


# Manage Staff & Administrators

[Back to Club Administration](#)

## Introduction

This feature allows club administrators to grant full and partial administrative access to individual users. Users who are granted administrative access can see the **'Club/Clinic Staff'** box on their homepage. Users with full **'Administrator'** access can see all configuration tools, reports and member management. Users with **'Coach (limited)'** access can view the **'Participants by Service'** and **'Registrations by Service'** reports; **'Manage Participants & Members'**; and the **'Applied Discounts'** and **'Applied Coupons'** reports. Users with **'Reports (limited)'** access can see only the **'Participants by Service'** and **'Registrations by Service'** reports.

**Club/Clinic Staff**  
**Anytown Rowing Club - Anytown Crew**  
Configuration  
[Services, Fields, Periods, Groups & Discounts](#)  
[Shells, Equipment & Facilities](#)  
[Staff & Administrators](#)   
Manage  
[Participants & Members](#)  
Reports  
[Accounts with Open Balances](#)  
[Daily Activity](#)  
[Participants by Service](#)  
[Registrations by Service](#)  
[Applied Discounts](#)  
[Applied Coupons](#)  
[General Ledger Accounting Summary](#)  
[Accounting](#)

## Administrative Roles

	Administrator	Coach (limited)	Reports (limited)
Services, Fields, Periods, Groups & Discounts	X		
Shells, Equipment & Facilities	X		
Staff & Administrators	X		
Manage > Participants & Members	X	X	
Accounts with Open Balances	X		
Daily Activity	X		
Participants by Service	X	X	X
Registrations by Service	X	X	X
Applied Discounts	X	X	
Applied Coupons	X	X	
General Ledger Accounting Summary	X		
Accounting	X		

## Instructions

**To Add Staff Access:**

Account Holder...  or enter Username:  Administrator

1. Click the **'Staff & Administrators'** link
2. Use the drop down menu to select the account holder's name. The menu shows users who have registered for your club's services. If the user has not registered for a club program you can type his or her RegattaCentral username into the box located to the right of the drop down menu.
3. Select the level of permission
  - a. Selecting 'Administrator' will give the user access to all of club management
  - b. Selecting 'Coach (limited)' will give the user access to 'Participants by Service' and 'Registrations by Service' reports; 'Manage Participants & Members'; and the 'Applied Discounts' and 'Applied Coupons' reports
  - c. Selecting 'Reports (limited)' will give the user access to the Participants and Registrations reports only
4. Click the **'Submit'** button to add the permissions to the user's account

**To Remove Staff Access:**



1. Click on the red button to the left of the person's name
2. Click the **OK** button when it asks you whether you want to remove administrative privileges for the user

## Support

**Phone**

- 614-360-2922

**Email**

- [support@regattacentral.com](mailto:support@regattacentral.com)

[Back to Club Administration](#)