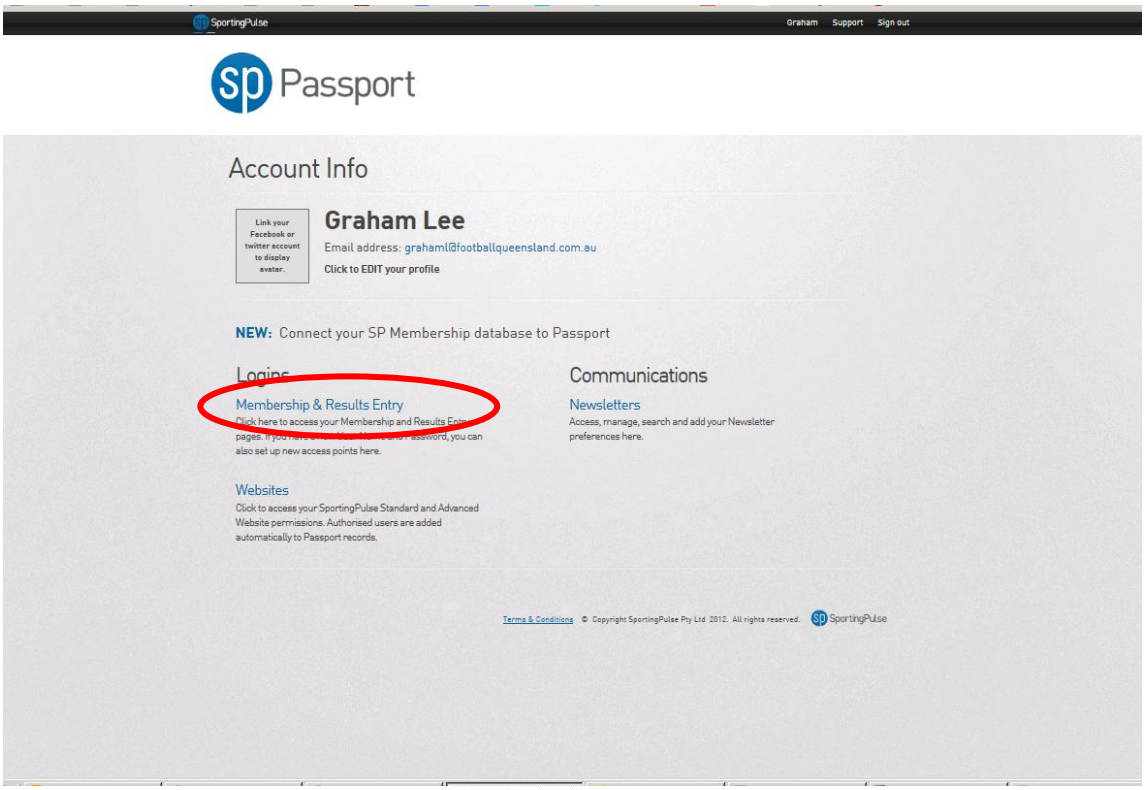
Granting Coach / Manager Access to a Team

