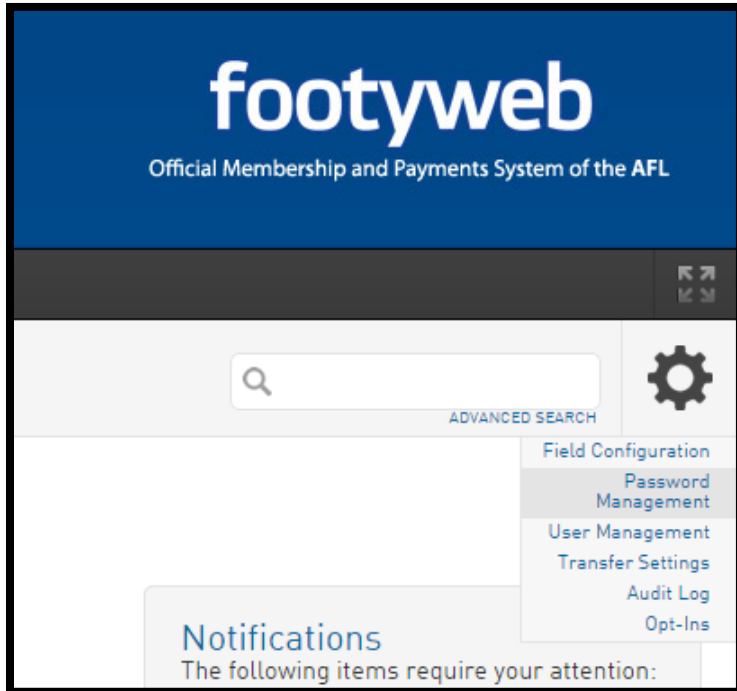# If completing the player re-registration process alongside the player
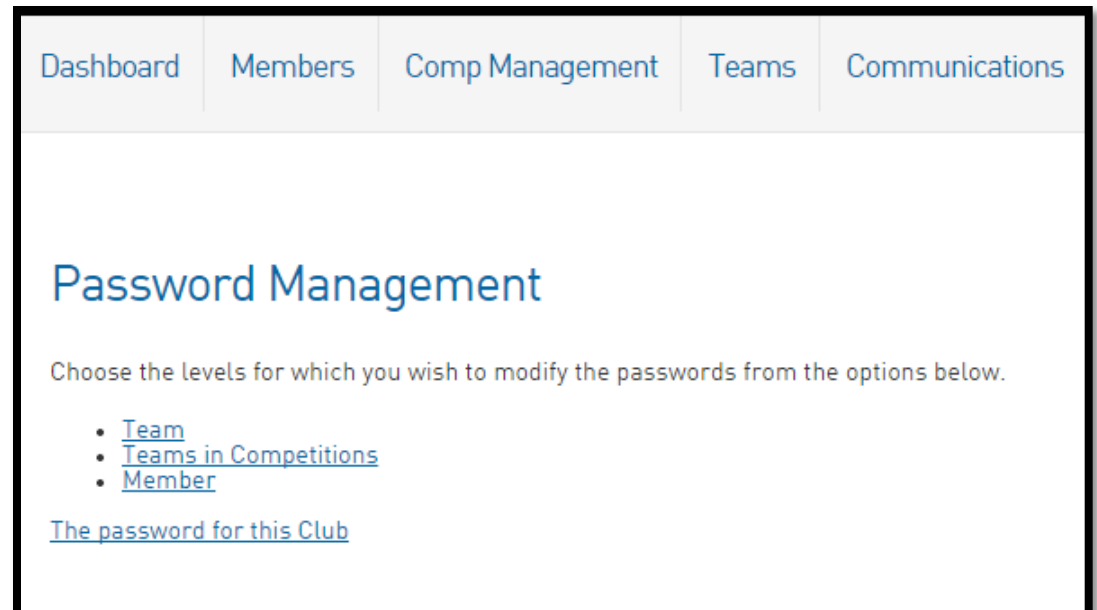

STEP 1

In your club database, click on the cog and click 'Password Management'

STEP 2

Click on 'Member'

Dashboard | Members | Comp Management | Teams | Communications

Password Management

Choose the levels for which you wish to modify the passwords from the options below.

- Team
- Teams in Competitions
- Member

The password for this Club

STEP 3

Find the player, make note of the player's Username/Code, get the player to enter a 'New Password', then click 'Update Passwords'

Password Management

In order to update an existing password please enter the new password against the appropriate username. Only the passwords where a new password is entered will be updated. If you wish to only provide read only access to a user then check the 'Read Only' check box and this will provide the user limited access to the database. By pressing "Automatically Generate Passwords" passwords will be generated and saved for all Members who currently have blank passwords. After you have finished modifying the passwords you must press the "Update Passwords" button to save your changes.

[Update Passwords] [Automatically Generate Passwords]

Member Passwords:

Name (FootyWeb Number)	Username/Code	Password	New Password	Read Only
	15524784	********		☐
	19127751	********		☐
	1110416	********		☐

STEP 4

The player can then complete his re-registration straight away

PLAYER RE-REGISTRATION

LISTEN LIVE