

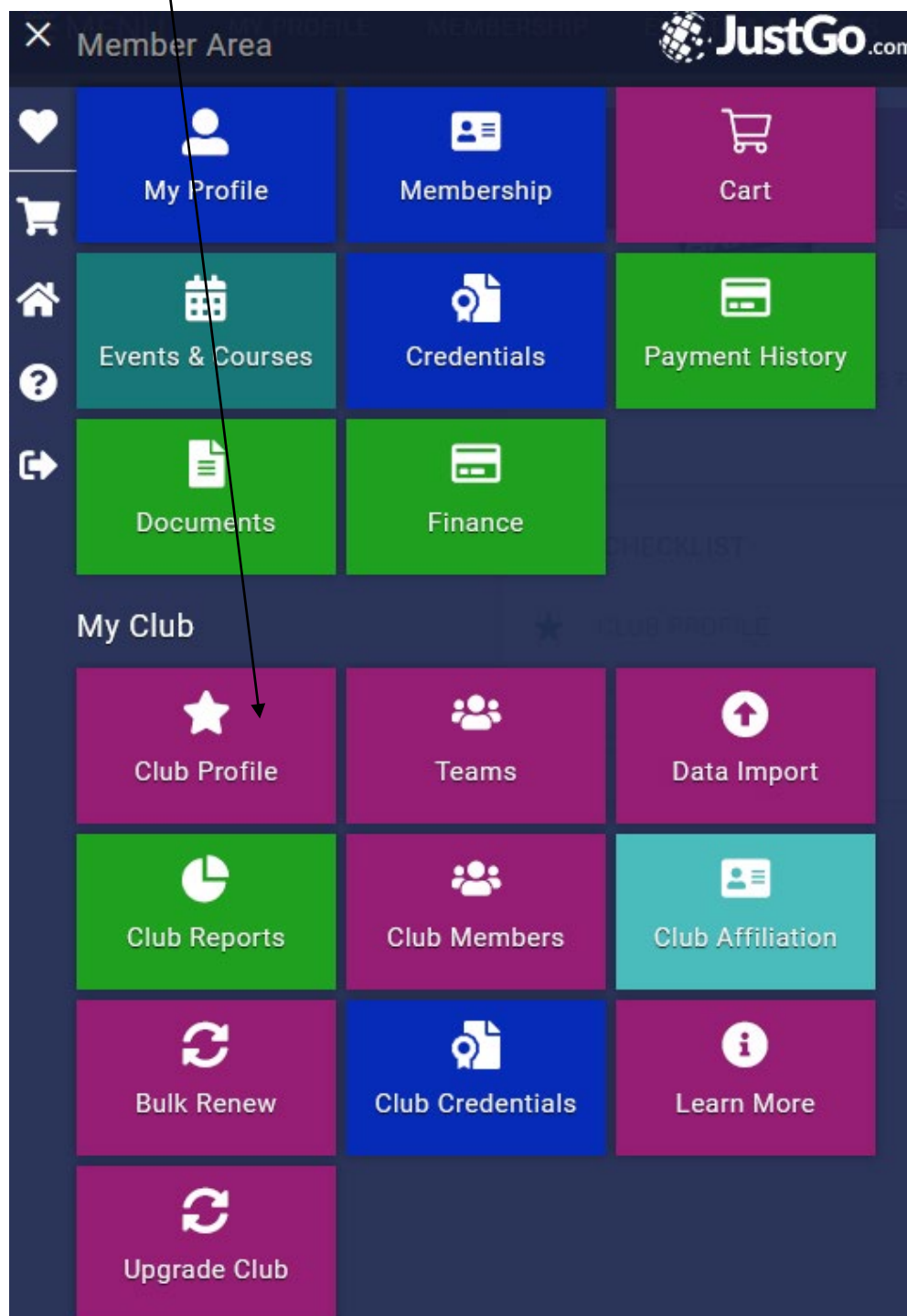
BAFA National Leagues



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.

