

**Quick Reference Guide** 

Select *Competitions > Participating-in Competitions > Team Grading*. Team grading is where you submit teams into grades you believe your teams may be best positioned in the competition.

In the Proposed Grade dropdown propose a grade to the competition organiser for each team. You have the option to leave a comment about teams and the choice of grade, select the comment icon on the right-hand side to add a message. The Competition Organiser will see this once the team is submitted and may leave a comment for you in return.

Complete Team Grading for all divisions and teams click Submit. The teams have now been pushed to the competition and the organisers will finalise grading. Once grades are finalised you will see them in the Final Grade column. These grades may be renamed by the competition organiser.

Cancel

The Team Grading page will grey out when the fixtures have been created.

On occasion you may have players register after you have submitted teams, you will need to add players to the relevant team in Player Grading, then click through to Team Grading to 'Submit' the team list so those new players are pushed through to the competition and will appear in your team.

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