How do I manage Team Passwords?

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The Password Management settings allow administrators to create or reset passwords for all levels below, ie:

- Assocs/Leagues can manage passwords for it's clubs/teams/members
- Clubs can manage passwords for it's teams/members
- Team and Member passwords are used to log into a registration form in order to register as a player to a club/team or as a team to a competition for a given season.
- Usernames/codes cannot be edited.

To manage passwords:

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/league level of Membership, click on the Configuration icon and select Settings
- 2. Click on Password Management. Skip to step 4.

Configuration These configuration options allow you to modify the data and behaviour of the system. **Manage Competitions** Manage Users and Security Configure Database Fields **Setup Registrations** Password Management **Custom Fields** Age Groups Statistics Templates Permissions Field Configuration **Ladder Templates** Seasons Manage Lookup Information Clearance Settings Fixture Templates Media Outlets Member Packages Member List Display Finals Eligibility Settings

- 3. From the club level of Membership, click on on the Configuration icon and select Password Management.
- 4. Click on the level of the database for which you want to view or update passwords. Associations will see this screen:

Password Management

Choose the levels for which you wish to modify the passwords from the options below.

- Club
- Team
- Teams in Competitions
- Member

My Own Password

Clubs will see this screen:

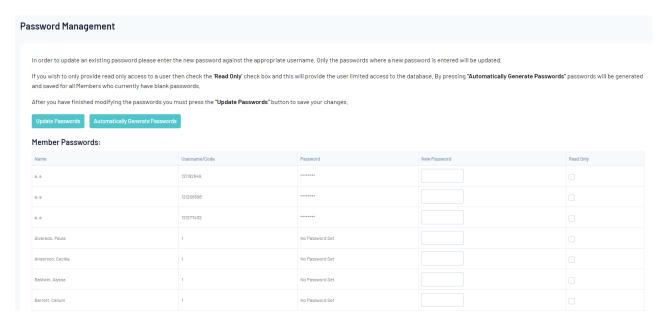
Password Management

Choose the levels for which you wish to modify the passwords from the options below,

- Team
- Teams in Competitions
- Member

The password for this Club

5. The clubs/ teams/ members (depending on your selection) are listed alphabetically. Find the relevant club, team or member and view or change their password.



- 6. If you would prefer to automatically assign passwords, click on Automatically Generate Passwords. The password fields will be populated with a random combination of letters and numbers for records that don't already have a password (it will not over-write existing passwords).
- 7. If you are obtaining a password for a club or team administrator, take note of the relevant password and send it on to the administrator.
- 8. Click on Update Passwords to save any changes.

NOTE: Password details are not visible on the screen for security reasons. Members can have their passwords emailed to them from a registration form and administrators can reset them if required (as per the above process).