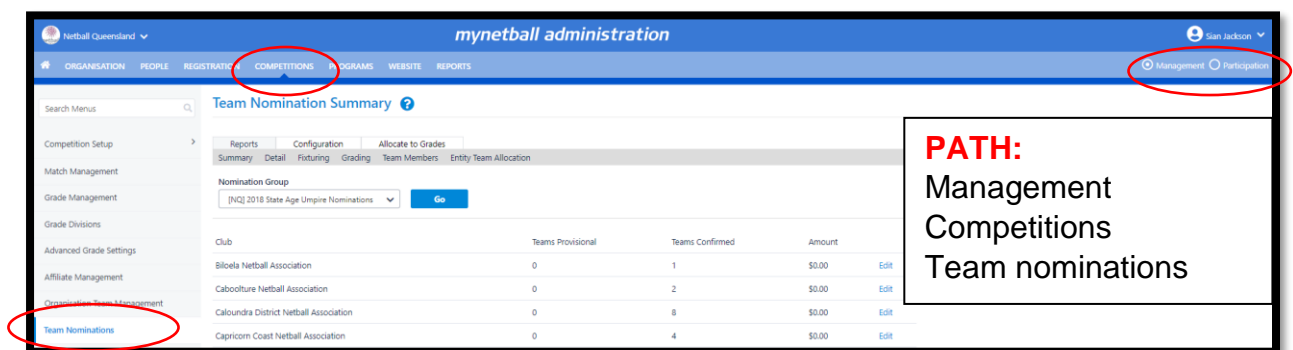## Quick Reference Guide: Team Nomination Forms

The Team nomination covers; reports, configuration and allocating teams to grades.

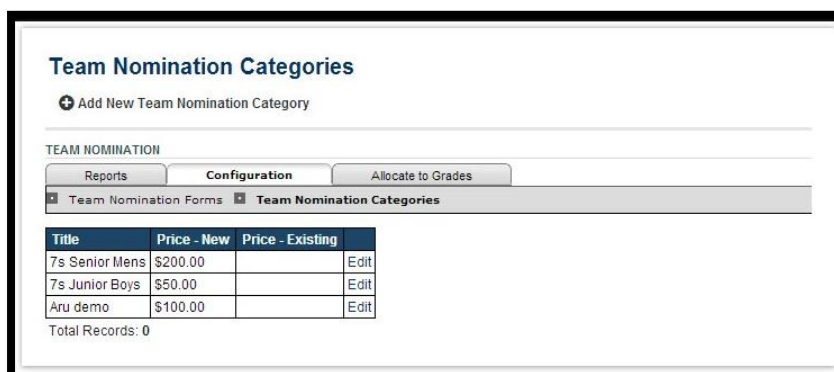**Clubs do not have this option, just Associations.**

