

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.

1

Log in to your Clubs Sport80 account. Upon log in the account will open on your clubs profile.

The screenshot displays the user interface for a club profile. On the left is a navigation sidebar with the Cricket Ireland logo and a list of menu items including 'Account', 'Members', 'Teams', 'Competitions', 'Courses', 'Camps', 'Leagues', 'Charts', 'Resources', 'Purchase History', 'Admin', 'Queued Reports', 'Validation', 'Event Creation', and 'Events Admin'. The main content area is divided into several sections: a 'Profile' menu, a club profile card for 'Cricket Ireland Test Club' with an email address and an 'Edit Profile' button, an 'Information' section for the primary contact 'Liam Foulkes' with phone and mobile numbers, and a 'Roles' section. The 'Roles' section includes a search bar and lists 'ACTIVE ROLES' (Emma Butler as Club Super Admin, two Game Development Club Secretaries, and Liam Foulkes as Club TEST Admin) and 'HISTORIC ROLES' (one Game Development Club Secretary).

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

The screenshot shows the user interface for the Cricket Ireland Test Club profile. On the left is a navigation menu with the following items: Cricket Ireland T..., Account, Members, Teams (highlighted with a pink circle), Competitions, Courses, Camps, Leagues, Charts, Resources, Purchase History, Admin, Queued Reports, and Validation. The main content area is titled 'Cricket Ireland Test Club' and contains several sections: a 'Profile' section with links to Club Affiliation, Clubmark, Programme Expression Of Interest, Addresses, Communication Preferences, and Notes; a central profile card with a placeholder image, the club name, email (liam.foulkes@cricketireland.ie), and an 'Edit Profile' button; an 'Information' section with 'PRIMARY CONTACT' details for Liam Foulkes (email: liam.foulkes@cricketireland.ie, phone: +353 0892551966); and a 'Roles' section with a search bar and lists of 'ACTIVE ROLES' (Emma Butler - Club Super Admin, two Game Development - Club Secretary roles) and 'HISTORIC ROLES' (one Game Development - Club Secretary role).

3 Click 'Add New'.

This screenshot is identical to the one above, but with the 'Add New' button in the left-hand navigation menu highlighted with a pink circle. The 'Add New' button is located below the 'Teams' menu item and above the 'Competitions' menu item. The rest of the page content remains the same.

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

The screenshot shows the 'New Team Information' form in the Cricket Ireland system. The form is divided into two tabs: 'Details' and 'Contact Information'. The 'Details' tab is active. The 'Team Name *' field is highlighted with a pink circle. Other fields include 'Min Age', 'Max Age', and 'Gender' (a dropdown menu). A 'Next' button is visible at the bottom right. The left sidebar shows the 'Cricket Ireland T...' menu with options like Account, Members, Teams, Competitions, Courses, Camps, Leagues, Charts, Resources, Purchase History, Admin, Queued Reports, and Validation.

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

The screenshot shows the 'New Team Information' form with the 'Max Age' field highlighted by a pink circle. The 'Team Name *' field now contains the text 'First Team'. The 'Min Age' field is empty. The 'Gender' dropdown menu is set to 'Select Gender'. A 'Next' button is visible at the bottom right. The left sidebar shows the 'ID' menu with options like 'nd T...', '3', 'istory', 'rts', 'on', and 'n'. At the bottom of the form, there is a note: 'All fields marked with an * are required.' and two buttons: 'Done & Add Another' and 'Done'.

