Updating Team Records-

Step by Step Guide on How to Add / Remove Team Officials

How To Add Team Officials

Club Dashboard for Leicestershire Test

Manage Discipline Permissions

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Pending Suspensions

Search   10 ▾

Case ID	Offender	Term	Football level	Start Date	End Date
9177695- S	Test Player	3 matches	CFA Only – All Sunday Football	29/10/2017	-

Showing 1 to 1 of 1 entries

Details

Leicestershire Test	
Current Season Affiliation Number	
Next Season Affiliation Number	

FA Charter Standard

Status	None
Type	None
AHC - Start Date	01/09/2017
Auto Suspend Date	31/10/2017
Auto Lapse Date	31/01/2018
AHC Application Status	Not Started

Discipline

Club Status	Not Suspended
Suspended Teams	0
Suspended Players	0

Web & Email

Sidebar navigation:
- Dashboard
- Details
- Affiliation 2017 - 2018 (Available)
- Safeguarding
- Player Registration
- Data Cleansing
- Discipline
- Matches
- Club Officials
- Teams
- Team Officials

Step 1 – Click on the Team Officials Tab

Dashboard

Details

Available

Affiliation 2017 - 2018

Safeguarding

Player Registration

Data Cleansing

Team Officials - Leicestershire Test

Team officials - Qualification Report

Current   Past   All

+ Add Official   Download

Step 2 – Click on ' Add Official'

Team | All   Role | Any

🔍 | Search   10 ▾   ⚏ ▾

-	Team	Name	Role	Start
		No team officials found		

Showing 0 to 0 of 0 entries

🔴 Qualification expired or missing
🟠 Qualification expiring in the current season

Add Team Official

Search by FAN   Search by Details   Create New Contact

FAN *   Enter FAN...

Date of Birth * Select date of birth...

Search

Ok   Cancel

Add Team Official

Search by FAN	Search by Details	Create New Contact

First Name *   Test

Step 5b – If the Correct Person Does not Show Select 'Create New Contact' and Continue to Step 6.

Last Name *   Player

Date of Birth *   27/10/1917

Postcode: Optionally enter the postcode...

Search

Leicestershire Test First   Select Role...   Select start date...

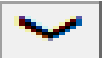|	FAN	Name	Club
☑	0	Test Player	Leicestershire Test

Step 5a – If the Correct Person Shows Tick the Box to the Left of the Individual. Use the Drop Down to select a team and to Select Role Above to Select a Role then also Select a Start Date. Then Click 'Ok' and It Should Update the Role.

Showing 1 to 1 of 1 entries

Ok   Cancel

Search by FAN	Search by Details	Create New Contact

Leicestershire Test ▼   Select Role... ▼   Select start date... 🗓

Step 6 – Select Role from Drop Down and Role Start Date

First name *   Enter first name...

Last name *   Enter last name...

Date of birth *   Select date of birth... 🗓

Home number   Enter home number...
show in handbook ▢

Work number   Enter work number...
show in handbook ▢

Mobile number   Enter mobile number...
show in handbook ▢

Postcode *   Enter postcode   Find

Address line 1

Address line 2

Address line 3

Town

County

show in handbook ▢

Home Email

Work Email

Preferred email   ◯ Home   ● Work

Step 7 – Enter all Relevant and Applicable Details and then Click 'Ok' and it Should Update the Role

show in handbook ▢

Ok   Cancel

How To Remove Team Officials

Remove role

Name	Test Player
Team	Leicestershire Test First
Role	Coach
Dates	27/10/2017 🔒	27/10/2017 🔒

Step 2 – Enter the Role End Date in the Right Hand Side Date Box and Click 'Ok' to Remove the Role

Ok   Cancel

Dashboard

Details

Available
Affiliation 2017 - 2018

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Team officials - Qualification Report

+ Add Official   Download

Team   All   Role   Any

Step 1 – On the Team Officials Tab Find the Role you Wish to Remove and Click the 'x' Icon on the Right and the Pop up Box in Step 2 will Appear

10 ▼   ▦ ▼

-	Team	Name	Role	Start	
🔴	Leicestershire Test First	Test Player	Coach	27/10/2017	✖

Showing 1 to 1 of 1 entries

🔴 Qualification expired or missing
🟠 Qualification expiring in the current season