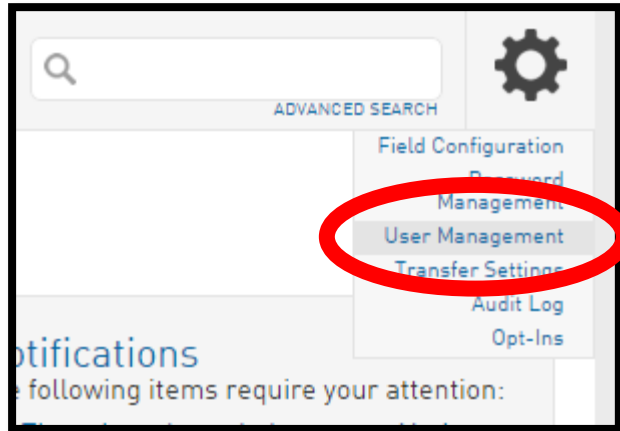


Setting up a new club administrator in Footyweb



STEP 1

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

STEP 2

Enter the email address of the new administrator and click 'Add'*. You may also wish to remove past administrators who should no longer have access.

*The new administrator must already have registered for an FSP Passport with this email address via www.foxsportspulse.com and confirmed their registration via the email FoxSportsPulse sends out.

A screenshot of the 'User Management - Club' interface. The title is 'User Management - Club'. Below the title, it says 'The following users are authorised to login for this Club.' There is a table with three columns: 'Name', 'Email', and 'Access'. The table has two rows of data, both with 'Full' access. Below the table, there is a section titled 'Grant a user access' with the text 'To grant access to a user they must hold a confirmed SP Passport.' There is a form field for 'Email Address:' and a checkbox for 'Restricted Access'. At the bottom, there is a green 'Add' button.

Name	Email	Access
[Redacted]	[Redacted]u	Full
[Redacted]	[Redacted]	Full

Grant a user access

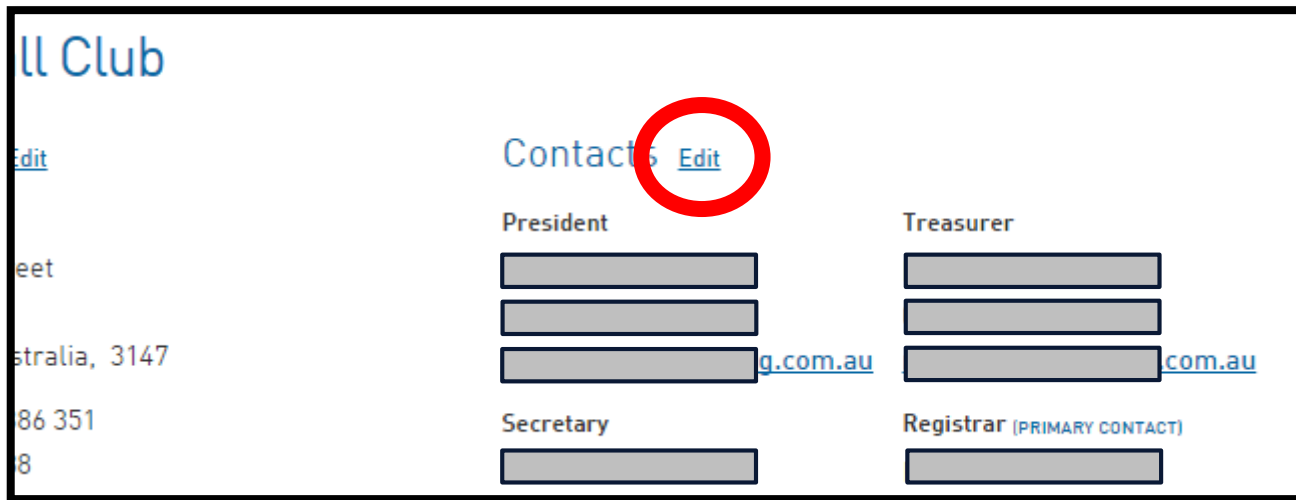
To grant access to a user they must hold a confirmed SP Passport.

Email Address:

Restricted Access

STEP 3

To allow that new administrator to receive notifications specific to their role (transfers for instance), or to modify who from the club receives these or other notifications from FoxSportsPulse, click back on the 'Dashboard' and click 'Edit' in the Contacts section.

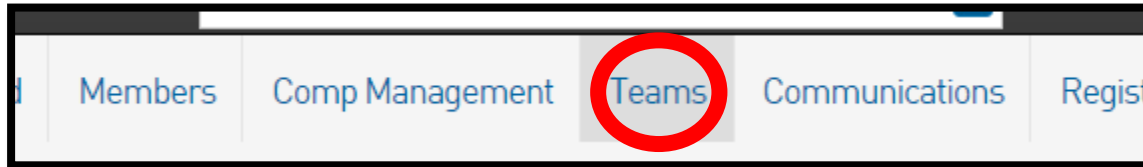


The screenshot shows a web interface for a club's contact information. The title is "All Club". Below it, there is a "Contacts" section with an "Edit" link circled in red. The contact information is organized into two columns: "President" and "Treasurer". Each column has three input fields. The "Secretary" and "Registrar (PRIMARY CONTACT)" sections each have one input field. The "Registrar" field is highlighted in blue. The "Registrar" field is highlighted in blue.