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

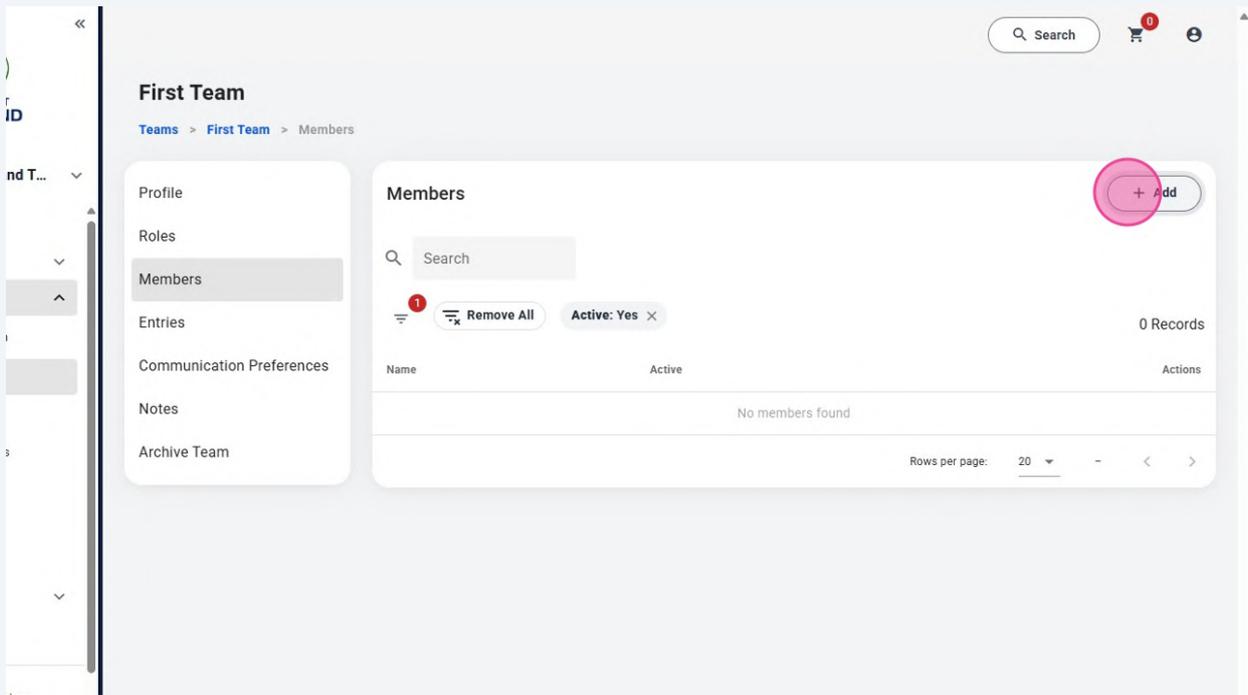
The screenshot shows a 'New Team Information' form with two tabs: 'Details' and 'Contact Information'. The 'Contact Information' tab is active, showing an 'Email' field with the value 'liam.foulkes@cricketireland.ie'. Below the field is a 'Prev' button and a '2/2' indicator. At the bottom right, there are two buttons: 'Done & Add Another' and 'Done', with the 'Done' button highlighted in pink. A note at the bottom left states 'All fields marked with an * are required.' The footer contains the Cricket Ireland logo, contact information, and a 'Contact Support' button.

7 If you want to edit any of the details you selected, you can do this by selecting edit profile.

The screenshot shows the 'First Team' profile page. On the left is a navigation menu with options: Profile, Roles, Members, Entries, Communication Preferences, Notes, and Archive Team. The 'Profile' option is selected. The main content area shows the team name 'First Team' and the email 'liam.foulkes@cricketireland.ie'. Below this is an 'Edit Profile' button highlighted in pink. The 'Information' section shows 'PRIMARY CONTACT' with the same email address and icons for phone and mobile. The 'GENERAL INFORMATION' section is partially visible at the bottom.

