

CLIENT GUIDE

Adding a team, and continuing it from last year

Adding a team takes about a minute. The one real decision comes when the name has been used before: does this team carry on from an existing one, or is it brand new?

This guide says **team**, **person**, **coach** and **level**. Your app shows your own words for them, and every button and box in the app uses those words. Find your industry in the table at the end of this guide.

ADD THE TEAM

- 1 Open the **Teams** page.
- 2 In **Add New Team**, type the **team name**.
- 3 Enter the **Year** (it starts on the current year; change it to add a team for next year).
- 4 Choose the **level** (your app calls it Age Group, Grade, Band and so on). It is required: **Save** stays off until you pick one.
- 5 Press **Save**.

If no team has ever used that name, the team is saved straight away and you are done. If a team with the same name already exists, a window opens first. That window is the next section.

IF THE NAME HAS BEEN USED BEFORE

A window asks: **Is this a new team, or does it continue an existing one?** It lists each earlier team with that name, showing its last level and the year it was last active. Nothing is pre-selected, and **Save** stays off until you choose.

Your choice	What it means
Pick an earlier team	The new season joins that team's history. Past scores, people and coaches stay connected, and reports treat it as one continuous team.
None of these — this is a new team	A brand-new team with no history of its own.

Pick the earlier team only when it really is the same team carrying on. Two teams can share a name in the same year if their levels differ.

If you continue an existing team

Two boxes appear, both ticked: one to carry forward the **people** and one to carry forward the **coaches and managers** (each uses your app's own word).

- Leave both ticked to bring everyone across.
- Untick a box to leave that group behind. The team still continues its history.
- Press **Choose who comes** to pick people. Everyone starts ticked, so untick only those who are leaving. **All** and **None** are there to save time. Once you have changed the list the link shows how many are coming, for example "Carrying 17 of 20 - change".
- Untick every person and the team still continues, just with nobody on it. The carry box unticks by itself, and ticks again if you tick anyone.
- If last season had nobody to carry, the window says so (for example "Sales had no employees in 2032, so none will be carried forward") instead of offering the box.

GOOD TO KNOW

- **Scores are never copied.** A team that carries on starts the new year with a clean score sheet; its earlier scores stay on the earlier years.
- **One team per person per year.** If someone you are carrying is already on another team in that year, they stay where they are. After saving, a message tells you how many were left out and why.
- **The exact same team twice.** You cannot add a team with the same name, year and level as one that already exists. The app tells you to choose a different level or name.
- **Sports only: the age warning.** For groups based on actual ages (such as Under 12), keeping last year's Age Group while carrying the same players shows an orange note to double-check it. It does not stop you saving. Other industries do not see it.
- **Changed your mind?** The continuation window has a link to **Manage Team Continuity**, where a team can be joined to an earlier one or split off as new later.

WHO CAN ADD AND CHANGE TEAMS

Everyone on your staff can open the **Teams, Coaches and Managers** and **People** pages and see what is on them. What they can **do** there depends on the permissions an Administrator has given them. Not having a permission never signs anyone out; the buttons are simply not shown.

Permission	What it lets someone do
Add Teams	Add, rename and delete teams, and use Copy Teams to a New Year and Manage Team Continuity . Without it the Teams page is view-only.
Add Coaches / Add Managers	Add coaches and managers. The type list on the add form only offers the types the person is allowed to add.
Add People	Add people (the people page shows an Add button), invite them, and open people who are not on a team yet.
Administrator	Everything above, for every team and person.

These rules are also enforced behind the scenes, so they hold even if someone tries to get round the screen.

Putting a coach or manager on a team

Who a team's coaches and managers are decides who can see that team's people, so this is limited to the team's own staff.

Who	What they can do
An Administrator	Add, change or remove a coach or manager on any team.
A coach or manager of that team	Add, change or remove coaches and managers on that team only . Moving someone from one team to another needs you to be on the team they are leaving.
Anyone with Add Teams	Add the first coach or manager to a team that has none yet, such as a team they have just created. After that, only that team's own coaches and managers, or an Administrator, can add more.
Everyone else	Can see the assignments, but not change them.

The same rules apply when you choose a team on the form that adds a new coach or manager: it only offers the teams you may put them on.

