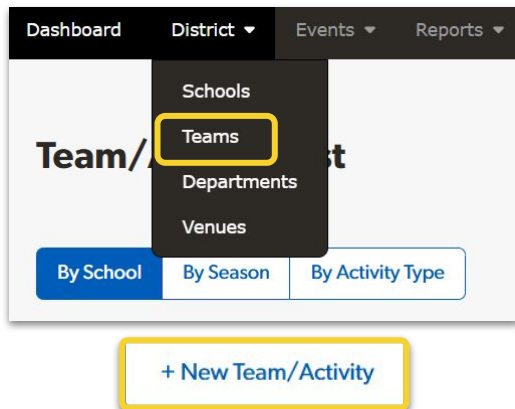# HOMETOWN

UPDATED TEAM MANAGEMENT

The latest Box Office upgrade introduces significant enhancements to team management and season passes. These updates streamline the process of adding, managing, and viewing teams while improving season pass functionality. The new design and dropdown improvements ensure a smoother experience while preventing duplicate team creation and improving accessibility. The modifications to season passes ensure clarity on expiration and validity, providing a better user experience for both administrators and fans.

Below is a comprehensive walk-through of the new features and changes.

New Team Creation Process

Users will follow a structured process to create teams:
- **Select School:** Users will only see teams associated with their school in dropdown lists.
- **Choose Season:** Specify or select which season(s) that team/activity participates.
- **Choose Activity Type:** Defines the category of the team.
- **Choose Gender:** Required field, but users can opt not to display it in the team name.
- **Choose Level:** Required field, with an option to display an alternative level name.

By default, teams are sorted by school and can be collapsed for easier navigation.

Team List Improvements

- **Editing Teams**: Users can edit team details but cannot delete teams.
- **Deactivating Teams**:
  - Deactivated teams are removed from the main list but can be viewed by selecting the ***Show Inactive*** filter.
  - The system prevents duplicate teams from being created, whether active or inactive.
- **Team Dropdown Placement**:
  - Newly created teams appear at the top of the team dropdown.
  - To view new teams, navigate to the ***District Tab***
  - To view old teams, go to ***Settings → Manage Seasons***
- When clicking ***Manage Seasons*** and selecting ***Add Team***, users will be directed to a newly designed interface for team creation.

You Are Deactivating This Team   ✕

You are about to deactivate this team. Once deactivated, you will no longer be able to add or update roster details or create events for the team. Are you sure you want to proceed?

⬤ This Team/Activity is inactive

Save Changes   Cancel

Cancel   **Yes, Deactivate**

By School	By Season	By Activity Type		▼ Hide Filter

School	Season	Activity Type	
All ▾	All ▾	All ▾	☑ Show Inactive

HomeTown High School   ▲

Team Name	Season	Activity Type	Actions
Varsity Football (Inactive)	Fall	Football	✏
Girls JV/Varsity Volleyball	Fall	Volleyball	👥 ✏

Team/Activity ✱ | Softball |

Ticket Redemption

Select a team or activity
Girls JV/Varsity Volleyball
Varsity Football
--- General Teams ---
Softball
Track
Baseball

Only teams for the selected school will show at the top of the Team/Activity dropdown.

New Teams never expire and will not need re-created.

Once legacy teams expire, they will be removed from the list.

HOMETOWN

Now within each event under *Advanced Event Options*, you are able to dictate whether pass holders can be admitted or not without having to create *fake teams*. For example, **Playoffs**.

Pass Eligible
Admit eligible pass holders to this event

Season Pass Improvements

Pass Adjustments
- Season passes now include both a *start date* and an *end date*.
- Once expired, passes will:
  - Be removed from the fan's display.
  - Display a *Ticket Not Found* notification when scanned, indicating expiration.

Box Office Enhancements
- The *Team and Activity Type* selection will now display all schools within the box office.
- Users can choose to select all teams or specific individual teams.

All existing passes will continue to function as expected. If a pass is edited, the start and end dates will be required.

Ticket Level: All Sport Pass
event Test Passes

Pass Details & Pricing

Pass Type	Multi Sport Pass

Multi Sport Pass: Create multi-sport pass -- fans get access games for multiple teams

Pass Name *   All Sport Pass

Pass Start Date *   04/01/2025 8:00 AM   CDT   **Pass End Date** *   06/01/2026 8:00 AM   CDT

Description   will appear on your website

Colored Ticket   ☐ Apply ticket level color indicator

Net Price *   20.00   **Quantity** *   100

Net Price is the amount the school will keep. Production fees will be included during checkout - Printed Cards will appear to customer as $5 greater (per pass). Digital Passes will appear as $3 greater (per pass).

Order Min *   1   **Order Max** *   10

Team/Activity *   2 teams selected

     HomeTown High School
     ☑ **Select All**
       ☑ Girls JV/Varsity Volleyball
       ☑ Varsity Football

     HomeTown Middle School
     ☐ **Select All**
       ☐ Girls JV/Varsity Basketball

     General Teams
     ☐ **Select All**
       ☐ Baseball

Setup Progress

Next ❯