

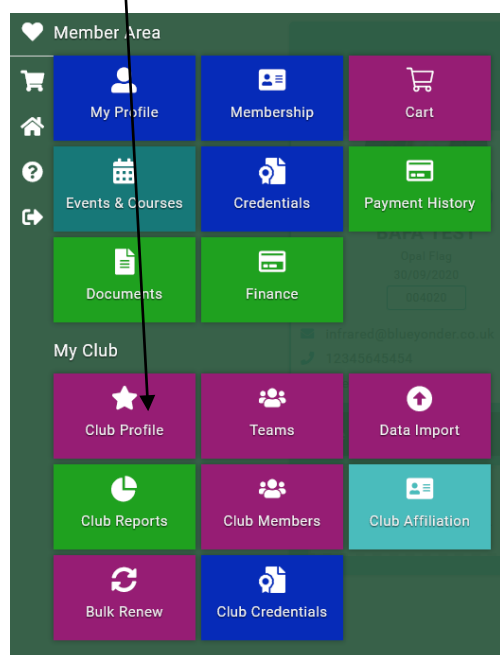
BAFA National Leagues



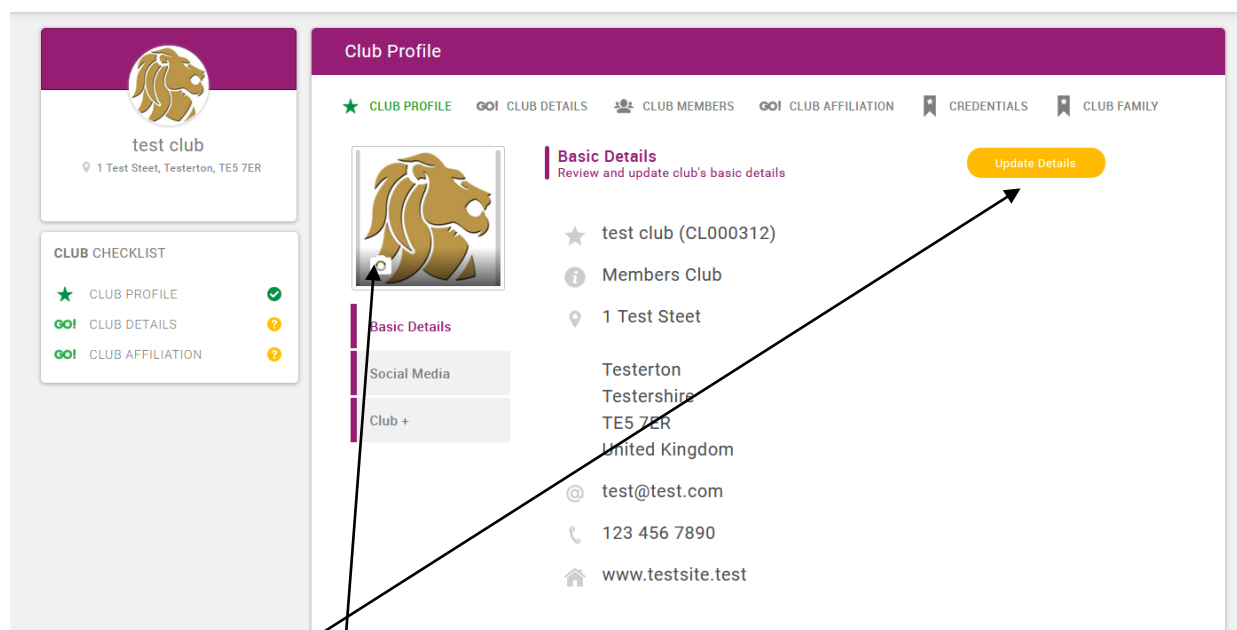
How to enter or update club and team information

Updating club information

To enter or update information about your club, log on to your profile, go to Menu and select the Club Profile tile.



A screen containing information about your club will appear.



