Division Coordinators,

The below document describes how to create a team – for U10 and up **this needs to be done by August 24th EVEN IF YOU ONLY HAVE ONE TEAM !!!**

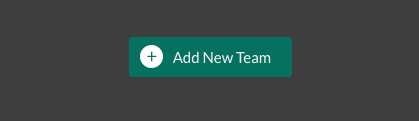
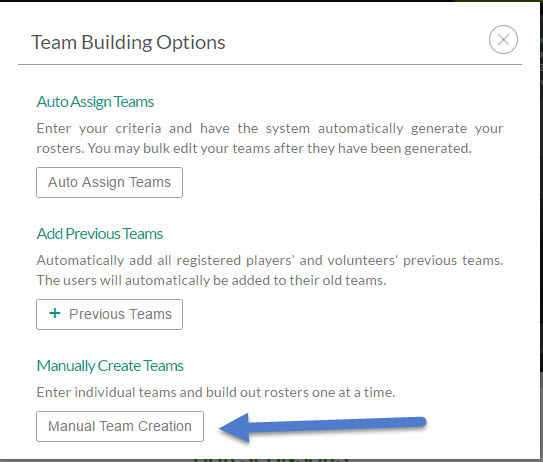
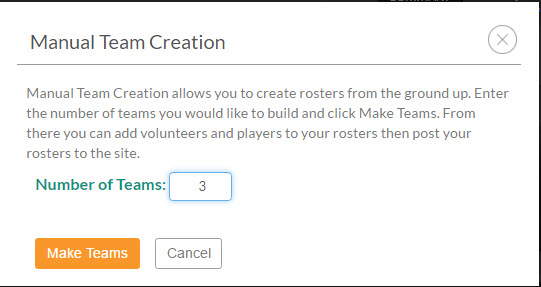
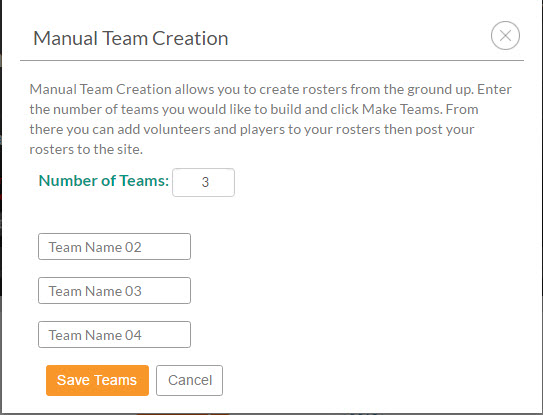
**Support**

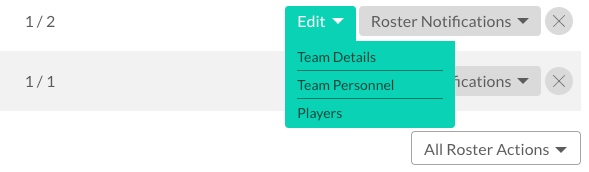
**Add a New Team (Allocate Players & Volunteers)**

**Team Builder**

The Team Builder is used to allocate registered players to different teams within their division..

**Steps to Create Teams:**

1. Once you're logged in you will have Division Coordinator rights that allow you access to the Teams functionality , click on the **Teams** button on the admin menu at the top of the screen. This will take you to your **Teams Landing Page**.  
     
   
2. On the **Teams Landing Page**, select the program and division you would like to create the team under (Make sure this is your division) from the drop down menus and click on the **Click Here to Add New Team** button.   
     
   
3. A pop up will appear giving you 3 options. Click **Manual Team Creation.  
     
   **
4. Type in the number of teams and click **Make Teams.  
     
   **
5. Type in the team names and click **Save Teams.  
     
   **
6. To begin adding players and volunteers to a team, click the **Edit** button next to the team name and follow [Steps 1](https://bluesombrero.zendesk.com/entries/22096260-Step-1-Team-Information) through 3 in our Team Wizard.

  
  
If you do not want to manually add teams, you can also use our [Add Previous Teams](https://bluesombrero.zendesk.com/entries/26112159-Add-Previous-Teams) or [Auto Draft](https://bluesombrero.zendesk.com/entries/26111799-Auto-Draft-Teams)functions.  
  
**\*Note:** Once you have added a team on the Teams screen, this team will be added within the **Team Directory** under **Team Central**. Players will not be able to access their team page until you add them to the team and [post the roster](https://bluesombrero.zendesk.com/entries/21928835-Post-Unpost-Rosters)