

## How do I lock Player Point Allocation updates?

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To lock player point changes by club, please complete the following:

- 1. Firstly, login to your Online Membership Database If you don't have your login details please contact your State Governing Body or Association.
- 2. Go to Settings (Found under the "cog wheel")
- 3. Select Permissions
- 4. Tick the box to allow clubs to modify PPA Values (once this box is ticked then all clubs by default have the ability to modify their players Point value).

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Permis	sions									
settings.					erform tasks in the data er has access to already			he 'Update Permi	ssions' button to sa	ve your
Allow Pa	rent Body:									
	10	• Full Access								
		Restricted Access								
		Statistical Access								
		No Access								
Allow Cl	ubs to:									
Approve Pend at	ling Members	Association I	evel Only							
		Club Level 0	nly							
		<ul> <li>Both Associa and Club Level</li> </ul>	tion Level							
Modify PPA Va Point Allocatio		٩								
Activate inacti Members	ive Club									

 To lock individual clubs out of modifying the points values you will need to drill down to the club level of the database. Select Clubs > List Clubs and select which Club you would like to lock.

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6. Once at Club level select Members > Player Points Values.

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Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	٩		
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BAYS	List Online Tran			Contacts	Edda				

7. Un-tick the 'Allow PPA changes for this club' tick box will lock the player points values for that Club.

LEVEL SELECTION Bayswater				CLUB 💽					
Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports		Q, ADVANCED SEARCH	Φ
Player I	Points Va	lues							
							Showing - Season 2017	Allow PPA changes for th	is club
Sur name		First Name		DOB		Gender		PPA Value	

8. Once un-ticked you will receive the following confirmation message:

