How do I assign default Team Staff roles?

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Overview

As a Team administrator, you can apply default Team Staff roles to specific officials in your team list, which in turn automatically allocates those roles when setting up your Pre-Game Match Results staff list for a given match.

> **Note**: Team Staff roles are determined by your sport as part of the national platform rollout. If you have any questions about the default roles available to you, please contact your governing body directly.

Step-By-Step

Step 1: Access your Team Staff list

From your Team dashboard in Passport, open the **Members** menu, then select **TEAM STAFF**

Step 2: Assign Officials to Staff Roles

In the **Staff Member** column, select the name of the official that you want to assign as the default, then click **SAVE**

With these default selections made, your Team Staff section will be populated accordingly when viewing one of your matches in the Pre Game section of the Match Results portal

Step 3: Auto-select default Team Staff for your matches

Head to the Match Results portal by selecting **Competitions** > **Match Results** in your left-hand menu.

Select **Pre Game** for a match, then in the **Team Officials** section, open the **Auto Select Officials** menu and choose **Select All Default Team Staff** to auto-populate your staff selections.

Click **SAVE OFFICIALS** to lock in your selections

Watch

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