

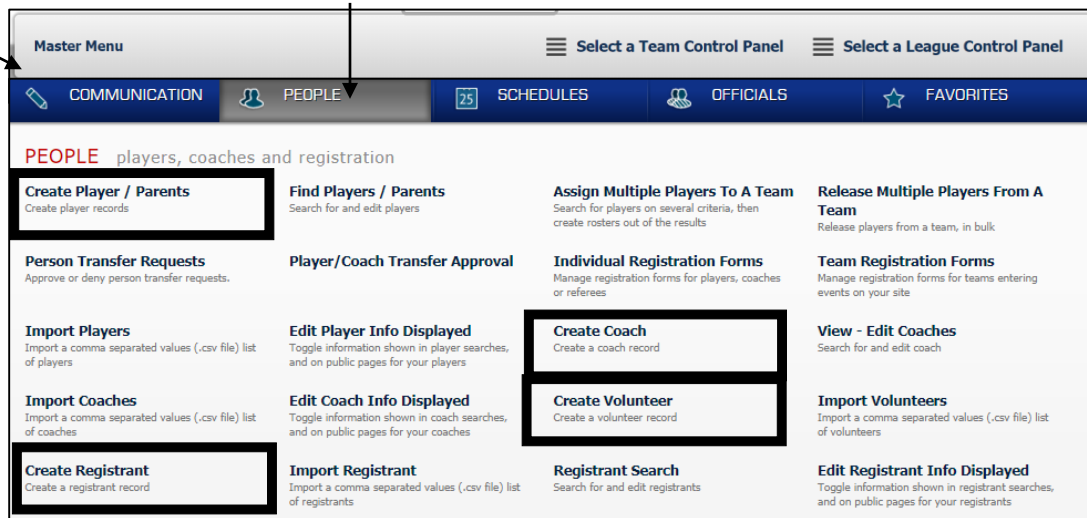
Manually Adding People

This user guide explains how to manually add people in the Goalline database. Please note that when a person is manually added, their membership category and their consent to the PSO and Water Polo Canada policies are not included. The individual will have to register on the PSO's membership registration form by logging into their registration hub or clicking on the link on their PSO's Goalline site.

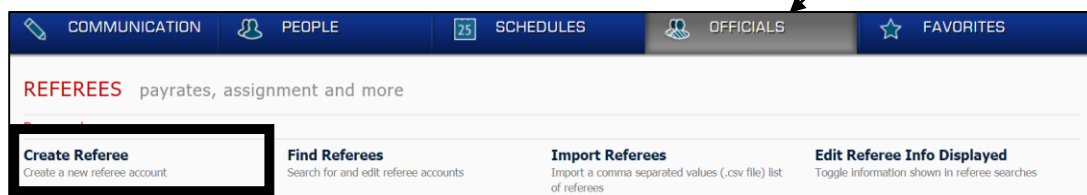
1. Go to wpc.goalline.ca and select your PSO site from the dropdown menu. Then login using the "Admin Login."



2. Go to "Master Menu," then the "People" or "Officials" tab and select the appropriate tool for adding the person by role.



OR



3. Enter all the person's personal information.

No. First Name * Last Name *

Date of Birth * - -

Email Address

Height Weight

ft. inches. lbs.

Access Code

Year in School

Association

All Associations

Position Rank

N/A

Gender Male Female Not Specified

4. Scroll to the bottom of the page and click "Create."

Create Player

Create Coach

Create Volunteer

Create Registrant

Create Referee