

# How do I find a list of registered teams?

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As an Event Manager, you can keep track of any teams that have registered to a teambased event through your GameDay database to find information such as team contact details, any events they have registered for, their primary contact and their registered participants.

There are two ways you can access a list of teams through your GameDay database:

#### **1. Access Your Overall Team List**

You can find an overall list of any teams that have registered for any of your organisation's team-based events following the steps below:

1a. In the left-hand menu, open the **Events** menu, then click **TEAMS**.

<b>G</b> 0	SAMEDAY	
	Dashboard	
0	My Organisation	•
\$	Finances	•
288	Members	•
	Membership Forms	•
0	Products & Questions	
¶}÷	Promotions	
	Events	•
Da	shboard	
Ма	nage Events	
Теа	ams NEV	v
Pro	oducts & Questions	
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¢	Reports	

Here, you can see a list of any teams that have registered with any of your team events, including:

- Team Logo
- Team Name
- The number of registered participants
- The name of the Team Manager
- Contact Email and Phone

Teams						
					Q Type to search	Ö
Logo	Team Name 🌲	# of Participants	Team Manager	Contact Email	Contact Phone	Action(s)
	Bulls	5	7404	No. and Strygenetics app		View
2002	eagles	0	1414	No. or well than he ports com		View
	F1 Team	0	False United	No. one impartely app		View
10	F2 Team	1	Herry B	herry stevens (mygenedis) app		View

1b. Click **View** next to any team.

Теа	ams						
						<b>Q</b> Type to search	•
	Logo	Team Name 🌲	# of Participants	Team Manager	Contact Email	Contact Phone	Action(s)
		Bulls	5	Falsa	false uner (impgemeltig app		View
	2002	eagles	0	Talas .	No. or an Interlay of Long		View
		F1 Team	0	False United	No.com/prypervolag.app		View
	2	F2 Team	1	Harry S	herry streets (mygametis) app		View

In the **Team Details** tab, you can find:

• The Team's contact details, logo and Team Code.

Bul	- Back IIS ctive
Team Details	Participants
Team Details	
Team Name *	Bulls
Team Code *	1RAILCUB
Team Primary Contact *	- Tala
Team Contact Email *	false uner (Enggemeing app
Team Contact Number *	AU +61 💌

• Any Events that this team has been involved in.

Event Name	Туре	Dates	Venue	Teams	Status	Registration Status	Action(
Faita Team Event	Event Entry	1 Apr 2023 12:00 am (AEDT) - 30 Apr 2024 12:00 am (AEST)	AAMi Park	5	Active	Live (6 Apr 2023 08:00 am (AEST) - 30 Apr 2025 12:00 am (AEST))	Edit 🗸
Event Datry Event 2.0	Event Entry	5 Apr 2023 08:00 am (AEST) - 31 May 2025 12:00 am (AEST)	test venue	1	Active	Live (5 Apr 2023 08:00 am (AEST) - 28 Jul 2023 12:00 am (AEST))	Edit 🗸

### 1c. Click the **Participants** tab.

Bul	Back Is tive	
Team Details	Participants	
Team Details		
Team Name *	Bulls	
Team Code *	1RAILCUB	
Team Primary Contact *	Tata	
Team Contact Email *	Talas unar (Impgemelay ago	
Team Contact Number *	au +61 💌	

Here, you can see a list of any participants that have registered for this team, including:

- Profile Image (if provided)
- The Participant's Name
- Email Address
- Mobile Number
- Gender
- Member Types
- Member Status

Team [	Details F	Participants						
			Select Sub-Event 🔹	Select Event	•	Q Type to s	earch	•
	Profile Image	Participant Name 🌲	Email Address	Mobile	Gender	Member Types	Status	Action(s
~	$\otimes$	(are (	false amer (imy gemeile), app	-8-4000000	Female		Inactive	View
~	$\approx$	Text rolled	test to be "[1] ternal com gen()))	-01-0071222	Male	Test Player	Active	View
~	8	feed artills	ted antibilitenal con-penedaji	-8140872223	Male		Inactive	View
~	8	test timesy	hits over (mygenetic) app	-81-2077222	Female		Inactive	View
~	$\otimes$	test time	tine25pmygemetike app	-0-0703323	Female	Under 17, Test Player	Active	View

#### 2. Access a Team List for an individual Event

You can also find a list of registered teams within a specific event following the steps below:

2a. In the left-hand menu, open the **Events** menu, then click **MANAGE EVENTS**.

