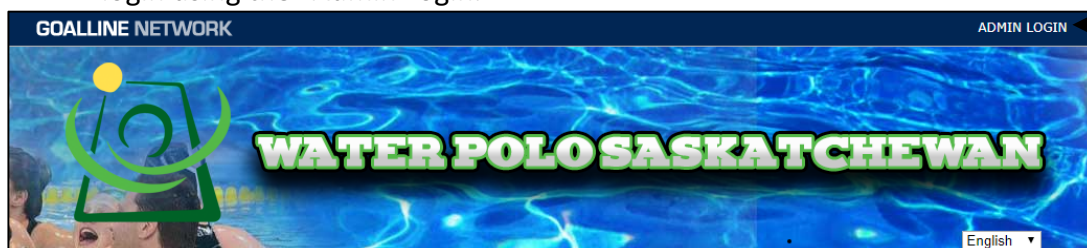


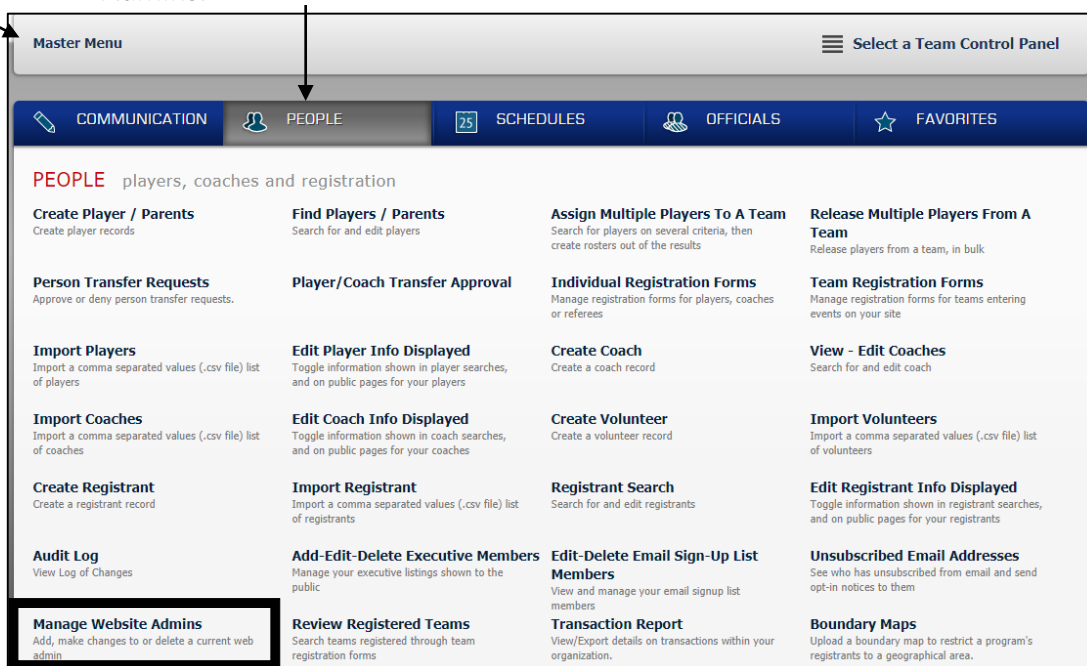
## Managing Website Admins

This user guide explains how to manage website admins, create user roles, and add admin accounts.

1. Go to [wpc.goalline.ca](http://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” tab, and then click “Manage Website Admins.”



## Manage Website Admins Dashboard

The Manage Website Admins dashboard provides the tools to add admin, delete multiple admins, enable/disable multiple admins, export user info, and manage user roles.

WEBSITE ADMINISTRATORS

Buttons: Add Admin, Delete Multiple Admins, Enable/Disable Multiple Admins, Export User Info, Manage User Roles

First Name	Last Name	Email Address	Username	Title	Type	Referee In Chief	Edit
List of administrators here						No	Edit

Callouts:

- Link to manage user roles (i.e. their access) & create new admin
- Link to delete multiple profiles at the same time
- Link to disable multiple profiles at the same time
- Link to export admin info to Excel spreadsheet
- Link to manage what admin have access to by their role (e.g. PSO vs. club)
- Link to edit an admin's profile

## Add Admin

Use this tool to create a new team-level or league-level user for your organization.

