

ASSIGN PLAYERS TEAMS

Players can be assigned to a team at any time once their payment has been confirmed. If you are only accepting credit cards then all your online registrants are auto-confirmed. If you are accepting checks then you will need to record payment and confirm the player once payment is received.

[Click here for instructions on how to post a check payment and confirm the player](#)

Once your players are confirmed you will be able to assign them to their teams:

File Edit Admin Communicate Members Registration Reports Help

Add Folder Add Team Assign Participant Assign Coach Website Builder Resources Contact Support

Events Leagues

2. Click Assign Participant to launch the Assign Participant window

1. Select the team you wish to assign players from the folder tree

3. Select all the names at one time by holding down CTRL key

4. Click & Drag all the players or coaches over at once

5. Click Save Assignments to update the roster

Name: 13/14 Test Club

Assign Participant

Assign Participants to

Select a team to roster players: 13/14 Test Club

Choose sorting criteria: Choose Primary Sort Sort Choose Secondary Sort Clear Sorts

Legend

Transfer status (if applicable) View participant information

Assigned Participants	
Name	
Exley, Freddy	
Floyd, Frank	
Johnson, Lonnie	
Jones, Sam Jr	
Leibniz, Wilhelm	
Lucretius, Nature	
Ricky, DeLeon	
Smith, Tommy	
Spinoza, Lens	
Thompson, Jack	
Vargas, Peter	
Veblen, Victor	
Williams, Mark	

Available Participants:		
Name	Primary Sort	Secondary Sort
Exley, Freddy		
Floyd, Frank		
Johnson, Lonnie		
Jones, Sam Jr		
Leibniz, Wilhelm		
Lucretius, Nature		
Ricky, DeLeon		
Smith, Tommy		
Spinoza, Lens		
Thompson, Jack		

Save Assignments Cancel

ASSIGN COACHES TO TEAMS

Coaches can be assigned to a team once at any time once they've been confirmed.

[Click here for instructions on how to confirm your coaches.](#)

1. Select the team you wish to assign coaches to from the folder tree

2. Click Assign Coach button

3. Select all the names at one time by holding down CTRL key

4. Click & Drag all the coaches at once

5. Select a coach type from the drop down menu

6. Select the Pri box for one of your coaches. This sets a primary coach for the team

7. Click Save Assignments to update the roster

The (C) indicates that the coach has a cleared background check. If you see a (NC) it means that that particular coach does not have a cleared background check

Assigned Coaches

Pri	Type	Name
<input checked="" type="checkbox"/>	Head Coach	Education, Bonzi

Available Coaches:

Coach Name	RMA	Primary Sort	Secondary Sort
Education, Bonzi	(C)		