

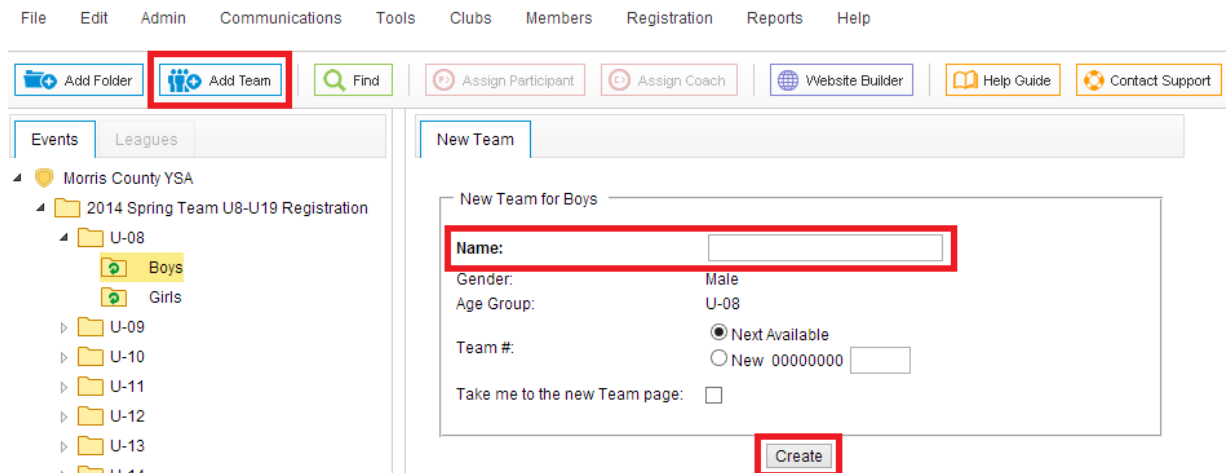
## Morris County Soccer Association

### Adding Your Teams

Adding your teams is a very easy and quick process. Follow these steps to add your teams in the Bonzi system:

1. Expand your age division folders and select the appropriate gender folder for your team so it is highlighted yellow.
2. Click the blue **Add Team** button above the folder tree.
3. Add the team name and click **Create** in the fields that appear to the right.

That's all there is to it, you just created a new team! Continue to add your teams to all of the applicable folders.



The screenshot shows the Bonzi system interface. At the top, there is a navigation menu with options: File, Edit, Admin, Communications, Tools, Clubs, Members, Registration, Reports, and Help. Below the menu is a toolbar with buttons for 'Add Folder', 'Add Team' (highlighted with a red box), 'Find', 'Assign Participant', 'Assign Coach', 'Website Builder', 'Help Guide', and 'Contact Support'. The main content area is divided into two panes. The left pane shows a folder tree for 'Morris County YSA' with sub-folders for '2014 Spring Team U8-U19 Registration', 'U-08', 'Boys' (highlighted in yellow), 'Girls', 'U-09', 'U-10', 'U-11', 'U-12', and 'U-13'. The right pane is titled 'New Team' and contains a form for creating a new team. The form has a title 'New Team for Boys' and a 'Name:' field (highlighted with a red box). Below the name field are fields for 'Gender:' (set to 'Male'), 'Age Group:' (set to 'U-08'), and 'Team #:' (with radio buttons for 'Next Available' and 'New 00000000'). There is also a checkbox for 'Take me to the new Team page:'. At the bottom of the form is a 'Create' button (highlighted with a red box).

For your convenience, you can access an instructional video [HERE](#) to help demonstrate the process outlined above.

Once you have added all of your teams, you will have completed step 3 of the setup process!

Now it's time to contact your Bonzi setup specialist, Crystal Goldammer. Her contact information is listed below:

Crystal Goldammer  
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