If you try something you are not allowed to do, a message says who to ask: the team's coach or manager, or an Administrator.

YOUR INDUSTRY'S WORDS

SkillScorer supports 158 industries, each with its own words for the team, the person, the coach and the level. Find yours below; if your industry is not listed, choose Generic Industry or ask us to add it.

Industry	Team	Person	Coach	Level
3D Printing & Additive Manufacturing	Team	Operator	Team Lead	Grade
Accommodation & Caravan Parks	Property	Team Member	Duty Manager	Grade
Accounting & Professional Services	Team	Team Member	Manager	Seniority Level
Aerospace & Aviation	Base	Crew Member	Senior Crew Member	Rating
Aged Care & Retirement Living	Unit	Care Worker	Team Leader	Career Stage
Agriculture & Farming	Property	Farm Worker	Supervisor	Grade
Alcohol & Drug Services	Service	Worker	Senior Clinician	Career Stage
Alternative & Complementary Medicine	Clinic	Practitioner	Senior Practitioner	Career Stage
Animation & Visual Effects	Department	Artist	Lead	Seniority Level
Architecture & Design	Studio	Designer	Project Architect	Seniority Level
Arts & Entertainment	Production	Crew Member	Head of Department	Seniority Level
Auctions & Antiques	Department	Team Member	Head Specialist	Seniority Level
Automotive	Workshop	Technician	Leading Hand	Grade
Beauty & Personal Care	Salon	Practitioner	Senior Stylist	Grade
Biosecurity & Quarantine	Team	Officer	Team Leader	Rank
Border Security & Customs	Team	Officer	Team Leader	Grade
Building Certification & Inspection	Team	Inspector	Senior Certifier	Rank
Call & Contact Centres	Team	Agent	Team Leader	Tier
Car Wash & Detailing	Site	Team Member	Team Leader	Grade
Catering & Food Services	Kitchen	Team Member	Supervisor	Grade
Chemical Manufacturing	Plant	Operator	Shift Supervisor	Grade
Childcare & Out-of-School Care	Room	Educator	Room Leader	Qualification
Cleaning & Facilities Management	Site	Team Member	Supervisor	Grade
Coaching & Personal Development	Practice	Coach	Senior Coach	Stage
Commercial Diving & Underwater Work	Dive Team	Diver	Dive Supervisor	Certification Level
Community & Social Services	Program	Worker	Team Leader	Career Stage

Industry	Team	Person	Coach	Level
Construction & Civil	Site	Worker	Foreman	Grade
Consumer Goods (FMCG)	Territory	Team Member	Team Leader	Seniority Level
Corporate	Department	Employee	Team Leader	Grade
Corrections & Justice	Unit	Officer	Senior Officer	Rank
Creative & Digital Design	Studio	Designer	Creative Lead	Seniority Level
Cybersecurity	Team	Analyst	Team Lead	Seniority Level
Dance Schools & Studios	Class	Dancer	Head Teacher	Grade
Data Centres	Site	Technician	Shift Lead	Grade
Data, AI & Analytics	Team	Analyst	Team Lead	Seniority Level
Defence & Military	Unit	Member	Section Commander	Rank
Dental Practices	Surgery	Team Member	Senior Clinician	Career Stage
Digital Marketing & Advertising	Team	Specialist	Team Lead	Seniority Level
Disability Services	Service	Support Worker	Team Leader	Career Stage
Drilling & Exploration Services	Rig	Crew Member	Driller	Grade
Driver Training & Licensing	Branch	Instructor	Senior Instructor	Stage
Drone & UAV Operations	Team	Pilot	Chief Pilot	Licence Level
E-commerce & Online Retail	Team	Team Member	Team Leader	Seniority Level
Education	Faculty	Teacher	Head of Department	Career Stage
Education Technology	Team	Team Member	Team Lead	Seniority Level
Electric Vehicles & Charging	Workshop	Technician	Lead Technician	Grade
Emergency Management & Disaster Recovery	Team	Officer	Team Leader	Rank
Emergency Services	Unit	Officer	Senior Officer	Rank
Employment Services	Site	Consultant	Team Leader	Seniority Level
Energy & Utilities	Depot	Operator	Team Leader	Grade
Engineering	Team	Engineer	Team Lead	Seniority Level
Environmental & Conservation	Team	Officer	Team Leader	Seniority Level
Esports & Game Development	Team	Player	Coach	Rank
Event Production & Staging	Production	Crew Member	Head of Department	Grade
Faith & Religious Organisations	Ministry	Team Member	Ministry Leader	Rank
Fashion & Textiles	Studio	Team Member	Head of Department	Seniority Level
Fast Food & Quick Service	Store	Team Member	Shift Manager	Grade

