

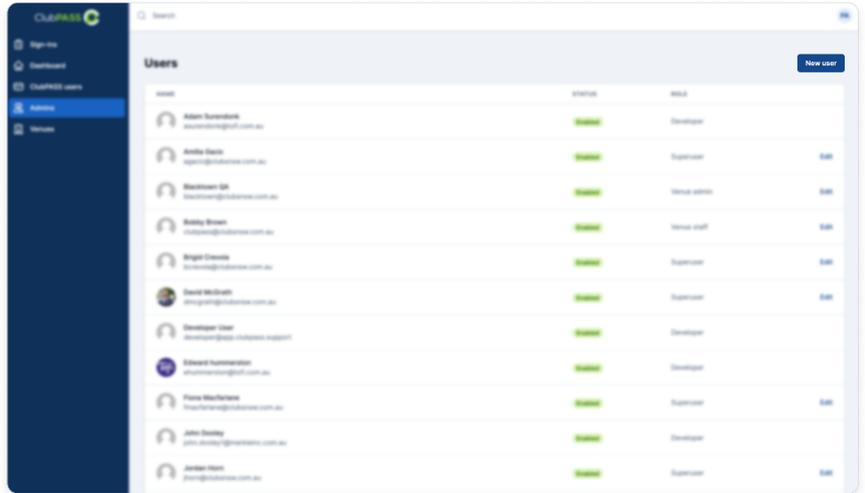
# ClubPASS Create New Admin/Staff

## 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

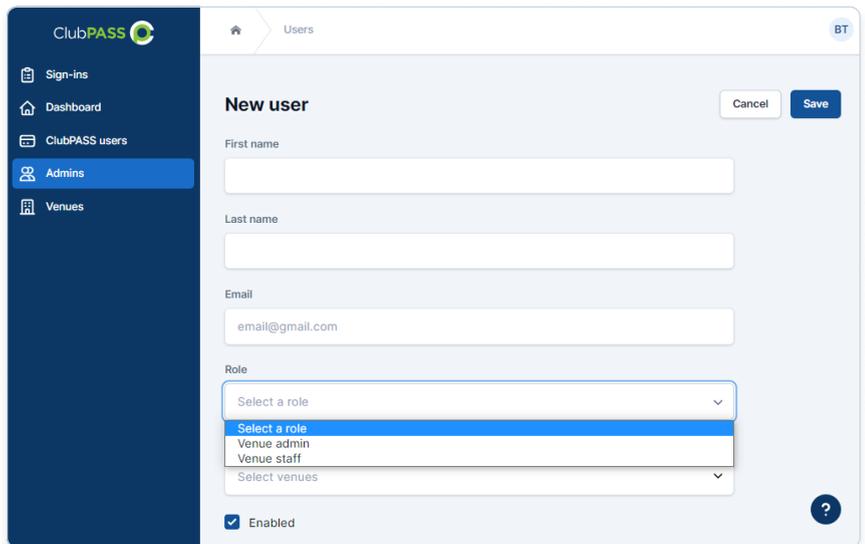


## Step 2: Admin Details



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.

