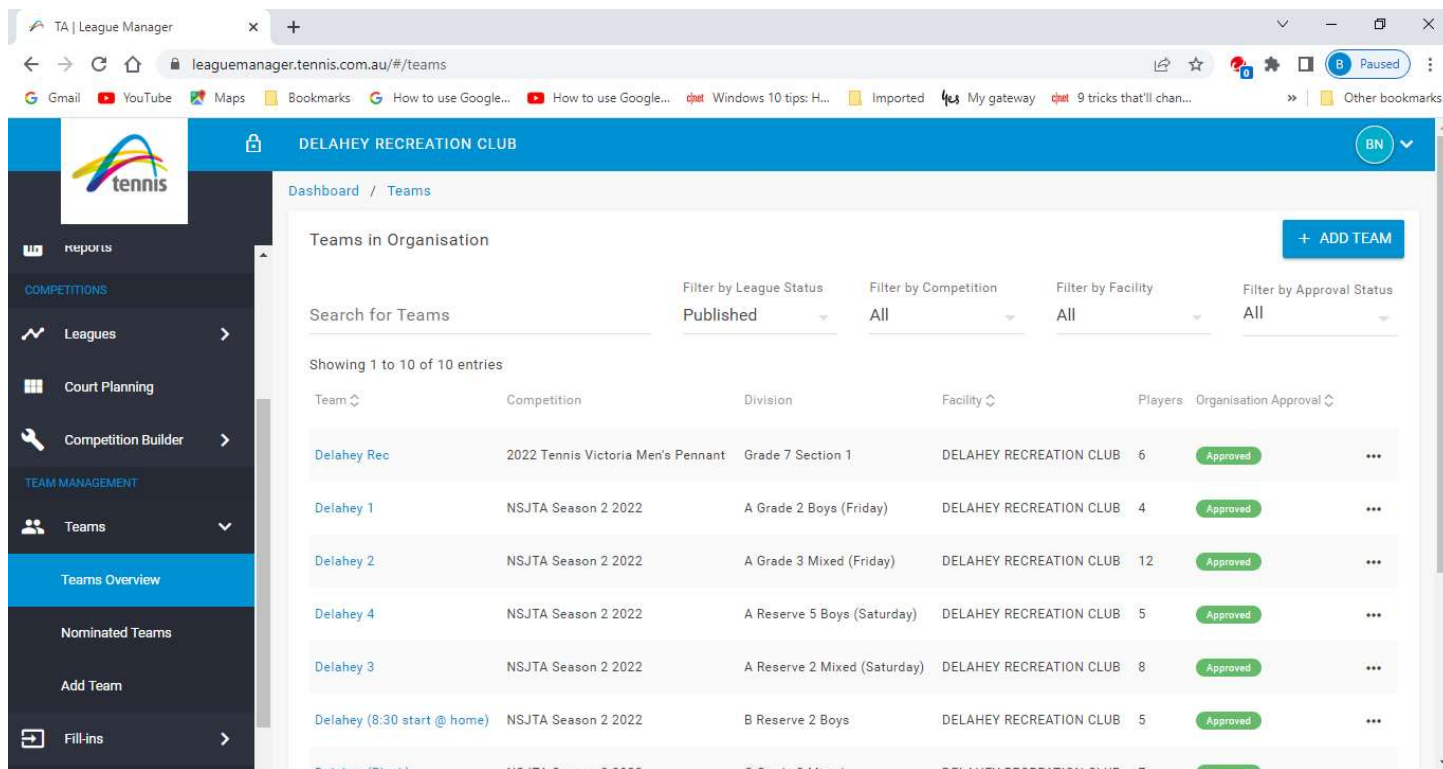**How to Add a Team Manager in League Manager**

A team manager can be added to a team at the time the team is created or at any time later. The process for adding a team manager is the same as adding a player to a team however you must ensure the "Player Type" is set to "Parent".

Some clubs have opted for their delegate or a nominated individual to enter results however for clubs wishing to pass that out to team managers, this process shows how to add a Team Manager to your teams. To become registered as a Team Manager, the person must have an active Tennis Account. If not, they will have to create an account via Match Centre and selecting the Register link.

Adding a Team Manager

1. Login to League Manager with your tennis account (for those with multiple admin roles make sure your login is set to club administrator).
2. Under the Team Management menu, select "Teams/Teams Overview" (note: if you are adding a team manager to a team already created for an upcoming league that has not yet been published select "Nominated Teams" rather than "Teams Overview")
3. You should then be presented with a list of your club's teams as per the screen shot below

4. From the Team column, click on the team you wish to add a team manager for and you will see the Team profile page

5. Click the 3 dots in the top right and then select "Edit Squad". If team entries for the league have already closed you will see the following message appear

6. You can ignore that message for the purposes of adding a team manager and scroll down the page to "Add Player" and then follow the process for adding a player.
7. If the person record with a Tennis Account and correct email address you are looking for is found click "Select" next to that person's record. Before selecting the person you should ensure they have a green tick in the Tennis Account column.
8. After selecting the person make sure that the "Player Type" is set to "Parent" by clicking the down arrow to the far right of the "Player Type" field and selecting "Parent" from the available options.
9. You will then be taken back to the Team profile page where if you select the "Team Managers" tab you should see the person you have added listed as a team manager. Before exiting this page, don't forget to save changes by scrolling down to the bottom of the page and click "Save"

10. Once the team manager has been successfully added to the team, they will be able to start using Match Centre to add/confirm results.