## 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.

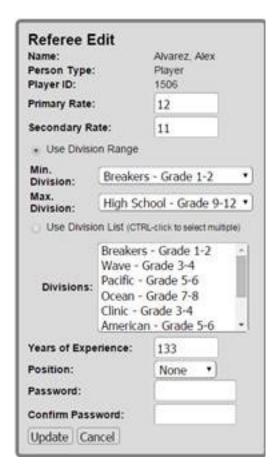


Click the add referee button to add a new referee. You can search for player/parent records either by id or by first and last name.



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

## **Admin Site**



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.

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