



## 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 Users and Security

[Password Management](#)

[Permissions](#)

#### Configure Database Fields

[Custom Fields](#)

[Field Configuration](#)

[Manage Lookup Information](#)

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#### Setup Registrations

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#### Manage Competitions

[Statistics Templates](#)

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[Fixture Templates](#)

[Media Outlets](#)

[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.

## Password Management

In order to update an existing password please enter the new password against the appropriate username. Only the passwords where a new password is entered will be updated.

If you wish to only provide read only access to a user then check the **'Read Only'** check box and this will provide the user limited access to the database. By pressing **"Automatically Generate Passwords"** passwords will be generated and saved for all Members who currently have blank passwords.

After you have finished modifying the passwords you must press the **"Update Passwords"** button to save your changes.

[Update Passwords](#)

[Automatically Generate Passwords](#)

### Member Passwords:

Name	Username/Code	Password	New Password	Read Only
a. a	121192849	*****	<input type="text"/>	<input type="checkbox"/>
a. a	121266598	*****	<input type="text"/>	<input type="checkbox"/>
a. a	121277432	*****	<input type="text"/>	<input type="checkbox"/>
Alvarado, Paula	1	No Password Set	<input type="text"/>	<input type="checkbox"/>
Anderson, Cecilia	1	No Password Set	<input type="text"/>	<input type="checkbox"/>
Baldwin, Alyssa	1	No Password Set	<input type="text"/>	<input type="checkbox"/>
Barrett, Callum	1	No Password Set	<input type="text"/>	<input type="checkbox"/>

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).

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