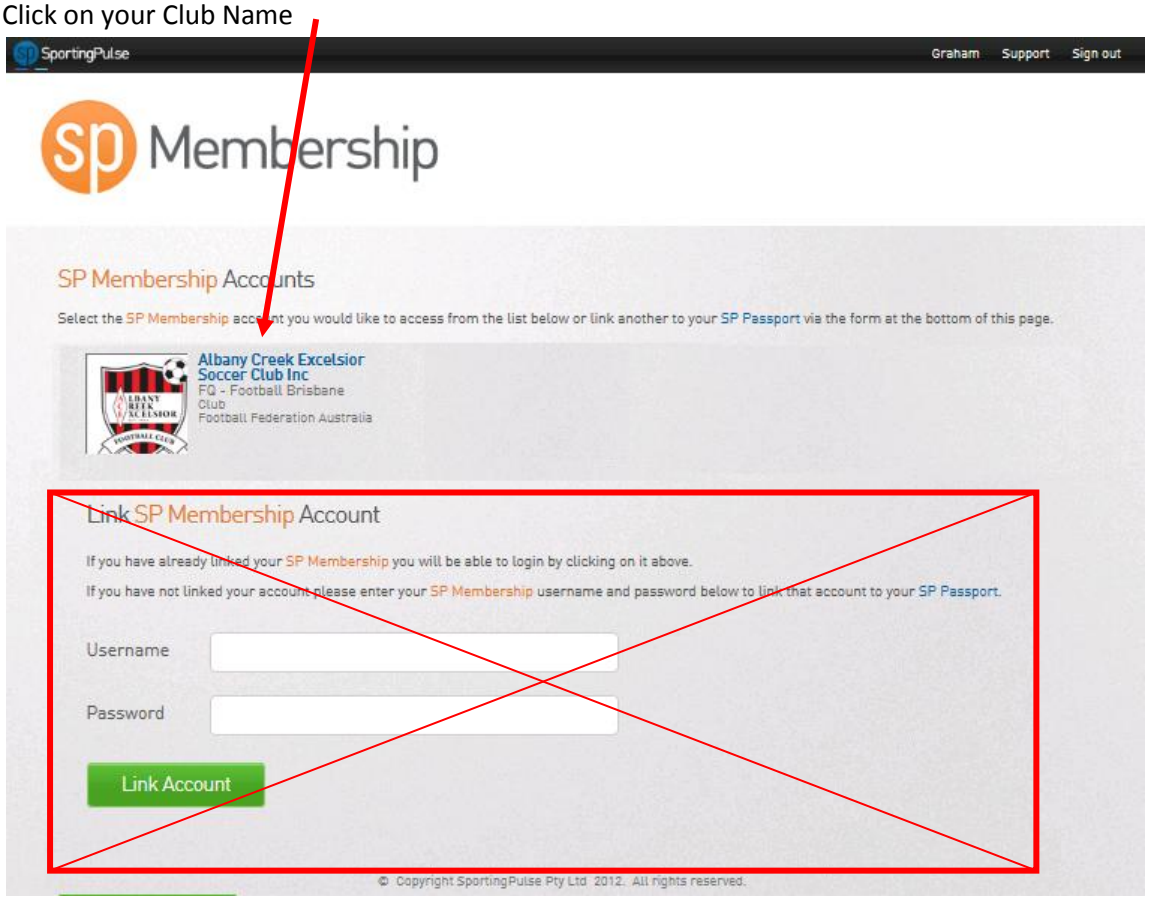
- You will need to do the following steps to provide access to your clubs Coaches / Managers whom you want to be able to **Select Teams** or **Enter Match Results** for particular teams during the season.
- To be granted access the Coach / Manager must first have a SportingPulse Passport.
- A person can be granted access to more than one team.

The process for allocating access is:

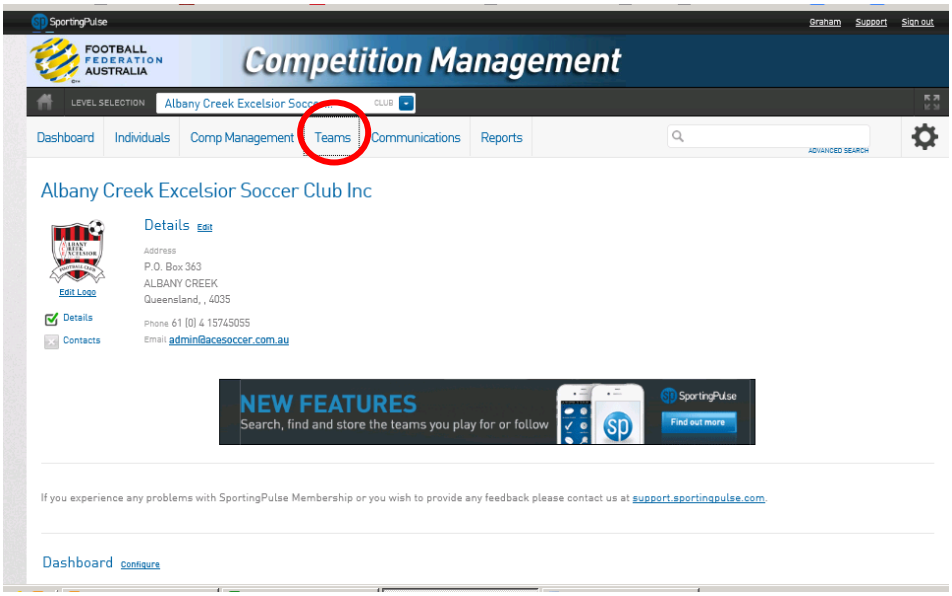
1. Club Administrator Logs into SportingPulse via https://passport.sportingpulse.com/login.
2. Click on **Membership and Results Entry**



