

Admin Site

How do I add more administrators?

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

Adult Demo Administration - Parent Edit - Google Chrome
myldev.netsos.com/MYL_DEMO/admin/editparent_V2.php?year=2017&popup=1

Prev Lookup: [] Go Parent Edit League: Adult Demo Sort By: Name Next

Personal Info		Custom Fields	
First Name: []	Address 1: []		
Last Name: []	Address 2: []		
Email: []	City: []		
Work Email: []	State: select a state		
Remarks: []	Zip: []		
No Photo []	Phone #1: []		
Resident: Unselected	Phone #2: []		
Board: []	Cell Phone: []		
Family ID: []	SMS Carrier: -- Select --		
	Receive SMS: []		
	Email Opt-out: []		
Coaching		Children Information	
Officiating		Payments/Fees	
ID: 769	Access Level: []		
Primary Rate: \$0	Username: []		
Secondary Rate: \$0	Password: []		
Years Experience: 0	Confirm: []		
	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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