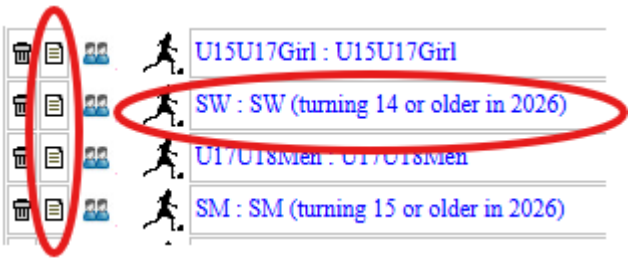
How to Nominate Teams and Request Divisions

Setting Up Age Groups

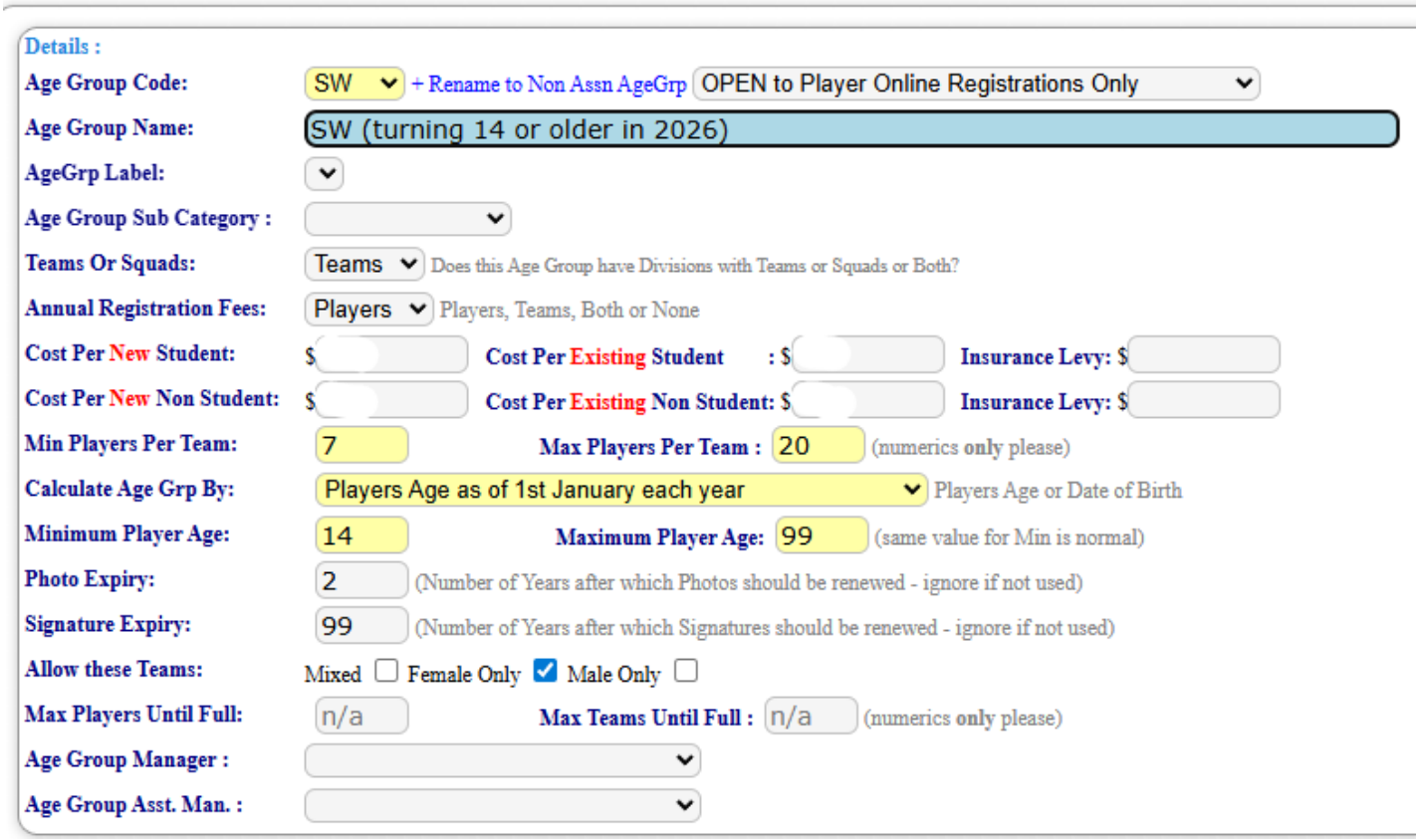
1. Within the Setup Menu, in the section “Registration Setup” is a button “Age Groups Offered” – It will be Green if at least 1 Age Group exists and Red if none have been setup. Click it either way.

