

Team Management

Overview

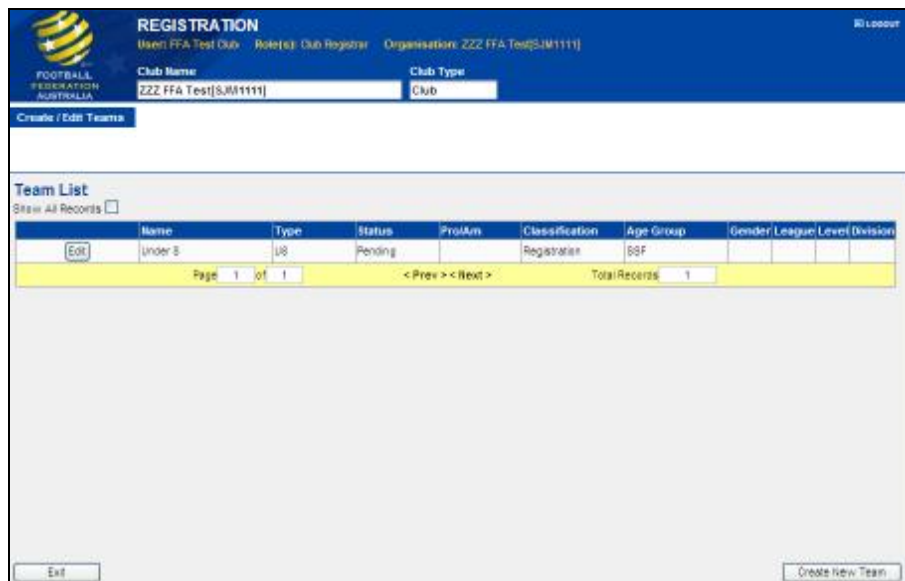
Before you start to manage the teams in your Club you need to understand your Club's age group structure and the number of players you have registered.

There are two steps that need to be performed to setup a team.

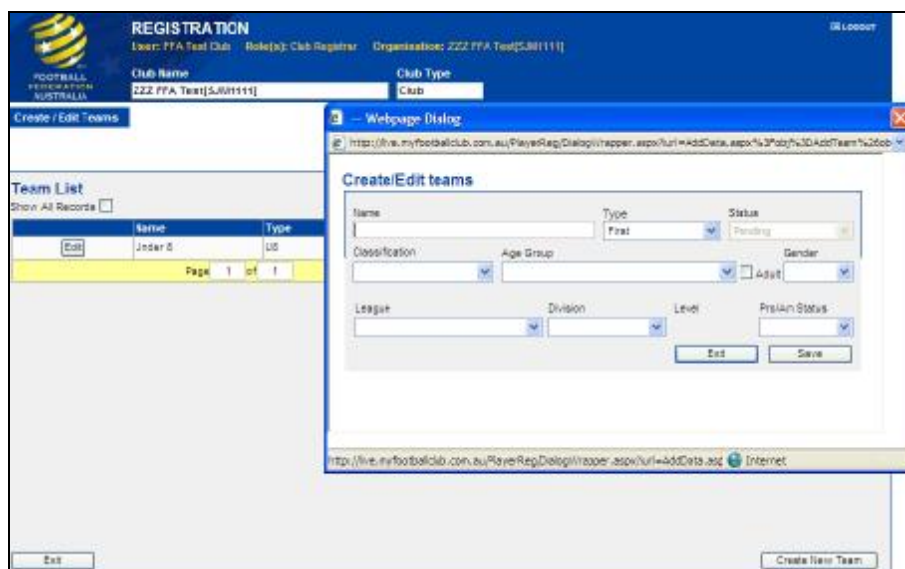
- Create the team;
- Assign players to their team.

Creating a Team

- From the Main Menu click on the **Create/Edit Team** button.



- Click on **Create New Team**



- As we are not implementing Competition Management at this time we have recommended that only the below information need to be entered to create a team.

Field	Description
Name	This is the name of the team which should include The age group and any nickname for the team. For example: U6 Blue, U9 Cyclones, U12 Allstars, etc The name could also include the competition they are playing in. For example: U6A Blue, U12H, All Age 1 Men, etc.
Age Group	Select the appropriate age group for this team. Note that the age groups in this drop-down list are those you setup for your Club in the system at the beginning of the season.

- Click on Save to save the team then click on Exit to return to the main menu

Allocating Players to Teams

Players can be allocated to a team when they are Active, Pending (Awaiting Approval) or Pending (Awaiting Payment).