Role	Input Field 1	Input Field 2	Input Field 3
President	<input type="text"/>	<input type="text"/>	<input type="text"/>
Treasurer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>		
Registrar (PRIMARY CONTACT)	<input type="text"/>		

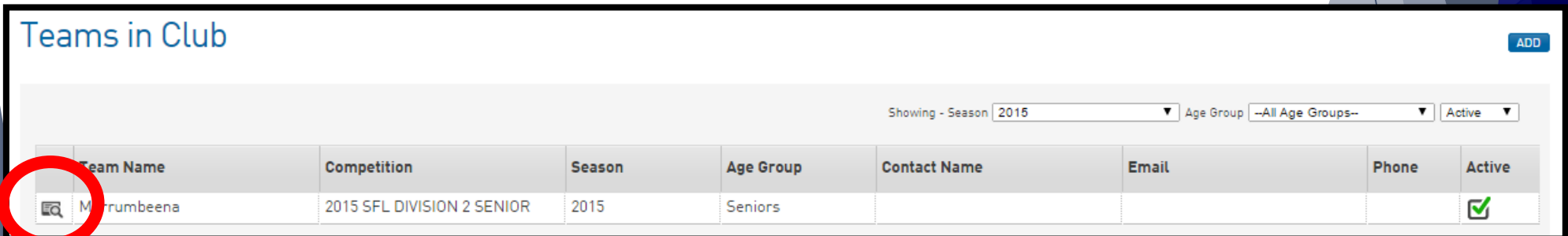
Additional Notes

If you have an administrator who only needs access to a particular team and not the broader database (i.e. the team manager of the Reserves who only needs to create the Reserves team sheet pre-game and enter the Reserves best players and goal kickers post-game), you can do this by first selecting 'Teams'.




Then select the team for which the administrator should have access*

(*Only teams showing in an active fixture are available, therefore only senior teams are showing at present, with all other teams to appear once fixtures are published).

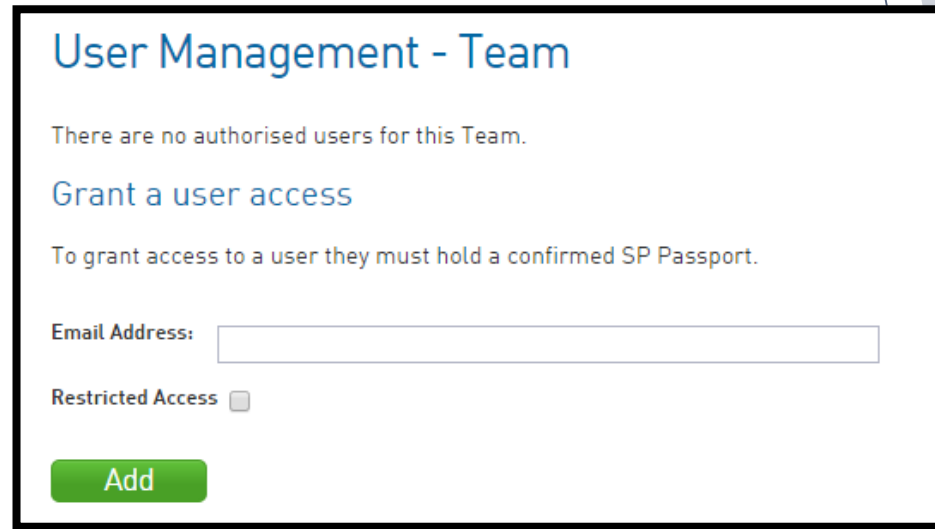
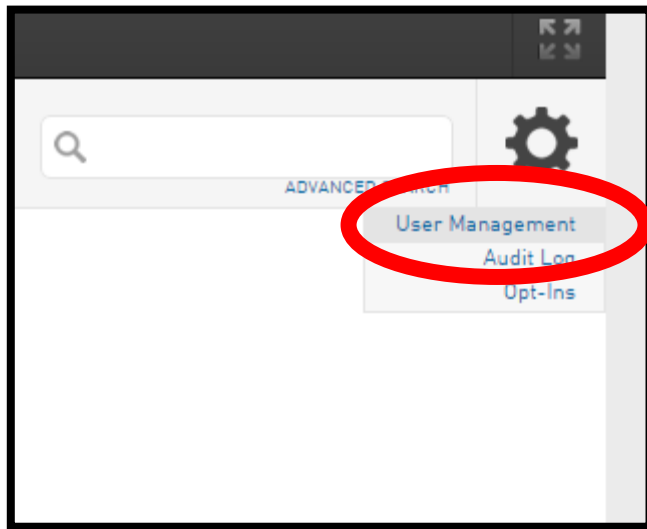


The screenshot shows the 'Teams in Club' interface. At the top right is an 'ADD' button. Below it are filters for 'Showing - Season' (2015), 'Age Group' (--All Age Groups--), and 'Active'. A table below contains one team entry. A red circle highlights the magnifying glass icon in the first column of the table.

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
 Murrumbidgee	2015 SFL DIVISION 2 SENIOR	2015	Seniors				<input checked="" type="checkbox"/>

Once in the team section, click on the cog and click 'User Management'. Add the administrator's email address*

(*Again, the user must have registered that email address as an FSP Passport first via www.foxsportspulse.com).



A screenshot of the 'User Management - Team' page. The title is 'User Management - Team'. Below the title, it says 'There are no authorised users for this Team.' followed by the heading 'Grant a user access'. Underneath, there is a text input field for 'Email Address:'. Below the input field is a checkbox labeled 'Restricted Access'. At the bottom of the form is a green button labeled 'Add'.