2. If you have set your age groups up correctly, it should look like the following, with your registration amounts for each age group next to their respective age group, if not, keep reading.

3. You are able to Add, Modify and Delete your Age Groups.
   - To modify the age group, click on either of the edit options as shown in the circles below;
   - To add a new age group, click on the ‘Add New Age Group’; or
   - To delete an age group already existing, select the ‘trash can’ next to the appropriate age group.



4. The following screen will appear



5. Complete the details for each age group including:

- **Age Group Code** – name as per your association regulations.
- **Open/Closed** -Use the drop down menu to specify if this age group is open or closed for online registrations for your club. Note, to close Registrations completely, go to the Setup Menu.
- **Age Group Name**– You can be more descriptive here and this is what will be seen by players when they register online, although it is typically the same as the Age Group Code.
- **Annual Registration Fees**: For a given Age Group, you can choose if Players or Teams (or both) should be charged. Generally speaking, it is players, but for some sports, such as Futsal, a Team fee is payable rather than individual player fees.
- **Player Fees** - Insert the total fee for students and non-students. These are the values used by the system to calculate fees owing by Players, so it is vital these are correct. Remember to include Insurance Levy for both, but this is really only a commendatory field and doesn't affect the fee charged to the player in the Online Registration process. Typically the 4 fields filled in above should be filled in for each age group.
- **Team Fees**: If you choose Teams as the Charging method, then ensure the amount and deposit amount are entered. This goes hand in hand with Online Team Registrations. **NOT NEEDED FOR QCSA.**
- **Update Invoices:** If you amend the fees after setting them, use the drop down box to select the appropriate option that best suits your club to update invoices.
- **Calculate Age Group By**: For QCSA select 'Players age as of 1st January each year'
- **Minimum and maximum ages**. For junior age groups theses age will likely be the same – *e.g.*,for the U7 age group, the minimum age will be 7 (**that is turning 7 this year**) and the maximum age will be 7. However, if your club allows players to "Play Up" an Age Group whenever a parent wants to, then

you might want to change the minimum value to 5 to allow a an already turned 4year old (turning 5 this year) to choose to play in the Under 7 Age group. Note that this mainly affects Online Registrations – From the Player Admin, an administrator can override these settings and put a player in any Age Group.

