

# Admin Site

## How do I add/edit teams in a division?

\*Please note that you have to create divisions before attempting to place teams in them.

1. Navigate to setup>teams>team edit.
2. Click add team next to the division that you would like to add a team to.
3. Fill out the appropriate information for your team in the form that appears, as shown below (you can also assign coaches in this step as well).

**Team Edit**

**My Teams**

**Novice Girls Basketball** ( 0 Teams ) [+ Add Team](#) [Draft Order](#)

**Creating New Novice Girls Basketball Team**

Team Name:   
Team Abbreviation:   
Team UID:   
Subdivision:   
Home Field:   
Affiliation:   
Apply Team Based Fee: ☐ Yes ☒ No

**Coaches**

Head Coach:  [Change](#)  
Assistant Coach 1:  [Change](#)  
Assistant Coach 2:  [Change](#)  
Team Rep 2:  [Change](#)  
Team Rep 1:  [Change](#)

[Change Logo](#) [Change Team Photo](#)

[Create Team](#) [Cancel](#)

Division	Teams	Add Team	Draft Order
Novice Boys Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>
5th & 6th Grade Girls Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>
5th & 6th Grade Boys Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>
7th & 8th Grade Girls Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>
7th & 8th Grade Boys Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>
High School Girls Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>
JV/9th & 10th Grade Boys Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>
Varsity/11th & 12th Grade Boys Basketball	( 0 Teams )	<a href="#">+ Add Team</a>	<a href="#">Draft Order</a>

4. Once you are done, click create team and your created team will appear under the division that you placed them in, along with buttons for editing or deleting the team.

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