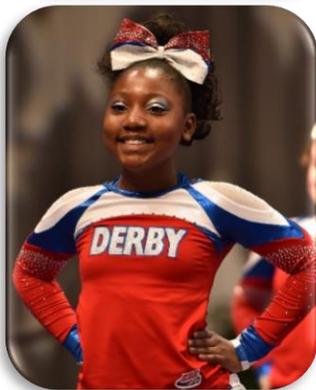


# DICK'S TEAM SPORTS HQ

## INSTRUCTION MANUAL

### CREATING TEAMS



### VIDEO TUTORIAL ALSO AVAILABLE:

[https://youtu.be/ErB99MFNE8o?list=PLO3qmfo96uEKw-S5k4YktvPo\\_CPqliYwr](https://youtu.be/ErB99MFNE8o?list=PLO3qmfo96uEKw-S5k4YktvPo_CPqliYwr)

### PHONE SUPPORT:

800-872-0461

### ONLINE SUPPORT:

<https://popwarner-affinity-sports.zendesk.com>

## CREATING TEAMS

### Option 1: Create One Team at a Time

Skip to [Page 3](#) to Create Multiple Teams at One Time.

- Select **Team** from the left side navigation menu.



- Click **Create**.

**Teams / Create a New Team**

Use the forms to create a new Team within a Club in this league of registration.

**Create Multiple Teams**  
To add Multiple Teams, use the Team Creation Matrix to generate multiple teams for different age groups and genders.

\* are required fields

Click on the image below to access the team creation matrix.

Age	# of Teams / Gender		Age	# of Teams / Gender	
Under 10	Boys	Girls	Under 11	Boys	Girls
Under 11	Boys	Girls	Under 12	Boys	Girls
Under 12	Boys	Girls	Under 13	Boys	Girls
Under 13	Boys	Girls	Under 14	Boys	Girls
Under 14	Boys	Girls	Under 15	Boys	Girls
Under 15	Boys	Girls	Under 16	Boys	Girls
Under 16	Boys	Girls	Under 17	Boys	Girls
Under 17	Boys	Girls	Under 18	Boys	Girls
Under 18	Boys	Girls	Under 19	Boys	Girls
Under 19	Boys	Girls	Under 20	Boys	Girls

Team Creation Matrix

**Select Region\***  
Please Select a Region

**Select League\***  
Please Select a League

**Select Association\***  
Please Select a Association

**Select Season\***  
2017 Fall

**Team Level\***  **Gender\***  **Age Group\***

**Team Name**

**Team ID (4 numbers are editable)\***  
XXXX-XXXXXX-0000

**Jersey Home Colors**  **Jersey Away Colors**

**Shorts Home Colors**  **Shorts Away Colors**

**Socks Home Colors**  **Socks Away Colors**

**Team Sponsor**

Cancel
Add Team

- Fill out all required fields with a red asterisk.
- Select **Unassigned** as your Team Level.
- Select **All** as your Gender.
- Select the highest single age for your age group.
  - EX: If you are creating a Jr. Varsity Team then select the age 13
- Type in the Team Name.
- Click the **Add Team** button.

Note: You have the option of creating duplicates of this team or clicking create again for the next team.

## Option B: Create Multiple Teams at One Time

Team Creation Matrix

- Select **Team** from the left side navigation menu.
- Click **Team Creation Matrix**.



**Teams / Team Creation Matrix**

Use this tool to add multiple teams for different age groups and genders.

**Select Region\***

**Select League\***

**Select Association\***

Cancel

Continue

- If you have any drop down sections that are not preselected for you; select the **Region, League,** and/or **Association** that you are creating teams for.
- Click the **Continue** button.

**Teams / Team Creation Matrix**

Association/Season Information	Bantam Teams	Jr. Bantam Teams	Jr. Pee Wee Teams	Jr. Varsity Teams	Mitey-Mite Teams	Pee Wee Teams	PWFF Bobcat Teams	PWFF Cat Teams	PWFF Challenger Teams	PWFF Cub Teams	PWFF Panther Teams	PWFF Wildcat Teams
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Use this tool to add multiple teams for different age groups and genders.

Age: 13-16:  Girls  Boys

Include the number of boys and girls teams per age group/division.

Play Level:

Back

Continue

The top tab will turn red for the selected age group that you are creating multiple teams for.