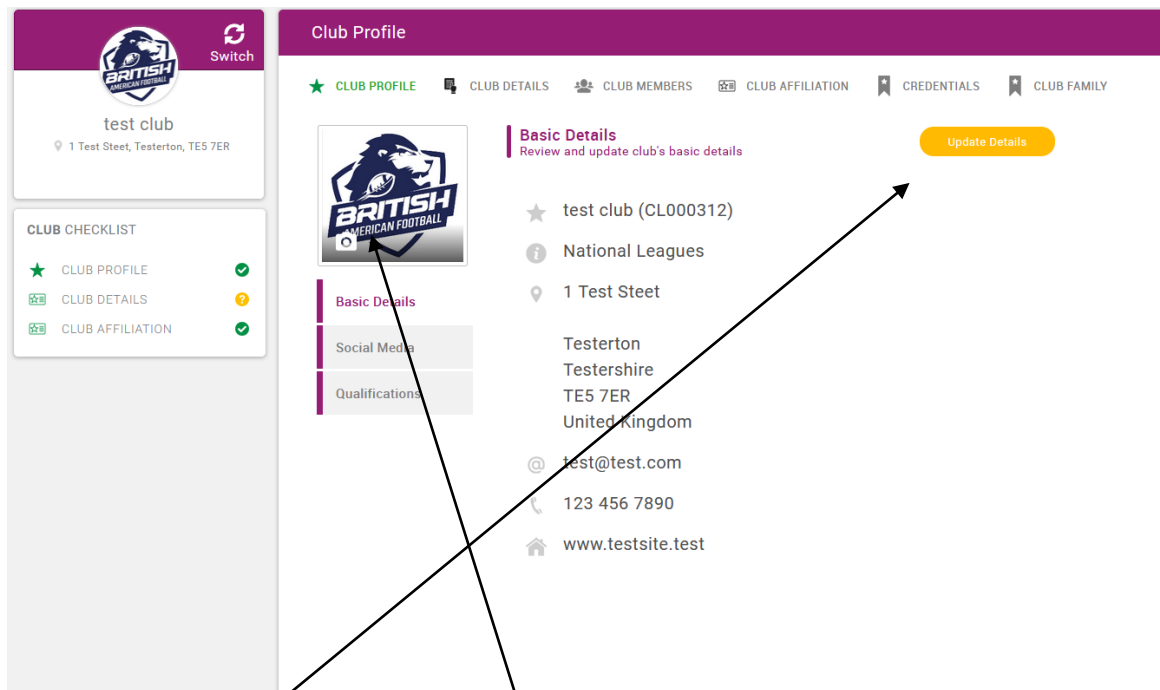


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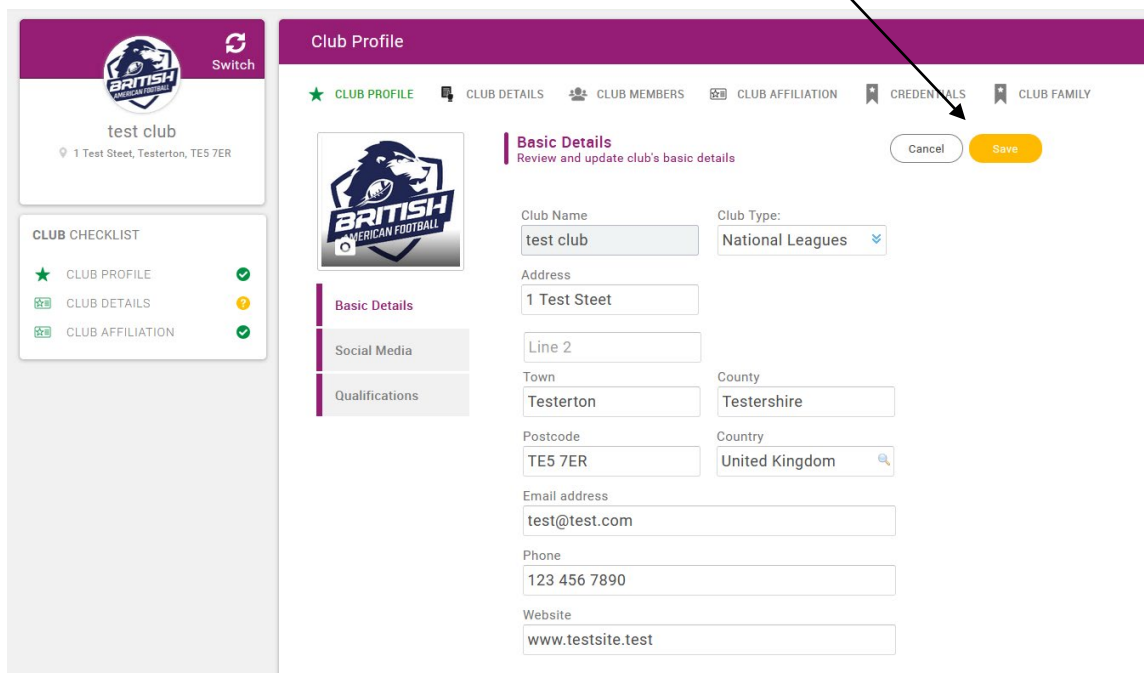
How to enter or update club and team information

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.

