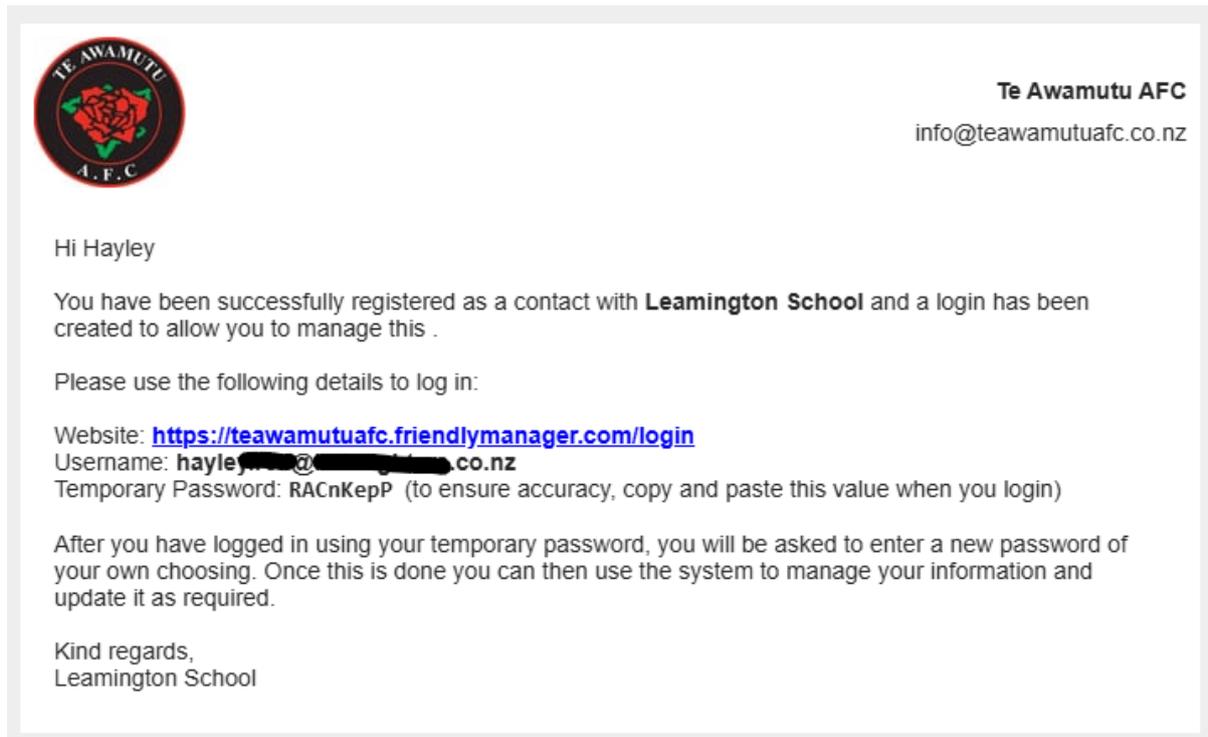


You will receive an email that looks like the following



Once you have logged in using the above details you are required to reset your password

