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.

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

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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'.

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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.