

Team Admins

Introduction

Quick Answer

- To add a new Team Admin, login to your **Club Control Panel**.
- Click the **Membership** tab and select the **Membership Database**.
- Search for the member you wish to make a **Team Admin**.
- Click their name and select the **Roles** tab.
- Tick the **Team Admin** box and choose the team from the drop-down.
- Click **Save** to finish.

About Team Admins

A Team Admin is a coach, team manager or volunteer who updates team content within the club website.

A Team Admin only has access to information specific to their team.

Example: Bob Smith is a Team Admin of the U14's. He can only access and update content related to the U14's.

Via the club control panel, Bob may update the following information, and nothing else:

- U14's - team info
- U14's - fixtures & results
- U14's - match reports and player statistics
- U14's - availability and team selection
- U14's - team news
- U14's - membership
- U14's - communication

To make the most of Pitchero, we recommend **2 - 3 Team Admins per team**.

Team Admin Access

To add a new Team Admin, access your Club Control Panel and click the 'Membership' tab, then select 'Membership Database' from the left-hand menu.

Use the search tools to find the relevant member. Click the database row to bring up their details.

In this overlay, select the 'Roles' tab, then tick the 'Team Admin' box and choose the relevant team from the drop-down list on the right-hand side. Finally, click the green 'Save' button.

Managing Admins

To check which members have Team Admin access, login to your Club Control Panel and click the 'Settings' tab, then select 'Manage Access' from the left-hand menu.

Members with Team Admin access will be listed on this page under 'Limited Team Access'.



Settings

Homepage Design

Manage Access

Manage Access

History

Club Information

Navigation

Custom Domain

Social Accounts

Bank Accounts

Weekly Roundup Emails

Translations

Comments

Photo Tagging

Seasons

Member Access

Add Access

Support

About Member Access
More help

Site Content

Add Access

Full Access:

John Thompson, James Thompson, Andy Thompson, [Profile Icon]

Limited Team Access:

[Profile Icon]

Teams

Add Access

Full Access:

[Profile Icon], John Thompson, James Thompson, Andy Thompson, [Profile Icon]

Limited Team Access:

[Profile Icon]

Please Note

- Only a Primary Webmaster or a Webmaster with full access to the Membership and/or Settings sections of the Club Control Panel can make a member a new Team Admin.