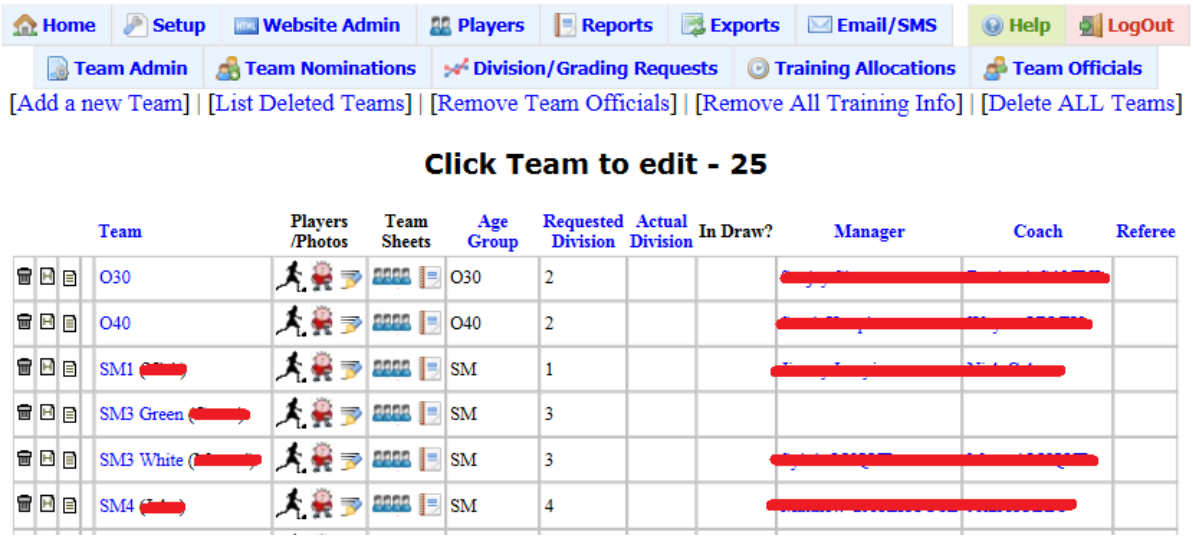
- **Photo Expiry**. Specify the number of years a player photo is considered valid before it needs to be replaced – 2yrs for juniors and seniors.
- **Signature Expiry**: Not required any longer so set to 99 years.
- **Allow These Teams:** Specify if the team is male only, female only or mixed.
- **Age Manager**. An age manager and assistant can be specified, but is not essential. {Note: Age manager's details must be entered in the Contacts section of the admin system before they can be added here. – Go to Setting up Club Contacts for details of how to do this.} Use the drop down menu to click on the contact to be the age manager or assistant.
- Click on the Click to Update Age Group button to confirm.
- Continue this process for all age groups.

6. Once all age groups have been defined, go back to the 'Players' menu

Create a New Team or Amend an Existing Team

Start by clicking the

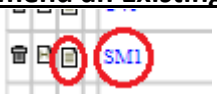
button. This will list your teams and also enable you to create a new team if you need to.



Create a New Team

To create a new team, select the 'Add a new Team' from the tabs along the top (dot points below in red are mandatory to fill in).