However it is recommended that you only allocate players who have an Active status as this ensures that you have received payment from the player and have approved their registration.

Players can be allocated to multiple teams. For example a Youth player may be also a member of the first grade team. It should be noted that the while the system may allow this process to occur it may not be allowed under the playing conditions of the competition your Club is involved with.

Filters

- Filters manage the number of records to be displayed. There are "Individual" and "Team" filters as well as a season filter.

Individual Filters

Role	select the role to be assigned to a team – usually "Player".
Age Group	select one of your Club's age groups to only display players within that age group.
Gender	select from 'Unspecified', 'Male' or 'Female'.
Player Status	the type of player – select from 'Amateur', 'Professional', 'Dual Status', 'Futsal' or 'Trialist'.
Registration Status	the status of the player's registration within the Club – select from 'Active', 'Inactive', Pending, Transferred, Pending (Awaiting Approval), Pending (Awaiting Payment), Pending (Waiting List).

Team Filters

Age Group	select one of your Club's age groups to only display teams within that age group.
Gender	select 'All', 'Mixed', 'Male' or 'Female'.
Team	select one of your Club's teams.

Colours of players

The list of available players, depending on the filters you are using, is displayed with alternating white and grey backgrounds to make them easier to read.

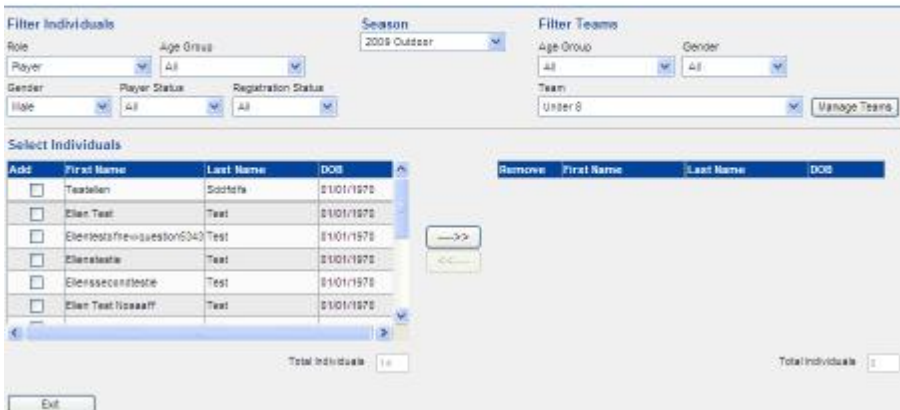
If a player is listed in with a yellow background they are already allocated to another team.

Note that the system is designed to allow players to be assigned to multiple teams.

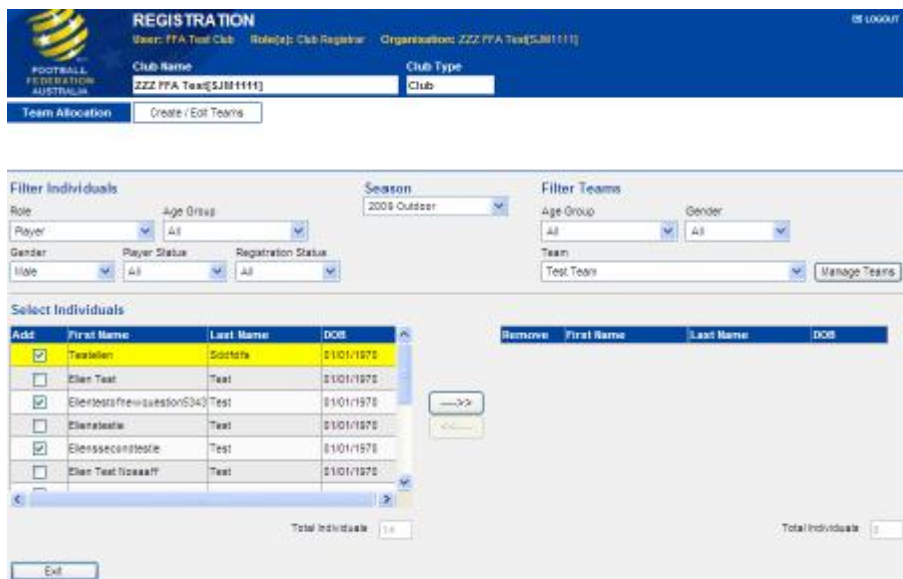


Perform the following steps to allocate Players to a Team

- Click on **Team Allocation** from the Main Menu.

