



Step by Step Instructions to register Teams into competitions

If your school entered the Condor 7's Tournament in 2019 you will have an existing login. Please use the following link:

Website: condors.friendlymanager.com/login

Username: *your email address*

Password: *own password*

If you have forgotten or do not know your password, please click on the 'Need help logging in?'

If you are new to Condor's you will need to contact Mere to get your school registered. Once you have been registered as a Club/School Manager you will receive an email like the one below. We suggest you save this link on your favourites bar.

Hi ...

Your password for your (club/organisation) has been reset and you have been assigned a temporary password. You can login to our system using the following details:

Website: condors.friendlymanager.com/login

Username: *your email address*

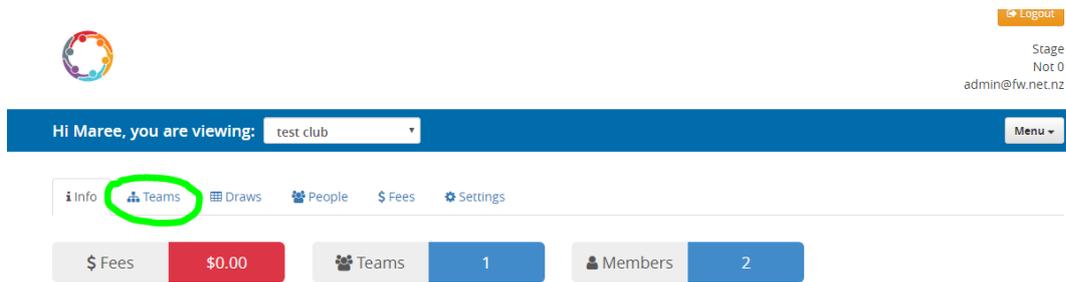
Temporary Password: *'password'* (to ensure accuracy, copy and paste this value when you login)

Once you have logged in successfully, you will be asked to enter a new password of your own choosing.

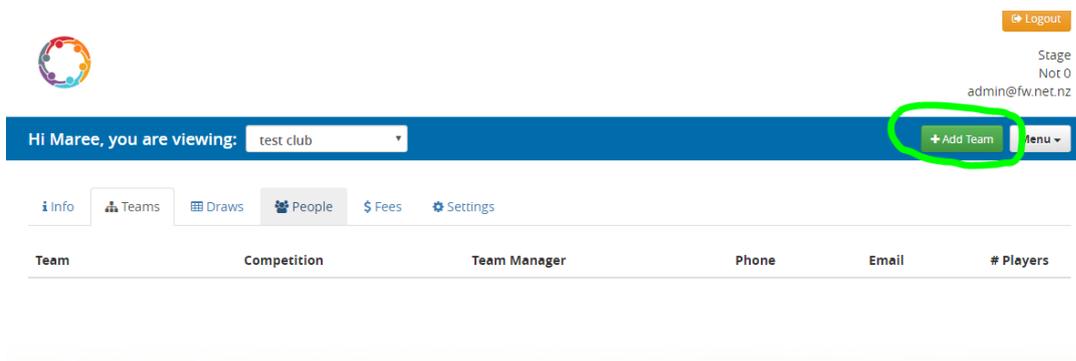
1. Login to your profile to see and select your school.

The screenshot shows the user interface of the Friendly Manager system. At the top left is the Condor 7s logo. At the top right, there is a 'Logout' button and contact information for Condor 7s: 022 010 5715 and mere@condorsevens.co.nz. Below the header, a blue bar displays 'Hi Maree, you are viewing: Overview'. The main content area shows the user's name 'Maree Green' in a grey box. Below this is a profile card with a circular placeholder for a profile picture containing the letter 'T', the school name 'Test School', and a status of '\$ no fees outstanding'. A green circle highlights the 'Test School' text.

2. Click 'Teams' tab to register a team.



3. Click '+Add Team'. **NB** If you have more than one team i.e. different grades you will need to repeat the following steps for each team and the team players.



4. Add the team name, select the division you are entering and the Team Manager if known. Click 'Add'. This will add your team to the competition.

The 'Add Team' form is shown with the following fields and values:

- Team:** Lucky Starters
- Division:** Girls Div 1
- Team Manager:** Bob Smith

At the bottom right of the form, there are two buttons: 'Cancel' and 'Add' (highlighted with a green circle). A note below the 'Team' field reads: 'Please be sure to include your school name or abbreviation in the team name.'

5. Once you have the team showing, click on the name of the team.

The screenshot shows a user interface with a top navigation bar containing a logo, a 'Logout' button, and user information (Stage, Not 0, admin@fw.net.nz). Below this is a blue header with 'Hi Maree, you are viewing: test club' and buttons for '+ Add Team' and 'Menu'. A secondary navigation bar includes 'Info', 'Teams', 'Draws', 'People', 'Fees', and 'Settings'. The main content is a table with columns: Team, Competition, Team Manager, Phone, Email, and # Players. The first row, 'Lucky Starters', is circled in green. To its right are edit and delete icons.

Team	Competition	Team Manager	Phone	Email	# Players
Lucky Starters	Condor: Girls Div 1	Bob Smith	1212121	maree+132@fw.net.nz	0

6. To add players to a Team

There are two ways to add players to teams.

There is an import sheet which will add players directly into the team. This needs to be filled out by the school and forwarded to Mere to get imported. Import Spreadsheet is attached.

7. Click 'Add Person' to add players to the team.

The screenshot shows the 'Lucky Starters' team page. The top navigation bar includes a logo, a 'Logout' button, and user information. The page header shows 'Lucky Starters' and buttons for 'Join Competition' and 'Home'. Below the header, there is a 'Competition:' dropdown menu set to 'Condor: Girls Div 1' and a green 'Add Person' button circled in green. A yellow banner below reads 'Pending approval'. A secondary navigation bar includes 'People', 'Games', and 'View Draw'. The main content is a table with columns: Name, Gender, DOB, Phone, Email, and Shirt # Role. The first row shows 'Bob Smith' as the 'Team Manager'.

Name	Gender	DOB	Phone	Email	Shirt #	Role
Bob Smith			1212121	maree+132@fw.net.nz		Team Manager

8. You will begin to type the player's name. If the person is already a member of your school in the system they will appear and you will be able to add them directly. If the system does not recognise the player for your school it will ask if you would like to add them as a New Player. This screen then shows. You must assign a role and click add for the player to be successfully added. You will need to repeat for each player in the team.

9.

Add Person
×

Personal details

First Name	<input type="text" value="Person"/>	Last Name	<input type="text" value="One"/>
Phone	<input type="text" value="2222555"/>	Email	<input type="text" value="Member's email only"/>
Date Of Birth	<input type="text" value="dd/mm/yyyy"/>	Age: -	Medical Notes
			<input type="text" value="Medical concerns only, leave blank if not applicable"/>
Assign Roles	<input type="text" value="Player"/>		

Primary Contact (required for junior members)

First Name	<input type="text" value="First Name"/>	Last Name	<input type="text" value="Last Name"/>
Email	<input type="text" value="Email"/>	Phone	<input type="text" value="Phone"/>

10. Once a player has been added they will appear on the team list. If you have a shirt number, you can enter it at this point.

Logout
 Stage
 Not 0
 admin@fw.net.nz

Lucky Starters
Join Competition
Home

Competition: Condor: Girls Div 1 Add Person

Pending approval

People
Games
View Draw

Name	Gender	DOB	Phone	Email	Shirt #	Role
Bob Smith			1212121	maree+132@fw.net.nz		Team Manager
Person One			2222555	maree+329@fw.net.nz		Player x