



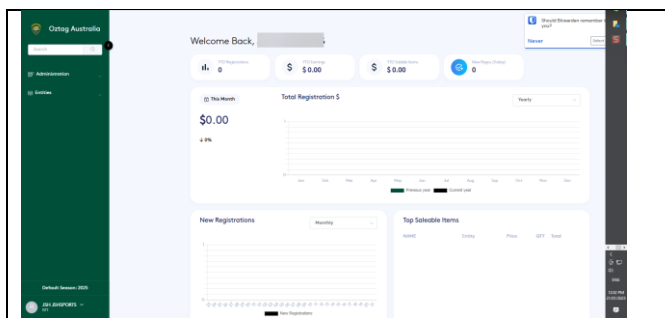
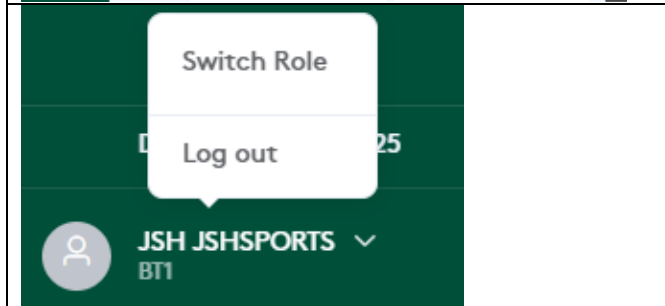
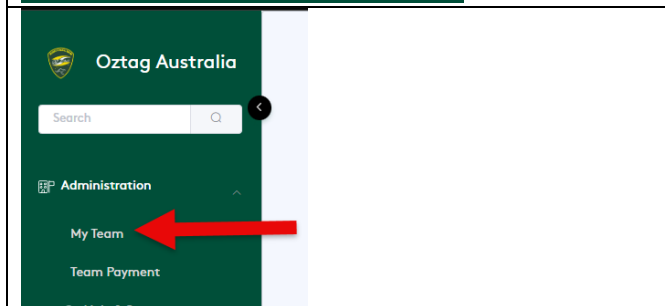
## Team Delegates – Viewing Your Team and Players

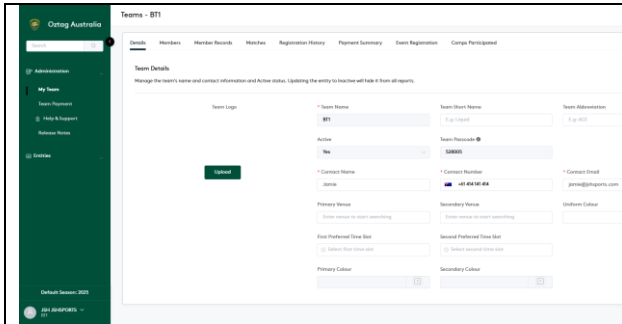
**Note: The Admin console is NOT supported on mobile phones. Please use a tablet, laptop or PC to access the admin console.**

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. Players to be added should register via the Registration Portal, removals need to be co-ordinated via the Club Admin and updates to a Players details can be done by the player themselves in the Registration Portal.

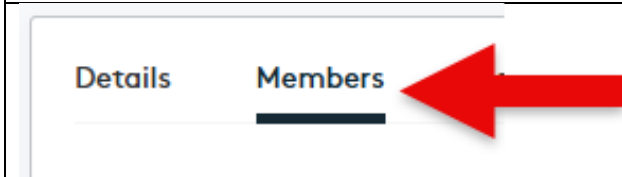
To access the dashboard:

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

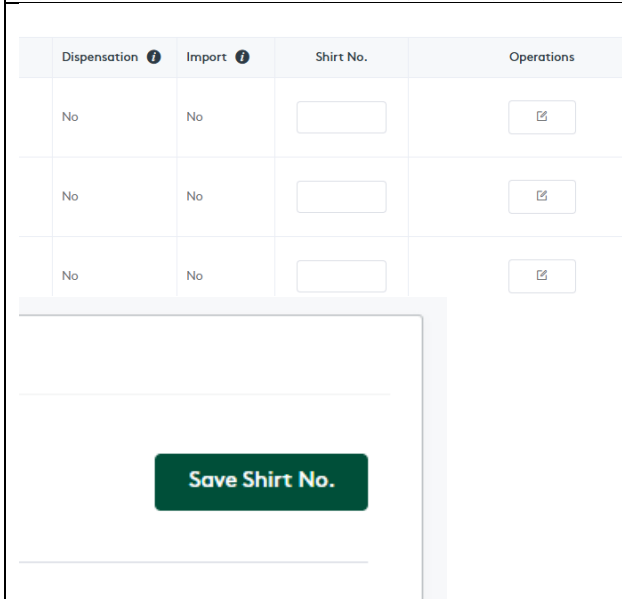


The **Team Members** screen will appear, no players will be shown at this stage.

#	ID	Event	First Name	Last Name	Member Type	DOB	Age	Manually Added to Team
1			Paul	Lubuo	Player			No
2			Sarah	Lu Buo	Player			No
3			Jamal	Mastowik	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.