G	<b>JAMEDAY</b>	
	Dashboard	
OF.	My Organisation	•
\$	Finances	•
288	Members	•
	Membership Forms	•
	Products & Questions	
€ <u>}</u> ;	Promotions	
	Events	•
Da	shboard	
Ma	anage Events	
Te	ams NEV	N
Pr	oducts & Questions	
Co	ommunications	
¢	Reports	

2b. Find the event you want to view, then click the **ACTIONS Arrow.** 

Events												
Events	Event Te	mplates	Event Partic Managen		Eve	ent Display T	emplate	ECAL Widgets	NEW			
Create New E	ivent C	Create New E	vent from Template		All Event Ty	rpes 🔻	All Categories	Active	<b>ب</b> [ ۵	Type to search		ø
Event Name 🖨	¢ E	Event Type	Event Category	Event Date(s) 🗢		Venue	# Products	Event Status	Registra	tions	Acti	ion(s)
GameDay Bask Carnival 2023		Event Entry	Sport	1 Apr 2023 12:00 a 31 May 2023 12:00		John Cain Arena	0	Active		(1 Apr 2023 n (AEDT) - 31 May 00 am (AEST))	Edit	~

2c. Click VIEW.

Events									
Events Even	nt Templates	Event Parti Manage		Ev	ent Display Ter	nplate	ECAL Widgets	NEW	
Create New Event	Create New E	Event from Template		All Event T	ypes 🔻 🗛	ll Categories	Active	▼ Q Type to	View
Event Name 🗢	Event Type	Event Category	Event Date(s) 🗢		Venue	# Products	Event Status	Registrations	Open Event URL
GameDay Basketball Carnival 2023	Event Entry	Sport	1 Apr 2023 12:00 an 31 May 2023 12:00 a		John Cain Arena	0	Active	Live (1 A 12:00 am (AEDT) 2023 12:00 am (A	Copy Event URL Open Registration Form URL
ticketing event/27 april	Ticketing	Social	7 April 2023 (AEST) 2025 (AEST)	- 30 May		0	Active	Live (7 A 12:00 am (AEST) · 2023 12:00 am (Ar	Export Data to CSV

#### 2d. Click the **TEAMS** tab.

← Back GameDay Bas Active	sketball Car	nival 2023			
Overview	Teams	Participants by Product	Participants by Add-on Product	Participants by Team	Attendance Tracking
		Event Details			
		Event ID	NA180		
		Event Name	GameDay Basketball Carnival 2023		
		Event Type	Event Entry		
		Use Sub-Events?	No		
		Event Timezone	Australia/Melbourne		
		Start Date/Time	April 1st 2023, 12:00 am (AEDT)		
		End Date/Time	May 31st 2023, 12:00 am (AEST)		
		Event Category	Sport		
		Gender	Male		

Here, you can see a list of any teams that have registered for this specific event, including:

- Team Logo
- Team Name
- Team Code
- Products Purchased
- Team Manager
- Them Email
- Team Phone Number

Overview	Teams	Participants	by Product	Participants by	y Add-on Product	Participants by Team	Attendance Tracking	
							Q Type to search	Ø
Logo	Team Name 🌲	Team Code	Product	Team Manager	Team Email	Team Pho	one Status	Action(s)
2002	The Bears	bears1432		Hank Johnson	try descriptions	1112.005	Active	View
2000	The Warriors	warriors123		John Watson	tary disease by special	100.000	Active	View
now 5 👻								Export CSV 🖢

By clicking View next to any team, you will be directed to the Team Details list as per step 1b above.

## **Related Articles**