

## Adding & Deleting Users in MyNetball

The first step in the process to have a new committee member added as an IT user in MyNetball is to complete the IT user agreement form. The link below will direct you to our website where you can download and complete the form. An Association/League needs to complete a different form to those from a club.

**NOTE – If you are creating a User for a club, you will need to administer as the club to create the login.**

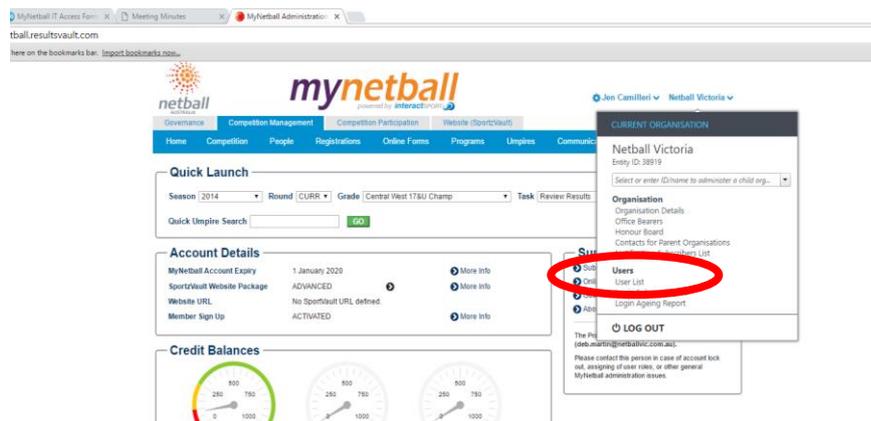
<http://nvclubhouse.com.au/document/1176/mynetball-it-access-forms>

## User Roles Explained

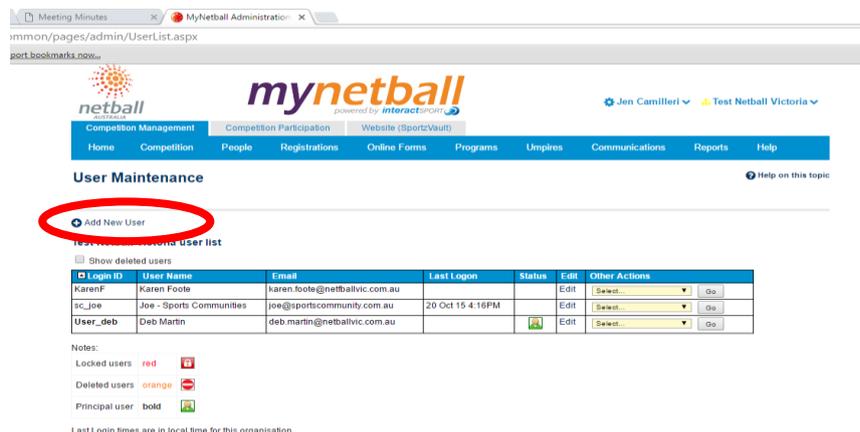
**Typically, Associations will have access to all the modes and clubs will have access to Organisation, Competition, Participation and Websites.**

		Association	Club
<b>System Admin</b>	Access to High Level system administration	✓	
<b>SITE MANAGER</b>	Higher level website and competition related maintenance which is typically related to 'setup' or 'configuration' tasks.	✓	✓
<b>USER MANAGER</b>	Access to create and maintain other users. <b>Warning</b> – any user who has this role can effectively then grant themselves any other role.	✓	
<b>CONTENT MANAGER</b>	Website content related maintenance (eg. Create & maintain Html content, home page, news, events, slideshow galleries).	✓	✓
<b>RESULTS MANAGER</b>	Competition results related maintenance (eg. Clubs: results & scores update, associations: match confirmation, exception reports etc).	✓	✓
<b>ADMINISTER CHILD</b>	A user within an organization who manages competitions between 'child' (clubs) can do so directly without requiring a separate login.	✓	
<b>EMAIL SENDER</b>	Sending of email messages.	✓	✓
<b>SMS SENDER</b>	Sending of SMS messages & ordering SMS credits.	✓	✓
<b>FINANCIAL MANAGER</b>	Access to tasks relating to financial information (eg. Payments/subscriptions made by players or other people in the system.	✓	✓
<b>UMPIRE MANAGER</b>	Umpire Related tasks	✓	
<b>PERSON MANAGER</b>	Creation and editing person records and tasks related to person records.	✓	✓

# Creating a Login for Administrative Users



1. Click add new user



2. Issue a Login ID (make this obvious i.e association initials\_users first initial followed by surname) for example nv\_jbloggs
3. Enter the Users Name.
4. Add in the Users email address and ensure the box “send user welcome email” is ticked. The user’s login id and password for MyNetball will be sent to this email address.
5. Select the Relevant “User Roles”

