Club Admin – How to assign a Team Admin

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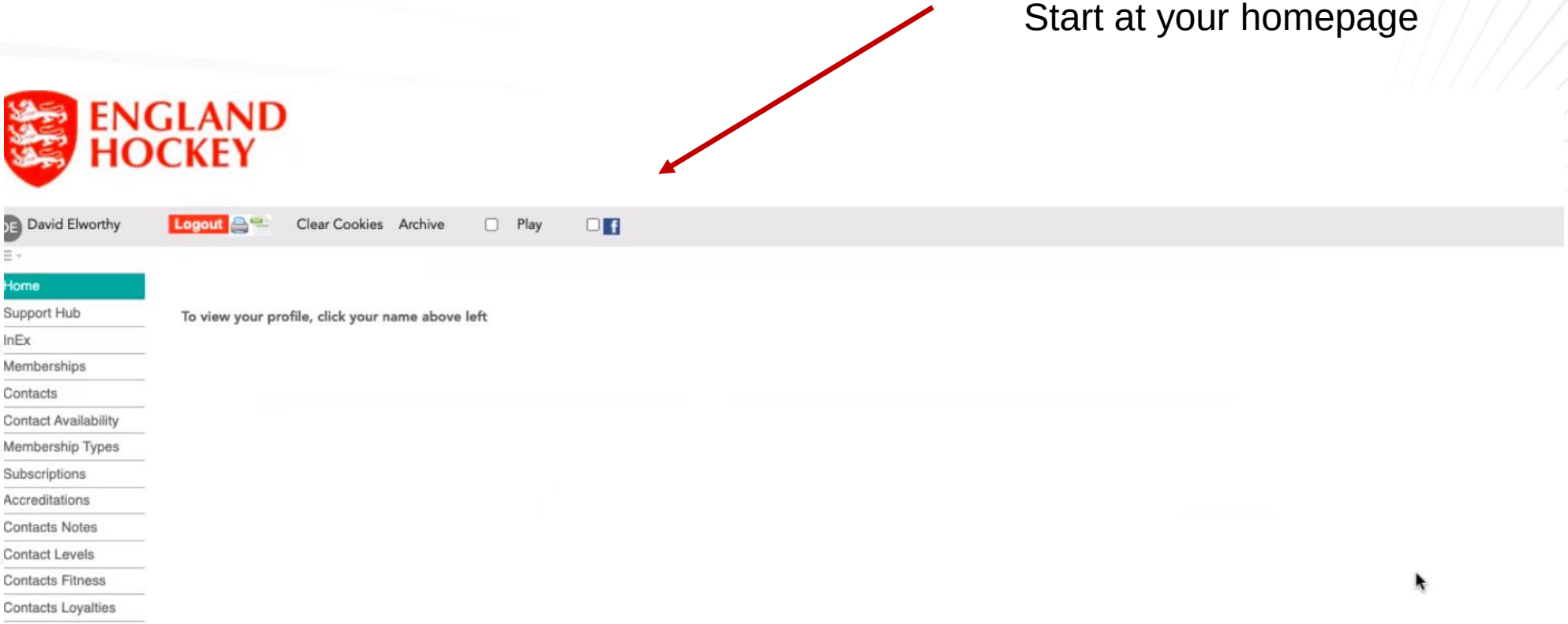
Before you start

- Ensure your Team Admins have signed up to the GMS system as a player (initially this will be via the link shared with Club Admins)
- Ensure they have completed their full profile and agreed Terms and Conditions or changes will not go live
- Approve Team Admin as a player at your club

