

Quick Start Team Guide

Update your team page with key info and get your team on board for the season. Be sure to enter scores to keep the ladder up-to-date and award player successes.

Getting Started

Activate Account from email invite

Once logged in you will arrive at your profile or MY HOME Under MY GROUPS click your team name and go to the page

Homepage Actions

Enter Key Info in **About Us** > Click **Edit**Post an update on the **Noticeboard** > Write New

Upload **photos** > Add Gallery

Actions in the Admin section (top right)

Add team logo - Team Info > Upload Logo

Select **grade** - Team Info > Enter Grade in the following format [Region, Sport, Grade] e.g. Auckland Hockey Under 12

Connect to your competition - Competition > Join

Enter each round - Competition > Add New Match

Enter scores - Competition > Add Score (Click Yellow Triangle)

Invite your players - Members > Add Members

Approve your supporters - Members > To Do

Send messages to your members - Inbox > New TXT/Message

Actions Bar provides quick access to admin actions above

