

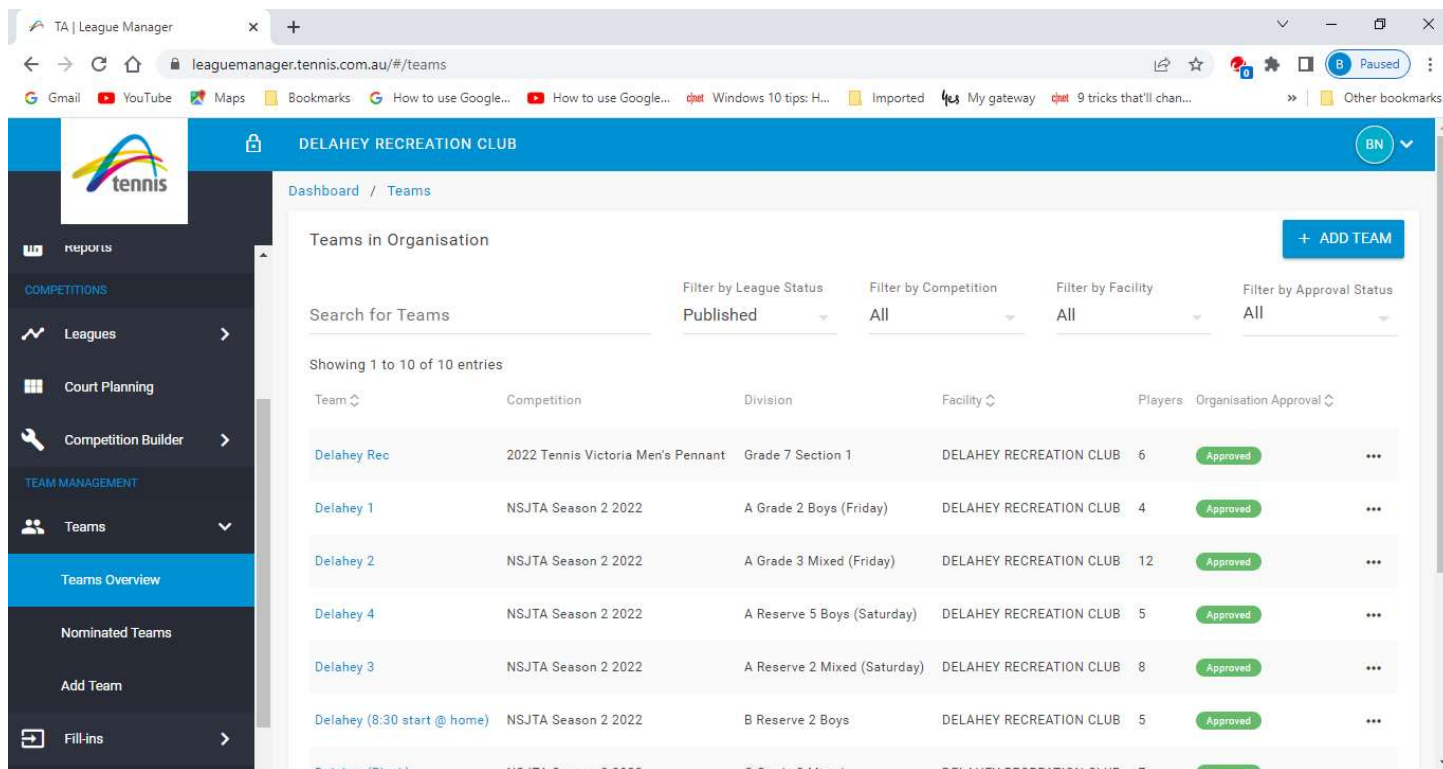
How to Add a Team Manager in League Manager

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



The screenshot shows the League Manager interface for Delahey Recreation Club. The page title is "DELAHEY RECREATION CLUB" and the breadcrumb is "Dashboard / Teams". The main content area is titled "Teams in Organisation" and features a table of teams. The table has columns for Team, Competition, Division, Facility, Players, and Organisation Approval. The table lists several teams, all with an "Approved" status. A sidebar on the left contains navigation options under "TEAM MANAGEMENT", including "Teams Overview" (which is highlighted) and "Nominated Teams".

Team	Competition	Division	Facility	Players	Organisation Approval
Delahey Rec	2022 Tennis Victoria Men's Pennant	Grade 7 Section 1	DELAHEY RECREATION CLUB	6	Approved
Delahey 1	NSJTA Season 2 2022	A Grade 2 Boys (Friday)	DELAHEY RECREATION CLUB	4	Approved
Delahey 2	NSJTA Season 2 2022	A Grade 3 Mixed (Friday)	DELAHEY RECREATION CLUB	12	Approved
Delahey 4	NSJTA Season 2 2022	A Reserve 5 Boys (Saturday)	DELAHEY RECREATION CLUB	5	Approved
Delahey 3	NSJTA Season 2 2022	A Reserve 2 Mixed (Saturday)	DELAHEY RECREATION CLUB	8	Approved
Delahey (8:30 start @ home)	NSJTA Season 2 2022	B Reserve 2 Boys	DELAHEY RECREATION CLUB	5	Approved

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

The screenshot shows the 'Delahey 2' team profile page. The header includes the club logo and navigation links. The main content area displays 'Team Settings' with the following details:

Organisation	Organisation Approval	Team Captain	Contact Phone
Delahey Recreation Club	Approved	No captain specified	N.A.
Participating in	Competition Status	Payment Status	
NSJTA Season 2 2022	Published	Not required	
Facility	Facility Address	Preferred Start Time	
DELAHEY RECREATION CLUB	61 Goldsmith Ave, 3037, DELAHEY / VIC	N.A.	
Preferred Surface	Preferred Court		
N.A.	N.A.		

- 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

The screenshot shows the 'Delahey 2' team profile page with the 'Team Squad' section. A yellow message box states: "This team is currently locked. Only reserve players can be added and no playing order can be modified."

- 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.
- 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.
- 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.
- 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"

The screenshot shows the 'Delahey 2' team profile page with the 'Team Squad' section. A yellow message box states: "This team is currently locked. Only reserve players can be added and no playing order can be modified." Below the message are navigation tabs: "BASE PLAYERS", "RESERVE PLAYERS", "FILL-IN PLAYERS", and "TEAM MANAGERS". The "TEAM MANAGERS" tab is currently selected.

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