

ADMINISTRATION ACCESS

Allocate User Permissions

Access to the non-public site is controlled by a series of 'User Permissions'. You may or may not be able to allocate permissions to others within your 'Association'. This ability will depend on the permissions that you yourself have been allocated.

You have to be on the system as a 'Super' User for your Association to be able to create other users accounts for your organisation.

Add a New User

From the Association home page:

1. Click on the 'Administration' link.
2. Click the 'Maintain Users' link. The *Select User* page will be displayed.
3. Click on the 'Add User' link. The *Add User* page is displayed.
4. Type in the following mandatory information:
 - Username (must be unique in the system)
 - Password
 - Surname
 - First Name
 - E-mail address
5. Then click the 'Update' button. The *Select User* page will be displayed with the new user displayed in the list of authorised users for the system.


Note

By default any new user created at the Association level has access to **ALL** functions within the Association site other than creating other user accounts. You must edit the user's 'permissions' to allocate them the appropriate level of access to the Association functionality.

1. Click on the 'Perms' link under *More Action* in the new user details. The *Select User Permissions* page is displayed.
2. Select the permissions that you are going to allocate to the new user. If you have the correct permission yourself you may be able to set a person 'Sites' they can administer as well as the 'Class' of functionality they have access too. You can specify very limited permissions. i.e. you may just select 'Events' – this will only allow the new user to input events, or you can be very general and give Class = ALL, which allows the user access to all functionality except creating other user accounts. Class must be set to 'Super' for a person to have access to creating other user accounts.
3. You can also limit the grades and the divisions that the new user can input information for by selecting the appropriate options in the grades and divisions drop down lists. This relates to the input of Team photos and Match Reports.

Note

You can assign the one user a range of permissions by selecting the 'Add Permission' link again. This facility allows you to be very specific and very precise in the permissions that any user is allocated.


4. Select the 'Update' button when you have completed adding permissions to the user account.
5. You may edit an existing permission by selecting the edit  link in the *Action* column.

Copy User

You can set up basic permissions that you are going to allocate several people at once. You create a new user and allocate that user all of the permissions that you are going to allocate to the group. This will be your “model user”.

1. On the *Select User* page, select the ‘Copy User’ link for the model user. The *Copy User Permissions* page is displayed.
2. Type in the following mandatory information:
 - Username (must be unique in the system)
 - Password
 - Surname
 - First Name
 - E-mail address
3. Then click the ‘Update’ button. The *Select User* page will be displayed with the first new user allocated all of the permissions assigned to the one that was copied.
4. This process can be repeated for as many new users (with that specific range of permissions) that you require.

Note

You may edit an existing permission by selecting the edit  link in the *Action* column on the *Select User* page.