

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).

The screenshot shows the 'Team Edit' interface. At the top, there's a 'My Teams' section for 'Novice Girls Basketball' with '(0 Teams)', an '+ Add Team' button, and a 'Draft Order' button. Below this is a form titled 'Creating New Novice Girls Basketball Team'. The form includes fields for Team Name, Team Abbreviation, Team UID, Subdivision, Home Field, and Affiliation. There are radio buttons for 'Apply Team Based Fee' (Yes/No). A 'Coaches' section has input fields for Head Coach, Assistant Coach 1, Assistant Coach 2, Team Rep 2, and Team Rep 1, each with a user selection icon. To the right of the form are two placeholder images: 'No Team Logo' and 'No Team Photo', both with 'Change' buttons. At the bottom of the form are 'Create Team' and 'Cancel' buttons. Below the form is a list of divisions, each with an 'Add Team' and 'Draft Order' button:

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

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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