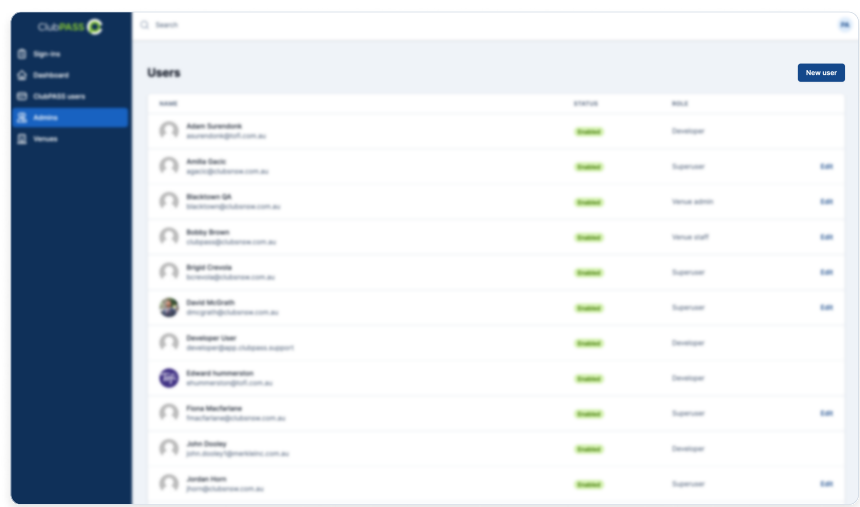


ClubPASS Create New Admin/Staff

Step 1: Create New Admin

As an admin, you can create new admin/staff. To create a new user, click the 'New User' button, or click the edit button if you need to edit/delete a current Admin/staff.

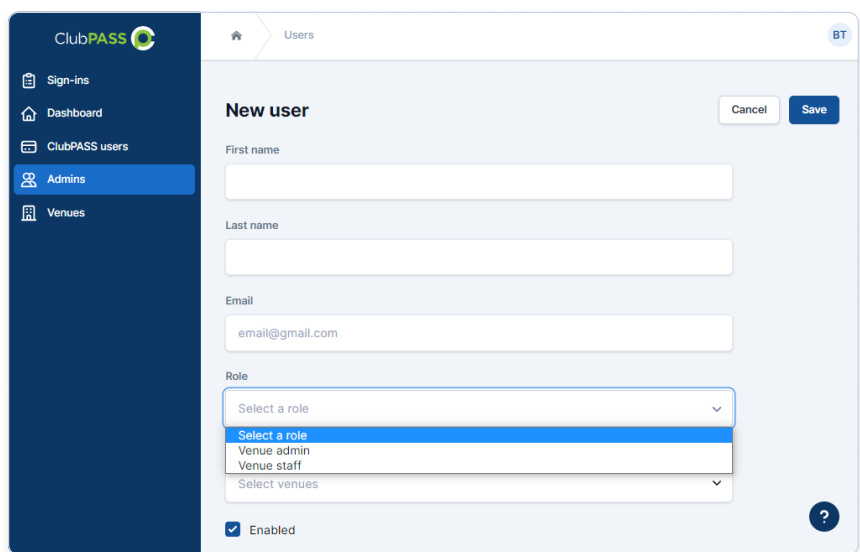
* Don't forget to delete any flagged accounts which have been idle for 90 days



Step 2: Admin Details

The admin fills out the new admin/staff details* and selects the role from the drop down, then click enable to make the user active.

* Please do not use generic emails eg: info@... admin@...



Step 3: Select Club and Save

The admin will finally choose the club(s)* they will be working at, put in a password, then click Save.

* You would only have multiple clubs, if you were part of a group of affiliate clubs.

