



GAMEDAY

How do I grant admin access to Schedula?

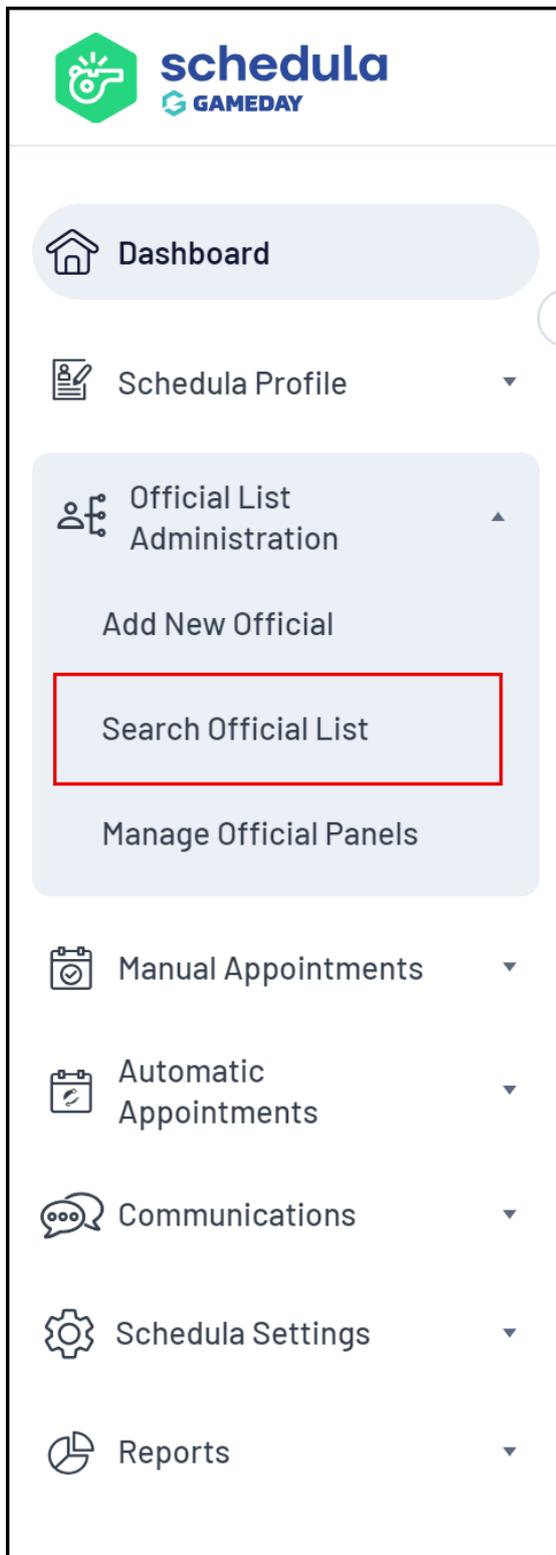
Last Modified on 18/12/2023 9:55 am AEDT

As a Schedula administrator, you have the ability to grant access to other users to login and manage your database of officials.

Note: In order to grant admin access, the user must already exist as an Official in your Schedula database

To grant admin access to an official in Schedula

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



2. Enter in some search criteria to find the person you want to enable as an Administrator then click **SEARCH**

Q 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 Schedules 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 official's profile, scroll down to the Registration Details section, then next to the organisation you would like this person to administer, click **MODIFY**

Registration Details

Active Memberships

<input type="text"/>	<input type="button" value="Modify"/>
<input type="text"/>	<input type="button" value="Modify"/>

5. Select **ADMINISTRATOR**, then click **SAVE & CLOSE**

Modify Registration

Organisation

Registration Types

- Administrator
- Referee
- Assistant
- Coach

This user will now be able to login to the organisation's Schedules database using their existing login credentials
