How to enter a team

STEP 1: Add Players to your account

1. You will need the **PE Membership number** and **Date of Birth** of your teammates.
2. Log in to your personal account in Sport:80.
3. Select Players from the menu and click "**Add new**".
4. In the Add Member pop-up, click **An Existing Player.**
5. Click **Add Manually.**
6. Select **Membership Type = PE Membership.**
7. Enter the **Membership Number** and **Date of Birth** of your teammate(s), select **Event Only,** and click **SUBMIT.**
8. Check that teammate(s) are now shown in your **Players** list.

Note: Do NOT use the 'New Player', 'CSV upload', or 'Full access' options.

STEP 2: Enter your Team Name

1. Select **Events** from the menu, find your event, and click **ENTER NOW.**
2. Click **ENTER NEW TEAM.**
3. Enter the surname of your team captain, and click **NEXT.**
4. Enter the **contact email,** and click **NEXT.**

Your team name will initially be shown as INELIGIBLE as it has no players yet – this is normal.

You will be able to reuse your team name in other events by selecting it from a list.

STEP 3: Add Players to your Team and pay

1. Click the red **Players** button in your team.
2. Click **ADD NEW TEAM PLAYER.**
3. You will see a list of players that you added in STEP 1.
4. Click **ADD** against each player you want to include in your team for this event.
5. Click **BACK**, then **BACK** again.
6. Team buttons should now be green as your team is complete, but the Entry Form is still pending.
7. Click the **Orange** button that says 'Unpaid'.
8. Select the correct **entry fee** from the drop-down list.
9. Tick the Yes box to agree with the certification statement.
10. **CHECKOUT** and pay by card.

[Log in to Sport:80](#)