Start at your homepage



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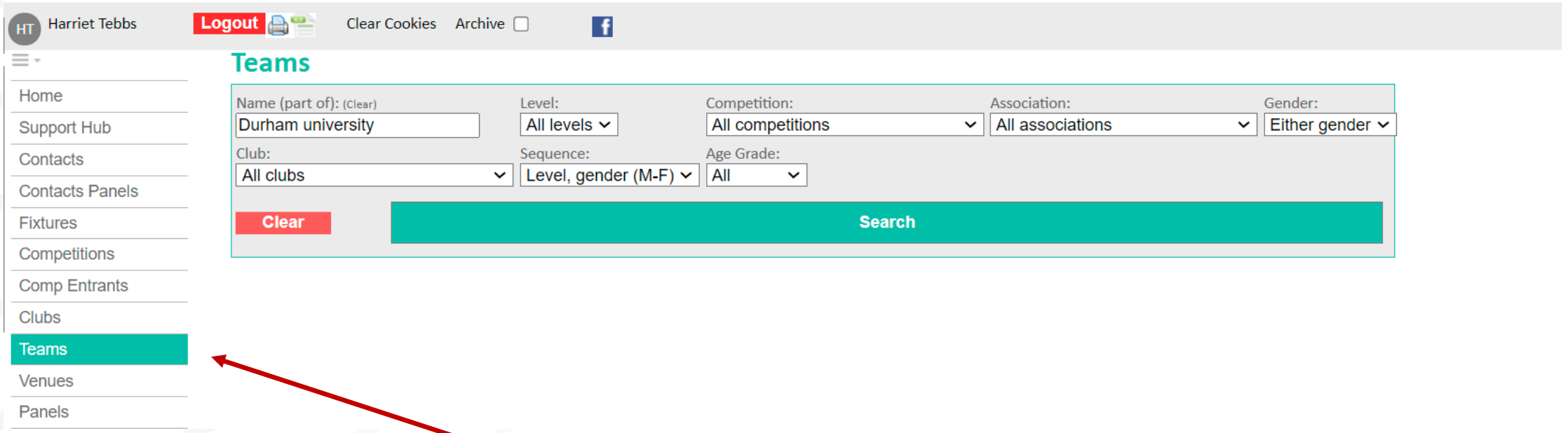

Click the Teams button

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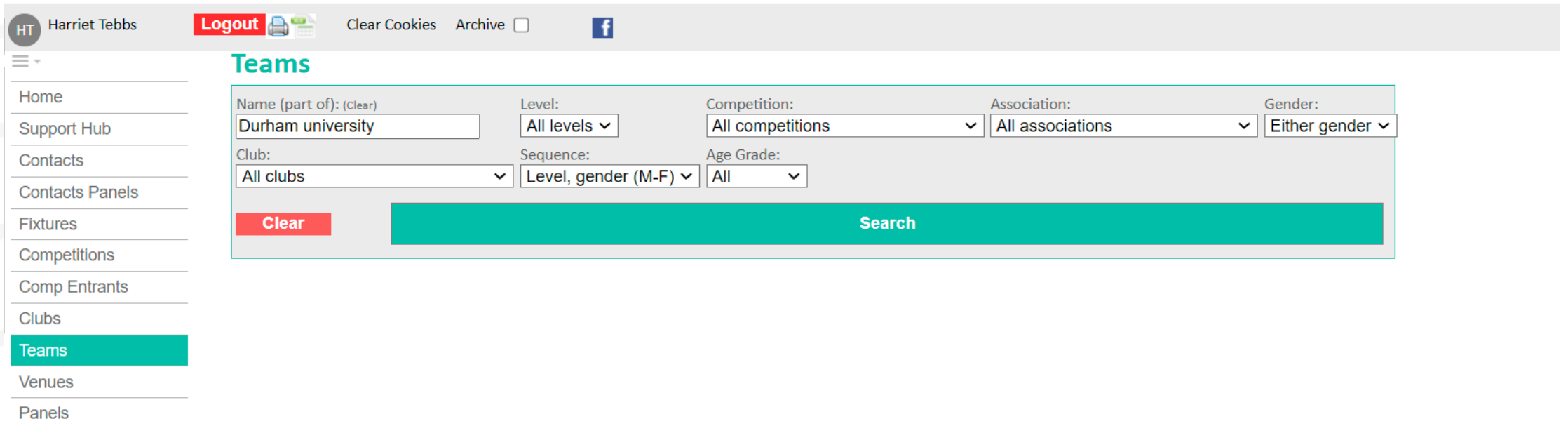
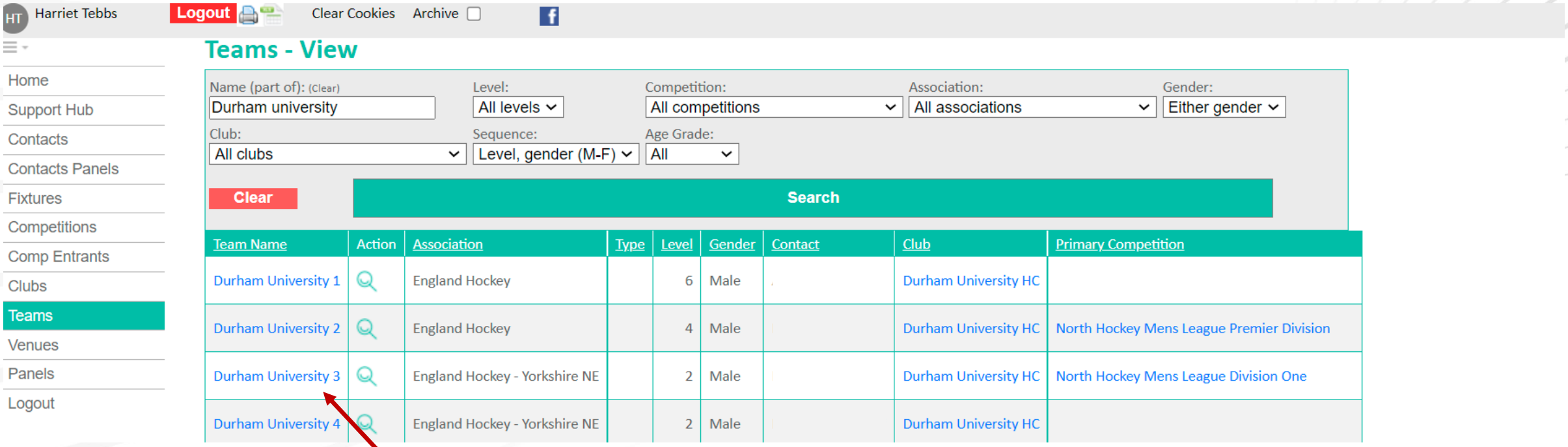
Use the filters to narrow your search