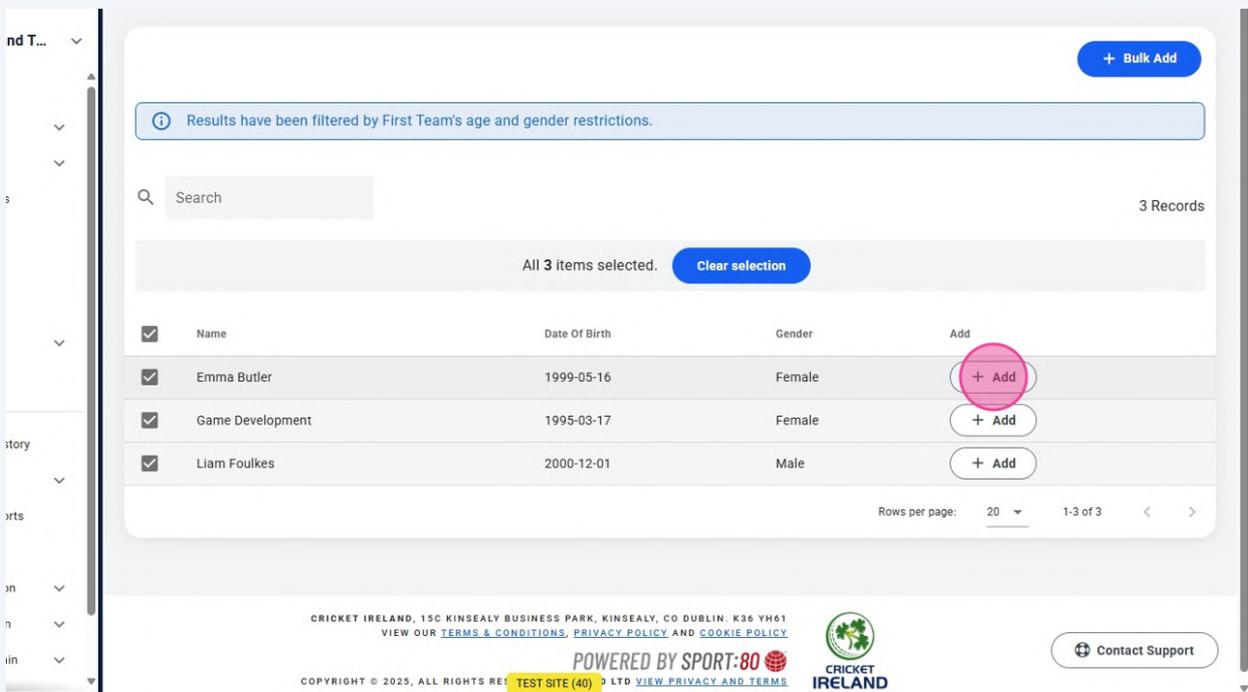
8

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



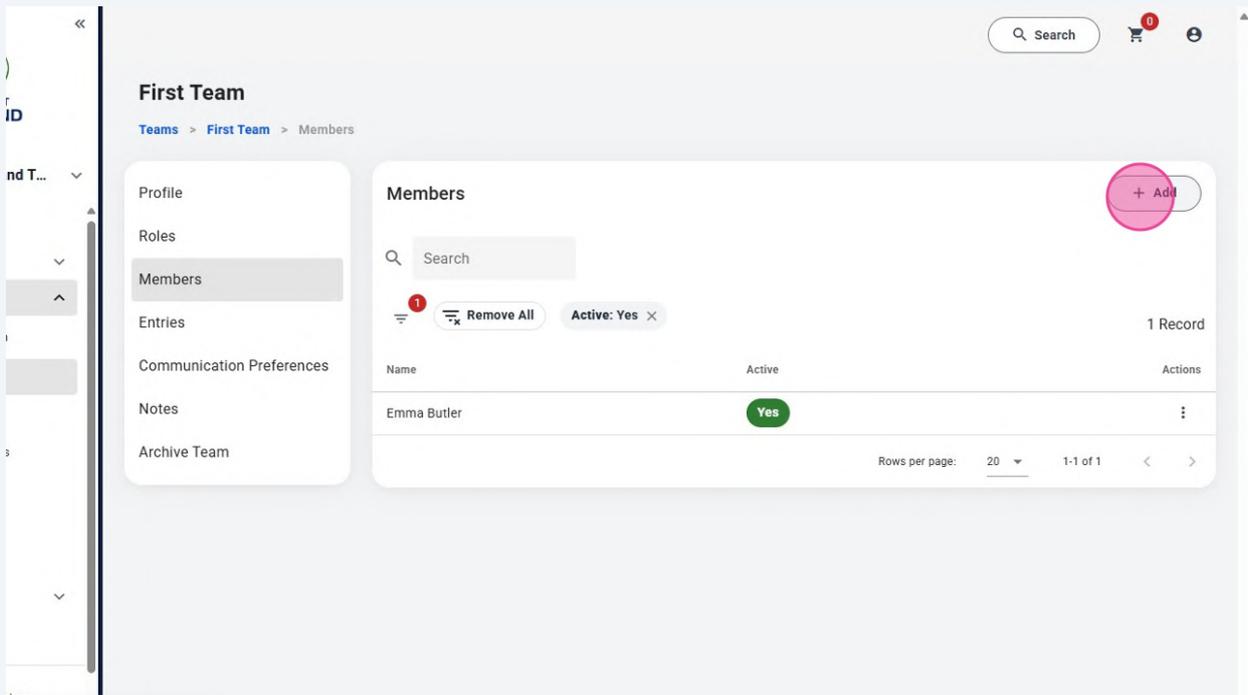
9

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.



