

## Moving Teams

The Team Tennis software allows you to move teams from one flight to another from within the same program. Until flights are created, teams can not be moved. Program Coordinators and higher are allowed to move teams. To move a team, follow the directions below:

1. Login to Team Tennis
2. Go to Programs and access the program in question
3. Click "Move Teams" from the Administration box
4. The page that displays will have drop down selections on the left and right, each has a list of all Divisions in the program, as well as all Flights that have been created and all Teams that have been created.
5. The left side will also have an Unassigned Flight for each division. This flight contains teams created by captains in on-line team creation.
6. Select the division and flight you want to move the team to.
7. Select the division and flight the team is currently in (teams that are not in flights will be listed under un-assigned on the left)
8. Click the arrow to move the team. Click ok to confirm the move
9. The team will now be moved to the new division/flight

The screen shot below shows you what the "move team" feature looks like.

The screenshot shows the 'Move Team' interface in Microsoft Internet Explorer. The browser window title is 'Move Team - Microsoft Internet Explorer'. The address bar shows the URL: <http://teamentennis.qa.usta.com/Secure/MoveTeam.aspx?LeagueID=70678&LeagueDivisionID=-1&t=2%2f26%2f2006+6%3a29%3a59+PM>. The page features the USTA TennisLink logo and a navigation menu on the left. The main content area displays the 'Move Team' form with dropdown menus for Year, Section, District, Area, Program, Division, and Flight. Below the form are two tables of teams with arrows indicating movement between them.

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>> Move Team

Year	Section	District	Area	Program
2006	Mid-Atlantic	Virginia		<a href="#">10 and Under Division Testing</a>

Division: 10 and Under - Advanced      Division: 18 and Under - Intermediate  
Flight: 10 and Under Advanced      Flight: 18 and Under Intermediate

Teams		Teams	
Number	Team Name	Number	Team Name
302932105	Cowboys	302932101	Eagles
302932102	Redskins	302932099	Giants

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When teams are moved, all players registered on those teams move with the team. The Move Teams feature does not require that the teams be moved to a division of the same level. For example, a team in a 14 and Under Advanced flight can be moved into an 18 and Under Intermediate flight.

Teams can be moved from one flight to another even if a schedule has been created with that team in the original flight. The schedule will replace that team with a Bye for all matches in the original schedule. If there is a schedule already created for the flight the team has been moved to, that schedule will not be updated with the new team. The schedule would have to be either manually updated or re-created.

NOTE: A team can not be moved to another flight if there have been matches recorded for that team in the original flight.