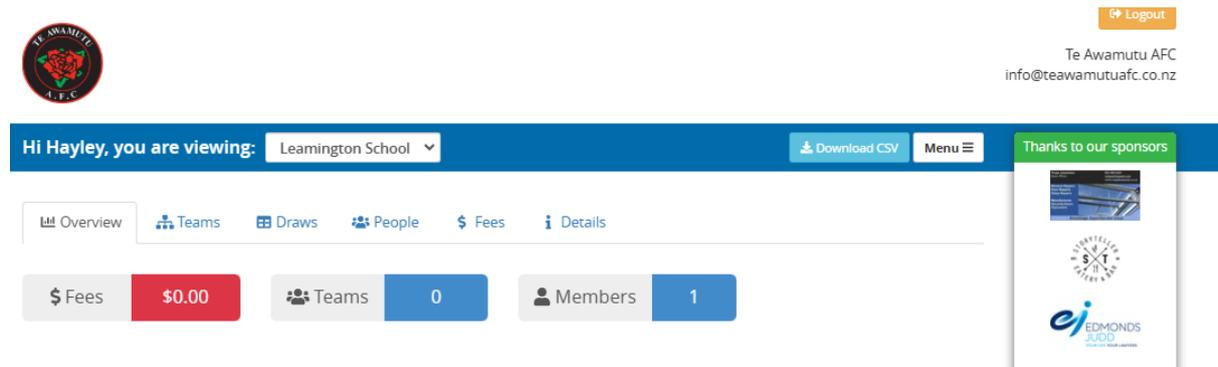


**Login Successful!**

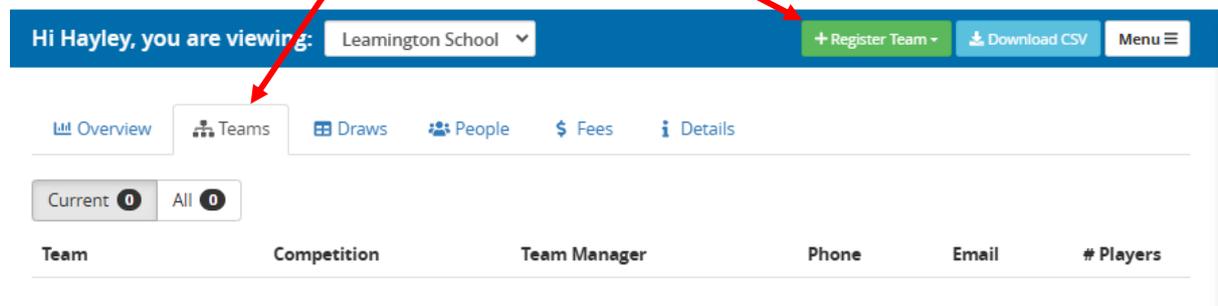
Thanks for logging in, Hayley. Before you can proceed we need you to set a new password for your account.

Please enter a new password  
Minimum 8 characters

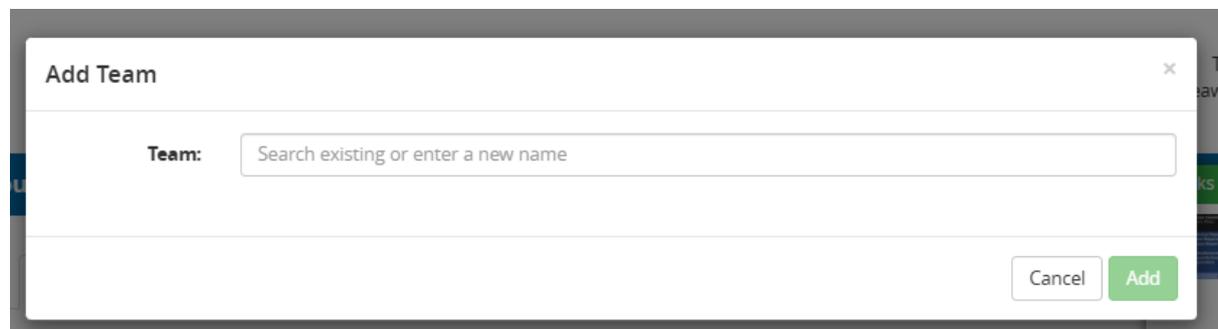
Once logged in your page will look like this



From here – click on the teams tab – and then click Register Teams



Enter your Team Name – click on the pop up box that says “New Team”



Select your division you want to enter and fill in team manager details

Please **do not** tick send log in email

Then click add

**Add Team**

**Team:** Leamington Mixed Team  
! New team will be created. Please be sure to include your club name or abbreviation in the team name.

**Division:** Mixed Team

**Team Manager**

**First Name:** Hayley      **Last Name:** Bloggs

**Phone:** 021123456      **Email:** hayley@gmail.com

Send login email

Cancel Add

This will take you back to the overview screen – you can repeat this process to add up to 3 more teams for your school.