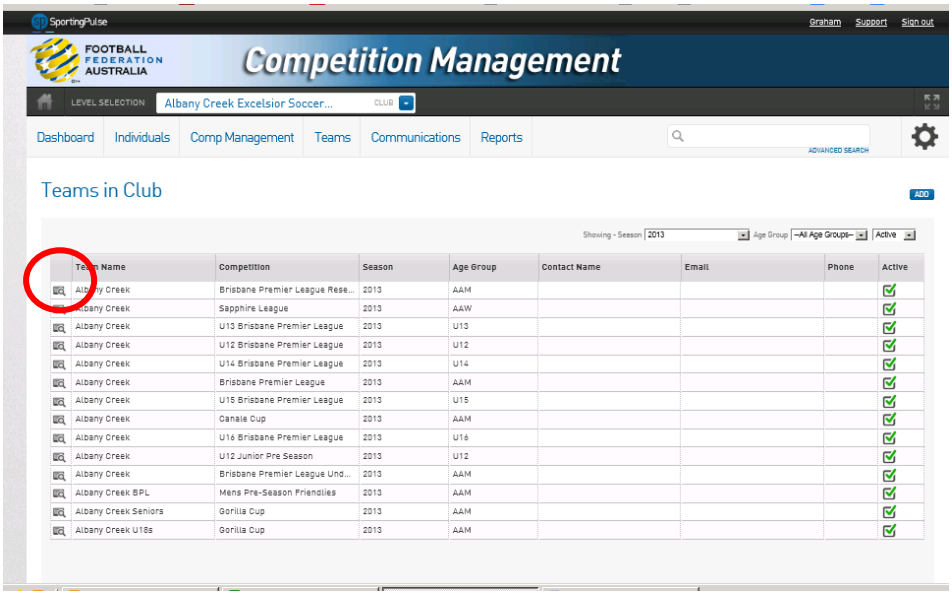
3. Click on your Club Name



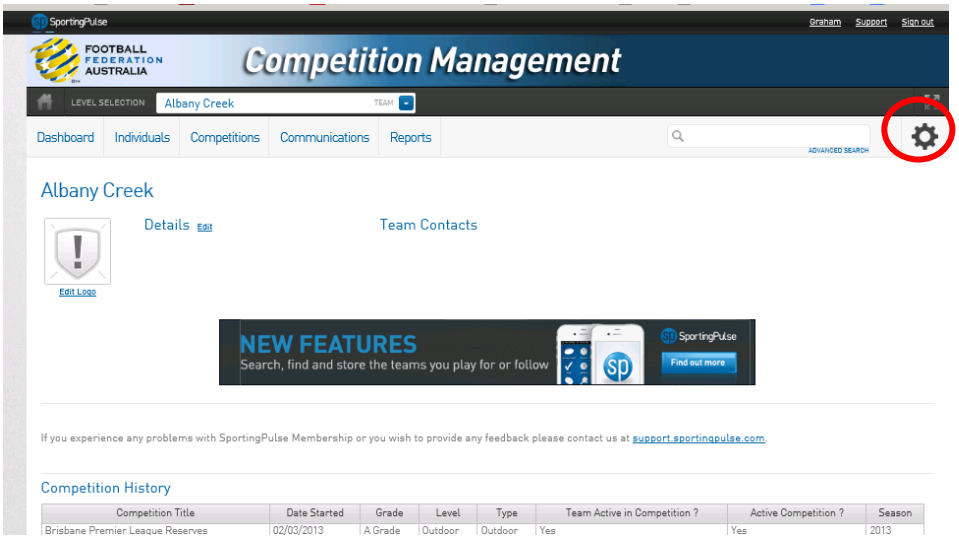
4. Click on the **Teams** Menu



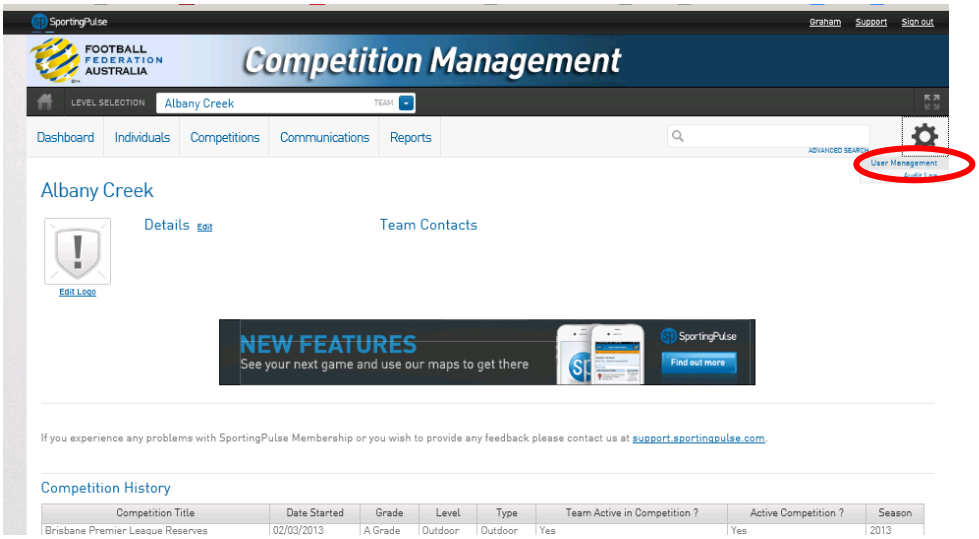
