



## How to Generate a Teamline (Youth & Senior)

Please find a video tutorial on how to generate your teamlines [here](#)

The four points below only has to be done once (usually at the start of the season) unless you are adding/removing players or officials within your team:

- **Ensure that your Club Secretary has granted you full 'Team' user access via their 'System Users' tab on the SWF Admin site.**
- **On the SWF Admin site, go to 'Teams', 'View' your team and click on the 'Players' tab**
- **Click on 'Add Player' at the bottom left and select your team's players within the Club**
- **Now click on 'Officials' next to the 'Players' tab and select your team's officials within the Club via the 'Add Officials' button at the bottom left**

Please find below an easy step-by-step guide on generating a weekly teamline on the SWF Admin site:

1. Enter the SWF Club Admin site [here](#) using your username (email address) and password
2. Click on the 'Teams' tab
3. Click on the respective 'View Team' blue button at the right side of your team's name
4. Click on the 'Matches' tab within your team
5. 'View' your match 'To Be Played' or filter the dates to find any future matches
6. Select your players and substitutes within the dropdowns and note their shirt numbers on the left side and the team captain on the right
7. Select your officials from the dropdowns under the 'Team Officials' section below the list of players
8. Trialists may be listed using the blue '+' button on the right. Note that you should include the trialist's DOB on the teamline, as well as their name.
9. Click 'Update Teamline' then click 'Youth Teamline and Match Control Form' (**Teamline and Match Control Form' for senior teams**)
10. Print x2 copies of the PDF teamline (x2 copies for the match referee) and check the relevant P (starting line-up), S (substitute), T (trialist) and N (not a listed player) columns for each player