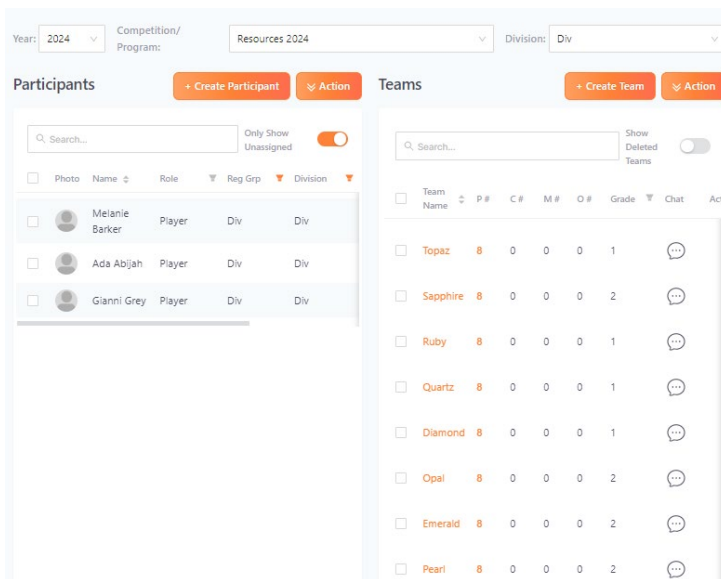
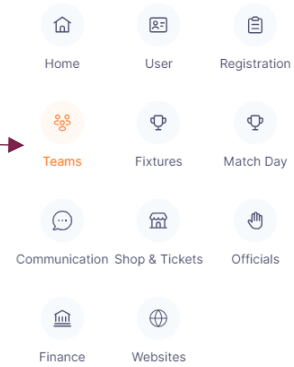


Player Grading

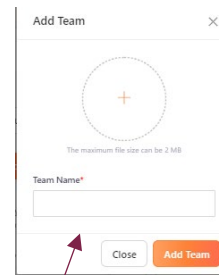
Once you have all your players, coaches and managers registered to your competition, you will be able to go into the Teams module to create and nominate your teams. Follow the steps below to create your teams.

Click on Teams in your main menu



To create a new team, click on

+ Create Team

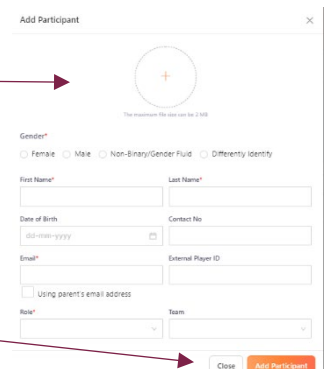


Add team name and logo (if required) and click add team. Remember to check the registration group to ensure you are adding the team into the correct group.

All registered players, coaches and managers for a registration group will show on the left-hand side of the screen. All created teams for a registration group will be listed on the right-hand side of the screen. Coaches and managers can also be added to the list by clicking on

+ Create Participant

Add in the required information and select Add Participant.



To add player/s, coaches and managers into a team, click on the square/s to select and left-hand click to pick up all selected players and drag into the assigned team. Players can be moved from a registration group (age group) to another by clicking on **Action** and selecting change division. You can also move a team by clicking the square next to the team's name, select action, change divisions. P# column shows how many players have been added to a team. Coaches, managers and officials (stats or primary carers) can also be added to the team during this process and will show in the other columns. You can also add information regarding the team by clicking on **...**.

Once players have been added to the teams, click on the box for each team or the box at the top to select all and click **Submit For Grading**.

The screenshot shows two panels. The top panel, 'Participants', has a search bar and a table with columns: Photo, Name, Role, Reg Grp, Division, Team, History, and Chat. It lists three players. The bottom panel, 'Teams', has a search bar and a table with columns: Team Name, P#, C#, M#, O#, Grade, Chat, and Action. It shows one team, '18 Green', with 0 players. A 'Submit For Grading' button is at the bottom right.

Next to the team's name it will now say Not Graded. Click on this and enter in your proposed grade.

This is a close-up of the '18 Green' team row from the Teams table. The 'Grade' column contains the text 'Not Graded' and a small downward-pointing arrow, indicating a dropdown menu.

This will then take you to the team grading page where you will be able to enter in your proposed grade/division.

The screenshot shows the team grading page for '18 Green'. It features a table with columns: Team, Team Name, History, Proposed Grade, Final Grade, Comments, and Action. The 'Proposed Grade' column has a dropdown menu. There are 'Back', 'Save', and 'Submit' buttons at the bottom.

Select the preferred grade from the drop-down box and click submit.

This will now allow your association to select the final grade of the team and create a draw.

If you need to remove a player from a team. Make sure that this toggle **Only Show Unassigned** has been turned off. This will now show all participants and the teams that they have been assigned to.

The screenshot shows the Participants table with the 'Only Show Unassigned' toggle turned off. The table lists three players: Melanie Barker, Ada Abijah, and Gianni Grey. A red arrow points to the checkbox next to Gianni Grey's name.

To remove a player from the team, click on the box next to their name. Click on **Action** and select remove from all teams. You will now be able to put that player into another team.