

# How do I update an organisation's Permissions?

13/06/2025 12:40 pm AEST

The Permissions area allows an association to set restrictions on the database options available to clubs, teams and members when they sign into Membership. It also allows associations to restrict the level of access available to their parent body (eg. regions, zones, states). Please note that these options may vary from one sport to another.

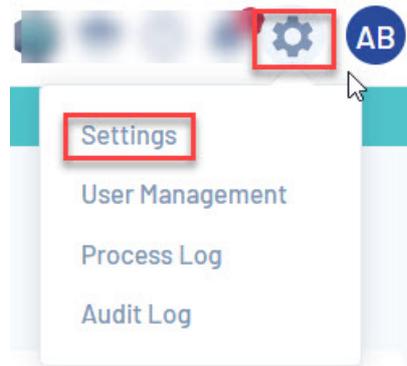


**These permissions can only be set at an association/league level. If you are a club admin please speak to them.**

To access Permissions:

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of Membership, click on the SETTINGS icon and select Settings.



2. Under 'Manage Users and Security', click on Permissions.

## Configuration

These configuration options allow you to modify the data and behaviour of the system.

### Manage Users and Security

[Password Management](#)

[Permissions](#)

### Configure Database Fields

[Custom Fields](#)

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### Setup Registrations

[Age Groups](#)

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### Manage Competitions

[Statistics Templates](#)

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3. The first option on the Permissions screen is to set the level of access you want to provide to your Parent Body/Bodies. The permissions selected here will apply to all levels above the Association in the database (eg. National, State and Region).

We recommend leaving this as is, as higher levels can just drill down and divert any changes made here if you

happen to change it.

Allow Parent Body:	
<input checked="" type="radio"/>	Full Access
<input type="radio"/>	Restricted Access
<input type="radio"/>	Statistical Access
<input type="radio"/>	No Access

4. The next section allows you to select the permissions for clubs within your association. Using the check boxes, select whether or not you want to allow clubs to be able to:

Allow Clubs to:			
Activate inactive Club Members			<input type="checkbox"/>
Record manual payments for Teams			<input type="checkbox"/>
Record manual payments for Members			<input type="checkbox"/>
Make Name Read Only (below Associations login)			<input type="checkbox"/>
	Add	Edit	Delete
Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Member Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Tags		<input type="checkbox"/>	
Member Passwords	<input type="checkbox"/>	<input type="checkbox"/>	
Teams	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Team Passwords	<input type="checkbox"/>	<input type="checkbox"/>	
Assign Members to Teams		<input checked="" type="checkbox"/>	
Their Details		<input checked="" type="checkbox"/>	
Their Passwords		<input type="checkbox"/>	
Assign to Competitions		<input type="checkbox"/>	

- Activate inactive club members
- Manually add payment records for teams
- Manually add payment records for members
- Edit their club name (make it read-only)
- Add, edit or delete: - members and member types
- Add or edit: - member passwords, teams, team passwords,
- Edit: - member tags, assign members to teams, their details, their own Membership password, assign teams to competitions

5. The next section allows you to select permissions for teams within your association. Using the check boxes, select whether or not you want to allow teams to be able to:

Allow Teams to:			
Make Name Read Only (below Associations login)			<input type="checkbox"/>
Hide Transactions menu (Team login)			<input type="checkbox"/>
Enter Match Results			<input checked="" type="checkbox"/>
Activate inactive Team Members			<input type="checkbox"/>
	Add	Edit	Delete
Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Member Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Tags		<input type="checkbox"/>	
Their Details		<input checked="" type="checkbox"/>	

- Edit their team name (make it read-only)
- View member transactions
- Add, edit or delete: - members and member types

- Add or edit: - member passwords
- Edit: - member tags, their own team details, their own Membership password
- enter match results from their level

6. When you have selected all the permissions, click on Update Permissions. These will now be in effect. You can change the permissions at any time.

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