GMS

Adding & Removing Roles

Introduction

Roles assign certain permissions to an individual with they sign into the system. i.e. if the role of Registrar is assigned to an individual at the club, the next time they sign in, they will be able to register players at the clubs.
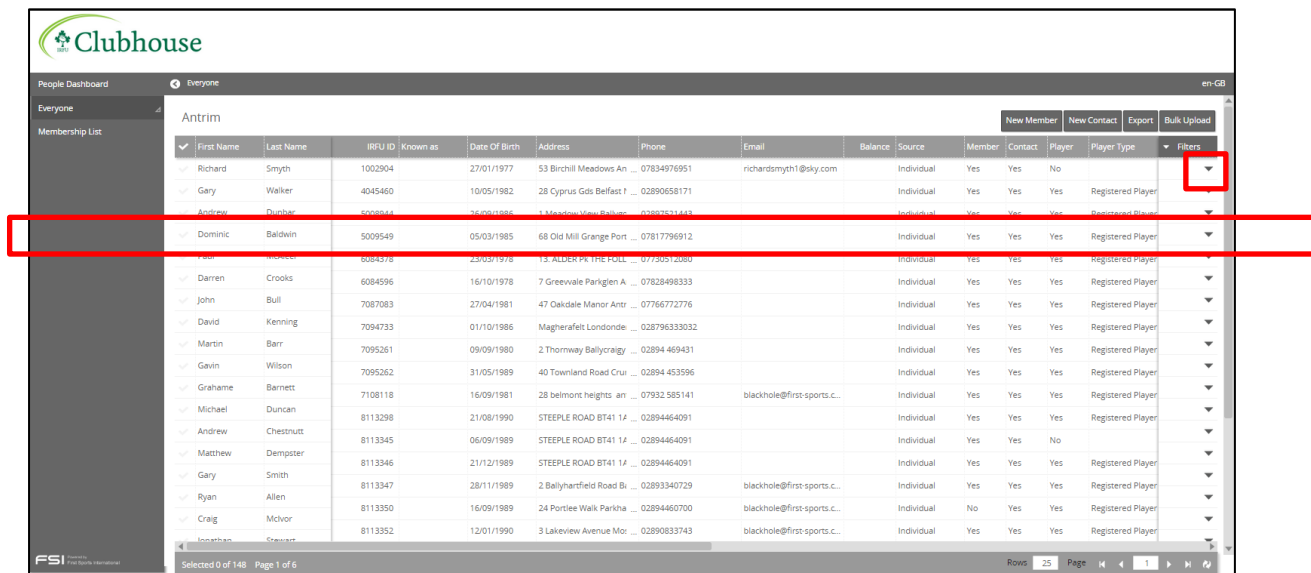
It is of equal importance that if an individual no longer requires those permissions at the club, that the role is removed. Until the role is removed, the individual will continue to have access to the various features of the system that are mapped to the role. i.e. Registrar role permits access to Player Registration.

Role are assigned via

- From the People tile -Select 'Everyone' – you can then use 'Expand edit as outlined below.

1. Expand Edit

Via the grids, each individual has a row dedicated to them. The row contains a lot of information about the individual. (Scroll to the right to see additional details) The rows can be expanded (via the Arrow) to display the individual's pertinent details.

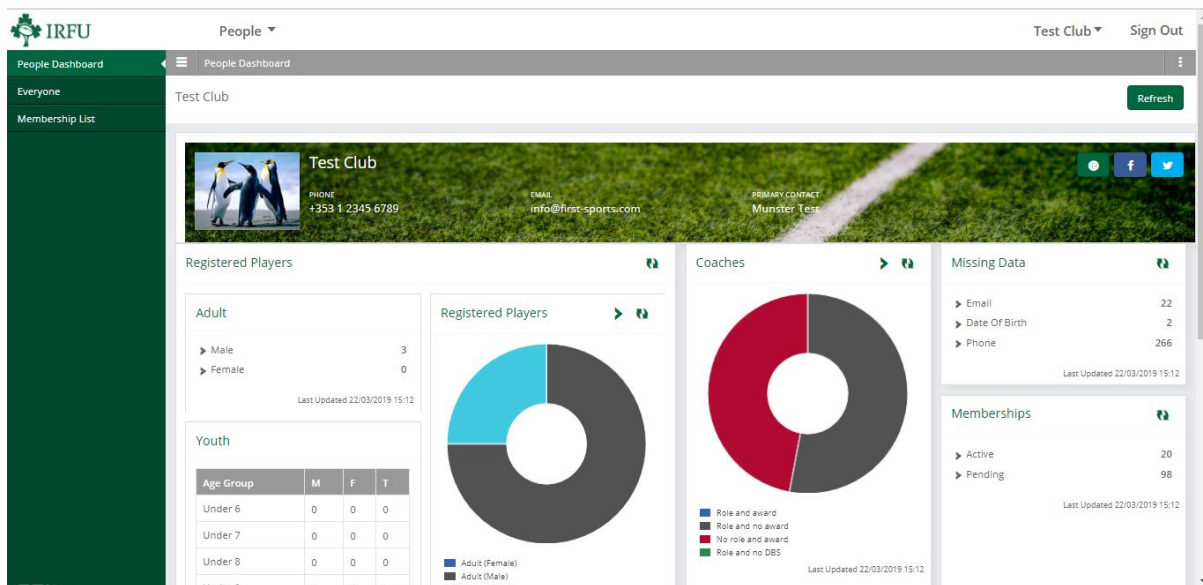Expanding details loads the individual's personal details, selecting the Pencil makes the information editable

To remove any current roles, select the X against any of those assigned role and the role will be removed.

To add a role simply type select in the text box and start typing the name of the role require i.e Coach

Upon typing the system will complete a search to find matches to the characters that are being entered.

Select the **role**

Select **Add**

The role has been added to the individual's current roles. The next time that individual signs in, they will have the permissions that are assigned to that role.