Click the team you would like to edit

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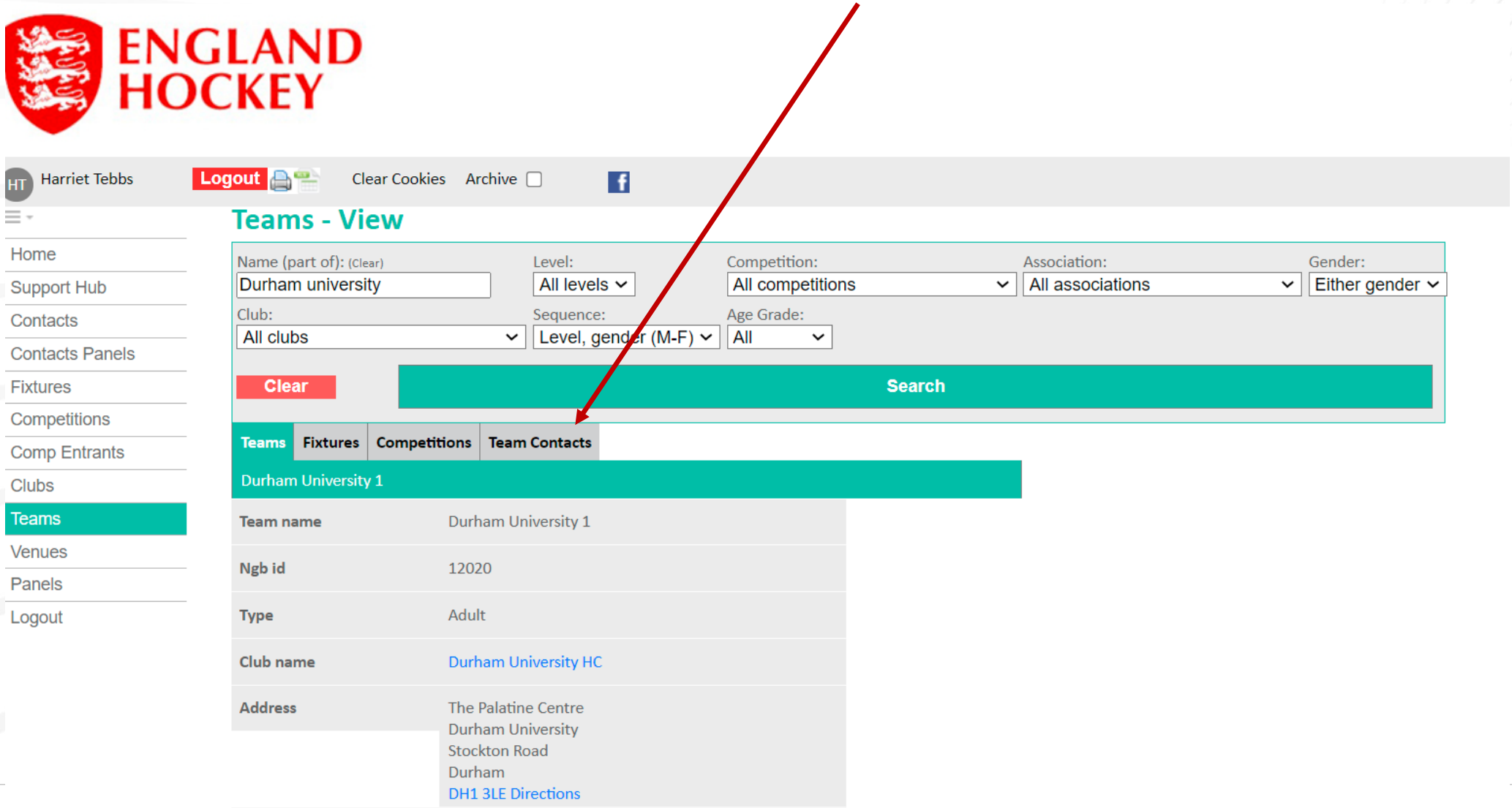
Select Team Contacts



