

Macocoo Online Tournament Management

Team Registration for Manager Access

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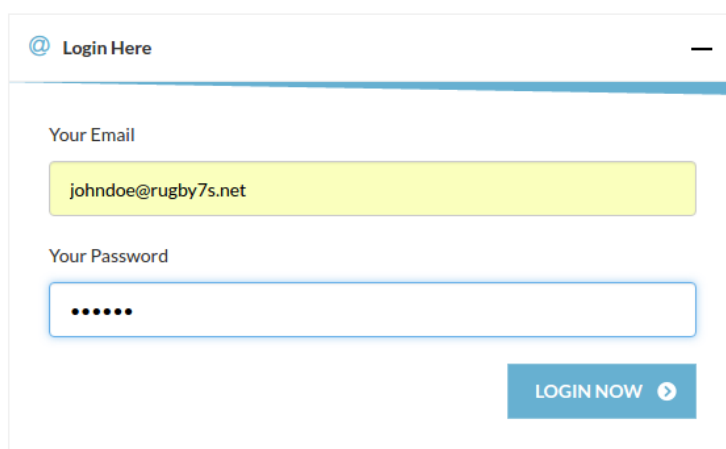
Introduction

This document explains the process for team managers to register or be registered for a tournament within Macoocoo Online Tournament Management software. At the end of the document you should have a clear understanding on the basic features of this module. There are many more features associated with each step, but these have been glossed to keep simplicity. Please ask your Macoocoo support for more details on any particular section.

How to register your team squad

1. Login to Macoocoo

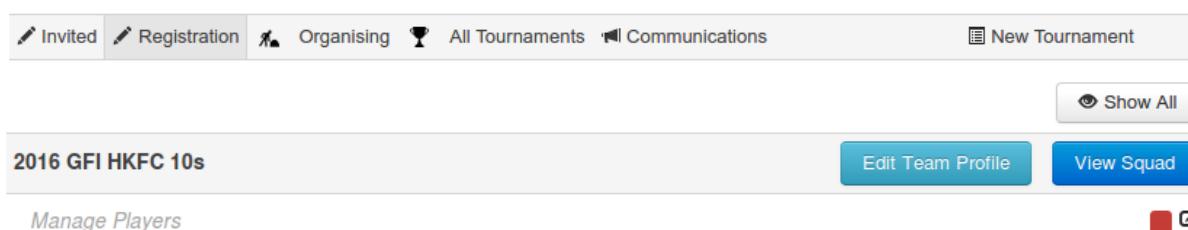
- a) Go to <http://macoocoo.com/index.php?r=home/default/login&nd>
- b) Enter your username (email address) and password
- c) Hit **Login Now** button



The screenshot shows a web browser window titled "Login Here". It contains a form with two input fields. The first field is labeled "Your Email" and contains the text "johndoe@rugby7s.net". The second field is labeled "Your Password" and contains six dots. Below the password field is a blue button with the text "LOGIN NOW" and a right-pointing arrow.

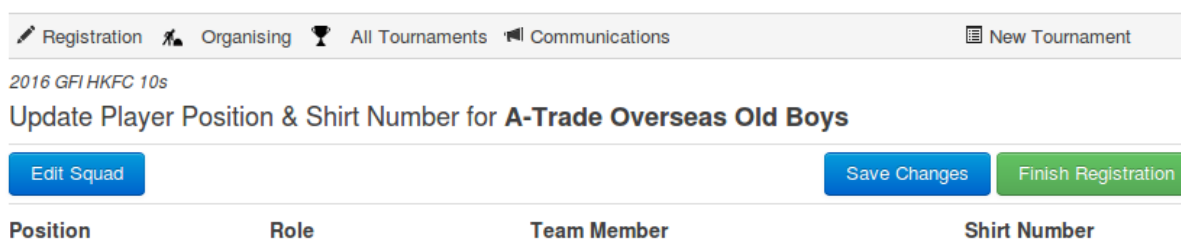
2. Go to the Registration page

- <http://macoocoo.com/index.php?r=tournament/default/index§ion=registration>



- Teams joining the tournament will be listed.

3. Click **Manage Players** or the **red icon** as shown above screenshot.



Registration Organising All Tournaments Communications New Tournament

2016 GFI HKFC 10s

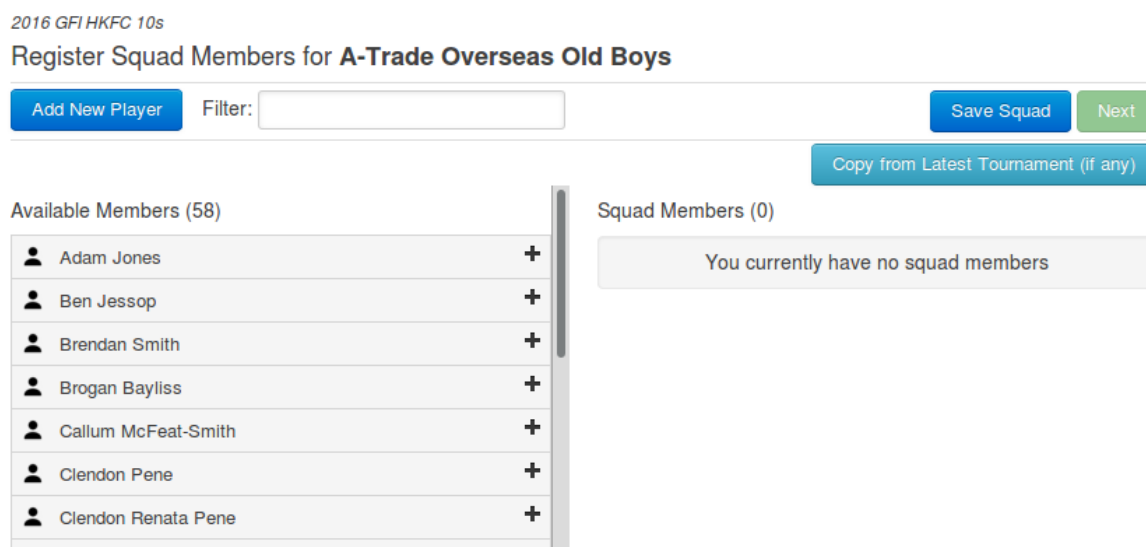
Update Player Position & Shirt Number for **A-Trade Overseas Old Boys**