- Enter the number of Girls and Boys teams you would like for that age group.
- Click **Continue** to go through each age group, adding the number of teams you would like for each.
- Click the **Finished** button.

**Note:** For this year only, you will only be creating **Unassigned** teams.

**Teams / Team Creation Matrix**

Association/Season Information	Bantam Teams	Jr. Bantam Teams	Jr. Pee Wee Teams	Jr. Varsity Teams	Mitey-Mite Teams	Pee Wee Teams	PWFF Bobcat Teams	PWFF Cat Teams	PWFF Challenger Teams	PWFF Cub Teams	PWFF Panther Teams	PWFF Wildcat Teams	Unassigned Teams	Unlimited Teams	Varsity Teams
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Once you have finished you will see the teams that have been created with the Team Creation Matrix.

Teams Created					Page Size: 25	Reset	
Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
0A01-01ZB5-0069	Affinity De - B5	Z	B5	Affinity Demo Association	0	0	
0A01-01ZB5-0070	Affinity De - B5	Z	B5	Affinity Demo Association	0	0	
0A01-01ZB6-0071	Affinity De - B6	Z	B6	Affinity Demo Association	0	0	
0A01-01ZB6-0072	Affinity De - B6	Z	B6	Affinity Demo Association	0	0	
0A01-01ZB7-0073	Affinity De - B7	Z	B7	Affinity Demo Association	0	0	
0A01-01ZB7-0074	Affinity De - B7	Z	B7	Affinity Demo Association	0	0	
0A01-01ZB8-0075	Affinity De - B8	Z	B8	Affinity Demo Association	0	0	
0A01-01ZB8-0076	Affinity De - B8	Z	B8	Affinity Demo Association	0	0	
0A01-01ZB9-0077	Affinity De - B9	Z	B9	Affinity Demo Association	0	0	
0A01-01ZB9-0078	Affinity De - B9	Z	B9	Affinity Demo Association	0	0	
0A01-01ZG5-0045	Affinity De - G5	Z	G5	Affinity Demo Association	0	0	
0A01-01ZG5-0046	Affinity De - G5	Z	G5	Affinity Demo Association	0	0	
0A01-01ZG6-0047	Affinity De - G6	Z	G6	Affinity Demo Association	0	0	
0A01-01ZG6-0048	Affinity De - G6	Z	G6	Affinity Demo Association	0	0	
0A01-01ZG7-0049	Affinity De - G7	Z	G7	Affinity Demo Association	0	0	
0A01-01ZG7-0050	Affinity De - G7	Z	G7	Affinity Demo Association	0	0	
0A01-01ZG8-0051	Affinity De - G8	Z	G8	Affinity Demo Association	0	0	
0A01-01ZG8-0052	Affinity De - G8	Z	G8	Affinity Demo Association	0	0	
0A01-01ZG9-0053	Affinity De - G9	Z	G9	Affinity Demo Association	0	0	
0A01-01ZG9-0054	Affinity De - G9	Z	G9	Affinity Demo Association	0	0	
0A01-01ZB10-0055	Affinity Dem - B10	Z	B10	Affinity Demo Association	0	0	
0A01-01ZB10-0056	Affinity Dem - B10	Z	B10	Affinity Demo Association	0	0	
0A01-01ZB11-0057	Affinity Dem - B11	Z	B11	Affinity Demo Association	0	0	
0A01-01ZB11-0058	Affinity Dem - B11	Z	B11	Affinity Demo Association	0	0	
0A01-01ZB12-0059	Affinity Dem - B12	Z	B12	Affinity Demo Association	0	0	

Generic Team Names will automatically populate; Select the first team to update the team name.

**Teams / Find, Edit, Delete a Team** Lookup Team 1 of 1 **Next Team >>**

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**Affinity Dem - B10**  
0A01-01ZB10-0094

**Team Details** | Roster Admin | Roster Player | Activation ✖ | Team Roster

Use the form to edit this Team.

Region: Affinity Demo Region  
League: Affinity Demo League - 0A01  
Association: Affinity Demo Association  
Season: 2017 Fall

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Play Level\*: Unassigned | Gender\*: Boys | Age Group\*: 10

**Team Name\***: Affinity Dem - B10 | Team Home City:

Click on **Next Team** to continue to update the team name for all additional teams.