

Assigning Teams in the "Teams" Tab

To add a team to a Division/ Development Group or Cup, check the boxes by the team(s) you wish to assign and select your desired option from the drop down menu.

You will be presented with the list of Divisions/ Development Groups or Cups that you have created in the "League Structure" tab (See League Management Guide 1 for more information)

Adding a team to a new division will remove the team from their old division automatically.

You also have the option to remove a team if they have left the league

Changes made here will reflect in Full-Time for Integrated Leagues

Assigning an External Team to a Cup

To add an External Team to a Cup Competition that does not play in your league, click on the "Add External Teams" box.

Type in the name of the Team you wish to add and click "Search"

Check the box next to the team name and click "Add External Team To Cup" (The League the team play in is identified in brackets after the team name)

Select the cup you wish to add them too and click "Add Team To Selected Cups"

The team will now show in your Teams list and can be added to further cup competitions. External Teams cannot be added to Divisions/ Development Groups