

## Online Team Entry Form for TMS

The team entry form is only available when the competition is Published. Please note that the competition is moved into Verify Mode, usually 3 days before a competition – 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 – link usually sent by FIH.
- 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.
- To change a player shirt number, select the player as above. 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.
- To add the caps, again click on the ‘edit’ button and enter the caps figure for each player – apologies for this – it is only a temporary measure until TMS goes live calculating all caps. It is also easier to do this when you have completed selecting the players, then ‘edit’ and enter the caps all in one go.
- 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/Team staff in the pop up box and then click ‘create’. The player will then appear on the team list for the competition.

- If a player/team staff member you require, 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. Click 'use' and complete the details and they will be added to the list.
- You can also see the team colours are automatically selected, click the 'Edit' button if you wish to amend.

Any queries or suggestions should be forwarded to Paula Jenkins ([paula.jenkins@fih.ch](mailto:paula.jenkins@fih.ch)).

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