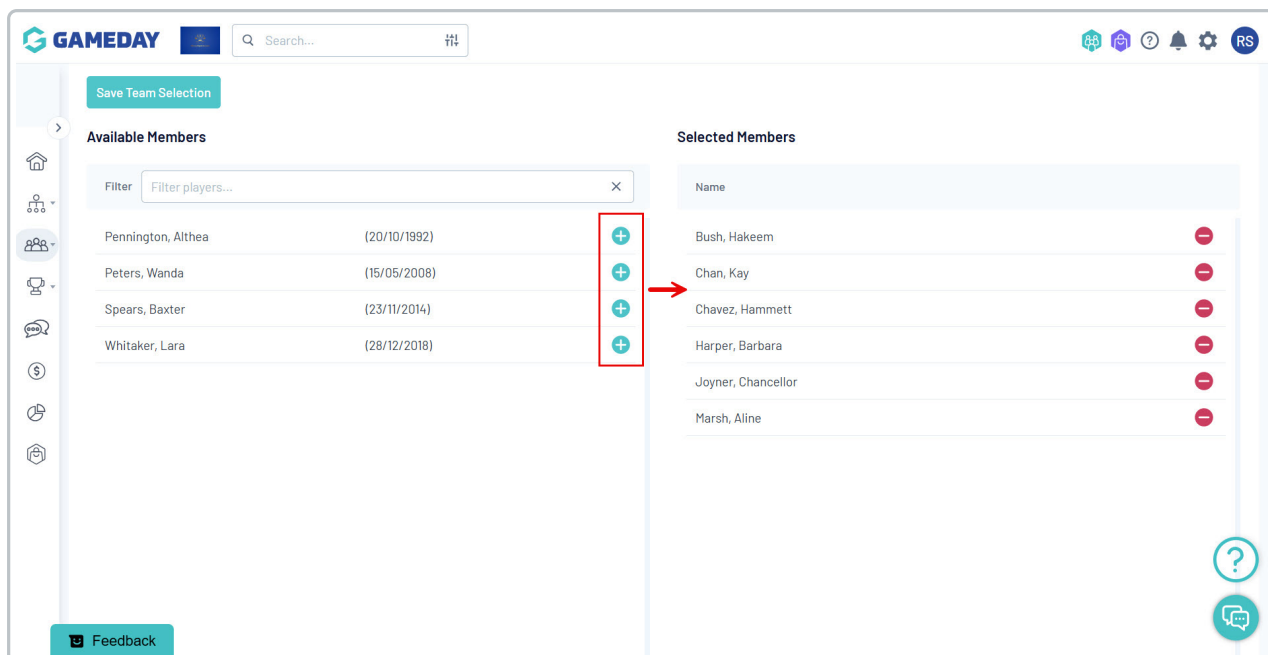
Step-by-Step

Step 1: Navigate to the Team dashboard

If you're logged in at a level above the Team database (I.e. Club/Association level), drill down to the team database by selecting **TEAMS**
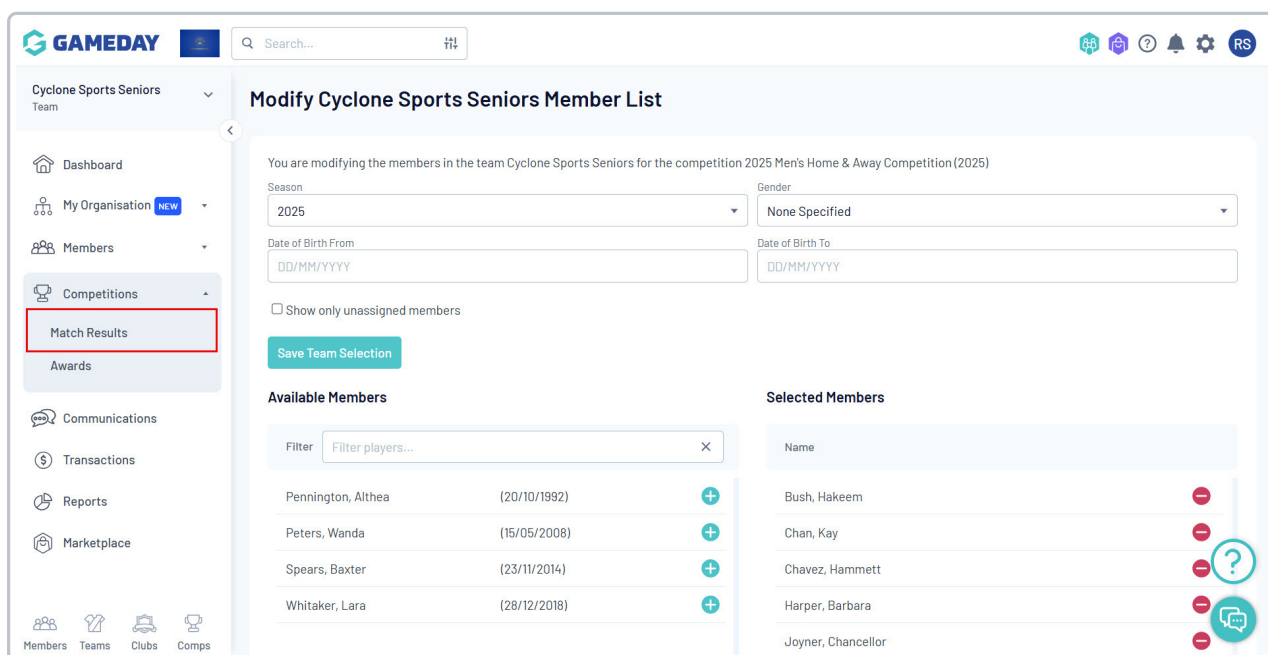

Then **VIEW** the relevant team

Step 2: Modify the Team List

From the Team dashboard, select **Members > List Members** > **MODIFY TEAM LIST**

The **Available Players** column will display all players within this team's Club. Use the **+** buttons to move players into the **Selected Players** list and click **SAVE TEAM SELECTION** when you've selected all the team's default players

Step 3: Auto-assign players to matches

Now that you've set your team list, you can auto-assign your players in specific matches by going to **Competitions** > **Match Results**

Find a match with this team playing and select **Pre Game**

Open the **Auto Select Players** menu and select the **PLAYERS REGISTERED TO THIS TEAM** option to automatically assign default players to the match

Watch

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