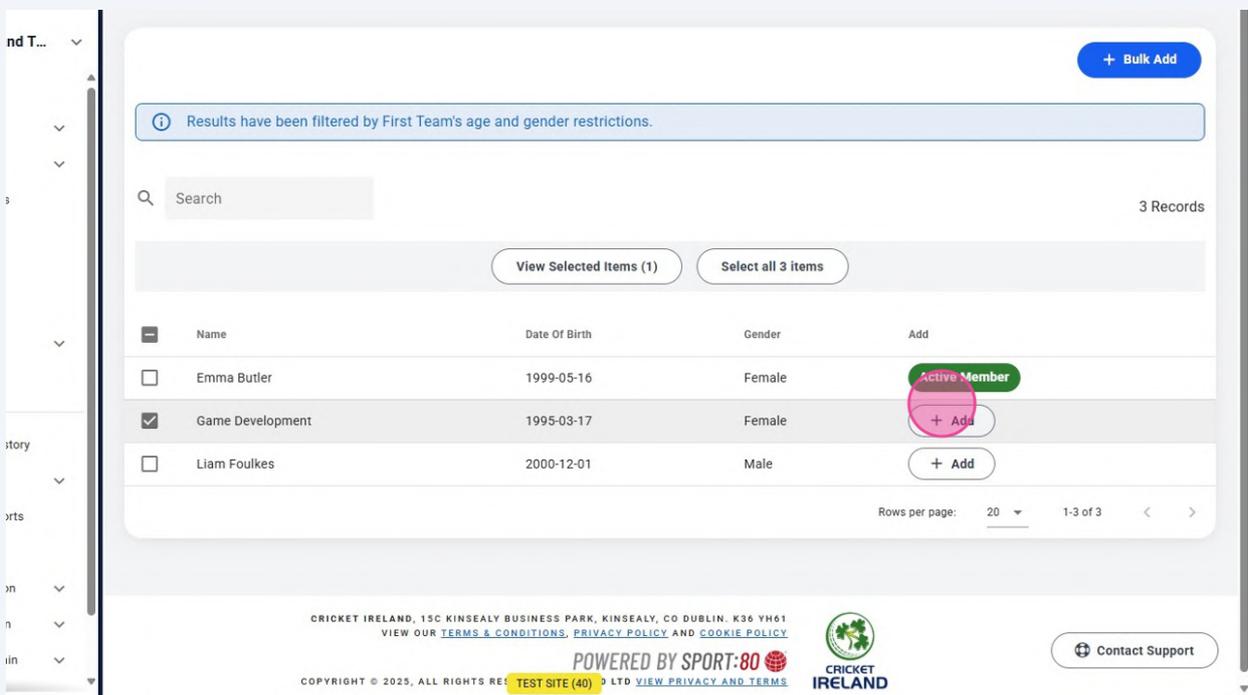
10

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

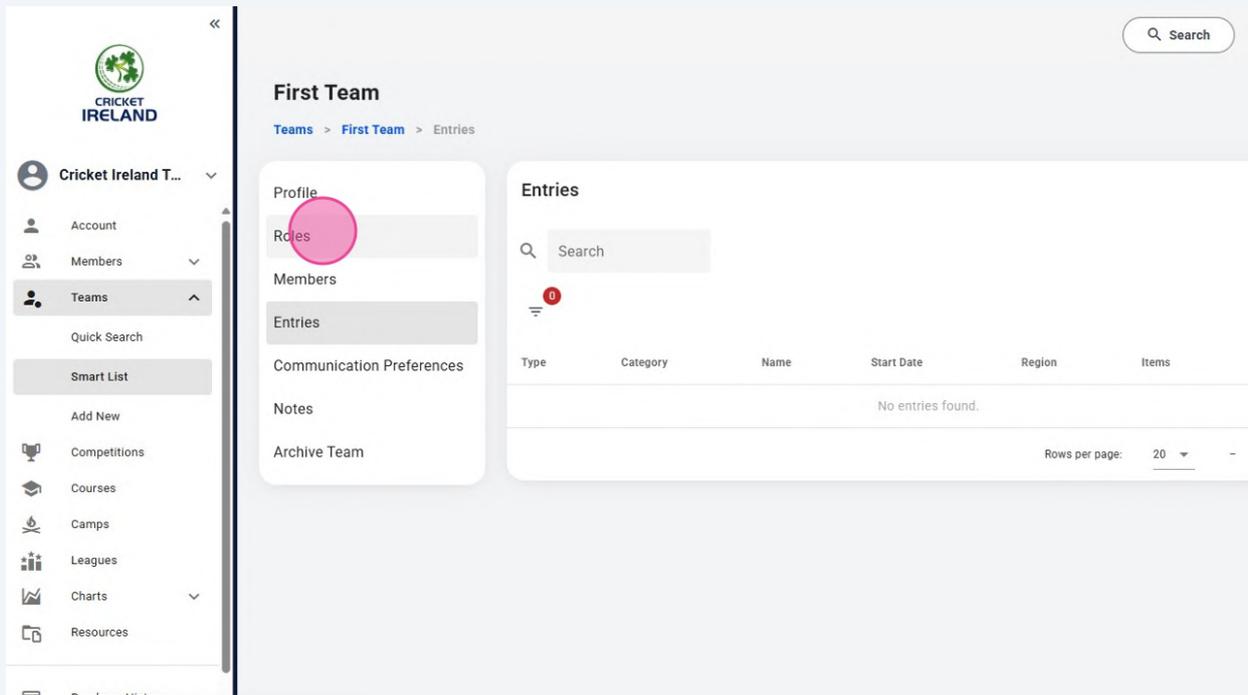


