



## Manually Add Teams in SportsEngine

The option to add teams manually is only available if you initially used CSV or Manual Upload.

1. Sign in to your Club's **SportsEngine HQ**.
2. On the left-hand navigation bar, click **USA Volleyball > Governing Seasons**.
3. Under the *Season*, click **Teams**.
4. On the right-hand side of the screen, click the blue plus symbol (+).
5. Fill out the form as required.
6. Click **Create Team**.

The screenshot shows the SportsEngine HQ interface for a user named James. The header includes the user's name, a greeting, and statistics for the current season: 207 total members and \$0.00 invoiced in 2020. A navigation menu on the left lists various sections like Home, Members, USA Volleyball Demo, Financials, Registration, Competition, Promotion, Website, Safety, and Settings. The main content area features a 'Registration' section with a table of active registrations, including '2020 MN Select Volleyball Club Registration' with 4 sign-ups. Below this is a 'Program Listings' section with a message indicating that the organization does not have any programs yet.