Industry	Team	Person	Coach	Level
Financial Services	Team	Team Member	Team Leader	Seniority Level
Fire Protection & Safety Services	Team	Technician	Team Leader	Grade
Fitness & Wellness	Studio	Trainer	Senior Trainer	Certification Level
Fitness Centres & Leisure Facilities	Facility	Team Member	Team Leader	Grade
Fleet Management & Car Rental	Branch	Team Member	Team Leader	Grade
Florists & Floral Design	Shop	Team Member	Head Florist	Stage
Food Manufacturing & Processing	Line	Operator	Team Leader	Grade
Forestry & Fisheries	Crew	Crew Member	Crew Leader	Grade
Franchise Operations	Franchise Location	Team Member	Franchise Coach	Grade
Freight Forwarding & Customs Brokerage	Desk	Team Member	Team Leader	Seniority Level
Fuel & Service Stations	Site	Team Member	Shift Supervisor	Grade
Funeral Services	Branch	Team Member	Senior Funeral Director	Career Stage
Furniture Manufacturing	Workshop	Team Member	Leading Hand	Grade
Gaming & Casinos	Gaming Floor	Team Member	Supervisor	Grade
Golf & Country Clubs	Club	Team Member	Head Professional	Grade
Government & Public Sector	Branch	Officer	Team Leader	Grade
Grain Handling & Storage	Site	Operator	Site Supervisor	Grade
Hardware & Building Supplies	Store	Team Member	Team Leader	Grade
Healthcare	Ward	Clinician	Senior Clinician	Band
Heavy Plant & Machinery	Site	Operator	Leading Hand	Ticket Level
Higher Education & Universities	School	Staff Member	Head of School	Level
Home Services & Maintenance	Team	Team Member	Team Leader	Grade
Horticulture & Landscaping	Crew	Team Member	Crew Leader	Grade
Hospitality	Venue	Staff Member	Supervisor	Experience Level
Indigenous Community Services	Service	Worker	Team Leader	Career Stage
Industrial Automation & Robotics	Team	Technician	Lead Engineer	Grade
Information Technology	Team	Team Member	Tech Lead	Seniority Level
Insurance	Team	Team Member	Team Leader	Seniority Level
International Aid & Development	Program	Staff Member	Team Leader	Grade
Jewellery & Watchmaking	Workshop	Team Member	Head Jeweller	Grade
Language Schools	School	Teacher	Senior Teacher	Stage

Industry	Team	Person	Coach	Level
Laundry & Linen Services	Plant	Team Member	Team Leader	Grade
Legal	Practice Group	Team Member	Senior Associate	Seniority Level
Libraries, Museums & Galleries	Branch	Team Member	Team Leader	Seniority Level
Lifeguarding & Aquatic Safety	Patrol	Lifeguard	Patrol Captain	Award Level
Lift & Escalator Servicing	Route	Technician	Lead Technician	Grade
Livestock & Dairy Farming	Property	Stockperson	Head Stockman	Grade
Local Government & Councils	Team	Officer	Team Leader	Grade
Manufacturing	Line	Operator	Team Leader	Grade
Marine Recreation & Boating	Base	Crew Member	Senior Skipper	Stage
Maritime & Shipping	Vessel	Crew Member	Chief Officer	Rank
Martial Arts & Combat Sports	Class	Student	Head Instructor	Grade
Media & Communications	Newsroom	Team Member	Senior Editor	Seniority Level
Medical Devices & Equipment	Department	Team Member	Team Leader	Seniority Level
Medical Practices	Clinic	Team Member	Senior Clinician	Career Stage
Meteorology & Weather Services	Team	Meteorologist	Senior Forecaster	Seniority Level
Mining & Resources	Crew	Operator	Shift Supervisor	Grade
Motorsport & Racing	Team	Driver	Crew Chief	Licence
Music & Performing Arts	Ensemble	Performer	Section Leader	Grade
Non-Profit & Volunteering	Program	Team Member	Coordinator	Seniority Level
Nutrition & Dietetics	Department	Practitioner	Senior Dietitian	Career Stage
Occupational Health & Rehabilitation	Service	Clinician	Senior Clinician	Career Stage
Oil & Gas	Facility	Operator	Shift Supervisor	Grade
Optical & Optometry	Practice	Team Member	Senior Optometrist	Career Stage
Outdoor & Adventure Recreation	Base	Guide	Senior Guide	Stage
Packaging & Labelling	Line	Operator	Team Leader	Grade
Palliative & Hospice Care	Unit	Team Member	Clinical Lead	Career Stage
Parking & Car Park Management	Site	Team Member	Team Leader	Grade
Pathology & Diagnostic Imaging	Department	Team Member	Senior Scientist	Career Stage
Pest Control & Fumigation	Branch	Technician	Senior Technician	Licence Level
Pharmaceutical & Life Sciences	Department	Team Member	Team Leader	Seniority Level
Pharmacy	Pharmacy	Team Member	Senior Pharmacist	Career Stage
Postal & Courier Services	Depot	Team Member	Team Leader	Grade

