DICK'S TEAM SPORTS HQ

INSTRUCTION MANUAL

CREATING TEAMS
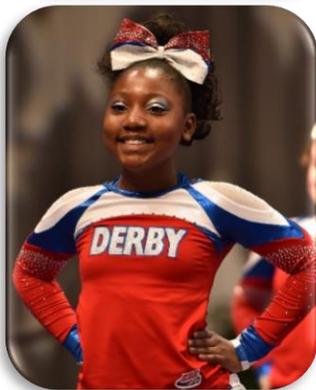
VIDEO TUTORIAL ALSO AVAILABLE:

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.

  > ▸ **Team**

- Click **Create**.

- 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**.

- 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.

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.

Once you have finished you will see the teams that have been created with the Team Creation Matrix.

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	

Teams Created — Page Size: 25 — Reset — (1 - 25) of 48 — Next Page >>

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 2 **Next Team >>**

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

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.