

Quick Reference Guide: Create Teams

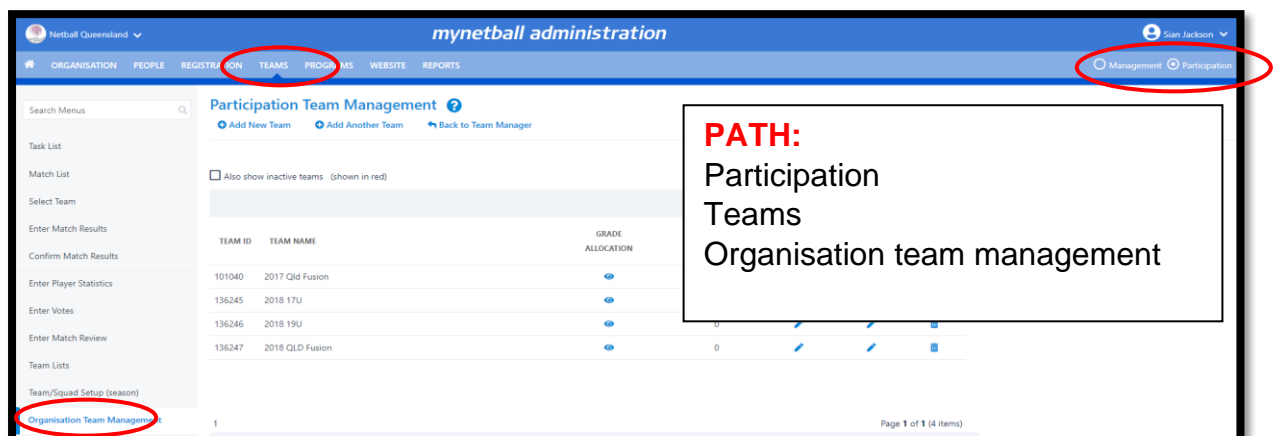
This screen allows the creation and management of **Entity Teams** i.e. Teams within the current organisation/representative teams, and the allocation of these teams to one or more grades in one or more seasons.

The process below is the same whether you are an Association or Club. Associations and Clubs complete it in Participation Mode.

Associations and Clubs can manage organisation team management under **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.

PATH:
Participation
Teams
Organisation team management

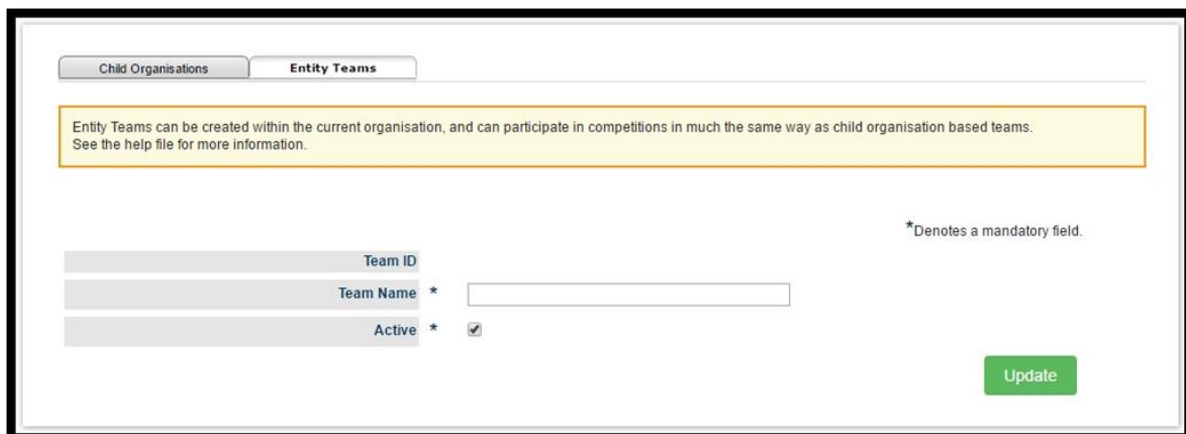
TEAM ID	TEAM NAME	GRADE ALLOCATION
101040	2017 Qld Fusion	
136245	2018 17U	
136246	2018 19U	
136247	2018 QLD Fusion	

This will bring you to the **Participation Team Management** page.

Associations and clubs can either add new teams, edit existing teams or delete teams.

Adding New Team

- Click the **Add New Team** link
- Enter the team name
- **Active** - This toggles the team between active and inactive. Making a team inactive only hides it from the Team List
- Click the **Update** button



Child Organisations Entity Teams

Entity Teams can be created within the current organisation, and can participate in competitions in much the same way as child organisation based teams. See the help file for more information.

*Denotes a mandatory field.

Team ID

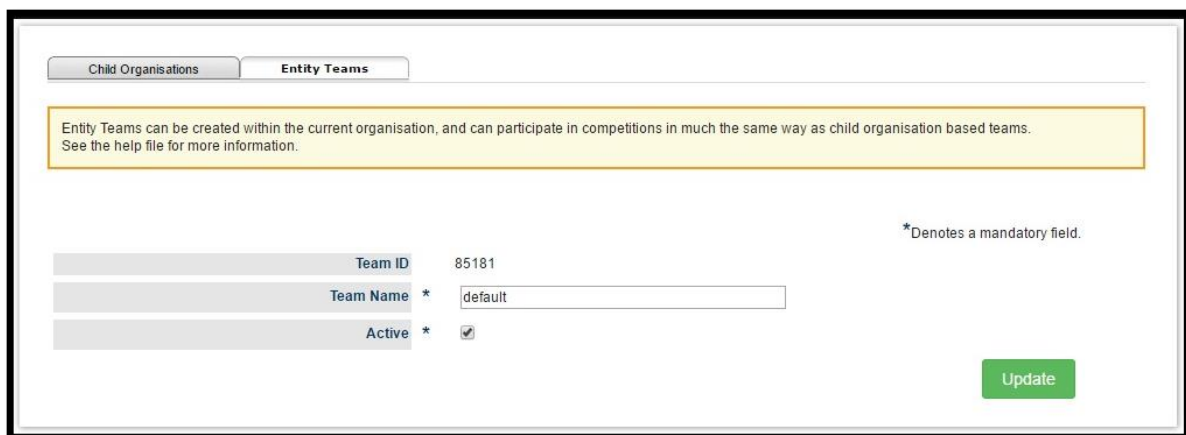
Team Name *

Active *

Update

Editing Team

- Click the **Edit** link in the **Edit Team Column** for the team within the Team List
- Make any necessary changes as above and click the **Update** button



Child Organisations Entity Teams

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*Denotes a mandatory field.

Team ID 85181

Team Name *

Active *

Update

Deleting Team

- Click the **Delete** link for the team within the Team List
- Click **Ok** to the confirmation message