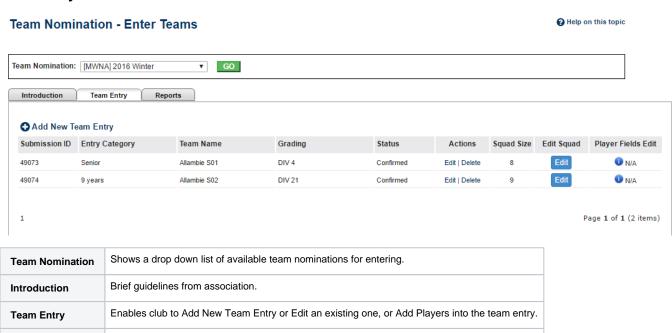
## **Team nomination - Club**

Clubs can use this functionality for:

- 1. Submitting team nominations with all details required.
- 2. Attaching a players list to each team nomination entry.
- 3. View/download reports on the number of team nominations per group, number of players registered per grade or view money owing.

## **Team Entry**



## **Team Nomination Entry**

Reports

You can choose to Edit/Confirm/Delete or Add players to an Existing team entry or click on Add New Team Entry for starting a new submission.

Shows summary (including financials) on team nomination made by club.

This opens the **Team nomination - Edit** window. Enter or change information as follows:

Team Nomination Edit	
<b>Team Nomination Details</b>	
Submission ID	49073
Entry Category	Senior ▼
Predefined Team	Allambie S01 ▼
Team Name	Allambie S01
Comment/Grading Request	
Status	<ul><li>Provisional</li><li>Confirmed</li><li>Withdrawn</li></ul>
	Update Close

Entry Category*	Shows a dropdown list of all available categories set up by your Association for team nomination.
Team Name	Enter Team Name.
1st Preference Start Time	Enter first preference start time.
Team Coach	This shows a list of People names to assign as Team Coach for new Team entry.
Team Manager	This shows a list of People names to assign as Team Manager for new Team entry.
Home Venue	This shows a list of available venues in affiliated association databases.
Draw Preference	This may not display if your Association chooses not to display it in nomination form set up.  There are 3 draw preferences to choose from:  Play home first week Play away first week Others
Draw Requests	Enter any preferences.
Comment Grading Request	Other comments.

Status*	Choose from the following 3 status options before submitting this form:	
	Provisional - Unsure status ->This will not incur any costs for team entry if any fees are set up by the Association.	
	<b>Confirmed</b> - Reserved status ->This will incur relevant cost as set up by association for team entry. After submitting, club can view associated cost via Reports tab.	
	Withdrawn	

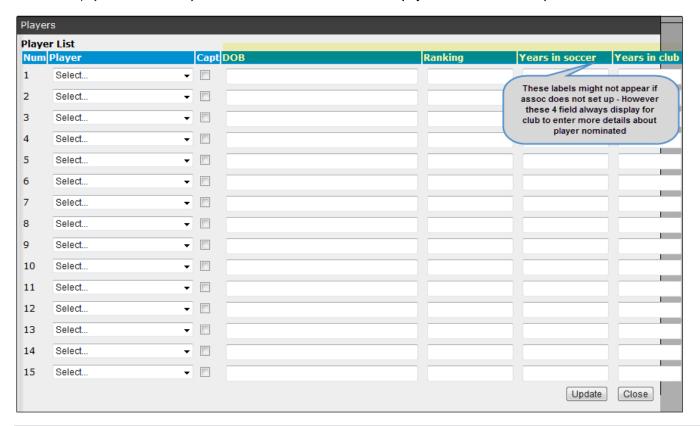
\*Required Field



Fields that are not "Required Fields" may not display if your Association chooses not to display it in nomination form set up.

## Add players

Clubs can add players once a team entry has been submitted. Select the relevant Add players link from the Team Entry screen.



Player

Each item shows a drop down list of all available players in club's database. Player can be easily viewed using sidebar scroll and clicked on for selection. The number of players displayed on Player list depend on setting by Association for the nomination process. Maximum is 15 players and minimum is none.

Other columns

The other four columns are labelled differently depending on Association setting at Nomination form configuration stage. Here, the following labels have been used for collecting more particular information regarding DOB, Ranking, Years in Soccer, Years in club.

Despite whatever labels called by Association, the four columns will be available for entering as much detail as possible about players to be nominated.

Click **Update** to confirm the player addition.



This is a guide on how to handle additional players that are needing to be allocated to the team. However, players can be added to a team at anytime within the system .