

## (2) Manage Staff & Administrators



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

### Overview

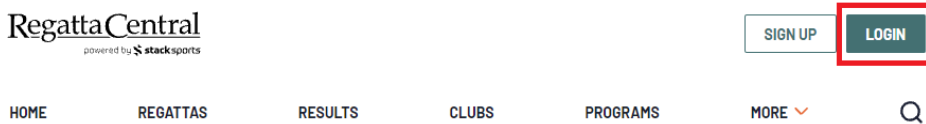
Once a club or team administrator is initially given access by their RegattaCentral Account manager they can grant other's Administrator, Coach or Reports only access to the club management site. Below is a chart that explains the differences between those three designations along with a step-by-step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

### Administrative Roles

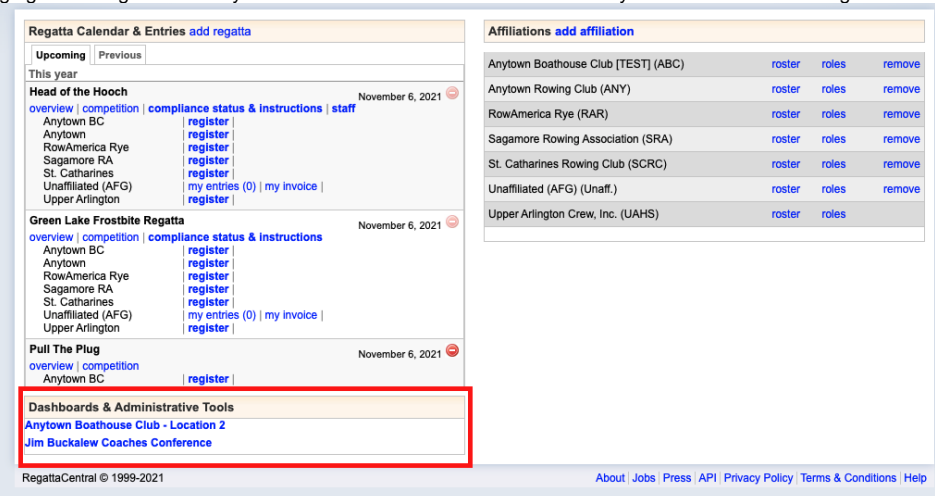
	Administrator	Coach (limited)	Reports (limited)
Services, Fields, Periods, Groups & Discounts	X		
Shells, Equipment & Facilities	X		
Staff & Administrators	X		
Manage > Participants & Members	X	X	
Accounts with Open Balances	X		
Daily Activity	X		
Participants by Service	X	X	X
Registrations by Service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

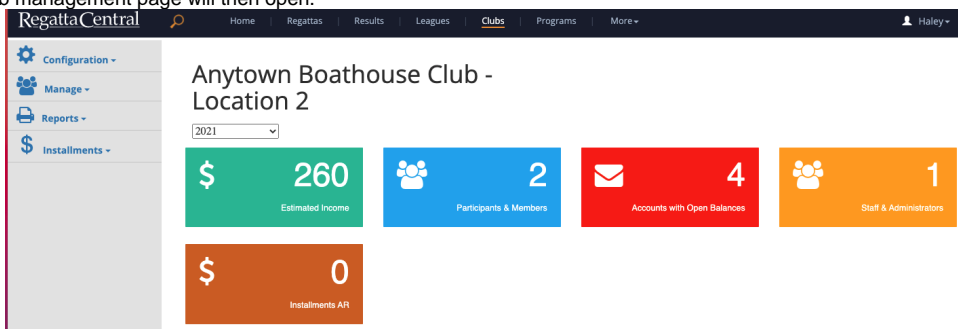


2. After Logging on to RegattaCentral your club will be located on the lower left of your dashboard below regatta calendar. Click on **your club name**.



a.

3. Your club management page will then open.



a.

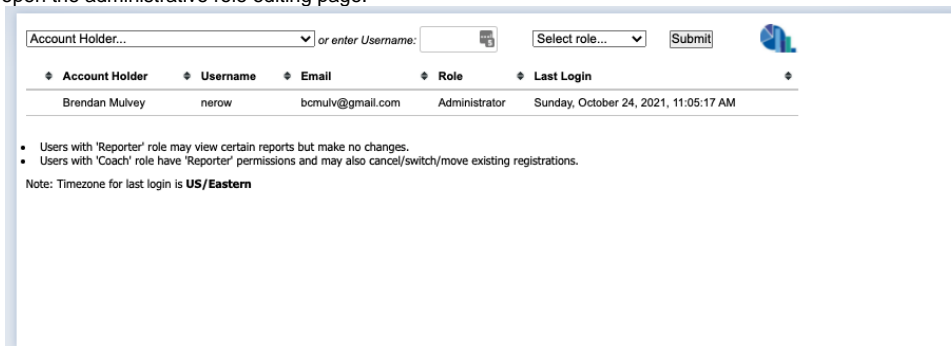
4. You can access the administrative role editing function two ways:

a. Click the orange **'staff and administrators box'**

**OR**

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

5. This will open the administrative role editing page:



a.

6. To add a new role:

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

## Support

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