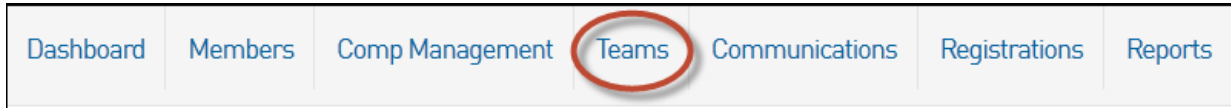


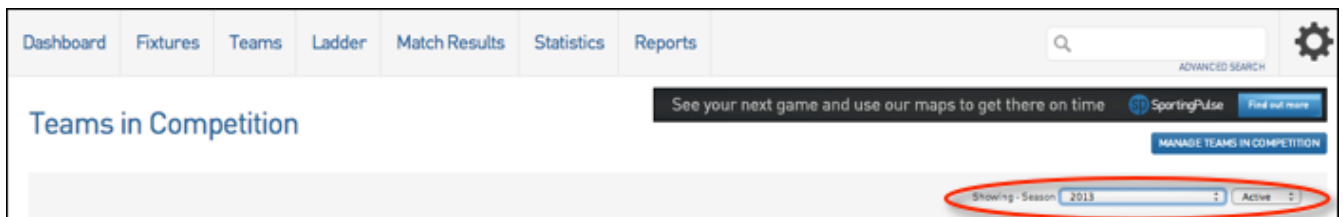
Assign Club Members to Teams

Any club member can be added to a team within that club. Follow these instructions to select the club members that will participate in a team.

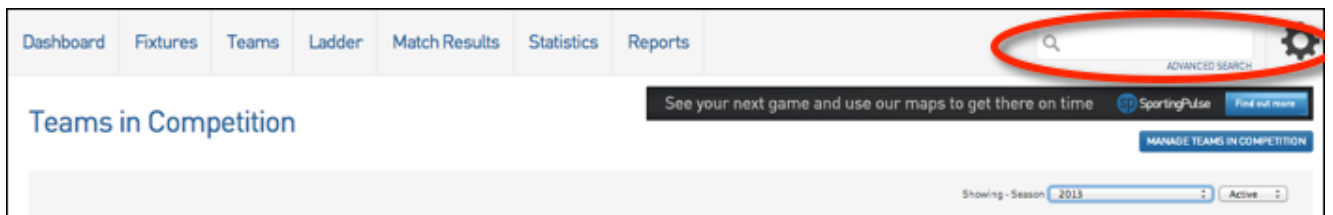
1. If you are a team administrator, [log into the team Membership database](#) (skip to step 4). If you have logged in at the association or club level of Membership, click on **Teams** in the main menu.



2. The list of teams will appear. Locate the team that you want to assign members to. You can use the filters provided to narrow down your search.













The search box can also be used to quickly locate the team by typing in the team name.

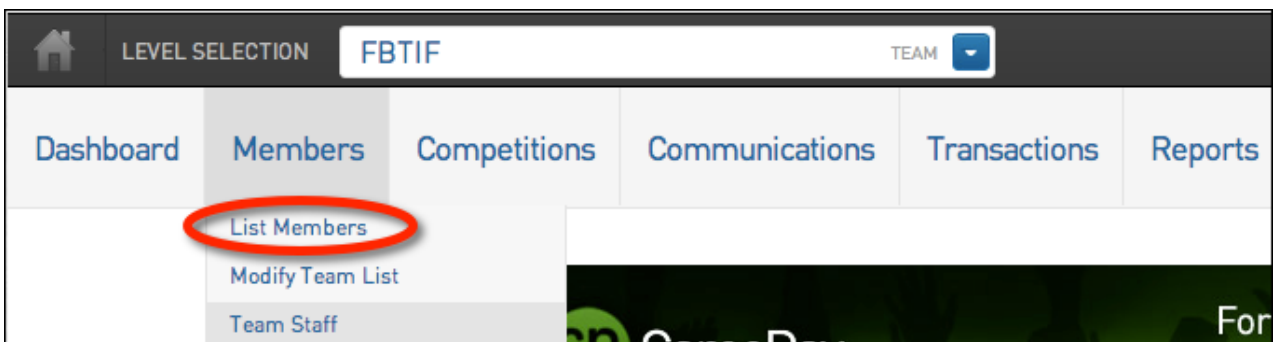


3. Open the team record clicking on the **view** button next to the team in the Teams List (or if you have used the search box, by clicking on the team name from the drop-down list).

Teams in Competition

	Team Name	Contact Name
	A Premier	
	B lles	
	F IF	
	Gawler	
	l Ladder	
	N	
	N	
	South	
		
	Western	

- The team 'dashboard' will open. Click on **Members** in the menu and from the drop-down menu select **List Members**.



- The list of members belonging to that team will appear. Click on **Modify Member List**.

Alternately, you can click on Members in the top menu and select **Modify Team List**.

- The 'Modify Member List' screen will open for the team. From here you can move club members in and out of the team. The list on the left hand side shows the 'Available Members', i.e. the club members based on the filters selected. On the right hand side is a list of the 'Selected Members', i.e. the team members based on the filters selected.

Available Members	Selected Members
666, Patrick - 01/01/1111	
2, Forward - 01/01/1990	
Green, [redacted] - 22/09/1976	
Green, [redacted] - 17/04/1969	
White, [redacted] - 15/08/1983	
Yellow, [redacted] - 30/03/1987	

- Before assigning members to the team, firstly select the desired filters to refine the 'Available' and 'Selected' member lists:
 - Select the **Season** the members are registered to (before members can be moved into a team competing in a particular season, they must firstly be [registered to that season](#))
 - Select the **Age Group** to show only members that belong to a particular age group
 - Enter a **Date of Birth** start and end date to show only members born within a specific date range

Modify FBTIF Member List

Use this screen to drag Members from the box on the left into the Team (box on the right)

Season

Age Group

DOB From (dd/mm/yyyy) To (dd/mm/yyyy)

Update Filters / Save Member List

- Click on **Update Filters/ Save Member List**. The 'Available Members' list will be updated accordingly.
- To move members into the team, click on the member's name in the Available Members list and drag and drop it into the Selected Members list.

Modify FBTIF Member List

Search, find and store the teams y

Use this screen to drag Members from the box on the left into the Team (box on the right). When you have finished press the 'Save' button.


Season

Age Group

DOB From (dd/mm/yyyy) To (dd/mm/yyyy)

Update Filters / Save Member List

Available Members	Selected Members
666, Patrick - 01/01/1111	1. 2, Forward - 01/01/1990
Green, [redacted] - 22/09/1976	
Green, [redacted] - 17/04/1969	
White, [redacted] - 15/08/1983	
Yellow, [redacted] - 30/03/1987	



10. To remove a member from the team, click on the member's name in the Selected Members list and drag and drop it into the Available Members list.
11. Repeat this process for all the members you want to add to or remove from the team.
12. Click on **Save Member List** when finished.

Update Filters / Save Member List