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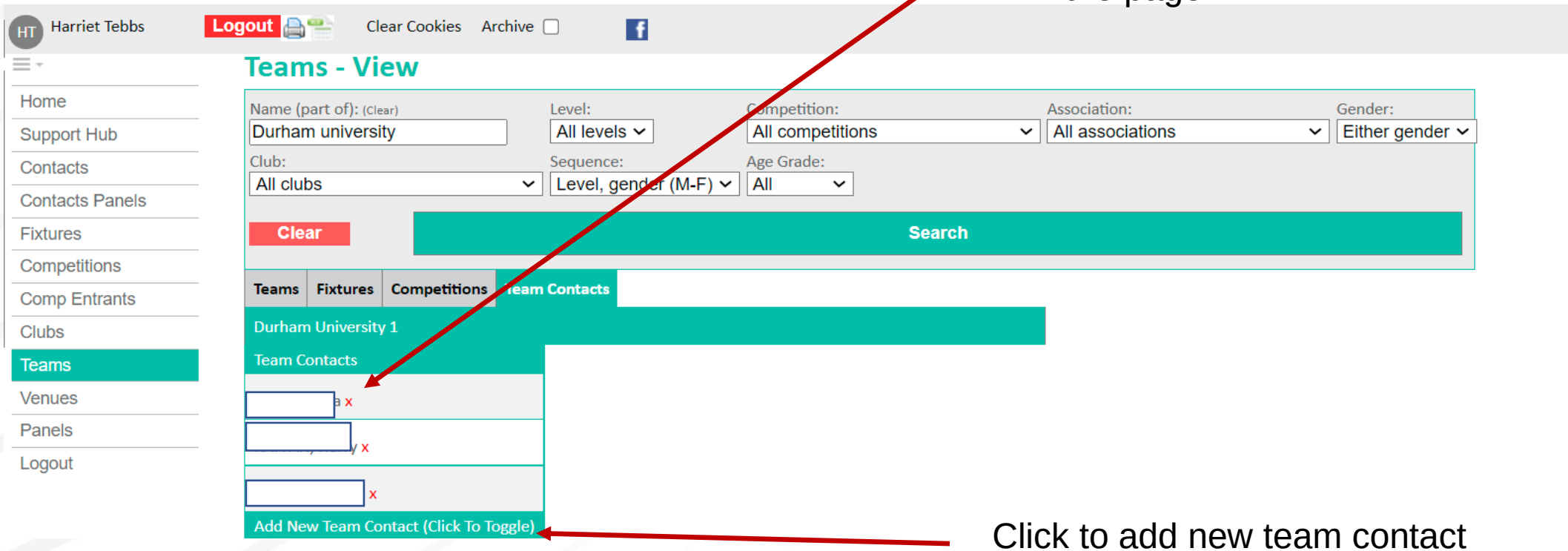
Delete any old Team contacts (note – they only disappear upon clicking through to the next step or refreshing the page