1. Click "Add Admin."

Buttons: Add Admin, Delete Multiple Admins, Enable/Disable Multiple Admins, Export User Info, Manage User Roles

2. Select whether you will be creating a league administrator (PSO level) or a team administrator (club level).

Manage User Roles - Manage roles to simplify user permissions

[Create League Administrator](#) - access to multiple leagues  
[Create Team Administrator](#) - access to multiple teams

Security permissions have been expanded to better accommodate your organization's needs.

You may set up league administrators that will have access to the league menus and you may also set up team administrators that will have access to the team menus and will not be able to make changes to other teams in the league.

If you have rep teams on your site, your administrators for those teams will be team administrators, but will have slightly more access. The non-rep team administrators will have restricted access to schedule details, since the schedules don't just belong to that team.

Access to the Master Menu has been left unchanged, and can be accessed as either a team administrator or a league administrator.

3. Enter the admin's first and last name.

First Name  Last Name

4. Enter the admin's email address.

Email Address  Login info is emailed when user is created

5. Enter the admin's phone number.

Phone Number

6. Enter the admin's title (e.g. PSO Registrar or Estevan Sharks Registrar).

Title

7. Choose a user name for the admin or select "Generate username automatically."

Username   Generate Username automatically

8. Select the club that the admin is affiliated with.

Club

9. Select the club(s) that the admin will have permission to access.

Club Permissions   
Estevan Sharks  
Regina Water Polo Association  
Water Polo Saskatchewan Unattached  
Water Polo Saskatoon  
Weyburn Hurricanes Water Polo

10. Select whether the admin is the referee in chief.

Referee in Chief  Yes  No

11. Select the permissions for the admin by selecting a pre-created role from the dropdown menu OR by manually selecting association wide and team or league permissions.

Note: If you would like to add a new role or edit an existing role, please refer to the next section entitled, "Manage User Roles."

**User Role**

Choosing a role will automatically apply any association wide permissions associated with that role to the current user. This will override any association wide permissions you choose below.

**Association Wide**

<b>Communication Tools</b> <input type="checkbox"/> All	<b>People Tools</b> <input type="checkbox"/> All
<input type="checkbox"/> New Articles <input type="checkbox"/> Upload - Remove Files <input type="checkbox"/> Email Announcements <input type="checkbox"/> Events <input type="checkbox"/> Create - Delete Webpages <input type="checkbox"/> Photo Gallery <input type="checkbox"/> Create - Delete Ads <input type="checkbox"/> Ticker Announcement <input type="checkbox"/> Site Configuration	<input type="checkbox"/> Add - Edit Players <input type="checkbox"/> View Players <input type="checkbox"/> Import Players <input type="checkbox"/> Edit Player Info Displayed <input type="checkbox"/> Add - Edit Coaches <input type="checkbox"/> View Coaches <input type="checkbox"/> Import Coaches <input type="checkbox"/> Edit Coach Info Displayed <input type="checkbox"/> Add - Edit Registrants <input type="checkbox"/> Registrant Search <input type="checkbox"/> Volunteers <input type="checkbox"/> Volunteer Search <input type="checkbox"/> Create Registration Forms <input type="checkbox"/> Add - Edit Executive <input type="checkbox"/> Add - Edit Email Signup List <input type="checkbox"/> Add - Edit Website Admins <input type="checkbox"/> Email Aliases <input type="checkbox"/> Manage Locked Rosters <input type="checkbox"/> Boundary Maps <input type="checkbox"/> Find People <input type="checkbox"/> Executive Report <input type="checkbox"/> Edit Registration Data <input type="checkbox"/> View Registration Data <input type="checkbox"/> Person Transfers
<b>Schedule Tools</b> <input type="checkbox"/> All	<b>Referee Tools</b> <input type="checkbox"/> All
<input type="checkbox"/> Add - Edit Practices <input type="checkbox"/> Add - Edit Venues <input type="checkbox"/> Venue Usage Summaries <input type="checkbox"/> Post Tryouts <input type="checkbox"/> Upload Schedule File <input type="checkbox"/> Manage Schedules <input type="checkbox"/> View Schedules <input type="checkbox"/> Manage Seasons <input type="checkbox"/> Create Association Team <input type="checkbox"/> Import Teams <input type="checkbox"/> Manage Clubs <input type="checkbox"/> Manage Leagues	<input type="checkbox"/> Add - Edit Referees <input type="checkbox"/> View Referees <input type="checkbox"/> Edit Referee Assignments <input type="checkbox"/> View Referee Assignments <input type="checkbox"/> Edit Referee Payrates <input type="checkbox"/> View Referee Summaries <input type="checkbox"/> View Referee Contact List <input type="checkbox"/> Referee System Preferences <input type="checkbox"/> View Referee Evaluations <input type="checkbox"/> Submit Referee Evaluations

