



How to guide

How to restrict committee member access

Restricting committee member access

As a club you might feel that not every role requires all access to the clubs VolleyZone account. You have the access the restrict what your committee members can access. Follow the steps below to help you:

- Log into your VolleyZone account by [clicking here](#).
- On the club homepage, click the menu button on the top left-hand corner.
- Search 'Manage User Account' under the Navigation Menu and click it.

The screenshot shows the VolleyZone club homepage for a user named LAUR... The page features a red navigation bar with links for MENU, HOME, HELP, MY ACCOUNT, and PRIVACY POLICY. A dropdown menu is open, showing options for Club, Social Media, Address, and External Links. The main content area displays the club's details, including its name (VECT), status (Active), and address (Volleyball England, Sport Park, 3 Oakwood Drive, Le11 3QF). A 'View Venues' button is visible. The 'Member Category Breakdown' table shows the following data:

Category	Member Count
Club Volunteer	1
Coach (80+)	2
Coach	3
Dual package - Coach & Referee	2
Pre-Course Membership	5
Referee (80+)	14
Referee	11

The 'Total Members' section shows 38 unique members registered this season. The 'Total Memberships' section shows 38 membership categories registered this season.

This screenshot shows the same VolleyZone club homepage as the previous one, but with a navigation menu overlay on the left side. The menu includes options for 'Manage user', 'System Configuration', and 'Manage User Accounts'. The main content area is dimmed, showing the same club details and member statistics as the previous screenshot.

Restricting committee member access

- On the manage user accounts, you can see how many accessible menu items an individual has available
- To restrict the menu options available select the  under the action tab.
- You can then restrict their menu options by either deselecting all or individual selecting the ones they do not need.
- Any access marked with a  means they have access to that section.
- Once you have given the individual the access they need, scroll to the bottom and click the red save button.

ACCESSIBLE MENU ITEM COUNT	LAST LOGGED IN 	ACTIONS
Full	26/05/2025 15:12	   
14	23/05/2024 12:02	   

 **Full Access Enabled**
This user has access to all current and future menu options. No restrictions are applied.

Quick Actions

 Deselect All

 Give Full Access

 Toggle all menu options on or off at once. Use this for quick selection of current menu items only.

 Grant access to ALL menu options including future additions. User will automatically inherit new features.

Edit Club Profile

 Edit Club Info

 Club Venues

 Committee Roles

Membership

 View Members

 Payments Received

 Member Registration

 Approve Members

 Content Pages

 Membership Settings

 Attachment Approvals

 Group Registration

 Update Member Account

Membership Setup

 Payment Methods

 Membership Types

 Begin selling

 Email Notifications

 Custom Fields

 Member Approval Setting

3