- Select the Team that you wish to allocate players to.
- Filter the available players if you wish to do so.
- Select the players you want to assign to the team by clicking on the tick box next to each of their names.



REGISTRATION
User: FFA Test Club Role(s): Club Registrar Organisation: ZZZ FFA Test(SJ81111)

Club Name: ZZZ FFA Test(SJ81111) Club Type: Club

Team Allocation: Create / Edit Teams

Filter Individuals: Role: All, Age Group: All, Season: 2008 Outdoor, Gender: All, Player Status: All, Registration Status: All

Filter Teams: Age Group: All, Gender: All, Team: Test Team, Manage Teams


Select Individuals

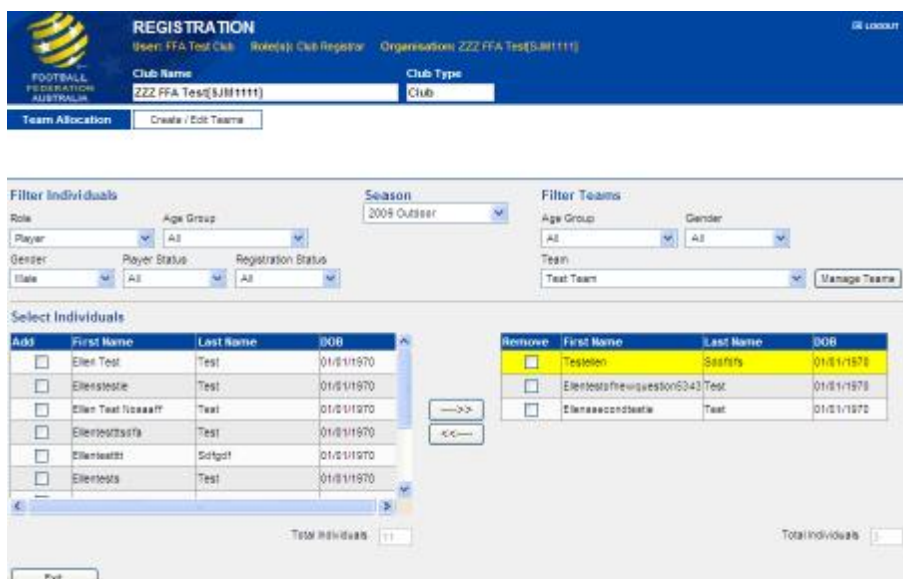
Add	First Name	Last Name	DOB
<input checked="" type="checkbox"/>	Tesellen	Sothola	01/01/1970
<input type="checkbox"/>	Ellen Test	Test	01/01/1970
<input checked="" type="checkbox"/>	Ellenstestefreewquestion5243	Test	01/01/1970
<input type="checkbox"/>	Ellenstestie	Test	01/01/1970
<input checked="" type="checkbox"/>	Ellenstestcondtestie	Test	01/01/1970
<input type="checkbox"/>	Ellen Test Testaaff	Test	01/01/1970

Total Individuals: 10

Remove: First Name, Last Name, DOB

Buttons: Exit, <<, >>

- Click on the  button.



REGISTRATION
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Filter Individuals: Role: All, Age Group: All, Season: 2008 Outdoor, Gender: All, Player Status: All, Registration Status: All

Filter Teams: Age Group: All, Gender: All, Team: Test Team, Manage Teams

Select Individuals

Add	First Name	Last Name	DOB
<input type="checkbox"/>	Ellen Test	Test	01/01/1970
<input type="checkbox"/>	Ellenstestie	Test	01/01/1970
<input type="checkbox"/>	Ellen Test Testaaff	Test	01/01/1970
<input type="checkbox"/>	Ellensteststie	Test	01/01/1970
<input type="checkbox"/>	Ellenstestie	Sothola	01/01/1970
<input type="checkbox"/>	Ellenstestie	Test	01/01/1970

Total Individuals: 11

Remove	First Name	Last Name	DOB
<input type="checkbox"/>	Tesellen	Sothola	01/01/1970
<input type="checkbox"/>	Ellenstestefreewquestion5243	Test	01/01/1970
<input type="checkbox"/>	Ellenstestcondtestie	Test	01/01/1970

Buttons: Exit, <<, >>

- Note that the names are taken off the list of available players.
- If you have added all the players to this team at this time click on **Exit** and you are returned to the Main Menu.



You can also create teams from within in Team Allocation function by clicking on the Manage Teams button. This will take you to a similar screen to add additional teams.