## How to Add a New Team

This guide will show you how to create 'Teams' on your club account and how to add members to teams.

This function is useful for ensuring your club members know which cricket team they are part of. It can also be used to communicate directly with a team in your club.

	Profile		Roles
ket Ireland T 🗸	Club Affiliation		Q Search
ount	Clubmark		ACTIVE ROLES
nbers 🗸	Programme Expression Of Interest		Emma Butler
ns 🗸	Addresses		Club Super Admin
petitions	Communication Preferences		Game Development
ses	Notes	Ealt Profile	Club Secretary
ps			Club Secretary
ues		Information	Liam Foulkes
ts 🗸		PRIMARY CONTACT	Club TEST Admin
ources		Liam Foulkes	HISTORIC ROLES
hase History		V liam.foulkes@cricketireland.ie	Game Development
n v		¢ -	Club Secretary
ed Reports		+353 0892551966	
lation		Club TEST Admin	

#### 2 Click here on 'Teams' on the left-hand side.

	«	Cricket Ireland Test Club		Roles
0	Cricket Ireland T V	Club Affiliation	8	Q Search
-	Account	Desarrance Evenessian Of Interest		ACTIVE ROLES
00	Members	Programme Expression Of Interest	Cricket Ireland Test Club	Emma Butler
<b>.</b>	Teams 🗸 🗸	Addresses		Club Super Admin
Ψ	Competitions	Communication Preferences	Edit Profile	Game Development Club Secretary
•	Courses	Notes		Game Development
\$	Camps		distance in the second s	Club Secretary
***	Leagues		Information	Liam Foulkes
$\bowtie$	Charts 🗸 🗸		DDIMADY CONTACT	Club TEST Admin
63	Resources		PRIMARY CONTACT	
			Liam Foulkes liam.foulkes@cricketireland.ie	HISTORIC ROLES
5	Purchase History		0	Game Development
<b>1</b>	Admin 🗸		6	Club Secretary
≞	Queued Reports		+353 0892551966	
€,	Validation			



4 Click the 'Team Name' field and type in the team name.

« CRICKET IRELAND	New Team Information			Q Search F
Cricket Ireland T 🗸	New Team Information			
Account				
Members 🗸		Details	с	ontact Information
Teams 🗸				
Competitions	Team Name *			
Courses				
Camps	Min Age			
Leagues	Max Age			
Charts 🗸				
Resources	Gender	Select Gender 🗸 🗸		
Purchase History				
Admin 🗸				
Queued Reports			1/2	Next
Validation				

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Here you can select the details of the team, such as ages and gender.

~						
Ne	w Team Information					
		Details			Contact Information	
_						
	Team Name *	First Team				
	Min Age					
	Max Age			$\bigcirc$		
	Gender	Select Gender	~			
			1/2			Next

### **6** Add an email to be connected to the team- select 'Done'.

Email liam.foulkes@cricketireland.le  Prev 2/2  All fields marked with an * are required.  O Done & Add Another  O Done	Email       liam.foulkes@cricketireland.ie         Prev       2/2         All fields marked with an * are required.       @ Done & Add Another         Other interval       @ Done & Add Another         Other interval       @ Done & Add Another         VIEW OUR TERMS & CONDITIONS, PRIVACY POLICY AND COOKIE POLICY       []			Details		Contact Informati	on
Email Iam.foulkes@cricketireland.ie     Prev 2/2   All fields marked with an * are required.   Image: Control of the state	Email       Iam.foulkes@cricketireland.le         Prev       2/2         All fields marked with an * are required.       Image: Control of the state of the						
Prev 2/2 All fields marked with an * are required.	Prev       2/2         All fields marked with an * are required. <ul> <li>One &amp; Add Another</li> <li>O one</li> <li>View OUR TEEMAS &amp; CONDITIONS, PRIVACY POLICY AND COOKIE POLICY</li> </ul> <ul> <li>O Date S Add Another</li> <li>O Date S Add Another</li> <li>O Date S Add Another</li> </ul> <ul> <li>O Date S Add Another</li> </ul> <ul> <li>O Date S Add Another</li> </ul> <ul> <li>O Date S Add Another</li> <li>O Date S Add Another</li> <li>O Date S Add Another</li> </ul> <ul> <li>O Date S Add Another</li> </ul>		Email	liam.foulkes@cricketireland.ie			
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	CRICKET IRELAND, 15C KINSEALY BUSINESS PARK, KINSEALY, CO DUBLIN. K36 YH61 VIEW OUR <u>TERMS &amp; CONDITIONS</u> PRIVACY POLICY AND <u>COOKEE POLICY</u>	All fie	ds marked with an * ar	e required.		Ø Done &	Add Another Opne
	CRICKET IRELAND, 15C KINSEALY BUSINESS PARK, KINSEALY, CO DUBLIN. K36 YH61 VIEW OUR <u>TERMS &amp; CONDITIONS</u> , <u>PRIVACY POLICY</u> AND <u>COOKIE POLICY</u>						
	CRICKET IRELAND, 15C KINSEALY BUSINESS PARK, KINSEALY, CO DUBLIN, K36 YH61 VIEW OUR TERMS & CONDITIONS, PRIVACY POLICY AND COOKIE POLICY						

7 If	you want to edit a rofile.	any of the details you selected, you can do this by selecting edit
« iket AND	First Team Teams > First Team	Q Search 2 0
reland T V	Profile Roles Members Entries Communication Preferences Notes Archive Team	First Team   Information   PIMARY CONTACT Contact information informa
18		GENERAL INFORMATION

**8** To add players to your team Click 'Members' on the left-hand side and then 'Add'.

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	First Team							
	Teams > First Team > Members							
v	Profile	Members					+ 4	dd
1	Roles						$\bigcirc$	
~	Members	Q Search						
^	Entries	= $=$ $=$ Remove All	Active: Yes $\times$				0 Re	ecords
-1	Communication Preferences	Name	Active					Actions
-1	Notes			No members found				
	Archive Team				Rows per page:	20 👻	- <	>
- 1								
- 1								
Ť								

All registered players in your club will appear. You can also filter the results based on team restrictions. Click 'Add' for the first player you want to include in the team.

