

Add Players to the system and squads

1. Log into administration, and Click on Members and then Member database on the left hand side.
2. Click add new member, and fill in Forename, Surname and Date of Birth, and Click save. (You can fill in as many details as you want on the form that now appears, it is up to you what details you want to store on the site)
3. Without logging out of that screen you can now click Add Roles

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[Add Roles](#)

User Details **Membership & Roles** [Availability](#) [Profile](#)

Last Updated: 25/01/2014 at 17:10

Hide from other Members

Title

* First name

Initials

* Surname

Username

Email

Gender

Date of Birth

Firstname

Roles for John Smith

[Web Roles](#) [Officials](#) **[Squad Players](#)** [League Registered Players](#) [Messaging Groups](#) [Misc](#)

	Status	Start Date
Squad Players		
1st XI Squad Member	<input type="text"/>	
2nd XI Squad Member	<input type="text"/>	
3rd XI Squad Member	<input type="text"/>	
Under 17 Squad Member	Activate	
Under 15 Squad Member	Activate	
Under 13 Squad Member	<input type="text"/>	
Under 13 Leeds League Squad Member	<input type="text"/>	
Under 11 Squad Member	<input type="text"/>	
Under 9 Squad Member	<input type="text"/>	
Friendly XI Squad Member	<input type="text"/>	
Under 11 Leeds League Squad Member	<input type="text"/>	

4. Select Squad players and then select which teams the player will be in, click save at the bottom, and your player (In this case John Smith will be in the U15 and U17 squad)

If you find you then need to add the player to more squads you can find the player again by going to Members and Member database, Search for the player in by putting his name in the search box

Member Database

Search for: in: Role:

User Type: Status: Sub Role:

Name	ID	Email Address	Telephone	View	Email	Match	Edit Roles	Remove Role
John Smith *	12582772			Q				
John Smith *	12582773			Q				
Louis Smith *	12101293			Q				
Michael			07 2000					

Select the player you want by clicking on the edit roles, click on squad players and again add or remove the teams the player can be in.

If you find you have entered the player twice you can sort this put by clicking the match button on the same page, it will then list all of the possible matches, click on the tick and then you will only have the one player.

You can also add players to squads by selecting teams and then the squad button, you can then add a new player/member to the site, or select from existing members. If you are adding new members you then need to click in the roles tab at the top, then squad members to add them to the squads that you need.

Teams

[Add Team](#)

Active Teams

[Archive Teams](#)

Order	Name	Nickname	Captain	Competitions	Squad	Edit	Archive	Delete
1	1st XI		Tom Froggett					
2	2nd XI		Adrian Thompson					
3	3rd XI		John Butterworth					
5	Under 17		James Wolfenden					
6	Under 15		Ben Harrison					
7	Under 13		Liam Webb					
	Under 12 Leeds League							

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Current Under 17 Squad Members

Search for: in: [Search](#)

[Add New Member](#)

[Please wait...](#)

[Send Text](#)

[Send Email](#)

Name	ID	Email Address	Telephone	Match	Edit	Delete
Alex Armstrong *	11781458					
Edward Fowles *	11901819					
Ben Harrison *	12101297					
Mat Hawes *	11253619					
Matt Ingram *	11794115					