

User Management

Manage/Edit/Create Users

Administration User Management is designed to manage who in a club/association committee has access to MyNetball and what functions they can complete within the database. Usernames created should be meaningful.

When administering users it is important to understand the roles of each user.

Administration User roles explained

There are two main types of MyNetball users: users who are involved in the administration of netball and users who participate in netball.

When creating new administration users it is important to understand the access available to club administrators.

Participants – can log on to MyNetball to view/modify personal details

Administrators – will be given one or more roles depending on the tasks they perform for their club / association (e.g. manage participants, manage competitions, enter results).

- **SYSTEM ADMIN** – Highest level administrator who is allowed to manage overall activities and functionality within the system from people, competition, payment, other admin, sending emails. This role is required in order to edit participant records belonging to child organisations directly from the parent organisation.
- **RESULTS MANAGER** – Permission to enter, edit, confirm results for all or allocated grades
- **SITE MANAGER** – Super administrator who is allowed to manage overall activities and functionalities within the system from people, competition, payment, other admin, sending emails. Only certain limitations on viewing person details under club
- **UMPIRE MANAGER** – Umpire related tasks
- **CONTENT MANAGER** – Permission to administrate content on the website
- **PERSON MANAGER** – Creation and editing person records
- **USER MANAGER** – Permission to add new users and assign roles
- **ADMINISTER CHILD** - A user who can manage a child organisation without requiring a separate login to that organization - e.g. an association user can 'administer' one of its participating clubs directly
- **EMAIL SENDER** – Permission to send emails
- **SMS SENDER** – Permission to send SMS
- **FINANCIAL MANAGER** – Permission to view and edit financial information for clubs and players

In addition, users can be restricted to access specific grades or specific person roles

If a user attempts to access a screen without being a member of the appropriate role, they will be directed to a 'NO ACCESS' screen.

Create New Administration User

Once logged into MyNetball select the Organisation menu/User List.

This will open the user list where users can be edited or added as required.

Select Add New User

User Maintenance ?

+ Add New User

Fill in details for new administration user and assign user roles, then click save.

Edit User ?

[← Back to User List](#)

Add New User

☒ Use an alphanumeric ID
 ☐ Use an email address as ID

Login ID *

User Name *i* *

Email *i* *

☒ Send user welcome email

Mobile Phone Number *i*

User Roles *i* *

☐ SYSTEM ADMIN
 ☐ RESULTS MANAGER
 ☐ SITE MANAGER
 ☐ UMPIRE MANAGER
 ☐ CONTENT MANAGER
 ☐ PERSON MANAGER
 ☐ USER MANAGER
 ☐ ADMINISTER CHILD
 ☐ EMAIL SENDER
 ☐ FINANCIAL MANAGER
 ☐ SMS SENDER

Grade access

☒ No Restriction
 ☐ Select Grades...

Person Role access

☒ No Restriction
 ☐ Select Person Roles...

Save

It is important that the Send user welcome email is selected. Once update is clicked an email will be automatically sent to the new user.

Edit Administration User



To edit a user profile select the edit button next to the user name.

Make changes to profile then click save to keep changes.

Note: At the end of each user is a drop down menu, this menu allows for other actions, for example: Reset password, delete user and lock account.