Industry	Team	Person	Coach	Level
Prefabricated Building & Timber Frames	Factory Line	Team Member	Leading Hand	Grade
Printing & Publishing	Department	Team Member	Team Leader	Grade
Property & Real Estate	Office	Agent	Team Leader	Seniority Level
Psychology & Counselling	Practice	Clinician	Senior Clinician	Career Stage
Pubs, Clubs & Venues	Venue	Team Member	Supervisor	Grade
Quarrying & Concrete Products	Site	Operator	Leading Hand	Grade
Racing & Equestrian	Stable	Rider	Head Trainer	Rank
Rail & Public Transport	Depot	Employee	Team Leader	Grade
Recruitment & Staffing	Desk	Consultant	Team Leader	Seniority Level
Removals & Storage	Crew	Removalist	Crew Leader	Grade
Renewable Energy & Solar	Crew	Installer	Crew Leader	Grade
Retail	Store	Team Member	Supervisor	Grade
Science & Research	Lab	Researcher	Group Leader	Seniority Level
Security Services	Site	Officer	Supervisor	Licence Level
Ski Resorts & Snow Sports	Department	Team Member	Supervisor	Stage
Space & Satellite Technology	Team	Engineer	Team Lead	Seniority Level
Sports	Team	Player	Coach	Age Group
Sports Clubs & Administration	Club	Volunteer	Team Manager	Rank
Sports Coaching & Officiating	Program	Coach	Head Coach	Accreditation Level
Supermarkets & Grocery	Department	Team Member	Team Leader	Grade
Surveying & Geospatial	Survey Team	Surveyor	Party Chief	Seniority Level
Swimming Pool & Spa Services	Route	Technician	Senior Technician	Grade
Tattoo & Body Piercing Studios	Studio	Artist	Senior Artist	Grade
Taxi & Rideshare	Fleet	Driver	Team Leader	Grade
Telecommunications	Region	Technician	Team Leader	Grade
Tourism & Travel	Venue	Team Member	Team Leader	Grade
Trades	Crew	Tradesperson	Supervisor	Level
Traffic Management & Road Safety	Crew	Traffic Controller	Team Leader	Ticket Level
Translation & Interpreting	Language Team	Linguist	Senior Linguist	Accreditation Level
Transport & Logistics	Depot	Driver	Team Leader	Licence Level

Industry	Team	Person	Coach	Level
Unions & Membership Associations	Branch	Staff Member	Senior Organiser	Seniority Level
Veterinary & Animal Care	Clinic	Team Member	Senior Nurse	Career Stage
Waste & Recycling	Site	Operator	Supervisor	Grade
Weddings & Celebrations	Event Team	Team Member	Lead Planner	Stage
Wholesale & Distribution	Branch	Team Member	Team Leader	Grade
Wine, Brewing & Distilling	Site	Team Member	Head of Production	Grade
Workplace Health & Safety	Team	Officer	Senior Advisor	Seniority Level
Zoos & Wildlife Parks	Section	Team Member	Head Keeper	Rank
Generic Industry	Team	Person	Leader	Level