	-						+ Bulk Add
~		0	Results have been filtered by First 1	eam's age and gender restrictions.			
~		٩	Search				3 Records
				All 3 items selected.	lear selection		
~			Name	Date Of Birth	Gender	Add	
			Emma Butler	1999-05-16	Female	+ Add	
	1		Game Development	1995-03-17	Female	+ Add	
~			Liam Foulkes	2000-12-01	Male	+ Add	
						Rows per page: 20 👻	1-3 of 3 < >
~							
~			CRICKET IRELAND, VIEW O	15C KINSEALY BUSINESS PARK, KINSEALY, CO DUB UR <u>Terms &amp; Conditions</u> , <u>privacy policy</u> and <u>c</u>	COOKIE POLICY		
~				POWERED BY SP	ORT:80 🔮	(	Contact Support

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**10** After clicking 'Add' in the previous step, you will be directed to this page. Here, select 'Add' again in the top right corner.

First Team				
Teams > First Team	> Members			
Profile	Members			+ Add
Roles	0			
Members	Q Search			
Entries	= Remove All Acti	ve: Yes $ imes$		1 Reco
Communication Pref	erences Name	Active		Actio
Notes	Emma Butler	Yes		:
Archive Team			Rows per page: 20 💌	1-1 of 1 <

# 11 You can see in green that the member is now Active. Repeat the process for the remaining players.

	(i) R	esults have been filtered by First	Team's age and gender restrictions.				
c	Sea	arch					3 Red
			View Selected Items (1)	Select all 3 items	)		
		Name	Date Of Birth	Gender	Add		
C		Emma Butler	1999-05-16	Female	Active Member		
2		Game Development	1995-03-17	Female	+ Ada		
0		Liam Foulkes	2000-12-01	Male	+ Add		
					Rows per page: 20 👻	1-3 of 3	<
		CRICKET IRELAND	, 15C KINSEALY BUSINESS PARK, KINSEALY,	CO DUBLIN. K36 YH61			

You can also add Roles to the team by clicking 'Roles'.

		«	First Team Teams > First Team > Entries						Q Search
8	Cricket Ireland T.	. ~	Profile	Entries					
•	Account	- î	Roles						
00	Members	~	Manhan	Q Search	1				
2.	Teams	^	Members	_0					
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	Smart List	- U	Communication Preferences	Туре	Category	Name	Start Date	Region	Items
	Add New	- H	Notes				No entries found		
0	Competitions	- 11	Archive Team					Rows per page:	20 👻 -
	Courses	- 11							
6	Camps	- 11							
**	Leagues	- 11							
~	Charts	~							
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First Team   Teams > First Team > Roles   Profile   Roles   Members   Entries   Name   Role   Rows per page:   20	«						Q Search	¥ <b>0</b> e
Teams > First Team > Roles   Profile   Roles   Members   Entries   Name   Role   Active   Eligible   Active   Eligible   Active   Bows per page:   20 < >		First Team						
Profile   Roles   Members   Entries   Name   Role   Active: Yes ×   O Record   Communication Preferences   Notes   Archive Team		Teams > First Team > Roles						
Roles       Members       Image: Communication Preferences       Name       Role       Active       Eligible       Action         Communication Preferences       No role found       No role found       Image: Communication Preferences       Image: Communicat	~	Profile	Roles				(	+ Add
Members     Members     Remove All     Active: Yes ×     O Record       Entries     Name     Role     Active     Eligible     Action       Communication Preferences     No role found     No role found     Communication     Communication       Notes     Active     Eligible     20 <	Î	Roles						
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Communication Preferences     No role found       Notes     Rows per page:     20 -       Archive Team		Entries	Name	Role	Active	Eligible		Action
Notes Rows per page: 20 - < > Archive Team		Communication Preferences			No role found			
Archive Team		Notes				Rows per pa	ge: 20 <del>~</del> -	< >
		Archive Team						

### Click the person you want to give a role to.

	New Role Teams > First Team > New Role						
IT ~	Q Search					3 Reco	ords
~	Name	Add					
~	Emma Butler	+ Add					
	Game Development	+ Add					
	Liam Foulkes	+ Add					
		<u> </u>	Rows per page:	20 💌	1-3 of 3	<	>
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ry							
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II							

### Select the role and click 'Ok'.

		New Role					
		Teams > First Team > New Role					
0	Cricket Ireland T	~	Q Search				
-	Account	î		the second se			
00	Members	~	Name	Select Role			
2.	Teams	~	Emma Butler	Select the role they will hold on the Teams Add			
<b>W</b>	Competitions		Game Development	Role * Add			
-	Courses		Liam Foulkes	Enter role			
Xe	Camps						
ŧŤŤ	Leagues			Head Coach Rows per page: 20 - 1-3 of 3			
	Charts	~		Assistant Coach			
60	Resources						
_	Durahara Ulatan			Cancel OK			
-0	Purchase History						
र्द्र	Admin	~					
	Queued Reports						
8	Validation						
2	Event Creation	~					
	Events Admin	~		CRICKET IRELAND, 15C KINSEALY BUSINESS PARK, KINSEALY, CO DUBLIN, K36 YH61 VIEW OUR TERMS & CONDITIONS, PRIVACY POLICY AND COOKIE POLICY			