Step by Step Guide

giving club admin access to committee members

1. Login to your club admin profile [here.](here)
2. Enter your username and password.
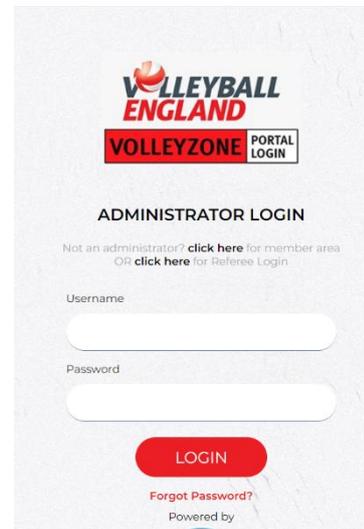
3. On the home page, scroll down to 'Settings' in the right bottom corner.
4. Click on 'Manage User Accounts'.
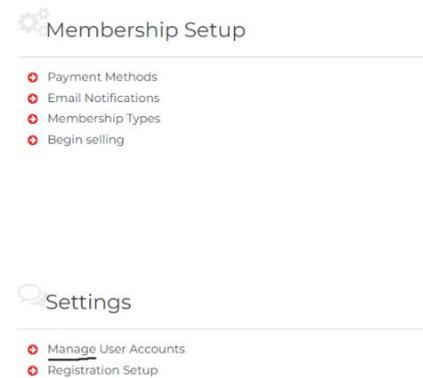
5. If there are any club admin users who have access, they will show up for you here.
6. Click on the red '+ add' button to add members for the admin access
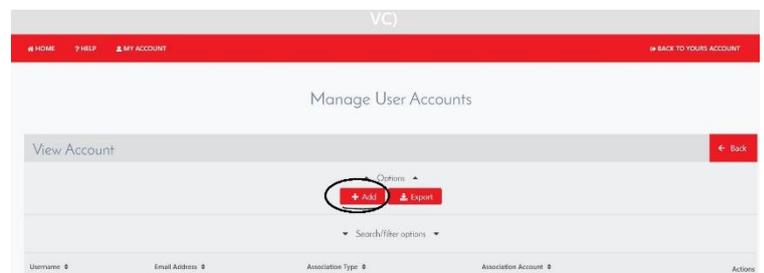
7. The parent will already be populated as the Club.
8. Enter the name that you would like to assign as a username which this member would use to log in.
9. Enter the member's email address that they want to associate with the club admin account.
10. Create a password.
11. Click the red 'save' button underneath.

12. The individual will then show under the list on Manage User Accounts page.
13. You can share the login username and password with them, and they should be able to log into the club admin account.