

# Tips und Tricks

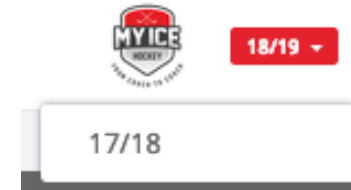


## How do I set up the new season correctly?

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Apply for a **new season**.

**At the top right** you can **change to the new season**.



Under SETTINGS - NEW SEASON SETUP you have the possibility to adopt your **specific settings of the last season** (monthly planning / drills etc.).

Under SETTINGS – SEASON SETTINGS resp. FREE TIME you can **enter your season basic settings** as well as the “**free time**” **dates**.

Next, **capture** this year's **teams and practice groups**.

Under SETTINGS - ADD PLAYERS / MANAGE PLAYERS you can **add the players to the age group**.

Under SETTINGS - MANAGE STAFF you can **add your staff to the age group**.

## INFO FOR ADMINS- How do I add the coaches to the age group?

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Go to SETTINGS - CLUB ADMIN

Under **Users** you can see all **coaches** from the last season **already registered**.

For existing coaches click on the "+" to the right of the coach's name and add the age of the new season.

For new coaches click on the "+" in the upper right corner next to the title "User". Enter the new coach and add the age group.

The coaches will be **informed via email** for which age group(s) they have been added in the new season. The next time they log in, they can change the season in the upper right corner (see above).





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