Help: Select Team

Purpose

This screen allows teams to be selected for the given grade and round.
By default the selected team from the previous round (if applicable) will be given as a starting point for the selection, meaning that only week to week changes need to be specified.

Selecting a team

The list of players which can be selected is displayed in the *Player List* box on the left hand side of the screen. By default, this list shows active players unless one or more *Player List options* are set (see below).

If the team has not yet been selected and saved, and the system detects team selections for the current grade for a preceding match (eg the match of the previous round), that team will be pre-filled within the *Selected Players* box. A message indicates that this is the case. The team is not entered at this stage (until the *Update* button is clicked).

If the team has already been selected and saved the list of currently selected players is shown in the *Selected Players* box.

To select a team (or modify an existing team):

- Click a player in the *Player List* and click the *Add* button to add players to the *Selected Players* box (or double click the player)
- Click a player in the *Selected Players* box and click the *Remove* button to remove the player from the *Selected Players* box (or double click the player). This will re-add the player to the **bottom** of the *Player List*
- If team order is important (eg cricket sides are usually selected in batting order) click the player in the *Selected Players* box and click the *Move Up* or *Move Down* buttons as appropriate

  In certain cases an option will display under the *Selected Players* box specifying that the team is selected in position order. The Position order applicable to the sport is listed below, if that order is followed check the box before saving. This will give an enhanced team display on the public page indicating the positions. If left unchecked the team will displayed in a single column list on the public page.
- Select a captain by clicking the player in the *Selected Players* box and click the *Set* link in the *Captain* row of the *Selected player options* table - the selected captain will then display within this table. If a captain is not selected, a warning message will display when the team is saved.
- If applicable, set other options within the *Selected player options* table (eg wicket-keeper for cricket) in a similar manner to setting the captain
- If applicable designate one or more players as Substitutes within the *Selected player options* table in a similar manner to setting the captain
- If applicable, and if displayed, designate one or more players as non-playing on certain days of the match within the *Did not play day X* table in a similar manner to setting the captain
- To clear selections within the *Selected player options* table click the appropriate *Clear* link in the table
- When the team is finalised, click the *Update* button. A confirmation box appears - click OK to continue. Warning messages will appear if a captain has not been selected, or if less than the normal number of players is selected (eg 11 for cricket, football). Click OK to continue saving after a warning message, or Cancel to continue selecting the team.
- To clear an entire team, deselect all players and click *Update*

Team Officials

Where applicable, make selections for Coach, Team Manager and Scorer. You must have previously added the applicable Team Official roles to people in your person list for names to appear in these dropdowns (Scorers are also displayed from the person list of the association which manages the grade). The association also may have selected a setting which makes the selection of a Coach mandatory for a given grade. In this case you will not be able to save the team unless you select a Coach as well.

Player List options

By default the *Player List* lists active players on an organisation's list, but the list may be filtered in a number of ways:

- *Only show players registered for this association* - Check this to restrict the list of players to those registered for the association that the match belongs to. Player registration is separate to the player list, and can be accessed via the club administration menu. If this checkbox is disabled and selected, it means that the association only allow registered players to be selected. In this case, inactive players(see below) cannot be shown. If this checkbox is disabled and not selected it means the option is not available for the current sport.
- *Apply Player Filter* - The list of Player Filters defined for the current club is displayed in the dropdown. To apply a filter, select it from the dropdown. If the *Only show players registered for this association* is also checked, only Player Filters that include the relevant association registration criteria will be displayed. For more information see the Player Filter help topic. Note - if no Player Filters have been set up, the *Apply Player Filter* option will not display.

  If a squad has been defined for the team being selected, and the squad has at least one player in it, the squad will be auto-selected as a Player Filter, and only the members of the squad will display in the left hand list. The filter can be changed to *No Filter* to re-display all players.

  ▶ More information about squads

- *Show inactive players* - only applicable when the registered players checkbox is not checked and no Player Filter is applied. Will display inactive players as well as active players in the *Player List*.
- *Don't show unavailable players* - if a player has entered an *Unavailable* within Player Availability for the day of the match (or for any day in a match that spans more than one day), that player will not appear in the *Player List*. A player who has entered an *Available* or *Conditional* or no availability status will still appear in the list.

Notes about player options:

- Player List options are only available for matches in the current season. For past seasons, all players are displayed
- If multiple options apply, the most restrictive rule applies - e.g if a player is present in a player filter, but not registered to an association (and the *Only show players registered for this association* checkbox is checked) the the player will not appear in the left hand list if the filter is applied.

Can't find a player in the list to select from?

1. Check whether the *Only show players registered for this association* checkbox is checked. If it is, then you must ensure that players are registered for the association that the current match comes under. Go to the *Player Registration List* (not available for all sports) to check on this. If the checkbox is checked and disabled it means that the association has enforced team selections only from the registered list, so you will have no alternative but to register players.
2. Check whether a player filter has been applied from the dropdown. This restricts the player list based on the definition of the filter.
3. Check whether some player roles need to be confirmed (there will be a warning message display at the top of the screen if this is the case).