Providing administrators access to revSPORT

After an initial administrator has completed the system access request form and been provided with access to revSPORT, additional administrators can be added as required.

The following steps outline how to provide an administrator with access to revSPORT:

1. Click account in the top right of the page.

2. In the account area, click on admins.

3. On the Manage administrators’ page, click add admin.

4. To find the person you’d like to add as an administrator, type their name in the member field. Note: anyone who you want to add as an administrator needs to be a ‘member’ – a member being anyone who has been added to your organisations revSPORT portal with an appropriate Payment class (membership category). If the person is not a member, they can be added with the Payment class of Administrator so as to distinguish them from members.
5. After you have found the member you’d like to add as an administrator, you can select what sections of the revSPORT portal they have access to.

6. Please ensure you click Add administrator at the bottom of the page to add the administrator.

For additional support using the revSPORT system, please contact online-services@sailing.org.au