- By default a user has access to all grades that are relevant to their organisation and by default a user has access to all person records within their organisation irrespective of the person roles. These can be restricted if you wish.
- Click update and an email will be sent to the user with their login details

## The User List

**Login ID** This is the ID used to log in to the system (by also providing their password).

**User Name, Email** The full name and email address of the user.

**Last Login** The date/time that the user last successfully logged on to the system.

Status	Icon	Description
Locked users		Also displayed in <b>red</b> , these are accounts that have been locked out (due to or more successive login failures) or by manually locking the account (see below).
Deleted users		Also displayed in <b>orange</b> , these are accounts that have been marked as 'deleted'. These records only display when the <i>Show deleted users</i> checkbox is checked. See below for more information about deleting and undeleting user accounts.
Principal user		Also displayed in <b>bold</b> , this user is the main point of contact (i.e. 'expert' user) for the organisation, and the user details of this user display on the administration home page. An organisation can only have one principal user at one time.
Other users		Any user not fitting one of the above categories is displayed within an image in this column.

**Edit** Click the link to edit the user account.

**Actions** One or more actions are available, depending on the current status of the account. Select an action from the drop down list and click the Go button. Actions are described further below.

## Deleting A User



1. Identify the person in the User List you wish to delete and under the “Other Actions” field click on the drop down box to select the action.

**NOTE:** If the person you are trying to delete is the principal user you will need to reassign that to another status to another person before you can delete them. The principal user is identified by having the green person icon next to their name in the status column.

Common/pages/admin/UserList.aspx

netball AUSTRALIA mynetball powered by interactSPORT

Jen Camilleri Test Netball Victoria

Competition Management Competition Participation Website (SportzVault)

Home Competition People Registrations Online Forms Programs Umpires Communications Reports Help

User Maintenance Help on this topic

+ Add New User

Test Netball Victoria user list

Show deleted users

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
KarenF	Karen Foote	karen.foote@netballvic.com.au			Edit	Select... Go
sc_joe	Joe - Sports Communities	joe@sportscommunity.com.au	20 Oct 15 4:16PM		Edit	Select... Go
User_deb	Deb Martin	deb.martin@netballvic.com.au			Edit	Select... Lock account Reset password Set as principal user Resend welcome email Delete user View login history View action history Go

Notes:

Locked users	red	
Deleted users	orange	
Principal user	bold	

Last Login times are in local time for this organisation.

2. Select Delete User from the drop down list.
3. Click on the Go button.
4. A confirmation message box will appear asking “are sure you want to delete this user account” click OK

## Unlocking a User Account

A user who has successive login failures will be automatically locked and cannot log in to the system. If this does occur the user will have the red lock symbol next to their name in the status column.

1. Identify the person in the User List you need to unlock and under the “Other Actions” field click on the drop down box to select the action.
2. Select Unlock Account from the drop down list.
3. Click on the Go button.
4. The User account is unlocked. The password remains unchanged and an email will be sent to the User.

The screenshot shows the MyNetball Administration interface. At the top, there are browser tabs for 'Meeting Minutes' and 'MyNetball Administration'. The URL is 'mmon/pages/admin/UserList.aspx'. The page header includes the 'netball AUSTRALIA' logo, the 'mynetball' logo (powered by interactSPORT), and user information for 'Jen Camilleri' and 'Test Netball Victoria'. A navigation menu contains 'Competition Management', 'Competition Participation', and 'Website (SportzVault)'. Below this is a secondary menu with 'Home', 'Competition', 'People', 'Registrations', 'Online Forms', 'Programs', 'Umpires', 'Communications', 'Reports', and 'Help'. The main heading is 'User Maintenance' with a 'Help on this topic' link.

A green confirmation box with a checkmark icon contains the text: 'User account locked for Karen Foote.'

Below this is a section for 'Add New User' and a 'Test Netball Victoria user list' table. The table has columns for 'Login ID', 'User Name', 'Email', 'Last Logon', 'Status', and 'Other Actions'. The 'Other Actions' column for the first row (KarenF) is circled in red, showing a dropdown menu with options: 'Select...', 'Unlock account', 'Delete user', and 'View login history'. There are 'Go' buttons next to the 'Unlock account' and 'View login history' options.

Below the table is a 'Notes' section with a legend:

- Locked users: red lock icon
- Deleted users: orange trash icon
- Principal user: bold text and person icon

A note at the bottom states: 'Last Login times are in local time for this organisation.'

## Reset A Password

If a User cannot remember their password, you can reset it.

1. Select the Reset password action and click Go.
2. Click OK to the confirmation message box to reset the password. The password will be a random system generated one which will be emailed to the user. The user will need to change that password the next time they login.