

Registration of Team Entry Form on TMS

The registration of a team entry form is only available when the competition is 'Published'. Please note that the competition is moved into Verify Mode once both teams are registered – whereby the system is then with the officials of the competition and the option to change the team entry form will not be available for you. Final updates to team lists should be brought to the team manager briefing for the officials to finalise the team entry form.

- Go to your competition page.
- Log in
- Choose the option for Teams and then click on your team.
- Click on the green 'Manage Team Registration' button on the right hand side.
- You will see two columns: Left side is a list of players and team staff that have been selected over the last few tournaments – the right side creates your team entry form.
- Click on the player number/team staff role that you wish to add and the team list will be automatically generated on the right hand side of the page. If no list of players/team staff appear, please click on the down arrow beside '1 year' and choose an option. A list of players should then appear.
- To change a player shirt number, select the blank green button beside the player, - a box will open allowing you to input the new number. If shirt numbers change again after you have selected your team, move across to the 'Selected Team' column and Click on the yellow 'edit' button on the 'Player' line and the full team list will appear - scroll to player you wish to edit and input the shirt number required.
- If you choose a player in error, or if prior to the competition a player is injured etc., and needs to be removed from the team list, simply choose the delete button beside the player on the entry form.
- Once a player is in the system, but not necessarily on the current list of players available, they can be added to the list by clicking 'Add' at the top of the list of players on the left hand column.
- Enter the name of the player in the pop up box and then click 'create'. The player will then appear on the team list for the competition.
- If a player you wish to select, does not appear when you do above, then they are not on TMS at all. You can then create this person by clicking on the green 'add' button again, and a pop- up box will allow you to create a completely new person. Complete the details, name, date of birth, nationality, and click 'use', another box will then pop up allowing you to add the shirt number, if captain and/or GK.
- The team colours are automatically selected by TMS from previous tournament, click the 'Edit' button if you wish to amend.

Any queries or suggestions should be forwarded to Cédric Ribeiro (cedric.ribeiro@fih.ch).

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