



Team Delegates- Viewing Your Team and Players

The person that **registered a team** into Assemble is considered to be the Team Delegate and has two methods of viewing team information:

1. They have access to view all team details in the Admin Portal (<https://assemble.oztag.com.au/admin>)
2. They can download a list of players registered in a team via the registration portal (<https://assemble.oztag.com.au/clubportal>) where **clubportal** is their specific club name.

Any other people added as Team Delegates can only access the Admin Console to view team/player details.

ADMIN CONSOLE

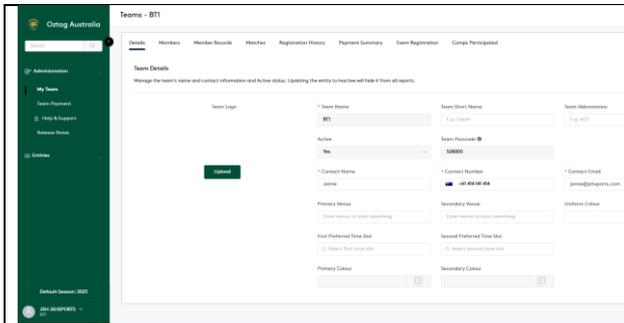
Note: The Admin console is NOT supported on mobile phones. Please use a tablet, laptop or PC to access the admin console.

Team Delegates are able to log into the **Assemble Admin Portal** and view details about their team, including players registered/paid. They can also update shirt numbers for the team. Team Delegates **CANNOT** add, remove or update players via the Admin Portal.

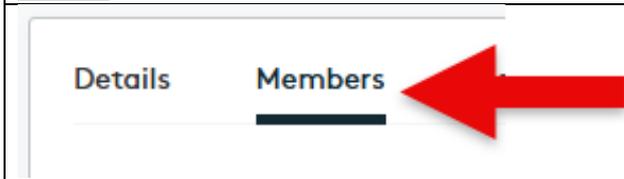
To access the dashboard:

1. Browse to <https://assemble.oztag.com.au/admin>
2. Login with your Assemble username and password (the same one you used when you registered your team)

	<p>You will then see the Admin Dashboard.</p>
	<ul style="list-style-type: none">• If you are the Team Delegate for multiple teams you can switch between teams by clicking your name in bottom left corner and then selecting Switch Role. From the list that appears click Team Admin and then select the appropriate team.• The team you are viewing will be displayed below your name
	<p>To view your team details, select Administration then My Team</p>



You will then see your **Team Details**



To view the players in your team, click the **Members** option at the top of the **Team Details** screen.

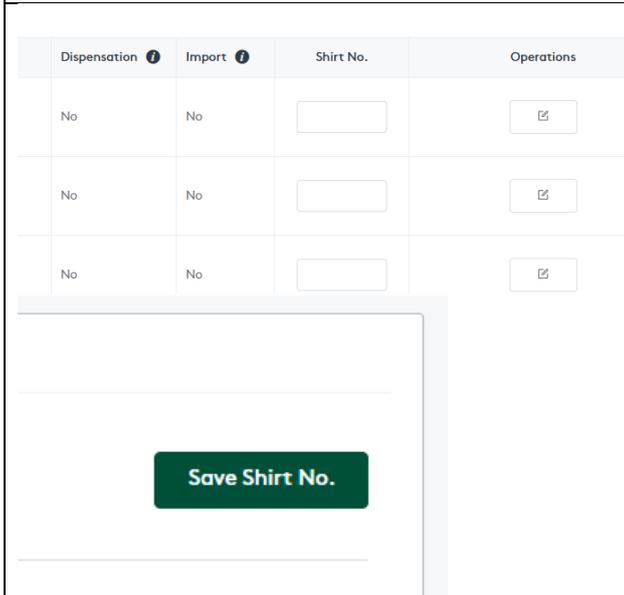


The **Team Members** screen will appear, no players will be shown at this stage.

#	ID	Event	First Name	Last Name	Member Type	DOB	Age	Manually Added to Team
>	1		Paul	Loban	Player			No
>	2		Sarah	Lu Bao	Player			No
>	3		Jerrod	Mostowik	Player			No
>	4		winnie	henry	Player			No
>	5		Chris	Kearns	Player			No

In the **Season** dropdown, select **ALL**.

