



# **PLAY FOOTBALL**

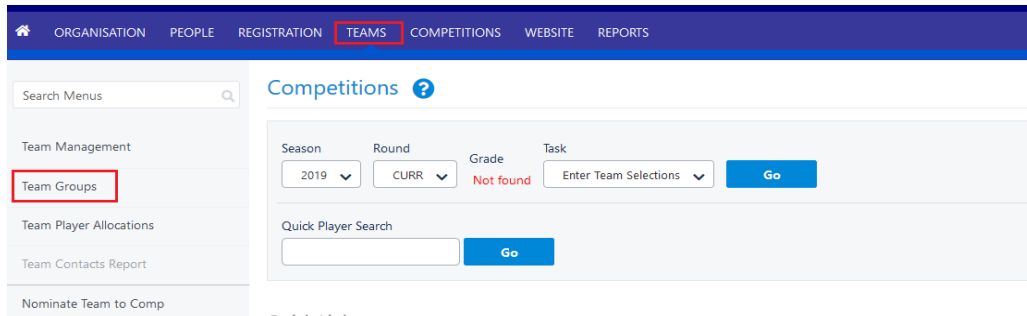
**MANUAL GUIDE**

**PLAYER ID CARDS**

# 1.PLAYER ID CARDS

**GO TO: TEAMS**  **TEAM GROUPS**

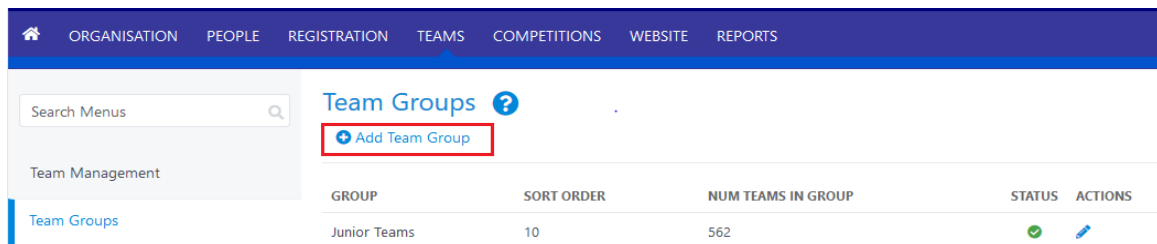
The “Teams” tab will allow you to allocate players to their nominated team and generate player ID cards. You also can assign a coach to the team.



## 1.1 TEAM GROUPS

Follow the steps to create your team groups:

**1<sup>st</sup> step:** Select “Add Team Group”



**2<sup>nd</sup> step:** “Group”- Create your “Group” according to the teams at your club. For example, ‘Senior Teams’, ‘Junior Teams’ or ‘Other Teams’ (social).

**3<sup>rd</sup> step:** “Status” - Ensure the “Status” box is ticked to make the team group active.

**4<sup>th</sup> step:** “Sort Order”- Number your groups, example Senior: 1

**5<sup>th</sup> step:** “Save” – Click on “Save” to save the group.

Once completed you should have created your “Team Groups”.

## 1.2 TEAM MANAGEMENT

Follow the steps to create teams to place your players into by selecting the “Team Management” tab:

**1<sup>st</sup> step:** Select “Add New Team” – This will allow you to edit your team details.

**2<sup>nd</sup> step:** “Team Name” – Select the team name you want to create, for example ‘Under 15’.

**3<sup>rd</sup> step:** “Grouping” – Select which group to place the team in from the ‘Team Groups’ you created previously.

**4<sup>th</sup> step:** “Team Code/Team Number” – You can create a unique “Team Code” & “Team Number” for each team.

**5<sup>th</sup> step:** “Status” - Ensure the “Status” box is ticked to make the team group active.

**6<sup>th</sup> step:** “Age From/Age To” – You can select the age range for your team.

**7<sup>th</sup> step:** “Gender” – Select the gender you want to select. It is advised to select the ‘mixed’ option.

**8<sup>th</sup> step:** “Save” – Click on “Save” to save the group.

Search Menus

## Team Edit ?

[Back to Team Management](#)

Team Management

- Team Groups
- Team Player Allocations
- Team Contacts Report
- Nominate Team to Comp
- Team/Squad Setup (season)

**Details**

Season \* 2019

Team Name \* Under 15

Grouping \* Junior Teams

Team Code FV15

Team Number 7

Status

Age From 13

Age To 15

Gender  Male  Female  Mixed

Playing Level

Player Number Limit

Sort Order 0

[Cancel](#) [Save](#)

### 1.2.1 ALLOCATING PLAYERS TO TEAMS

After creating your teams in “Team Management” you can now assign players to their team by following the steps:

**1<sup>st</sup> step:** Select the icon shown below “Members”.

Participating Team Management ?

[Add New Team](#)

Season 2019 [Go](#)

Show Inactive Teams

NAME	TEAM CODE	STATUS	AGE FROM	AGE TO	GENDER	SIZE LIMIT	CURR SIZE	EDIT	MEMBERS	PDF
Group: Junior Teams										
U14 Boys Joeys - Michaels		<input checked="" type="checkbox"/>	12	18	M		3			

**2<sup>nd</sup> step: "Role/Age Range"** – Select the players "Role" (ex. Junior), you can also filter by "Age Range".

Squad for U14 Boys Joeys - Michaels

Name

Description

**Role**   Also list records with 'No Roles'

**Age range**

**3<sup>rd</sup> step: "Preview"** – Press "Preview" to complete the filter.

**4<sup>th</sup> step: "Available Players"** – Once filtered you can now select the players you wish to add to the team. This can be done by filtering of name or simply scrolling through the list. You can then add the players by selecting the symbol under "ADD". Players selected will then show in the "Squad List". Players can be assigned roles and removed under "Squad List".

Available Players				Squad List							
ID	NAME	DOB	ADD	ID	NAME	DOB	CAPT	SUB	KEEPER	REMOVE	
<input type="text" value="Filter by name"/> <input type="button" value="Filter"/>				1.	4635261	Cosmano, Domenic	19 Nov 1970	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/>
3264707	Coltman, Keiran J	13 Feb 1995	<input type="button" value="+"/>	2.	3433287	Dean, Tracy	20 Apr 1969	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/>
3250311	Maxfield, Kai	16 Nov 1981	<input type="button" value="+"/>	Note: Use drag and drop to change player positions.							
4617793	Trentin, Renato	01 Jan 1970	<input type="button" value="+"/>								

**5<sup>th</sup> step: "Coaches/Team Managers"** – You can also select the teams Coach and Team Manager.

**6<sup>th</sup> step: "Save"** – Click on "Save" to save the team.

Coaches

Team Managers

## 1.2.2 DOWNLOADING PLAYER ID CARDS

Follow the steps to print Player ID Cards:

**1<sup>st</sup> step:** In “Team Management” select the icon shown below “PDF”.



**2<sup>nd</sup> step:** You will then be asked if you want to ‘open’ or ‘save’ the file, you can choose either option. Ensure that when printing the Player ID cards are in PDF format.

