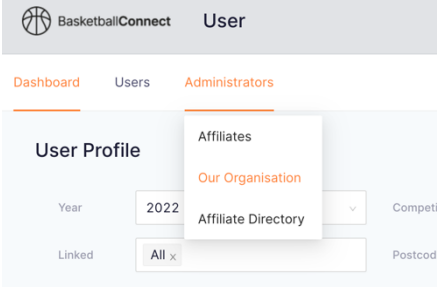
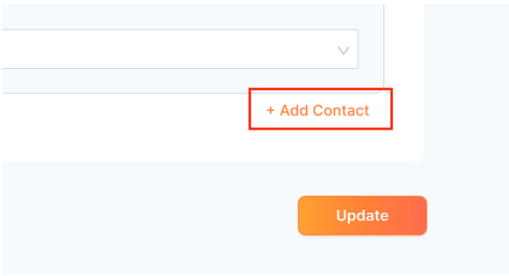

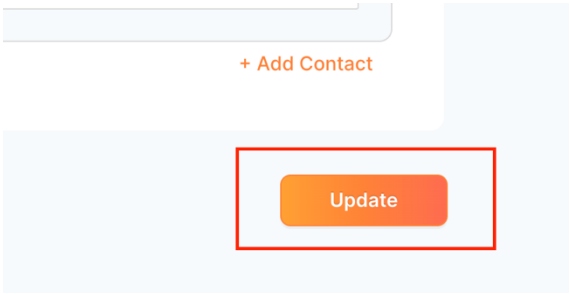


How to Add, Edit or Delete an Admin User

1	<p>In the User Module, select Administrators Tab > Our Organisation</p>	 <p>The screenshot shows the 'BasketballConnect User' interface. At the top, there are tabs for 'Dashboard', 'Users', and 'Administrators'. The 'Administrators' tab is active. Below the tabs, there is a 'User Profile' section with a dropdown menu open, showing options for 'Affiliates', 'Our Organisation', and 'Affiliate Directory'. The 'Our Organisation' option is selected. Other visible fields include 'Year' (2022), 'Linked' (All x), and 'Postcode'.</p>
2	<p>Scroll down to select Add Contact</p>	 <p>The screenshot shows a form with several input fields. A red box highlights a button labeled '+ Add Contact' located below the input fields. Below this, there is an orange 'Update' button.</p>
3	<p>Enter the details, select the permission level then select Update</p>	 <p>The screenshot shows a form titled 'Contact 18' with a 'Remove' button in the top right corner. The form contains the following fields: 'First Name*', 'Middle Name', 'Last Name*', 'Email*', 'Phone Number*', and 'Permission Level'. The 'Permission Level' dropdown menu is open, showing 'Admin' as the selected option. A red box highlights an orange 'Update' button at the bottom right of the form. There is also a '+ Add Contact' link at the bottom right of the form area.</p>

4	<p>The new user will receive an email from BasketballConnect. Please refer them to the How to Log in as an Admin User guide for further information</p>
5	<p>To Edit an admin user's details or permission level, in the Our Organisation screen, edit their details and select Update</p> 
6	<p>To Delete an admin user, in the Our Organisation screen, select Remove at the top right hand corner of that user.</p> 