Associations can manage their team nominations under **Management.**

PATH:
Management
Competitions
Team nominations

This will bring you to the **Team Nomination Summary** page.
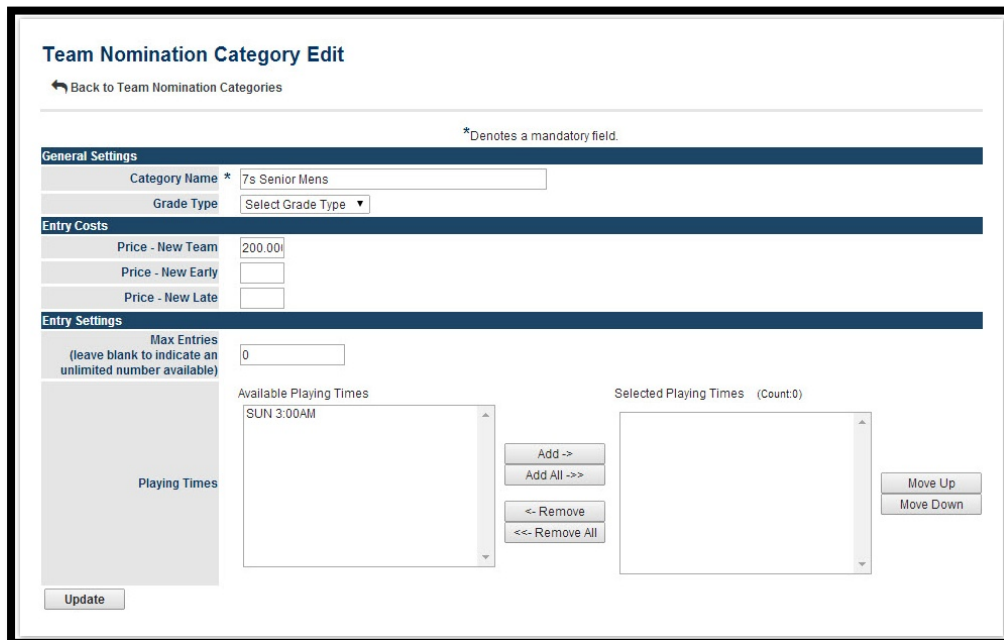
Configuration

Step 1: Set up Nomination Categories

Click the **Add New Team Nomination Category** link to add a new nomination category or click the Edit link for a particular category to edit the nomination category
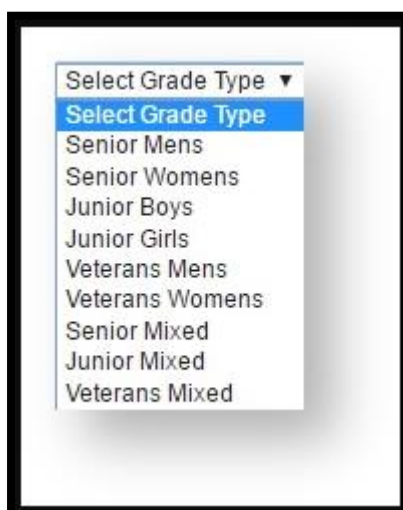
Enter the details as per the table below.

Click **Update** to save changes.

Category Name*. Name of nomination category.

Grade Type*. The new category needs to fall under one of the following 9 grade types:

Entry Cost (Price - New Team, New Early, New Late)*. Enter price for New Team, New Early and/or New Late - leave the field blank if it is free.

Entry Settings - **Max Entries*.** Leave blank for an unlimited number of entries. Enter a whole number between 0..999 to restrict the number of entries.

Selected Playing Times*. Configure the playing times using the Add->, Add All=>, <- Remove and <=Remove All buttons. Use the Move Up and Move Down buttons to sort the playing times list.
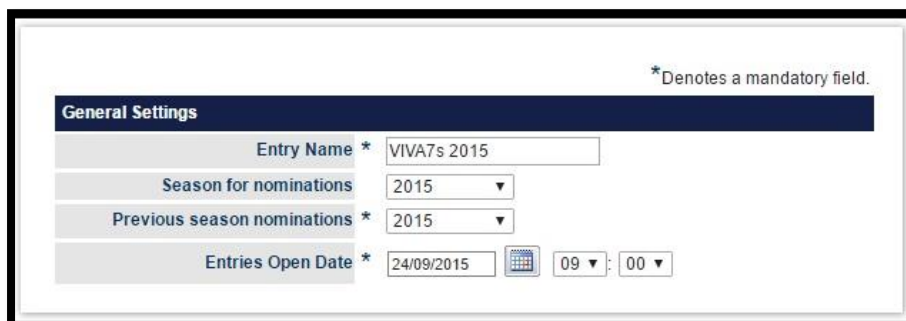
Step 2: Create Team Nomination Forms

Click the **Add New Team Nomination Forms** link to add a new nomination category or click the **Edit** link for a particular category to edit the nomination form.

Enter the details as per the table below.

Click **Update** to save changes.
General Settings

Entry Name*. This name is used to group nomination forms. It is used on the Team Nomination - Reports screen to group nominations.