Select 'update details' to update basic club information, including main club contact, club website and a main email address for the club, select 'Update details' You can also add a logo for your club by selecting the camera icon.

BAFA National Leagues



How to enter or update club and team information

Once you have entered the information you want, click on 'save'

Club Profile

★ CLUB PROFILE GO! CLUB DETAILS 👤 CLUB MEMBERS GO! CLUB AFFILIATION 📄 CREDENTIALS 📄 CLUB FAMILY

Basic Details
Review and update club's basic details

Club Name: test club Club Type: Members Club

Address: 1 Test Steet

Line 2: _____

Town: Testerton County: Testershire

Postcode: TE5 7ER Country: United Kingdom

Email address: test@test.com

Phone: 123 456 7890

Website: www.testsite.test

Cancel **Save**

Please also add your club social handles by clicking on the Social Media menu

Club Profile

★ CLUB PROFILE GO! CLUB DETAILS 👤 CLUB MEMBERS GO! CLUB AFFILIATION 📄 CREDENTIALS 📄 CLUB FAMILY

test club
1 Test Steet, Testerton, TE5 7ER

CLUB CHECKLIST

- ★ CLUB PROFILE ✓
- GO! CLUB DETAILS ⚠
- GO! CLUB AFFILIATION ⚠

Social Media
Review and update social media details

Facebook: /test

Twitter: @test

LinkedIn: _____

GooglePlus: _____

Pinterest: _____

Cancel **Save**

Once you have entered the information you want, click on 'save'

