The Team

Introduction

> ### Quick Answer
> - To add a new member to The Team, login to your **Club Control Panel**.
> - Click the **Teams** tab.
> - Select the name of your team then **The Team** from the left-hand menu.
> - Click the green **Add Member** button.

The Team is made up of all players, parents, coaches, team managers and staff associated with a specific team.

This could also include: Physio, Doctor, Kit Man, Press Officer. You name it, they can all be listed under The Team.

Benefits

Making sure the member listed under The Team is up to date is really important: Here a 6 great reasons

1. **Availability** - only players listed under The Team can update their availability.

2. **Selection** - likewise, only a player listed under The Team can be selected.

3. **Payments** - when collecting online payments, a player must be listed to the correct team before the correct payment can be taken.

4. **Communication** - team mangers want to send email quickly, this means picking a team filter and sending one email. Plyers need to be in the correct team for this to work.

5. **Team Manager App** - Selecting a team with in the team manager app relies on having the correct list ofk players.

6. **Pitchero App** - content within the Pitchero app is filtered depending on a members role. Player not listed correctly, will miss important information.

Players

How to add a new Player
To add a new Player, access your Club Control Panel and click the 'Teams' tab, then select 'The Team' from the left-hand menu.

Click the green Add Member button top right.
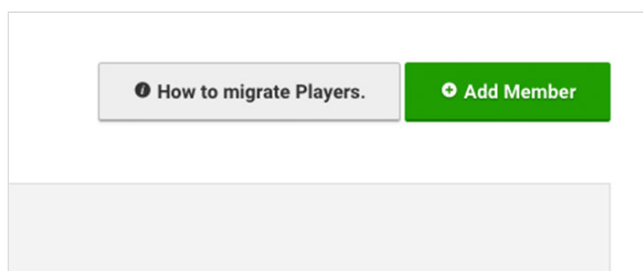
A pre-loaded overlay will appear, with the role (Player) and team (your team) already selected. If you need to add further roles, do this now. The click Next.

A new overlay will appear with a form a membership form to complete. Complete this form.

Once the form is completed click Next. Review the final overlay and click Save.

Invite the new player to join the website

First make sure the player is listed under The Team. See above.

Within The Team section of the control panel, click the players name.

Select the grey 'Invite to Join Website' button top right.

Add a personal message, then preview the email.

Finally, when you are happy with the email, click Send Invite.

You can also use the above process to add and invite other types of members, including coaches, club members and other webmasters.

Parents

How to add a new Parent

To add a new Parent to a Team, access your Club Control Panel and click the 'Teams' tab, then select 'The Team' from the left-hand menu.

A list of players will appear on the page.

Before a new Parent can be added, the Player must be listed on the page. To add a new player - see above.

Next, locate the player associated to the Parent.

Click the Add Parent box, next to the Player name

Batsmen

Jenny Adams
Batsman Right Handed

Parents (0)

You have two options:

- Choose an existing member - search the membership database (recommended)
- Create a new member

To search the database, enter the name of the Parent. Search for the member and click Save.

The parent will now be associated to the Player.

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Jenny Adams
Batsman Right Handed

Parents (1)

If the Parent is not already listed in the database, click Create new member.
A pre-loaded overlay will appear, with the role (Parent) and Player name already selected. If you need to add further roles, do this now. The click Next.

Add New Member

☐ Club Member

☐ Player

☑ Parent

Q Type child's name

Alicia Ball ✪

☐ Coach

☐ Staff/Official

Manage Staff and Officials

☐ Team Admin

☐ Webmaster

Next »

A new overlay will appear with a form a membership form to complete. Complete this form.

Add New Member

Member Information

Name *

Gender | Male ▾

Date of birth | in format YYYY-MM-DD

Email

Address

City

Region

Country | United Kingdom ▾

Postcode

Add Member

Once the form is completed click Next. Review the final overlay and click Save.

Invite the new player to join the website

First make sure the Parent is listed under The Team. See above.

Within The Team section of the control panel, click the players name.

Select the grey 'Invite to Join Website' button top right.

Add a personal message, then preview the email.

Finally, when you are happy with the email, click Send Invite.