11

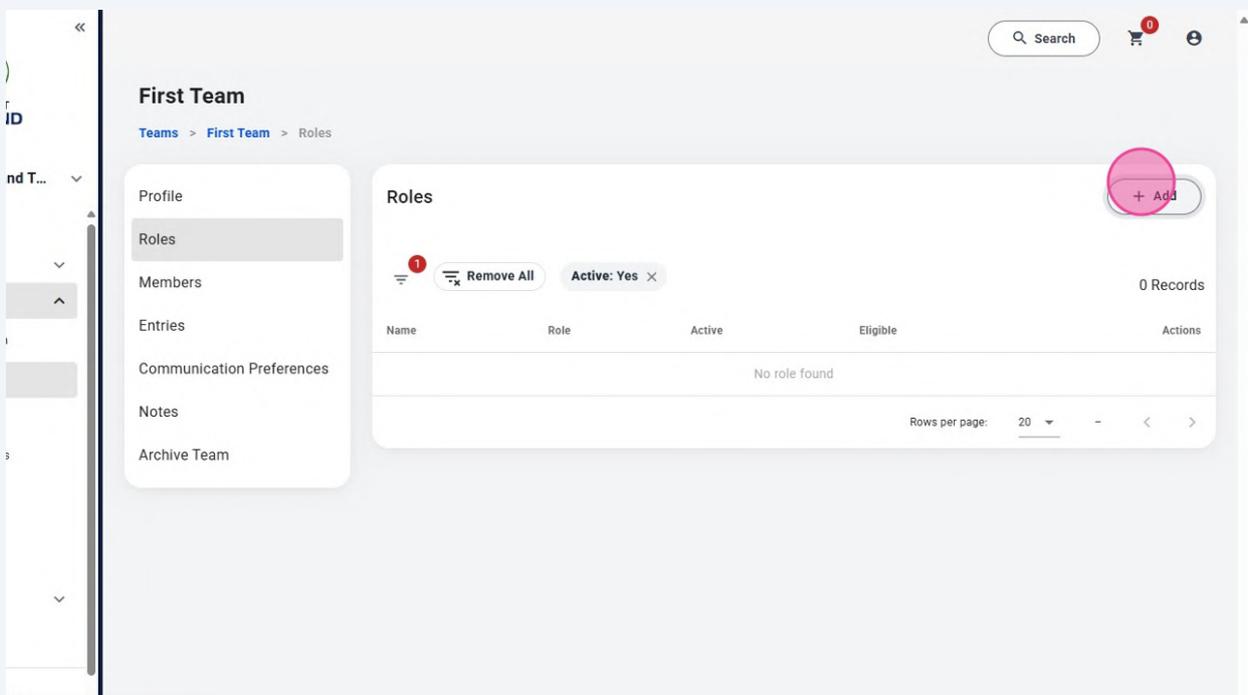
You can see in green that the member is now Active. Repeat the process for the remaining players.



