Admin Site How do I create/edit officials?

In order to add referees, they must first have a parent or player record in the system. You can add members by navigating to members->players/parents->parent edit or player edit, enter in whatever information you require to identify the official, then click the save icon at the top.

Navigate to setup->officials->officials. If you have created any referees already, they will be listed here.

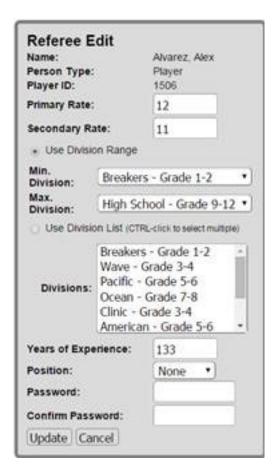


Click the add referee button to add a new referee. You can search for player/parent records either by id or by first and last name.



Once you have selected a player/parent, you will be taken to edit their official information.

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Once you have completed this step, the offical record will be added to the official page where you can edit it at any time by clicking on their name.

Unique solution ID: #1113

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Last update: 2015-12-31 22:13