


Admin Site

How do I add more administrators?

1. Navigate to Members->Players/Parents->Parent Edit.

Personal Info		Custom Fields	
First Name:	<input type="text"/>	Address 1:	<input type="text"/>
Last Name:	<input type="text"/>	Address 2:	<input type="text"/>
Email:	<input type="text"/>	City:	<input type="text"/>
Work Email:	<input type="text"/>	State:	select a state ▼
Remarks:	<input type="text"/>	Zip:	<input type="text"/>
		Phone #1:	<input type="text"/>
Resident:	Unselected ▼	Phone #2:	<input type="text"/>
Board:	<input type="checkbox"/>	Cell Phone:	<input type="text"/>
Family ID:	<input type="text"/>	SMS Carrier:	-- Select -- ▼
		Receive SMS:	<input type="checkbox"/>
		Email Opt-out:	<input type="checkbox"/>
Coaching		Volunteering	
Children Information			
Officiating		Permissions	
ID:	769	Access Level:	<input type="text"/>
Primary Rate:	\$0	Username:	<input type="text"/>
Secondary Rate:	\$0	Password:	<input type="text"/>
Years Experience:	0	Confirm:	<input type="text"/>
		Menu Set:	▼

2. Enter whatever data you require in order to identify the admin.

OR

Find an already entered parent who you want to give admin access to.

3. Set the access level to 10, 12, or 15. Level 15 will give them access to everything, whereas levels 10 or 12 will require additional steps.

4. Give the admin a password at least 8 characters long, containing letters and numbers, and not including any dictionary words. Be sure to enter it again in the confirm password textbox.

5. Click on the save icon at the top of Parent Edit to save the admin's information. The ID shown in the upper left after the page refresh is the user ID of the admin.

Note: If you assigned an access level of 10 or 12 you will need to assign a menu set to that person, which will allow you to specify which admin pages they are allowed to visit.

Unique solution ID: #1005

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