Creating Teams in WebPoint

- **Person/Personnel assigned as club administrator in Webpoint must login to Webpoint**
- **Contact Region if club admin needs to be assigned or edited**
- **Left hand side of the screen find the below menu items**

TEAMS

Club Administration →Club Profile →Teams

- **North Country Region clubs are allowed to create their own teams**

- The **Club Profile → Teams** tab displays the Active teams at the top of the list and the Inactive teams at the bottom of the list.
- **"New Teams"** button: is used to add a new team. (if available per Region policy)
  The same information is found in the **My Club → Club Teams menu option.

- **Once a Team is created it cannot be deleted – Look below for team name recommendations**

Team Names: Recommendation is to be consistent across all age groups

- **Club Name or Abbreviation**
- **Age of the Team**
- **Team Name**
  Example: Club Name = Superstars; Age of Team = 11s; Team Name = Panda
  Name of Team = SS 11s Panda

  Example: Club Name = Bemidji; Age of Team = 18s; Team Name = 2
  Name of Team = Bemidji 18-2

Team Type: Select either **Junior** or **Adult**

Gender: F = Female; M=Male; C=Co-Ed (adult only)

Level of Play for Juniors: Based on the age division of the team. Please refer to USA Volleyball Junior Player Age Definition Chart. In general: J0 = 10 and under; J1 = 11 and under; J4 = 14 and under; J8 = 18 and under.

Grade Teams: North Country Region will provide an AGE WAIVER for players whose date of birth places him/her in an older age division than their current grade. Players DO NOT NEED and AGE WAIVER if competing on an older age level. Grade teams are designated by the Region with an *. Tournaments Directors have the choice to accept or deny Grade Teams.

Information for Grade Teams and Age Waiver

Division: leave blank. North Country Region does not utilize Divisions

[Information for Grade Teams and Age Waiver](#)

Team Rank: select the number "1" if there is only one team of that age group in your club. If your club has more than one team within an age group, then designate the teams rank by ascending numbers. For example, if your club has three **15 and under** teams, one team will be ranked "1", one team will have the rank of "2" and one team will have the rank of "3".

Add Team: Click the Red Button

North Country Region allows Clubs to add new teams

ADDING A NEW TEAM

This function is not available in all Regions - availability is determined by the Region

- Click on "**New Team**" button.

North Country Region allows clubs to edit their existing teams.

- Complete the information and click "**Add Team**". The **Team Code** will populate automatically.

EDITING AN EXISTING TEAM

This function is not available in all Regions - availability is determined by the Region

- Click on a **Team Name** to open the record for that team.
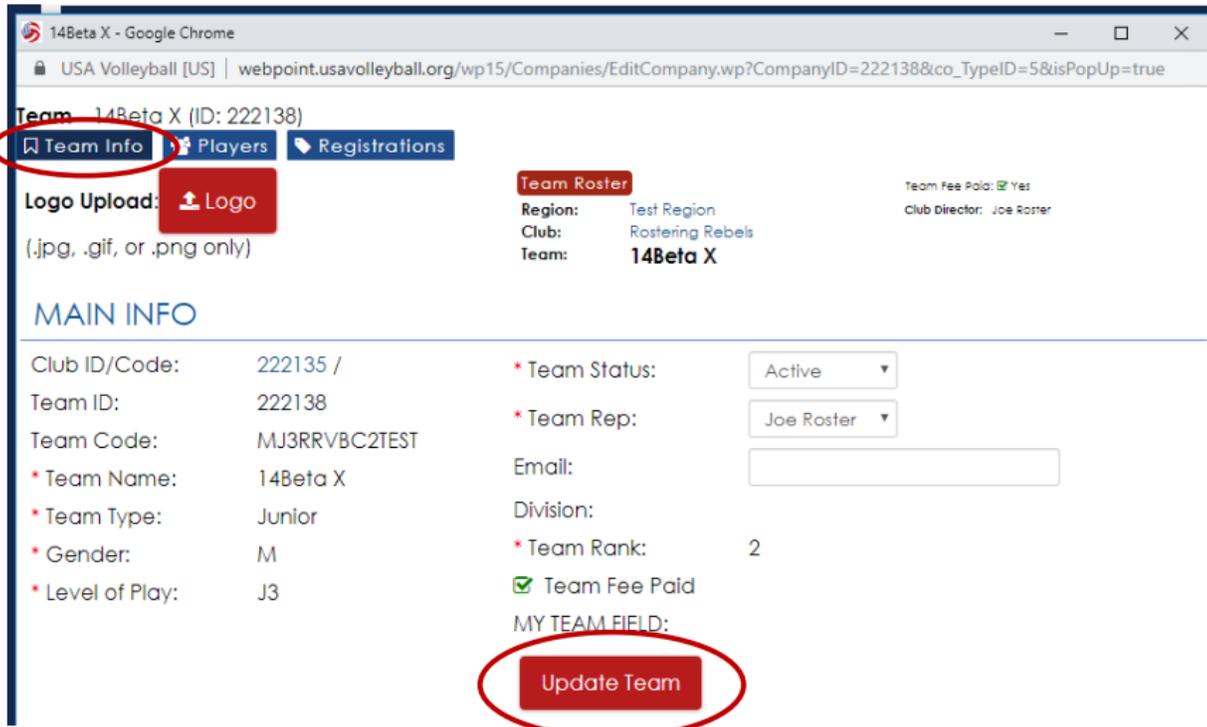
Once a new team is created, only the **Team Status**, **Team Rep**, and **Email** may be changed on the Club Admin level. All other changes must be made through the Region Administrator.

Click the "**Update Team**" button at the bottom of the screen to save changes.

Club Team 11 Digit Code Explanation

- 1st digit: F=female; M= male
- 2nd digit: J = junior team
- 3rd digit: 0-8 = age of team; 0=10u, 1=11u, 2=12u, etc…
- 4th – 9th digit: Club Name = club code created by the Region
- 10th – 11th digit: NO = North Country

North Country Region does not charge a team fee.