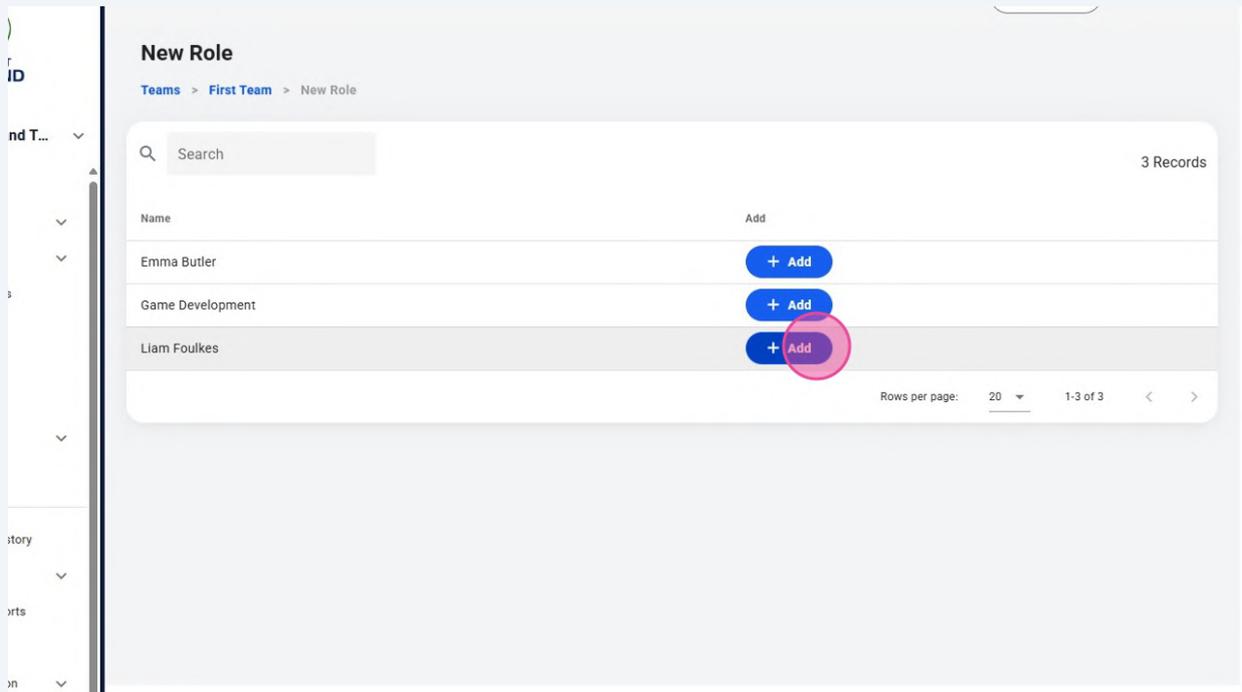
12 You can also add Roles to the team by clicking 'Roles'.



13 Click 'Add'.



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



15 Select the role and click 'Ok'.