5. Click on the **icon** next to the Team you wish to grant access to.



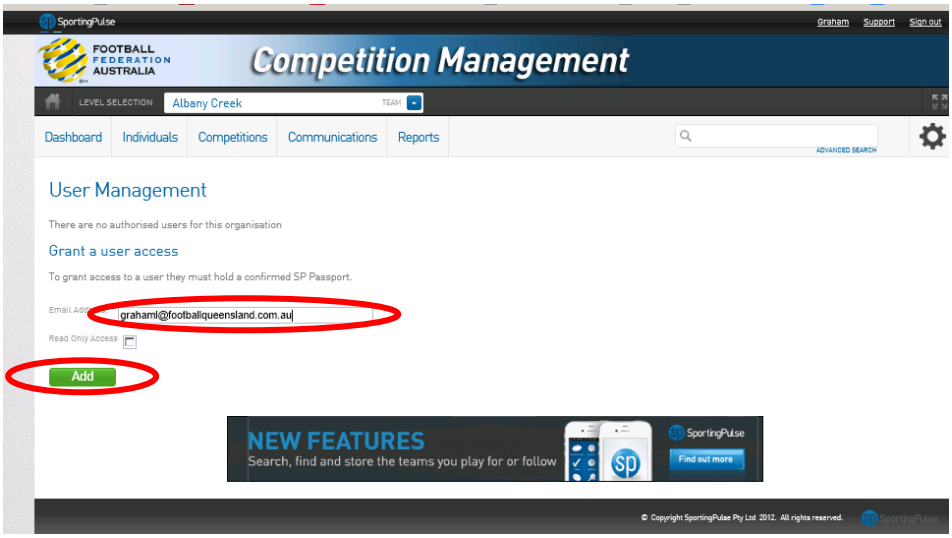
6. Click on the **Settings** Wheel.



