



ADDING ADMINISTRATIVE USERS

CLUB&LEAGUE CONNECT

EVENTS

- Test Club
- 2016-2020 SYL Registration
- Archive

Admin Communications Tools

2. Select Admin > Users to add/edit an administrative user

- Org Info
- Users
- Preferences
- Official Settings

Add/Edit Users for Test Club

Edit User Info

Edit user: - new user -

Admin Name:

Admin Role: ex: Club Registrar

Username:

Confirm Username:

Only Editable By Superusers:

3. Select New User to create a new administrative account or use the drop down menu to select a current admin account to edit

4. Complete the required info including Name, Role and username (email address)

6. Click Create to add the administrative user

ADMIN		
<input type="checkbox"/> Add/Edit Users	<input type="checkbox"/> Edit Preferences	<input type="checkbox"/> Folders & Groups
<input type="checkbox"/> Org Info	<input type="checkbox"/> Archives	<input type="checkbox"/> Import/Export
<input type="checkbox"/> Coach Tools/Team Connect	<input type="checkbox"/> Locations	<input type="checkbox"/> Game Day Roster Setup
<input type="checkbox"/> Club Fees Tab		
COMMUNICATIONS		
<input type="checkbox"/> Calendar Events	<input type="checkbox"/> Scheduler	<input type="checkbox"/> Member Welcome Email
<input type="checkbox"/> Photo Albums	<input type="checkbox"/> Image Library	<input type="checkbox"/> Group Email
<input type="checkbox"/> Document Library	<input type="checkbox"/> Badges	<input type="checkbox"/> Pin Widgets
<input type="checkbox"/> Website Builder	<input type="checkbox"/> Content Pages	
<input type="checkbox"/> Email Forwarders	<input type="checkbox"/> Standings & Scores	
REGISTRATION		
<input type="checkbox"/> Registrants: Adding & Editing	<input type="checkbox"/> Registrants: Confirming	<input type="checkbox"/> Registrants: Assigning
<input type="checkbox"/> Registrants: Financials	<input type="checkbox"/> Registration Events	<input type="checkbox"/> Coaches: Creating & Editing
<input type="checkbox"/> Coaches: Confirming	<input type="checkbox"/> Coaches: Assigning	<input type="checkbox"/> Forms Library Access
<input type="checkbox"/> Confirmation Email/Success Page	<input type="checkbox"/> Manage Background Checks	<input type="checkbox"/> Officials: Creating & Editing

5. Select the admin permissions you wish to grant the user.

Two important things to know about users:

1. Temporary passwords will be emailed to all new users once you click the **Create** button.

Admins will be able to see the password in case it needs to be emailed

2. If you need to grant an existing user a new level (the new 2016-2017 folder for example) you will need to **Delete** the existing username and re-create it once you have clicked on the proper folder tree level