Players should now appear. You can scroll to right to view players details. If the player owes money for Registration Fee's it will be shown in the **Outstanding Balance** column



Players Shirt Numbers

Team Delegates can also enter players shirt numbers:

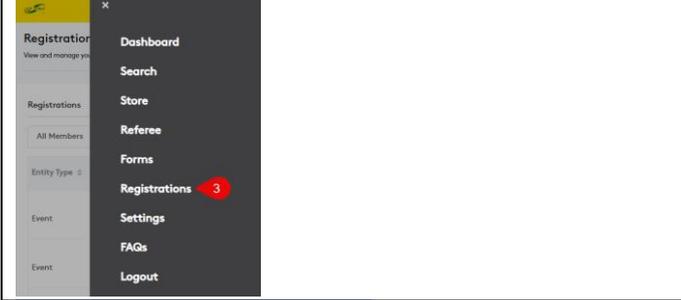
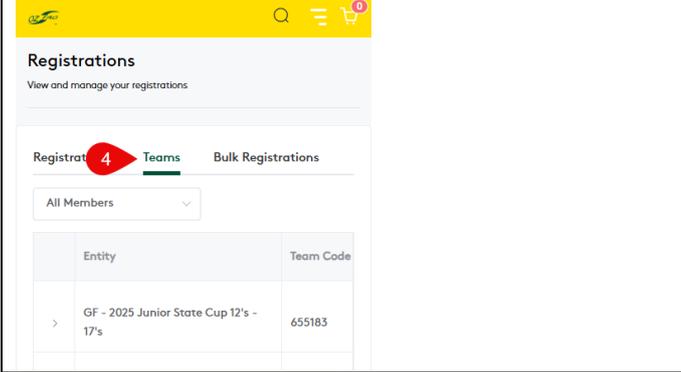
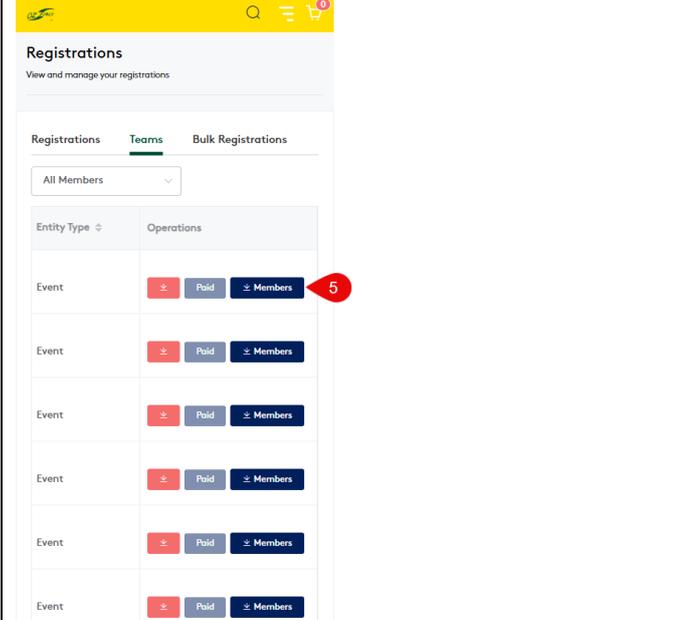
- Scroll to the end of the row
- Enter the players Shirt No in the **Shirt No.** field

Ensure after entering shirt numbers you click the **Save Shirt No.** button in top right of screen.



Downloading Team Lists from the Registration Portal

Only the person that **registered the team** into Assemble can access the team list from the Registration Portal

<p>https://assemble.oztag.com.au/clubportal</p>	<p>1. Log into the registration portal</p>
	<p>2. Select the Menu at the top</p>
	<p>3. Select Registrations</p>
	<p>4. Select Teams</p>
	<p>Next to the team you wish to view the team list for, scroll to the right until you see the Operations icons.</p> <p>5. Click the Members button This will download a PDF of the players registered into the team.</p>