Edit Squad Save Changes Finish Registration

Position	Role	Team Member	Shirt Number
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- Squad will be listed; for first time registration of squad, the list will be empty.

4. Click **Edit Squad** button to manage squad list



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Register Squad Members for **A-Trade Overseas Old Boys**

Add New Player Filter: Save Squad Next

Copy from Latest Tournament (if any)

Available Members (58)

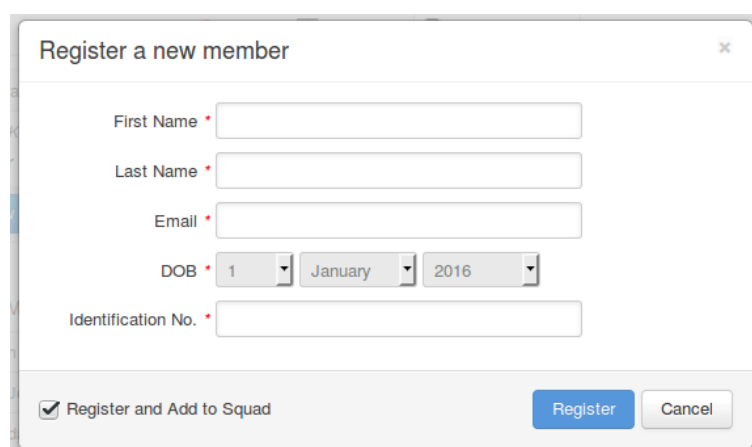
Adam Jones	+
Ben Jessop	+
Brendan Smith	+
Brogan Bayliss	+
Callum McFeat-Smith	+
Clendon Pene	+
Clendon Renata Pene	+

Squad Members (0)

You currently have no squad members

- All members of the club will be listed in the left window. You can select members to be part of the Squad by clicking on the name and it will be moved to the right section (Squad Members).

5. To add new Player/Member, click **Add New Player** button



Register a new member

First Name *
Last Name *
Email *
DOB * 1 January 2016
Identification No. *

Register and Add to Squad

Register Cancel

- Every tournament may vary on required fields depending on their requirements. Default required fields are First Name, Last Name, and Email Address.

6. Once you done, click **Save Squad** and **Next** button

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Register Squad Members for **A-Trade Overseas Old Boys**

Filter:

Available Members (53)	Squad Members (5)
<input type="checkbox"/> Dene Richards +	<input type="checkbox"/> Adam Jones -
<input type="checkbox"/> Diogo Miranda +	<input type="checkbox"/> Ben Jessop -
<input type="checkbox"/> Ethan Searle +	<input type="checkbox"/> Brendan Smith -
<input type="checkbox"/> Finlay Field +	<input type="checkbox"/> Brogan Bayliss -
<input type="checkbox"/> Francis Fainifo +	<input type="checkbox"/> Callum McFeat-Smith -
<input type="checkbox"/> Hamish Paterson +	<input type="checkbox"/> Clendon Pene -
<input type="checkbox"/> Hrishikesh Pendse +	<input type="checkbox"/> Clendon Renata Pene -
<input type="checkbox"/> Hunter Wayne Edinger +	

7. Selecting player position, role, and adding shirt number

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Update Player Position & Shirt Number for **A-Trade Overseas Old Boys**

Position	Role	Team Member	Shirt Number
<input type="text" value="Coach"/>	<input type="text" value="Captain"/>	Adam Jones	<input type="text" value="1"/>
<input type="text" value="Hooker"/>	<input type="text" value="Vice Captain"/>	Ben Jessop	<input type="text" value="2"/>
<input type="text" value="Fly Half"/>	<input type="text" value="Pack Leader"/>	Brendan Smith	<input type="text" value="3"/>
<input type="text" value="Right Wing"/>	<input type="text" value="--Select Role--"/>	Brogan Bayliss	<input type="text" value="4"/>
<input type="text" value="Scrum Half"/>	<input type="text" value="--Select Role--"/>	Callum McFeat-Smith	<input type="text" value="5"/>
<input type="text" value="Tighthead Prop"/>	<input type="text" value="--Select Role--"/>	Clendon Pene	<input type="text" value="6"/>
<input type="text" value="Loosehead Prop"/>	<input type="text" value="--Select Role--"/>	Clendon Renata Pene	<input type="text" value="7"/>

- Once you're done, click **Save Changes** and **Finish Registration**