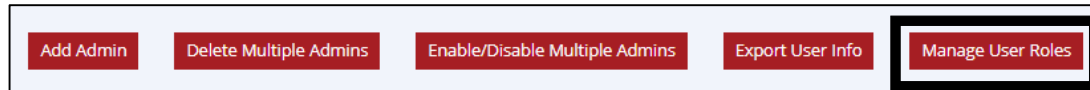
12. Repeat steps for all PSO, club and referee users in your organization.

### Manage User Roles

Use this tool to create or update user roles and choose the permissions that the role will have. If your user roles are already created, go directly to “Add Admin.”

Note: Water Polo Canada has pre-created user roles for PSO, club, and referee users.

1. Click “Manage User Roles.”



2. Enter the role title (e.g. Club User or Chief Referee).

Role Title
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3. Select the communication tools that you would like to give the admin permission to use.

Communication Tools	
<input type="checkbox"/>	News Articles
<input type="checkbox"/>	Upload - Remove Files
<input type="checkbox"/>	Email Announcements
<input type="checkbox"/>	Events
<input type="checkbox"/>	Create - Delete Webpages
<input type="checkbox"/>	Photo Gallery
<input type="checkbox"/>	Create - Delete Ads
<input type="checkbox"/>	Ticker Announcement
<input type="checkbox"/>	Site Configuration

4. Select the people tools that you would like to give the admin permission to use.

People Tools	
<input type="checkbox"/>	Add - Edit Players
<input type="checkbox"/>	View Players
<input type="checkbox"/>	Import Players
<input type="checkbox"/>	Edit Player info Displayed
<input type="checkbox"/>	Add - Edit Coaches
<input type="checkbox"/>	View Coaches
<input type="checkbox"/>	Import Coaches
<input type="checkbox"/>	Edit Coach Info Displayed
<input type="checkbox"/>	Add - Edit Registrants
<input type="checkbox"/>	Registrant Search
<input type="checkbox"/>	Volunteers
<input type="checkbox"/>	Volunteer Search
<input type="checkbox"/>	Create Registration Forms
<input type="checkbox"/>	Add - Edit Executive
<input type="checkbox"/>	Add - Edit Email Signup List
<input type="checkbox"/>	Add - Edit Website Admins
<input type="checkbox"/>	Email Allases
<input type="checkbox"/>	Manage Locked Rosters
<input type="checkbox"/>	Boundary Maps
<input type="checkbox"/>	Find People
<input type="checkbox"/>	Executive Report
<input type="checkbox"/>	Edit Registration Data
<input type="checkbox"/>	View Registration Data
<input type="checkbox"/>	Person Transfers

5. Select the schedule tools that you would like to give the admin permission to use.

Schedule Tools	
<input type="checkbox"/>	Upload Schedule File
<input type="checkbox"/>	Add - Edit Practices
<input type="checkbox"/>	Add - Edit venues
<input type="checkbox"/>	Manage Schedules
<input type="checkbox"/>	Manage Seasons
<input type="checkbox"/>	View Schedules
<input type="checkbox"/>	Create Association Team
<input type="checkbox"/>	Import Teams
<input type="checkbox"/>	Manage Clubs
<input type="checkbox"/>	Manage Leagues

6. Select the referee tools that you would like to give the admin permission to use.

Referee Tools	
<input type="checkbox"/>	Add - Edit Referees
<input type="checkbox"/>	View Referees
<input type="checkbox"/>	Edit Referee Assignments
<input type="checkbox"/>	View Referee Assignments
<input type="checkbox"/>	Edit Referee Payrates
<input type="checkbox"/>	View Referee Summaries
<input type="checkbox"/>	View Referee Contact List
<input type="checkbox"/>	Referee System Preferences
<input type="checkbox"/>	View Referee Evaluations
<input type="checkbox"/>	Submit Referee Evaluations

7. Click "Save User Role."



8. Repeat for all user roles required in your organization.

Once user roles are created, you may edit or delete existing roles on the top right hand side of the page.