Season for nominations*. Select the appropriate season from the dropdown list. Remember to check that the season you select has been activated (See Current Season in Competition Settings).
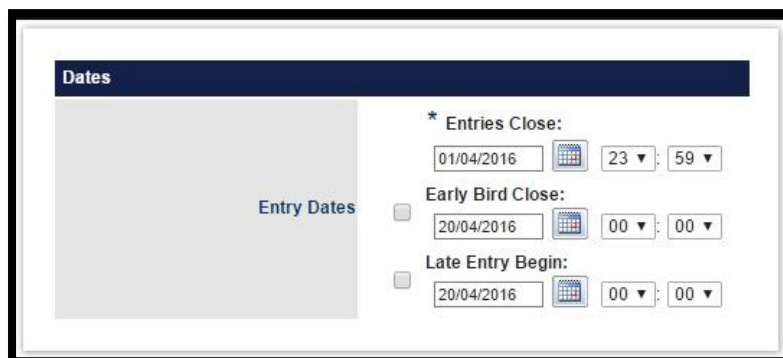
Previous season nominations*. The previous season used for nominations needs to be indicated so that system can define returning teams.

Entries Open Date*. Click on the Calendar icon or enter the date from which on the nomination process can start i.e. child/affiliated organizations can view and nominate teams.

If you want the nomination form to be available immediately upon the form being created, ensure the date/time nominated is equal to or prior to the current date/time.

*Required field.

 Dates

Entry Dates*. Entries Close date/time is a required field.

Early Bird Close and Late Entry Begin are optional fields.

If you enter an Early Bird Close or Late Entry Begin date, the checkbox for that entry will automatically be selected. If you subsequently choose not to use this field, you can uncheck the option.

Team Participants

Allow Player Nomination*. Though by default it is allowed, the box should be checked so that child organizations/affiliated clubs can enter players to team nomination procedures
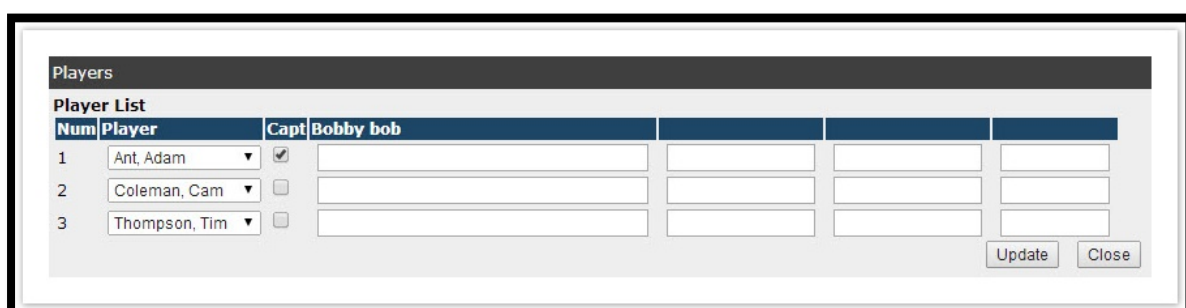
Min Player Num*. It is "0" by default – The total number of players can be allocated to a team nomination submission

Max Player Num*. Value must be between 01 and 15 – The entered value will become the equivalent player slots for entering into a team entry at Add players step by child organization/affiliated