Amend an Existing Team

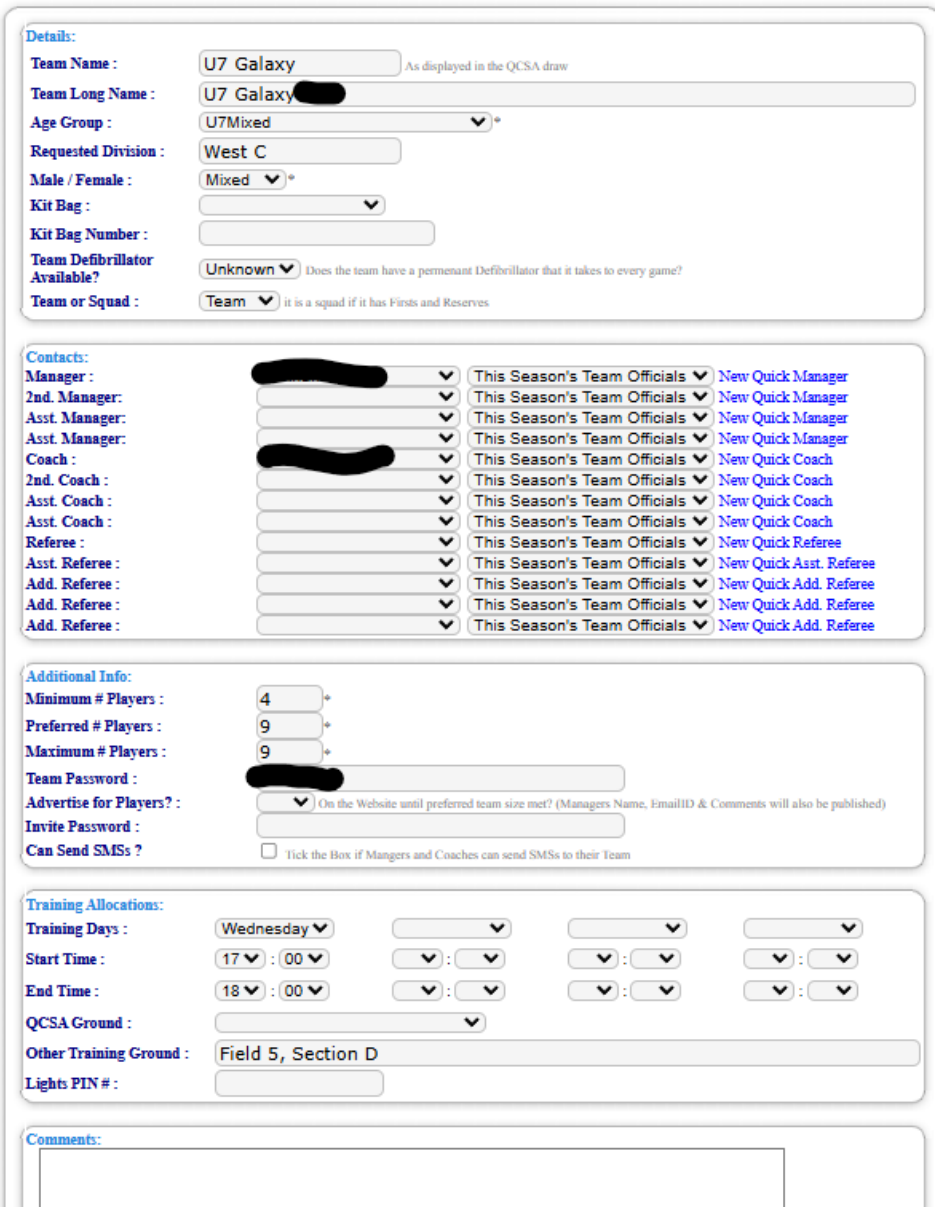


To amend an existing team, select the team to edit by clicking on either icons as circled above (dot points below in red are mandatory to fill in).

- '**Team Code**' is where you put the name of the team that will appear in the draw etc. Can you please ensure that if you have more than 1 team in a division, e.g. green and white, when naming your team, ensure that you put the age group, proposed div, in front of the team name, otherwise, it appears on my report as simply green and I don't know what age group it pertains to. So, if you have

2 Under 7 teams in West A, the official names would be U7WestARockets and U7WestALions, not just Rockets and Lions.

- **So, some examples of the 'Team Code' is SM1, SM5, O302, U143, U111Green, etc. with the number immediately following the age group being the requested division for that team.**
- '**Team Name**' is typically the same as the Official Name, as this is what players see in their player portal, team managers in their login section and in emails that are sent to players.
- '**Age Group**' self-explanatory – select the age group that you want to put the team in
- '**Requested Division**' – you can put the division that you are requesting to be in for 20XX in here, but I suggest you do it through the 'Division/Grading Request' tab so you can also put a comment in along with the division request, to give some information as to why you are requesting to play in this division (this will be discussed lower in this document)
- '**Male/Female**' – select using the drop down according to the team (mixed is an option as well)
- '**Kit Bag**' – use drop down to select accordingly
- '**Team or Squad**' – all QCSA is teams, except for Tiny Tots you can select squad for that age group
- '**Additional Info**' – **Min/Preferred/Max Players** self-explanatory; **Team Password** is where you put in the password for your coaches/managers, etc to have access to for Team Lists, Match Cards, etc..**Can Send SMS** is only if you have organised to pay for the SMS feature through MCM, which allows clubs to send SMSs to officials, or players, etc…
- '**Training Allocation**' All optional if you want to put that information in there, but it is good to have as players will see that
- Select '**Click to Update Team Details**'