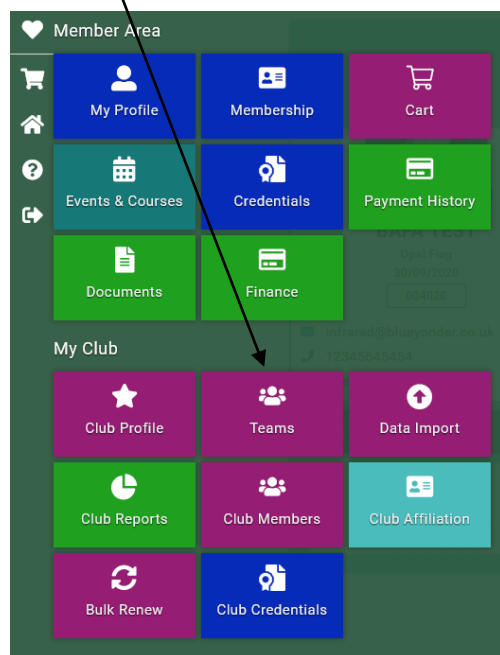
BAFA National Leagues



How to enter or update club and team information

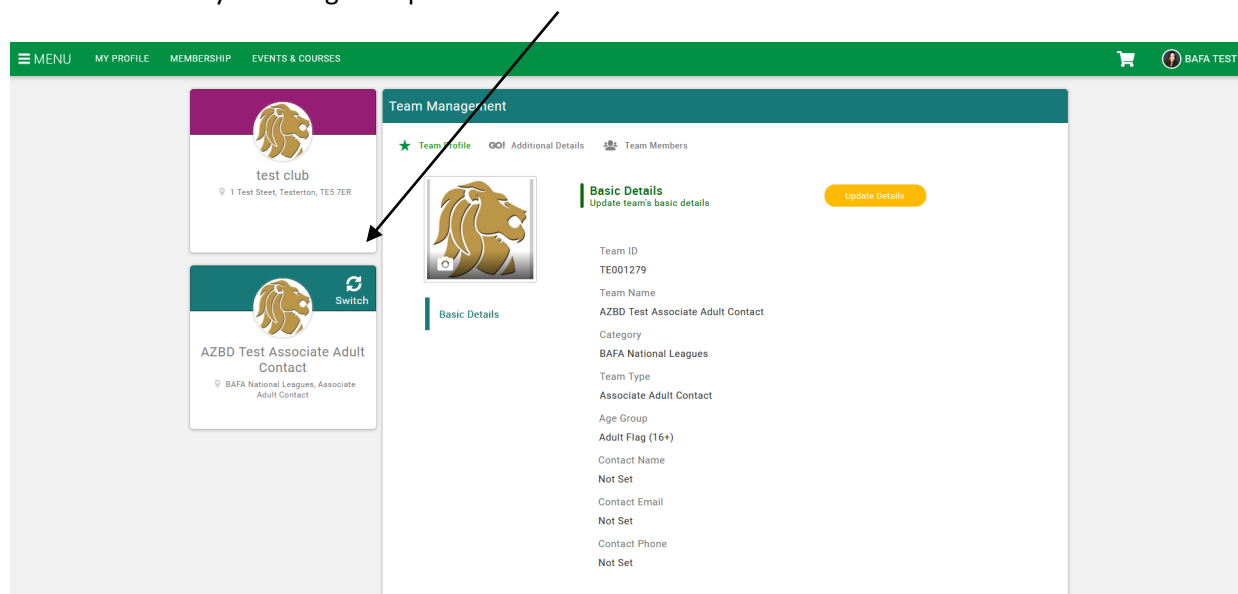
Updating team information

To enter or update information about your team(s), log on to your profile, go to menu and select the Teams tile.



A screen containing information about your team will appear. If you have more than one team in your club, this will default to the first team on the list for your club.

You will need to switch to the team you want to enter or update information for if this is not correct. You can do this by selecting the option to switch teams.

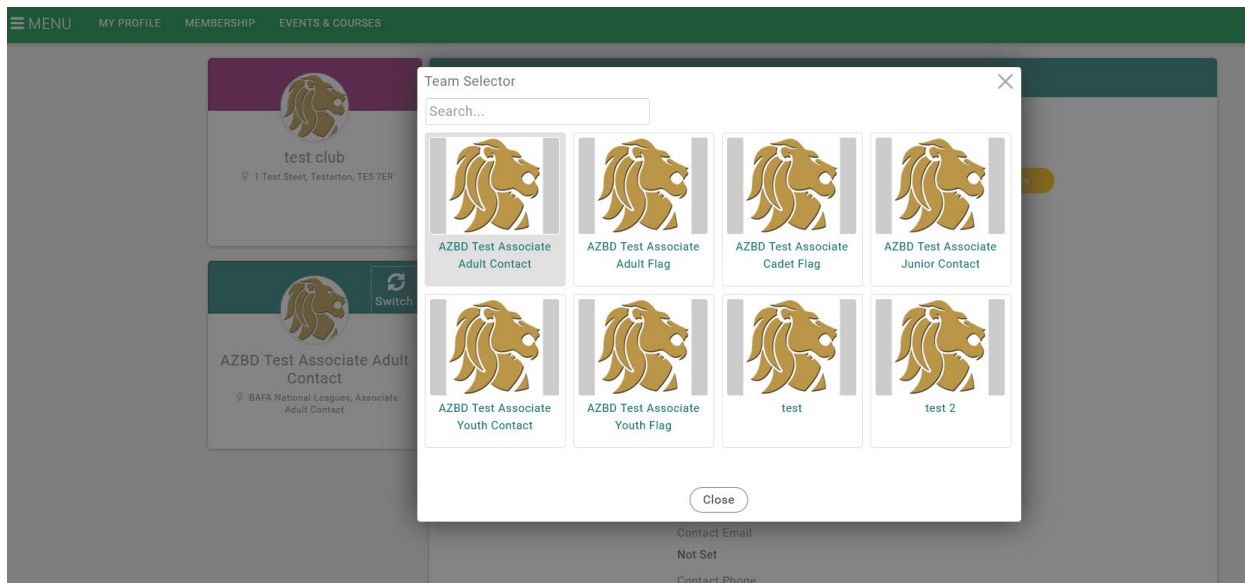


Use the team selector to pick the team you want to enter or update information for:

