

Staff & Officials

Introduction

Quick Answer

- Login to your **Club Control Panel**.
- Click the **Site Content** tab.
- Select **Staff & Officials** from the left-hand menu.
- Click Add **Staff/Official**.

The 'Contact' page is crucial to your, allowing members to view and contact relevant personnel at your club.

Contacts can be created for custom positions, and placed together in various groups or committees.

For each individual contact you can also display further information, such as telephone numbers and a postal address. To get started adding staff members and officials to your contact page, use the left-hand menu to navigate through this section.

Creating a new Club Official / Staff

Access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' from the left-hand menu.

Next, click the green 'Add Staff/Official' button on the right-hand side.

Add Staff/Official

1. Select Member

Search *

Q Allan

Cancel

Can't find the member you're looking for?

[Click here to add a new member](#)

In the overlay page, use the search box to find the relevant member and click their name in the drop-down list.

If the member is not already listed, click the 'Click here to add a new member' link and enter their name in the fields

provided.

Add Official

1. Add new member

Name

Allan

Smith

2. Add a role

Club

Chairman

Cancel

Add

Next, choose the scope of the role. This can either be set to the entire club, a team section, or an individual team.

Then, enter their official title and select the option from the drop-down list. If the title doesn't exist in the list, click 'Use "....."' to create a custom title for this member.

Finally, click the green 'Add' button.

Allan Smith

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Details

Roles

Groups

Payments

Official Profile

Show on website

Yes

No

Name

Allan

Smith

Photo

Use profile image

☒

Email

Show address

Yes

No

Address

City


Region

Country United Kingdom ▼

Save Profile »

An overlay will now appear allowing you to add and edit all the information about the contact you have just created. For more information on editing profiles, please see below. Alternatively you can click 'Save Profile' and return to add more information later.

Other Officials



Chairman

Allan Smith

The official profile will now be displayed on the 'Contact' page of your club website.

Editing a Club Official / Staff

To edit an official, access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' from the left-hand menu.

Locate the profile you wish to edit, hover over the grey spanner icon and click 'Edit Profile'.


Remove from Role

Edit profile

Chairman
Allan Smith

In the 'Official Profile' tab of the overlay, you can add or change details such as name, profile image, email, address and telephone number.

If the member is registered and already has a profile photo, you can select to use this as their official profile photo by ticking the box next to 'Use profile image'.



Allan Smith

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Details

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Show address

Yes

No

Address

City

Region

Country

United Kingdom

Save Profile »

To add a new image, click the grey 'Add Image' button, then choose an image from an existing album of yours or the club, or select to upload a new photo to an album.

Show on website

Yes


No

Name

Allan

Smith

Photo

 Add Image

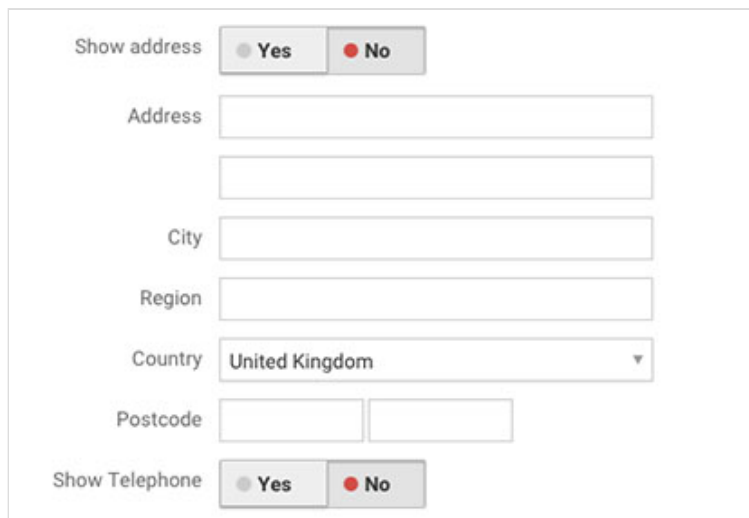
Use profile image
☐

Once you have selected an image, click the green 'Save Profile' button.

Top tips

To make an official contactable through the 'Contact' page of your website, enter an email address in the 'Email' field.

If you wish to store an official's address and telephone number without displaying this information publicly on the 'Contact' page, click the 'No' button on the 'Show Address' and 'Show Telephone' fields.



The form contains two sections. The first section, 'Show address', has a radio button for 'Yes' (selected) and a radio button for 'No'. Below this are four text input fields for 'Address', followed by 'City', 'Region', and 'Country' (which is a dropdown menu currently showing 'United Kingdom'). The 'Postcode' field is split into two adjacent input boxes. The second section, 'Show Telephone', has a radio button for 'Yes' (selected) and a radio button for 'No'.

Removing a member from an official role

To remove a member from an official role, access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' from the left-hand menu.

Locate the official you wish to remove, hover over the grey spanner icon and click 'Remove from Role'.

Please note

Removing a member from an official role cannot be reversed. Instead, you would need to add the official position again to the member's account by following the steps above.

Migrating Officials

Access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' followed by 'Staff Migration' from the left-hand menu.

If the required staff member is already linked to a club member profile, review the member and the official position they are attached to, then select a new scope and position and click the grey 'Migrate' button.

If the required staff member is not currently linked to a club member, use the search box to find the relevant club member to link the profile to. If the club member does not yet exist, click the link to add a new member. Make sure to also select a new scope and position, then click the grey 'Migrate' button.

These officials will then appear on your 'Staff & Officials' page in the 'Other Officials' group where you can then drag-and-drop them to a different group.

If you do not wish to migrate an official in the 'Staff Migration' page, click the grey 'Remove' button.

Putting Officials into Groups or Committees

Within a club there may be multiple committees - such as Senior, Junior, and Social - with officials sometimes taking on multiple roles.

In the 'Staff & Officials' section we have made it easy to create as many custom groups as you need, and assign officials to these groups. This allows you to showcase the different committee groups as well as key website contacts to team managers.

The groups are separated on your 'Contact' page, allowing visitors to easily navigate to the intended group and find individual staff members and officials to contact.

Creating a new Group

Access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' from the left-hand menu.

Click the grey 'Add a Group' button located on the right-hand side of the page.

Enter a group name and description, then choose whether or not the group should be visible on your 'Contact' page to visitors.

Finally, click the green 'Save' button.

New officials can then be added directly into the custom group on your 'Staff & Officials' page.

Editing a Group

Access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' from the left-hand menu.

Locate the group, hover over the grey spanner icon on the right-hand side of the page and click 'Edit Group'.

In the overlay, you can change the group name and description, and choose whether the group is visible on your 'Contact' page to visitors.

Once amended, click the green 'Save' button to confirm any changes.

Reordering Officials

Access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' from the left-hand menu.

Drag-and-drop the profile photos to change the order of how the officials display on your 'Contact' page.

You can also drag-and-drop unassigned club officials into a group to assign them to that group. These officials can be found at the bottom of the page under 'Other officials'.

Deleting a Group

Access your Club Control Panel and click the 'Site Content' tab, then select 'Staff & Officials' from the left-hand menu.

Locate the group, hover over the grey spanner icon on the right-hand side of the page and click 'Delete Group'.

Please note

Once deleted, a group cannot be restored to your website.
