

Updating a team

If a team passes on a name change or other details, you can update them yourself. All of a team's information is on one team page.

Opening the team page

- Go to the **Teams** page through the menu.
- At the end of each row are **3 dots (1)**; click them.

Teams		Search	+ ADD	+ UPLOAD	CUSTOM FIELDS
ID ↑	Name	Organisation	Actions		
1000	Nibble	The Lonely Four Bits	1 ⋮		
1001	Flowerbed	NSA	⋮		
1002	Gearheads	Robotics Club Aarhus	⋮		
1003	Circuit Breakers	STEM Academy	⋮		
1004	Brick Layers	Billund Builders	⋮		

- A menu opens with the options **Show (1)**, **Edit (2)** and **Delete (3)**.
- **Show** and **Edit** both open the same team page, where you can change the details directly.
- **Delete** removes the team from the tournament. Only do this if you're sure the team is no longer taking part.

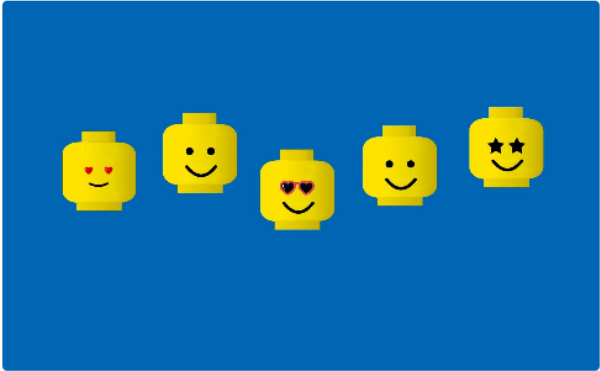
+ ADD+ UPLOADCUSTOM FIELDS

	1	⓪ Show
3bits	2	✎ Edit
	3	🗑 Delete
		⋮
		⋮
Aarhus		⋮

The parts of the team page

The team page is divided into blocks. Which blocks you see depends on the modules that are switched on (see the page [Settings and modules](#)).

Grouppicture 1



 Choose a photo

JPG, PNG or WebP, up to 10 MB. Shown on the public team page.

UPLOAD PHOTO

Basic information 2

Teamnumber
1000

Tournament
FLL@The Lego House ▼

Teamname
Nibble

Organisation
The Lonely Four Bits

SAVE

Scheduling 3

☒ Needs extra time

☐ Does not attend judging

Optional availability window for late arrival or early departure. Leave empty if the team is available for the whole event.

Available from
dd/mm/yyyy, --:-- 

Available until
dd/mm/yyyy, --:-- 

SAVE

More Information 4

Yell
Go Nibble!

Robot Description
Nibble built a robot with a modular attachment system.

Innovation project description
Nibble investigated a real-world problem for the season challenge.

SAVE

Grouppicture (1): The team photo. This block is visible when the *Advanced Team Management* module is on. Use **Choose a photo** and **Upload photo** to put a photo on the team page. The photo is saved straight away, separately from the **Save** buttons. See the page [Uploading team photos](#).

Basic information (2): The **Teamnumber**, the **Tournament** the team belongs to, the **Teamname** and the **Organisation** (school, club or organisation). The team number must be a unique number, without letters.

Scheduling (3): Wishes for the schedule generator. This block is visible when the Schedule module is on.

- **Needs extra time:** the team gets extra time in the schedule.
- **Does not attend judging:** the team doesn't take part in judging and gets no judging session.
- **Available from / Available until:** fill these in if a team arrives later or has to leave earlier. Leave them empty if the team is present all day.

These wishes are only used when you (re)generate the schedule. See the page [Creating the day schedule](#).

More Information (4): The **Yell** (team cheer), a **Robot Description** and an **Innovation project description**. These texts appear on the public team page (see [Team features](#)).

The screenshot displays two side-by-side form panels. The left panel, titled 'Weblinks' with a red circle containing the number 5, contains five input fields with icons for Website, Instagram, Facebook, X, and Snapchat. A blue 'SAVE' button is at the bottom right. The right panel, titled 'Coaches' with a red circle containing the number 6, shows the text 'No coaches have been added yet.' and a single input field for 'Coach email address' with an envelope icon. A blue 'ADD COACH' button is at the bottom right.

Weblinks (5): The team's website and social media: Website, Instagram, Facebook, X and Snapchat.

Coaches (6): This is where you link a coach to the team. Enter the coach's e-mail address and click **Add coach**. The coach then receives an e-mail:

- Doesn't the coach have an account yet? Then an account is created and the coach receives a link to set their own password.

- Does the coach already have an account? Then the coach receives a message that they have been added to an additional team.
- The bin icon next to a coach removes the link again. The coach's account remains.

The coach can then update the team details themselves. See the heading *The coach portal* on the page [Team features](#).

Custom information: If you have created your own team fields (for example a pit number), a **Custom information** block also appears, in which you fill them in per team. How to create these fields is explained on the page [Entering teams into the system](#).

Saving

- Click **Save** to save the changes. Each block has its own **Save** button, but they all save the whole page. So you can change several blocks first and then press **Save** once.
- A message appears at the bottom of the screen when saving has succeeded.

Revision #3

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