Placing Players into Teams

Click Team to edit - 25

	Team	Players /Photos	Team Sheets	Age Group	Requested Division	Actual Division	In Draw?	Manager	Coach	Referee
	O30			O30	2			[redacted]	[redacted]	
	O40			O40	2			[redacted]	[redacted]	
	SM1 [redacted]			SM	1			[redacted]	[redacted]	
	SM3 Green [redacted]			SM	3					
	SM3 White [redacted]			SM	3			[redacted]	[redacted]	
	SM4 [redacted]			SM	4			[redacted]	[redacted]	

By clicking on the running person icon this allows you to select players from the right hand side and add them to the left hand side to make them a part of the team. You can add or remove from the right to left as many times as it takes you to form your team. If you need to remove a player from the team, click on the player from the left column and select 'Remove'. Then click on the 'Click to Update Team Players'.

Click to Update Team Players

I won't discuss any more about this function, as players should already be in teams. If you need further instructions on this feature, please contact me.

Check Players Photos in Teams

Click Team to edit - 25

	Team	Players /Photos	Team Sheets	Age Group	Requested Division	Actual Division	In Draw?	Manager	Coach	Referee
	O30			O30	2			[redacted]	[redacted]	
	O40			O40	2			[redacted]	[redacted]	
	SM1 [redacted]			SM	1			[redacted]	[redacted]	
	SM3 Green [redacted]			SM	3					
	SM3 White [redacted]			SM	3			[redacted]	[redacted]	
	SM4 [redacted]			SM	4			[redacted]	[redacted]	

By clicking on the person character icon this allows you to view all the players' photos from that team. You can update or modify the photo from here. Remember, the photo that you wish to upload must be on the device that you are using to do this process.

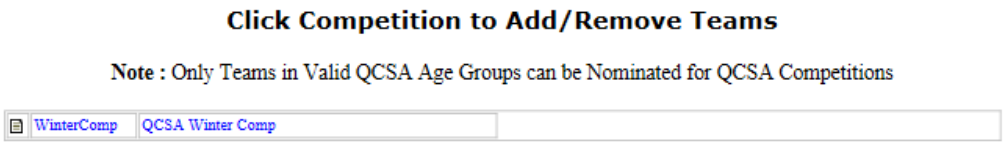
Nominating Teams into the QCSA Comp

This can be done 1 of 2 ways, and both lead to the same area.

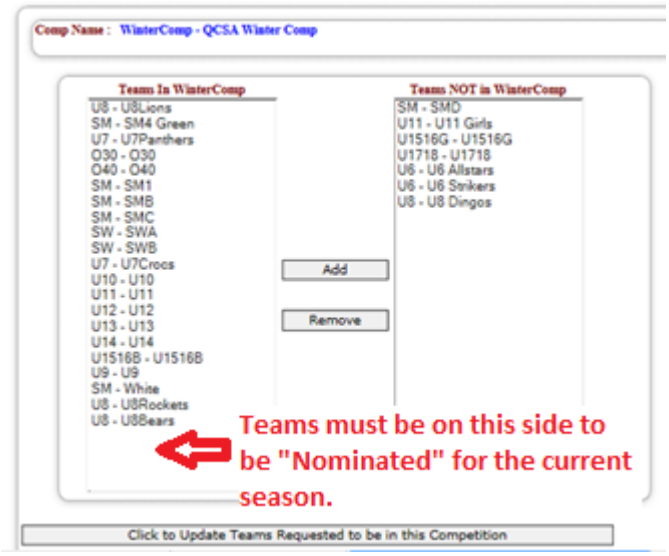
1. Click on 'Team Nominations' from the options below; or

2. Whilst still in the 'Team Admin' section, select the 'Team Nominations' from the tabs along the top

3. Select ‘Winter Comp’



4. All the teams that you have previously created, should now be on the right hand side.
5. Click on the teams that you want to be in the 20XX competition and add them. They will then go to the left hand side and now you have nominated teams for 20XX.
6. Click on the ‘Click to Update Teams Requested to be in this Competition’. Only thing left now to do is to request divisions for them.