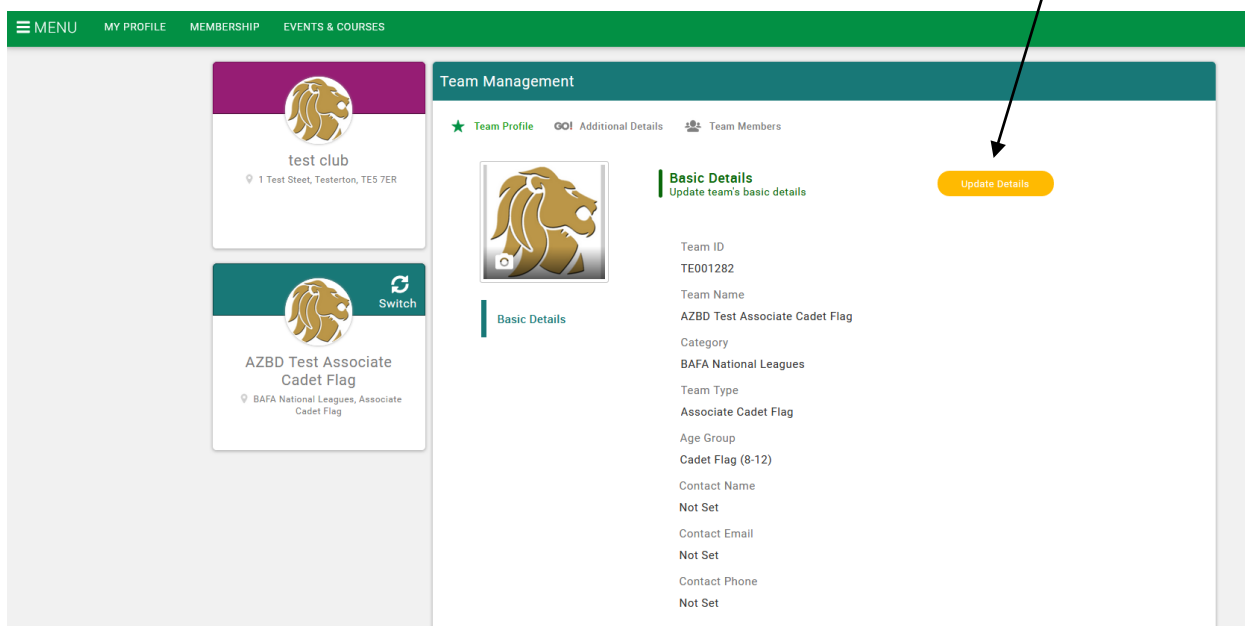
BAFA National Leagues



How to enter or update club and team information



Once you have selected the team you want to enter information for, click on 'update details'



BAFA National Leagues



How to enter or update club and team information

You can then enter or update information about your team. It's important to make sure that the team contact is set and at least a name and email address are entered.

You can also add an image to represent your team, which makes it easier to find and more visually appealing.

The screenshot displays the 'Team Management' interface. On the left sidebar, there are two club cards: 'test club' and 'AZBD Test Associate Cadet Flag'. The main area is titled 'Team Management' and contains a 'Team Profile' section with a team image placeholder and a 'Basic Details' section. The 'Basic Details' section includes the following fields:

- Team ID: TE001282
- Team Name: AZBD Test Associate Cadet Flag
- Category: BAFA National Leagues
- Team Type: Associate Cadet Flag
- Age Group: Cadet Flag (8-12)
- Contact Name: Jane Test
- Contact Phone: 123 456 789
- Contact Email: jane@test.com

At the top right of the 'Basic Details' section, there are 'Cancel' and 'Save' buttons. A yellow arrow points to the 'Save' button.

When you've entered all the information you need, select the yellow save button to finish.