

(2) Manage Staff & Administrators

✔ Note: This page is for regatta organizers who have staff access to their regatta.

Overview

This feature allows club administrators to grant administrative access to individual users; below is a step-by-step guide on how to use this feature for your convenience.

How to grant and remove administrative access:

1. Go to [RegattaCentral](#) and Login.



- a. Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on **'Staff'**



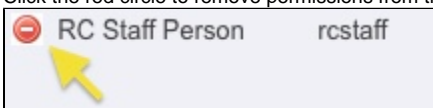
- a. Select **'Manage Staff and Administrators'** from the staff page.

- [Manage Staff & Administrators](#)
- [Set Refund Policy](#)
- Send Email
 - Entrants (none) (Users with one or more entries, excl. waitlisted and scratched entries)
 - Waitlistees (none) (Users with one or more unaccepted waitlisted entries)
 - [Everyone \(3\)](#) (Everyone with this regatta in their RegattaCentral calendar)
- Entry Permissions
 - [Custom Entry Deadlines](#)
 - Invited Organizations (To enable, go to 'Overview' and set regatta as 'Invitational' to utilize this feature)
 - Guaranteed Entries (To enable, configure at least one event to use Petition or Application process)

- a. Use the drop-down menu to select their name. Or type their RegattaCentral username into the box.



- a. Note: If the person you are trying to add has forgotten their username they can go [here](#) for information on how to login.
5. Click the **Make Admin** button to add the permissions to their account
6. Click the **OK** button when it asks you whether you want to remove administrative privileges for the person
- a. Click the red circle to remove permissions from their account



- b. They will now have staff access via their RegattaCentral Dashboard

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](tel:614-360-2922).

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