## ASSIGNING PLAYERS TO TEAMS

1. Go to the "Teams" tab on the left-hand menu and select the "Assign Players" tab from the dropdown menu.

2. Select the appropriate season and division (division should be the age group of the players you are trying to assign) and click the "View" button.

3. A section titled "Assign selected to team" should appear at the bottom. Click on the "Teams" dropdown menu and select the appropriate team.

| © Discipline |
| :--- |
| Bermits, Sanctions |
| and Forms |
| Teams |
| Teams |
| Assign Players |

Assign Associated
Players (AP)
Assign Staff
Assign
Executive/Volunteer
Team Roster Size
Travel Permits
f.fackages

- Build a Page
2 Members
© Registrations
$\Rightarrow$ Transfers
DTransactions

View


4. Use the check boxes to select the players you want to assign to your selected team.

| $\square$ | Position | Jersey \# | ID | Registrant | Season | Division | Position Preference | Team | Inactive |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\square$ | Choose $\checkmark$ |  | 63042B0D | Bennett, Anthony | 2023-2024 | U10 Boys |  |  |  |
| $\checkmark$ | Choose v |  | D8FDAE9B | Lam, Eugene | 2023-2024 | U10 Boys |  |  |  |
| $\square$ | Choose |  | FBB1BC64 | Shipley, Kaelan | 2023-2024 | U10 Boys |  |  |  |
| $\square$ | Choose $~$ |  | E51ED959 | Three, Centre | 2023-2024 | U10 Boys |  |  |  |
| 0 | Choose |  | A1E3C469 | Two, Forward | 2023-2024 | U10 Boys |  |  |  |

And scroll up and click submit just above the player list.

5. Players should have team assignments beside their names after step 4.

| $\square$ | Position |  | Jersey \# | ID | Registrant | Season | Division | Position Preference | Team | Inactive |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\square$ | Choose |  |  | 63042B0D | Bennett, Anthony | 2023-2024 | U10 Boys |  | OBA U10 |  |
| $\square$ | Choose |  |  | D8FDAE9B | Lam, Eugene | 2023-2024 | U10 Boys |  | OBA U10 |  |
| $\square$ | Choose |  |  | FBB1BC64 | Shipley, Kaelan | 2023-2024 | U10 Boys |  |  |  |
| $\square$ | Choose |  |  | E51ED959 | Three, Centre | 2023-2024 | U10 Boys |  | OBA U10 |  |
| $\square$ | Choose |  |  | A1E3C469 | Two, Forward | 2023-2024 | U10 Boys |  | OBA U10 |  |

6. Go back to the left-hand menu and select "Teams" and the "Teams" tab from the dropdown menu. You should see your list of teams and an updated number of players assigned to that team.