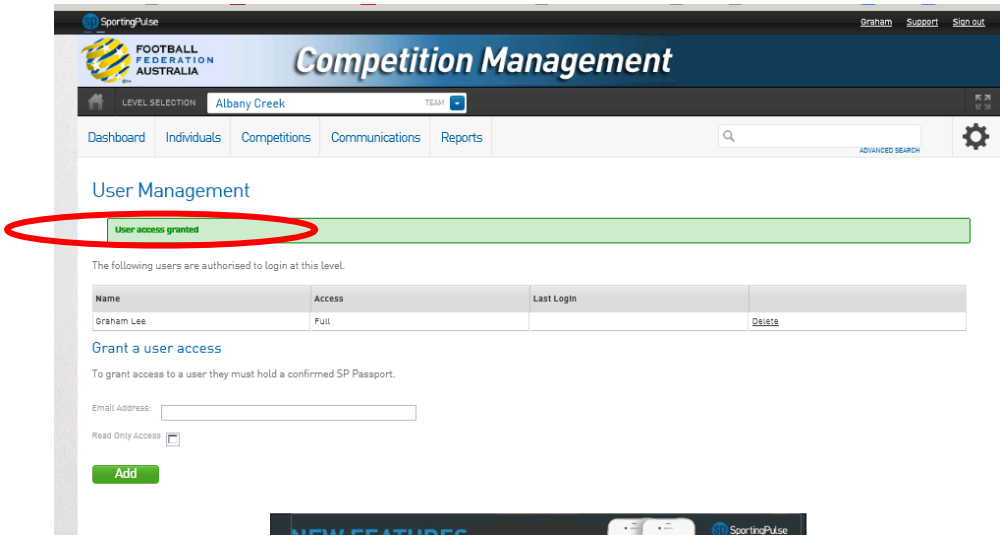
7. Click on the **User Management** Option

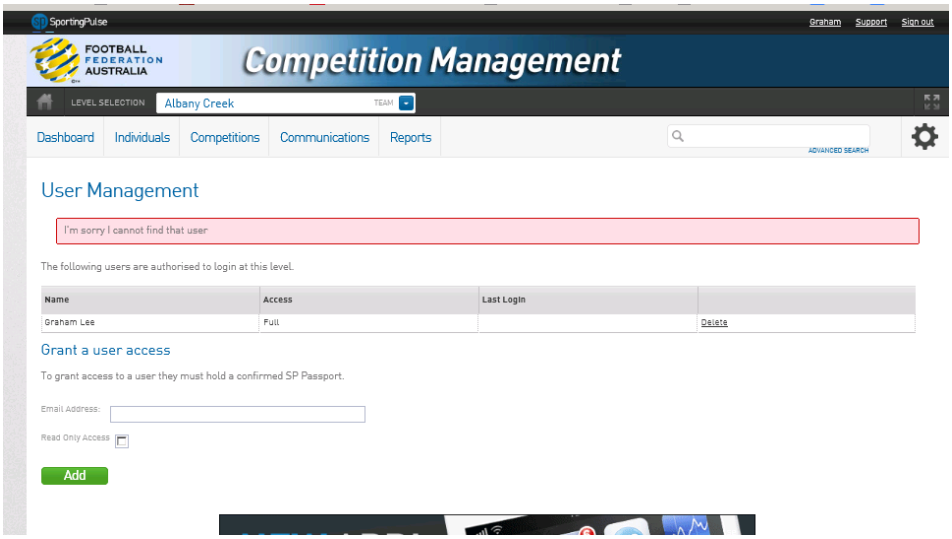


8. Enter in the email address of the Coach / Manager's Passport and Click the **Add** button.



9. If the add was successful a green user access granted message appears



10. If the add was not successful an error message appears. This is usually due to the email address being entered incorrectly or the Coach / Manager not having registered for a SportingPulse Passport

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