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



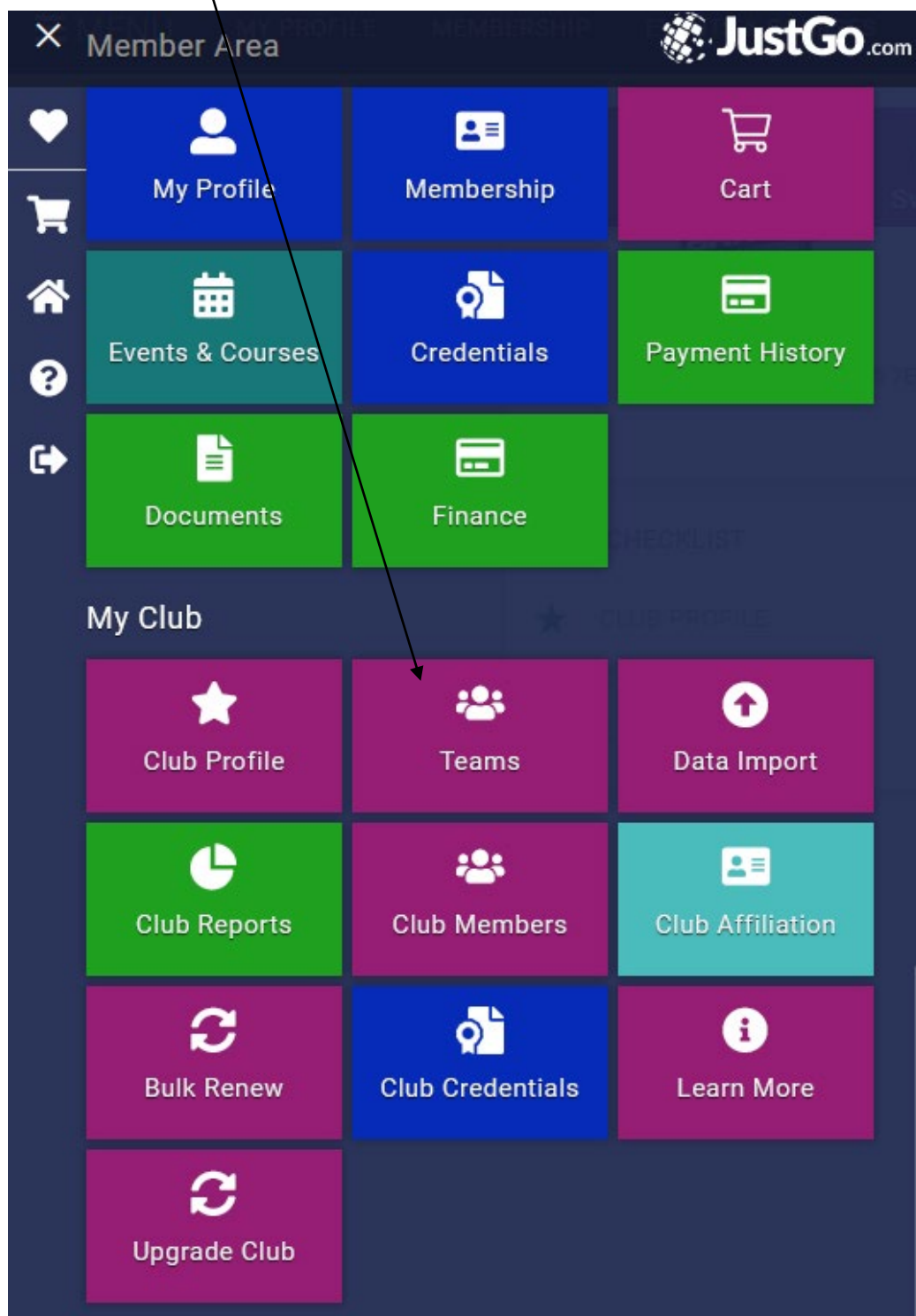
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How to enter or update club and team information

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.



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How to enter or update club and team information

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.

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

The screenshot displays the 'Team Management' interface. On the left, there is a list of teams. The first team is 'test club' with a location of '1 Test Steet, Testerton, TE5 7ER'. The second team is 'AZBD Test Associate Adult Contact' with a location of 'BAFA National Leagues, Associate Adult Contact'. Each team card has a 'Switch' button. The main area shows the 'Team Profile' for the selected team, 'AZBD Test Associate Adult Contact'. It includes a 'Basic Details' section with an 'Update Details' button. The 'Basic Details' section lists the following information:

- Team ID: TE001279
- Team Name: AZBD Test Associate Adult Contact
- Category: BAFA National Leagues
- Team Type: Associate Adult Contact
- Age Group: Adult Flag (16+)
- Contact Name: Not Set
- Contact Email: Not Set
- Contact Phone: Not Set

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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 shows the 'Team Management' interface. On the left, there are two team cards: 'test club' and 'AZBD Test Associate Adult Contact'. The main area is titled 'Team Management' and has tabs for 'Team Profile', 'Additional Details', and 'Team Members'. The 'Basic Details' tab is active, showing a form to 'Update team's basic details'. The form includes fields for Team ID (TE001279), Team Name (AZBD Test Associate Adult Contact), Category (BAFA National Leagues), Team Type (Associate Adult Contact), and Age Group (Adult Flag (16+)). There are also fields for Contact Name, Contact Phone, and Contact Email. A yellow 'Save' button is visible at the top right of the form, and a 'Cancel' button is next to it. Arrows from the text above point to the team image upload area, the 'Save' button, and the 'Contact Name' field.

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