On the overview screen it will show you all the teams entered

Click on the team name

Hi Hayley, you are viewing: Leamington School

Download CSV Menu

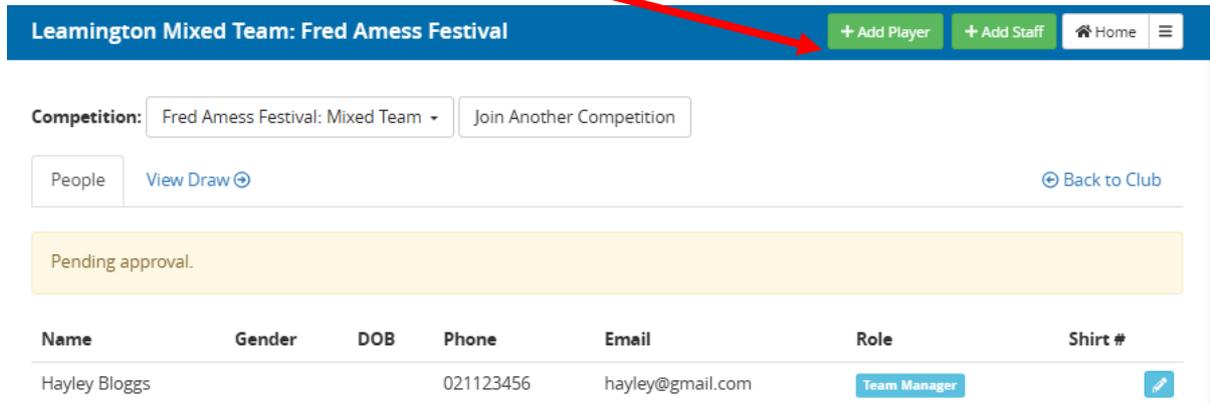
Overview Teams Draws People Fees Details

Fees \$0.00 Teams 1 Members 2

Teams Needing Attention

Status	Team	Competition	Team Manager	Phone	Email	# Players
🕒	Leamington Mixed Team	Fred Amess Festival	Hayley Bloggs	021123456	hayley@gmail.com	0

You then need to add players to the team



Leamington Mixed Team: Fred Amess Festival

+ Add Player + Add Staff Home

Competition: Fred Amess Festival: Mixed Team Join Another Competition

People View Draw Back to Club

Pending approval.

Name	Gender	DOB	Phone	Email	Role	Shirt #
Hayley Bloggs			021123456	hayley@gmail.com	Team Manager	

Type child's name (first and last) and select the pop up "New Person"

Fill out details as per below

### Add Player

**Personal details**

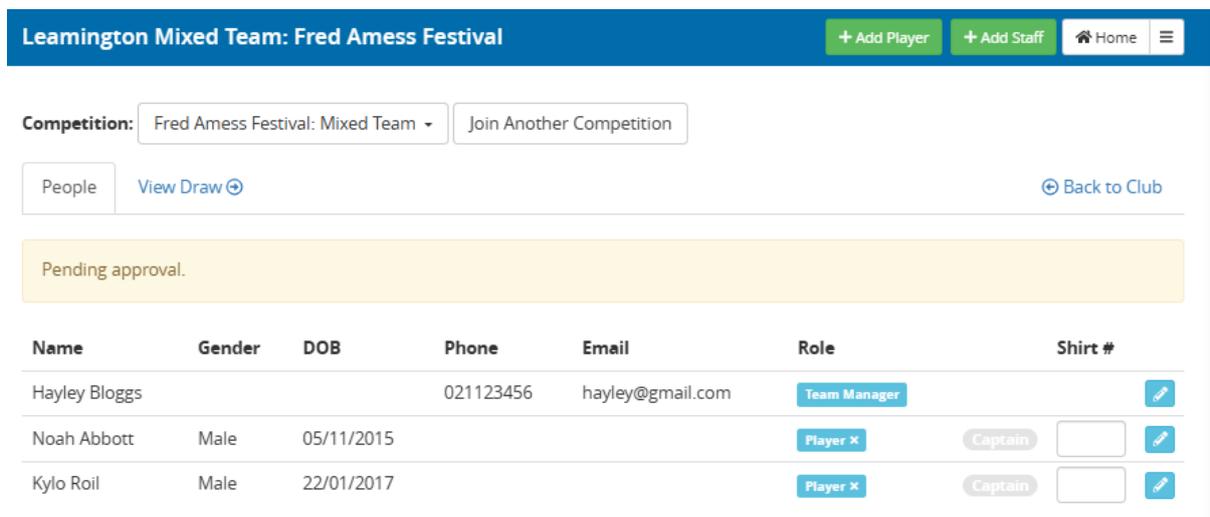
**First Name**  **Last Name**

**Date Of Birth**   **Age: -** **Gender**

**Medical Notes**

Cancel Add

These will then appear on your team list



Leamington Mixed Team: Fred Amess Festival

+ Add Player + Add Staff Home

Competition: Fred Amess Festival: Mixed Team Join Another Competition

People View Draw Back to Club

Pending approval.

Name	Gender	DOB	Phone	Email	Role	Shirt #
Hayley Bloggs			021123456	hayley@gmail.com	Team Manager	
Noah Abbott	Male	05/11/2015			Player X	Captain
Kylo Roil	Male	22/01/2017			Player X	Captain

Add all players to all teams – then you're done. We will email out once draw is completed.