

(2) Manage Staff & Administrators



Note: These instructions are for club administrators who have staff access to their club's management resources

Overview

Once a club or team administrator is initially given access by their RegattaCentral Account manager they can grant other's Administrator, Coach or Reports only access to the club management site. Below is a chart that explains the differences between those three designations along with a step-by-step guide on granting those roles.

Administrative Roles

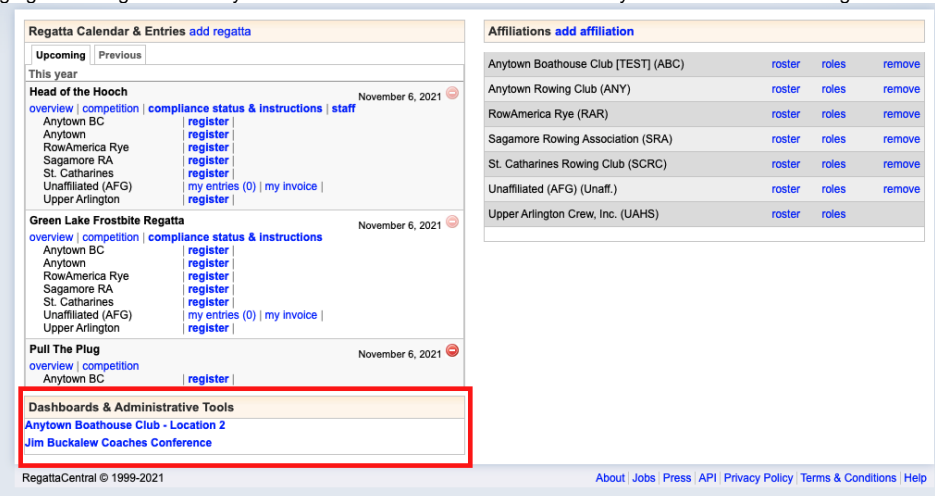
| | Administrator | Coach (limited) | Reports (limited) |
|---|---------------|-----------------|-------------------|
| Services, Fields, Periods, Groups & Discounts | X | | |
| Shells, Equipment & Facilities | X | | |
| Staff & Administrators | X | | |
| Manage > Participants & Members | X | X | |
| 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 | | |

How to grant access to club administration:

1. Login using the **Login** at the top of the RegattaCentral homepage.
 - a. If you do not have an account or can not access yours follow the instructions in **getting started**

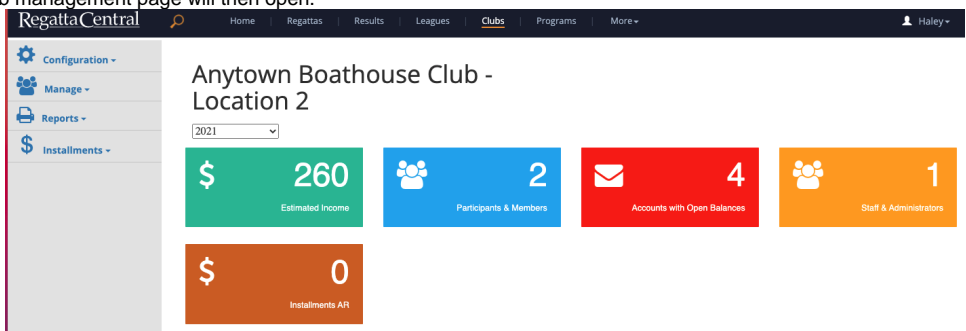


2. After Logging on to RegattaCentral your club will be located on the lower left of your dashboard below regatta calendar. Click on **your club name**.



a.

3. Your club management page will then open.



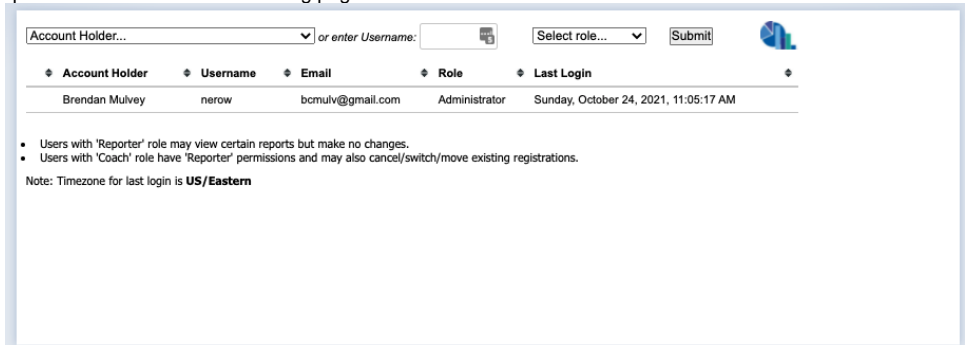
a.

4. You can access the administrative role editing function two ways:

- a. Click the orange **'staff and administrators box'**
- b. Click **Manage** on the left side of the screen. Then click **'staff and administrators'**

OR

5. This will open the administrative role editing page:



a.

6. To add a new role:

- a. Click on **'the drop down menu'** and select their name, or enter their username (this is the username they use to login to RegattaCentral)
- b. Click the **'select role drop down menu'** and select the role you wish to grant that person.
- c. Click **'submit'**

Support

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact support@regattacentral.com with "Please forward to Account Manager" in subject line or call 614-360-2922.