Click to add new team contact

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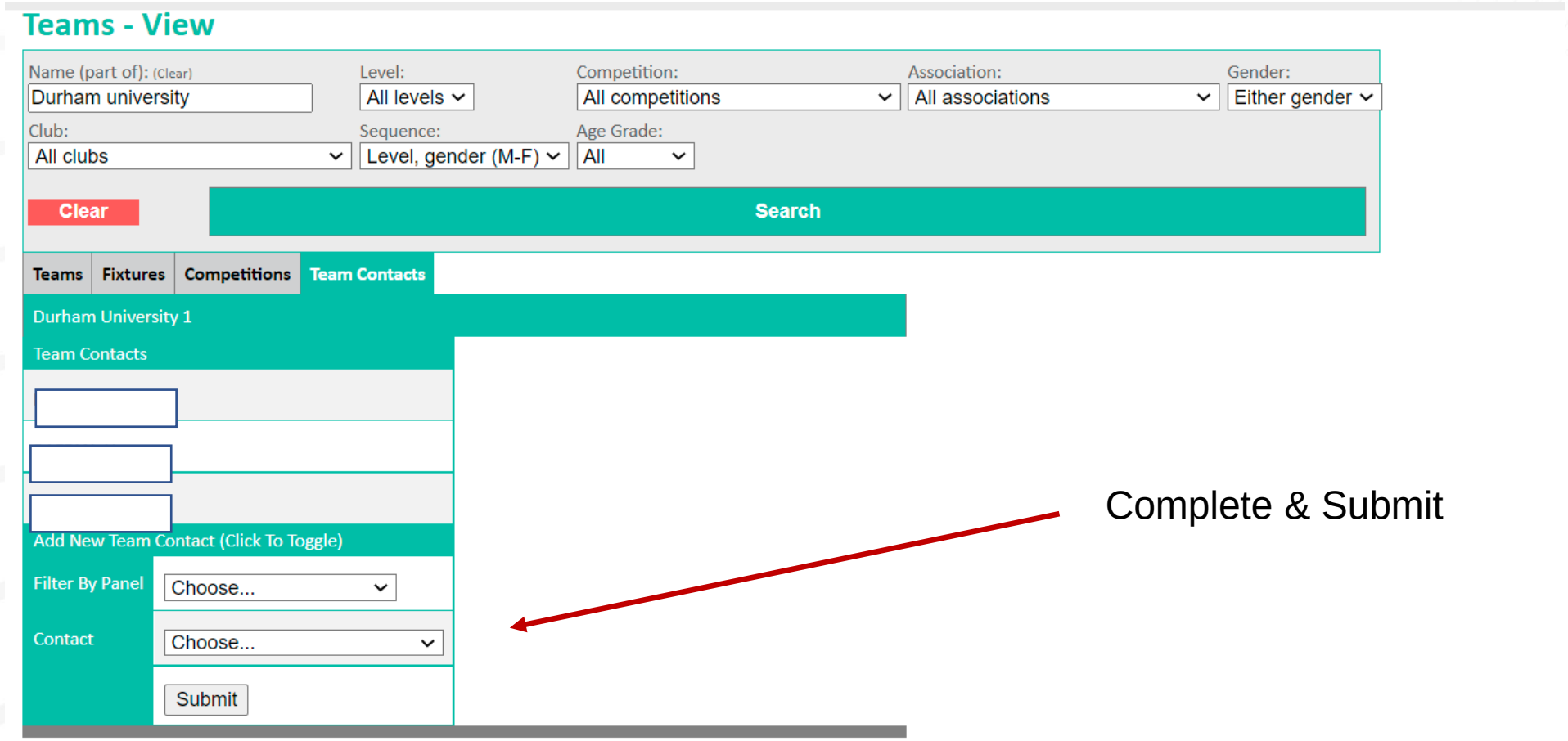
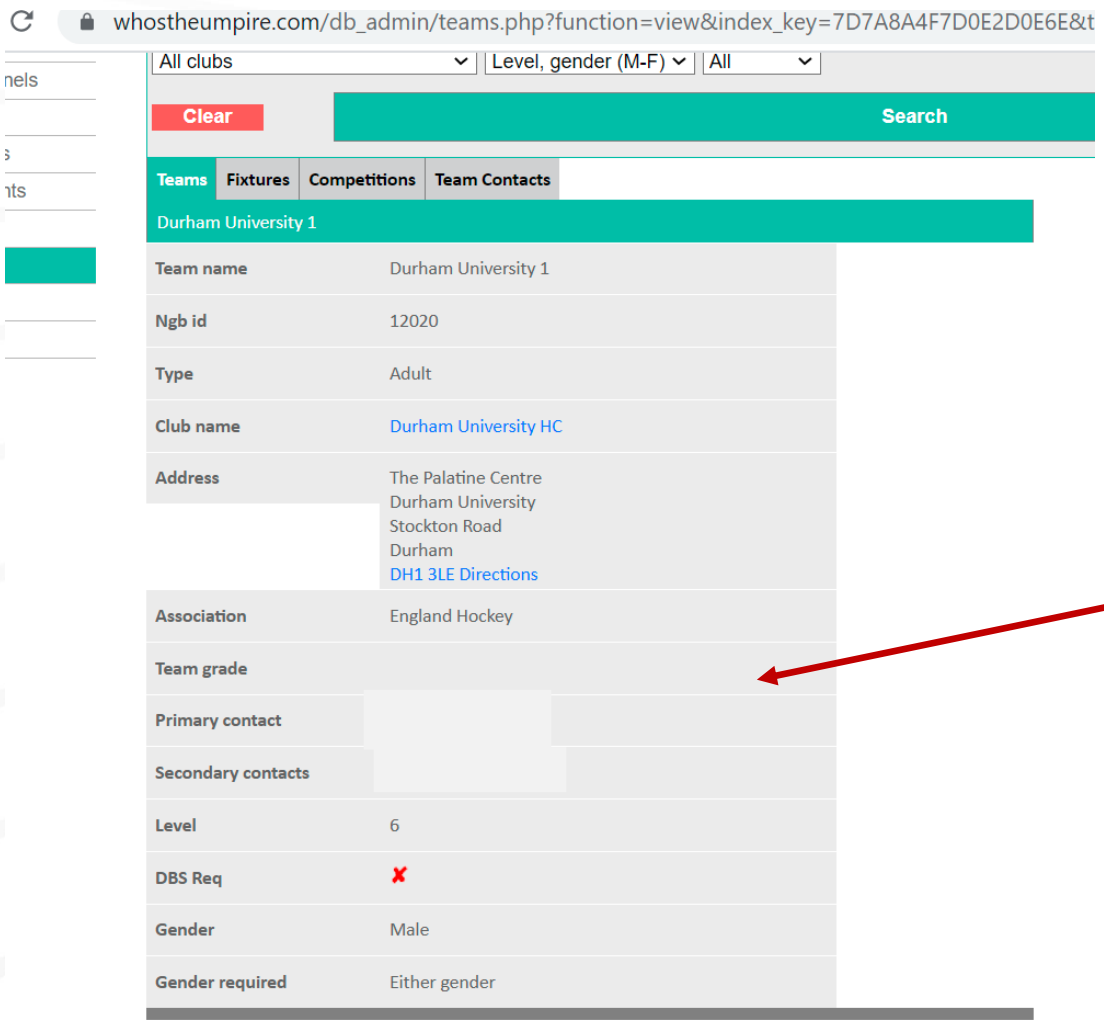

Teams - View
Name (part of): (Clear)
Durham university
Level:
All levels
Competition:
All competitions
Association:
All associations
Gender:
Either gender
Club:
All clubs
Sequence:
Level, gender (M-F)
Age Grade:
All
Clear
Search
Teams
Fixtures
Competitions
Team Contacts
Durham University 1
Team Contacts
Add New Team Contact (Click To Toggle)
Filter By Panel
Choose...
Contact
Choose...
Submit
Complete & Submit



Changes will appear here

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