For example: 14 is entered → When a child organization login/or being administrated by association, go team–>Team nomination and Add team nomination >>Add players →See 14 slots for entering players
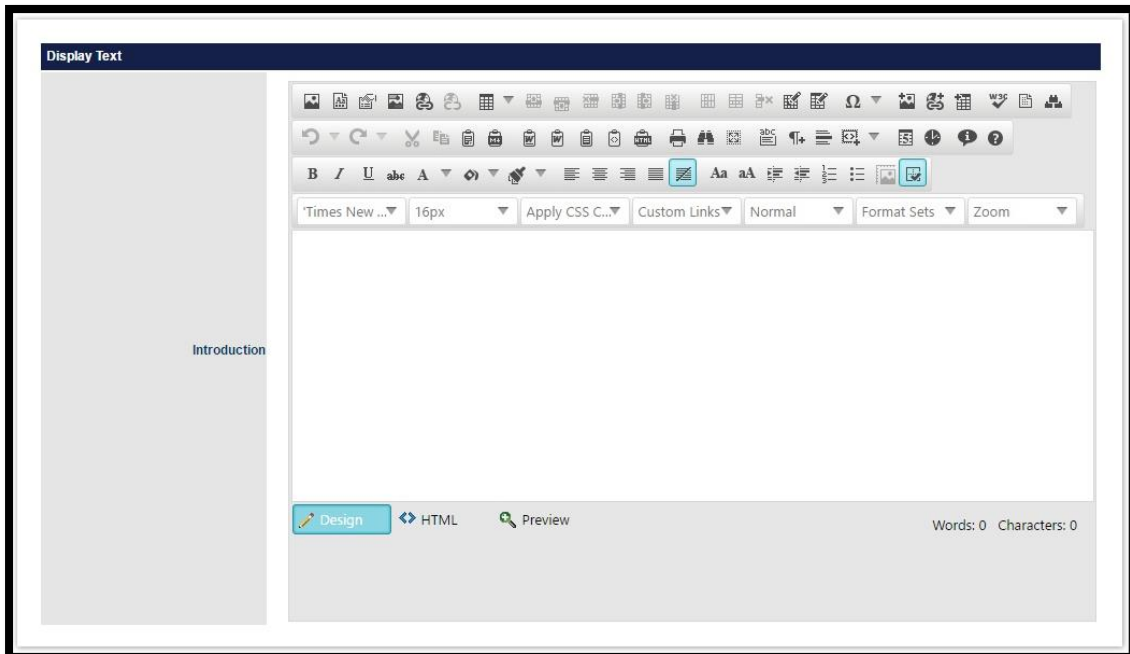
Player Text Field Name*. Should be labelled to meaningful titles such as DOB, club ranking/state ranking/national ranking, years of sport playing into all four fields for information collection as these will appear at Add player table by Child organization/affiliated teams

Below images show Add player window at child organization after I label "Player Text Field Name" as DOB, Ranking, Years in Soccer, Years in club respectively.
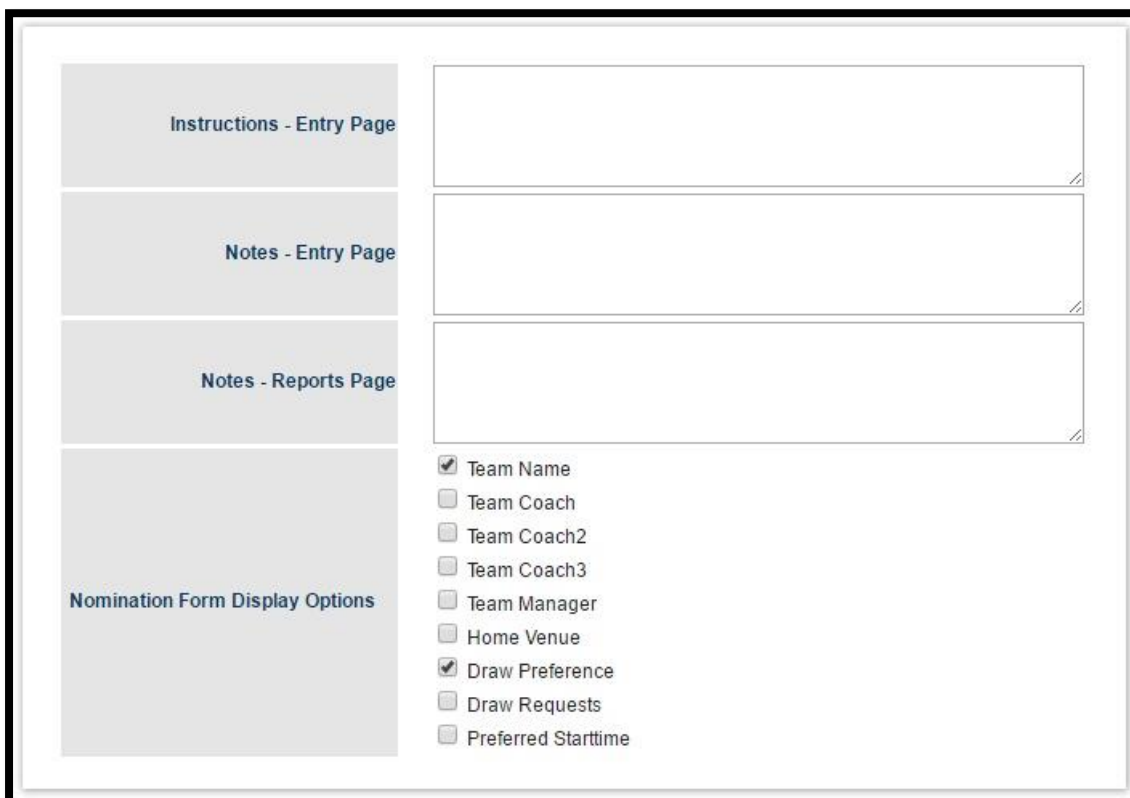
Display Text

