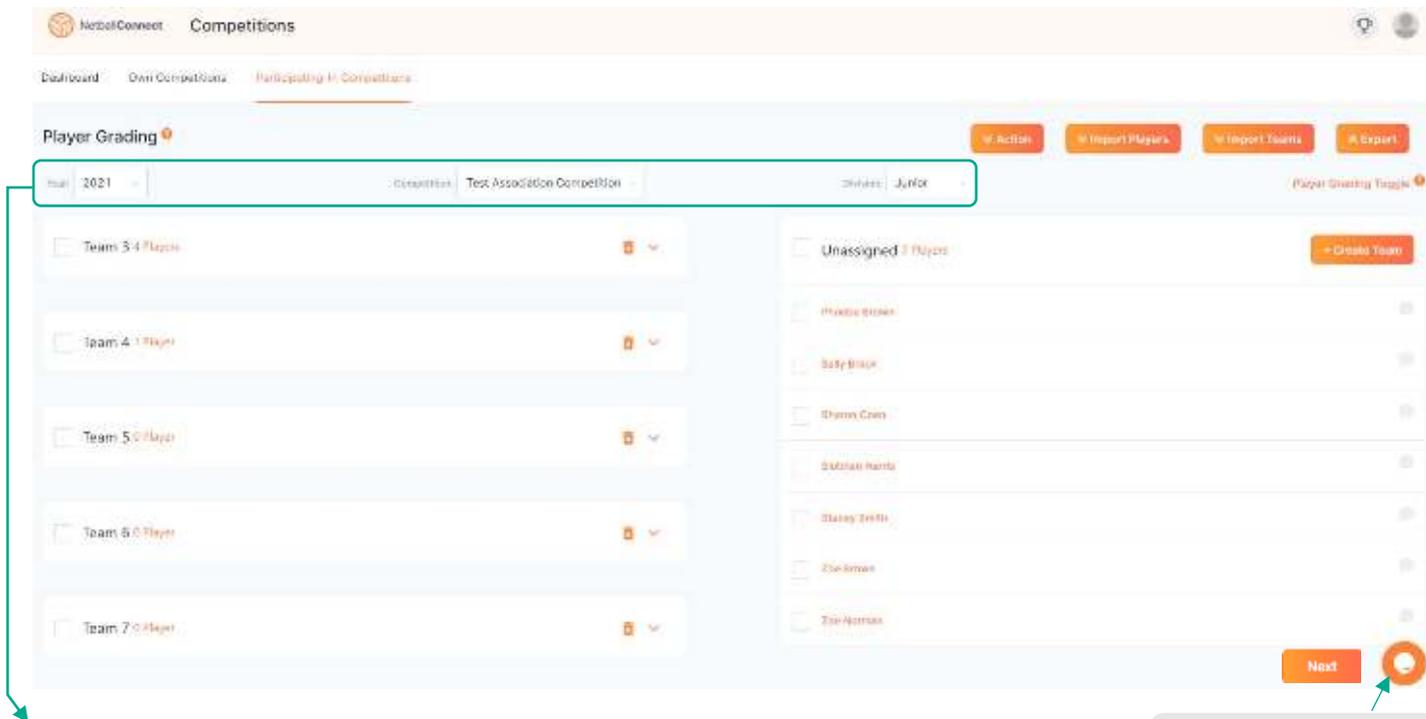


Select the *Competitions Module > Participating-In Competitions > Player Grading*. As players register to a competition, they appear in the Player Grading page. Players appear in the division they have registered to. You can see this by filtering divisions.

Select **+ Create Team**, add team name. The team appears on the left-hand side, move players into the teams by dragging and dropping. Players move from the Unassigned list once they have been assigned to a team. Repeat the process moving all players to their relevant teams. Once all players have been assigned to a team click **Next** to progress through to Team Grading.



*Remember we are here!
Submit a ticket for support.*

NOTES:

- Before you start creating teams and allocating players check you have selected the relevant Year, Competition and Division from the top line.
- Only players registered to the selected competition will appear in the list.
- Teams can be moved to different divisions by selecting the team checkbox, then “Action” to change division.
- Players can be moved into other divisions by selecting the player checkbox, then “Action” to change division.
- Click the down arrow **v** to view the players in the team. To remove a player, drag and drop to the Unassigned area.
- Click the **bin** icon to delete a team. Any players in the team will automatically be moved to the unassigned list.
- Option to add comments to players for the Competition Administrators if required. Select the **comment icon** to add comments.
- If players register after the competition start date, move players to the relevant team. To ensure these players show in the team list, click next and Submit the team in Team Grading. This effectively updates your team list with all team players.