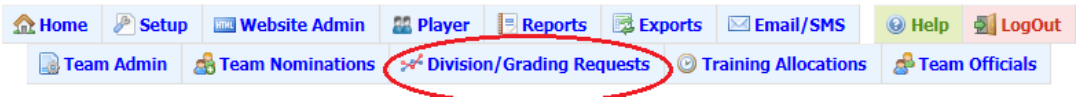


Requesting Divisions for your teams in the competition

This can be done 1 of 2 ways, and both lead to the same area.

1. Click on the ‘Team Division Requests, Team Grading Requests’ as below; or

2. Whilst in the Team Nomination section, select the ‘Division/Grading Requests’ as shown below, from the tabs along the top.



3. You will then see the screen as below. This shows you all the age groups possible in the QCSA comp, whether you have a team nominated in all age groups or not.

- Tiny Tots
- BPFP
- U5
- U6Mixed
- OffSeason
- U7Mixed
- U7U8Girl
- U8Mixed
- U9Mixed
- U9U10Girl
- U10Mixed
- U11Mixed
- U11U12Girl
- U12Mixed
- U13Mixed
- U13U14Girl
- U14Mixed
- U15U16Boys
- U15U17Girl
- SW
- U17U18Men
- SM
- O30W
- O30Men
- O40Men
- O50Men

4. Click on an age group that you have nominated team/s for. Remember, that you had to have already nominated your team into an age group, otherwise it won't show here.
5. Type the requested division in that you are requesting for in 20XX and in the comments, provide some reasoning behind your choice. Whether it is because it is a whole new team, half of the previous team and the rest are new players, etc. These comments will assist the Fixture committee into deciding what division teams will go into.
6. If you don't have anything to go in here, please delete what is in there as it stays in there each year.
7. Click on the 'Update Division Requests' to ensure that the requests are saved.

Team Name	Requested Division	Comments
U11 Girls	4	Lowest division possible as it is a new all girls team and has some 9 year old players in the team
U11	2	This team finished towards the middle/top of the ladder last year in the zonal comp

Update Division Requests

Please use the following wording for 'Requested Division' for Under 5 through to Under 10:

Age Group	Requested Division	Comments Section
U5	Int Sbank Int LUnited	Please indicate in the comments whether it is just your club playing with your own teams, or if you are playing with another club in their internal comp.
U6 Mixed	South	
U6 Mixed	West A	
U6 Mixed	West B	

U6	Int St Cats Int Mansf Int Sbank	Please indicate in the comments whether it is just your club playing with your own teams, or if you are playing with another club in their internal comp.
U7 Mixed	South	
U7 Mixed	West A	
U7 Mixed	West B	
U7 Mixed	West C	
U7 Mixed	Int Beaud Int LoganU Int Mansf Int Sbank Int St Cats	Please indicate in the comments whether it is just your club playing with your own teams, or if you are playing with another club in their internal comp.
U7U8 Girl	West	
U7U8 Girl	South	
U8 Mixed	South A	
U8 Mixed	South B	
U8 Mixed	West A	
U8 Mixed	West B	
U8 Mixed	West C	
U8 Mixed	Int Beaud Int Sbank Int St Cats	Please indicate in the comments whether it is just your club playing with your own teams, or if you are playing with another club in their internal comp.
U9 Mixed	South Aligators	
U9 Mixed	South Boas	
U9 Mixed	South Crocodile	
U9 Mixed	West Aligators	
U9 Mixed	West Boas	
U9 Mixed	West Crocodiles	
U9 Mixed	West Desert Snakes	
U9U10 Girl	West	
U9U10 Girl	South	
U10 Mixed	South Aligators	
U10 Mixed	South Boas	
U10 Mixed	South Crocodile	
U10 Mixed	West Aligators	
U10 Mixed	West Boas	
U10 Mixed	West Crocodiles	