Introduction*. Enter brief introduction of the nomination process.

For example, nominating the best teams to the national champion league. These lines will appear at the Introduction page when a child organization submits a team.

Though it is not a mandatory field, it is highly recommended that this is entered.

Instructions - Entry Page*. Discretionary instructions - entry page.

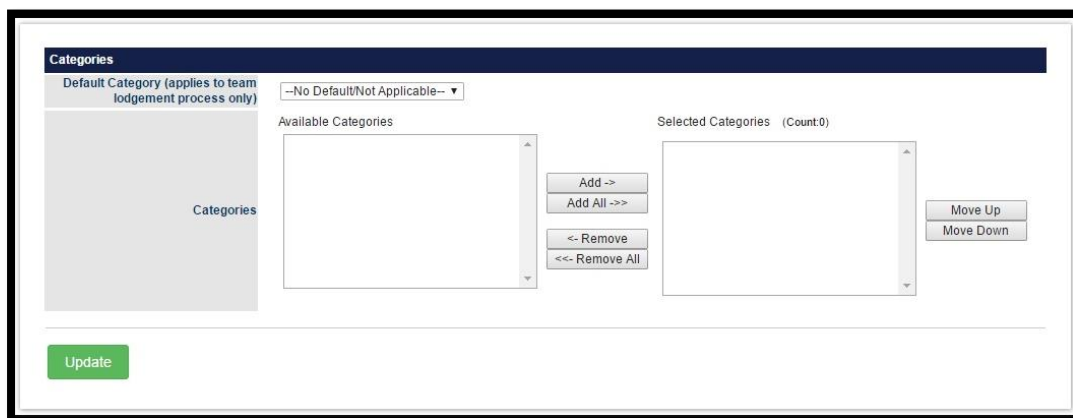**Notes - Entry Page***. Discretionary notes - entry page.

Notes - Reports Page*. Discretionary notes - reports page.

Nomination Form Display Options*. If the following options are checked, they will appear at the team nomination entry by a child organization.

These are optional and used to collect additional information about team nomination.

- Team Name
- Team Coach, Team Coach 2, Team Coach 3
- Team Manager
- Home Venue
- Draw Preference
- Draw Requests
- Preferred Start time

Categories

Default Category*. Select if you want the category to appear in all team lodgment forms for selecting.

Categories*. Configure the Selected Categories using the Add->, Add All=>, <-Remove and <=Remove All buttons.

Use the Move Up and Move Down buttons to sort the Selected Categories list.

If there are no Available Categories, go to **Step 1** above and create new categories.