



GAMEDAY

How do I view an administrator's details in Schedula?

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Using the Schedula database, you can view and manage your user's account details, including their login username/email, account status and previous login history.

Note: You can generate a Login Report from the **Reports** menu, which will assist you in understanding who has a login for your Schedula database and their account details

To view a user's account details in Schedula

1. In the left-hand menu, click **Official List Administration > SEARCH OFFICIAL LIST**



Dashboard



Schedula Profile



Official List
Administration

Add New Official

Search Official List

Manage Official Panels



Manual Appointments



Automatic
Appointments



Communications



Schedula Settings



Reports

2. Enter in some search criteria, then click **SEARCH**

Search Official List ⓘ

All fields marked with a * are compulsory.

Name

Gender Both Male Female

Date of Birth between and

Address

Suburb

Organisation *

Season

Registration Type Administrator
 Umpire
 Field Umpire
 Boundary Umpire
 Goal Umpire

<< < 1 > >>

3. Click the **OFFICIAL NAME** to access their Schedule profile

Season

Registration Type Administrator
 Umpire
 Field Umpire
 Boundary Umpire
 Goal Umpire

<< < 1 > >>

There are 1 results.

Name	DOB	Gender	Address
<input type="text" value="James"/>	1989-08-26	Male	<input type="text"/>

<< < 1 > >>

4. On the user's Profile page, scroll down to **Account Login Details**

Under the **Account Login Details** table, you can see the following information:

Account Login Details

Login Username [REDACTED]

Account Status Account is operational and does not appear to have any problems.
If this person is unable to login to their account and the **Forgot Password** feature is not working for them, then reset their password using the button below. An automated email will be sent to their **Primary** email address which is [REDACTED]

[Reset Account Password](#)

Last 3 logins

04/08/2021 1:50:18 PM
03/08/2021 11:05:59 AM
27/07/2021 3:10:48 PM

- **Login Username:** The email address assigned to this person as their login username.
 - **Account Status:** Details the current status of the account.
 - **Reset Account Password:** As an Administrator, you can reset a person's login password for them should they not be able to recover their own. This will send an email to the user's Primary Email Address, prompting the user to set a new password.
 - **Last 3 Logins:** Lists the date and time of the last three times the user logged into Schedula.
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