



- You will need to do the following steps to provide access to your clubs Executive / Office Bearer.
- To be granted access the Executive / Office Bearer must first have a SportingPulse Passport.

The process for allocating access is:

- 1. Club Administrator Logs into SportingPulse via <a href="https://passport.sportingpulse.com/login">https://passport.sportingpulse.com/login</a>.
- 2. Click on the **Website** Editor
- 3. Click on the Authorisation option

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CONTENT	🔤 Manage Content		User surveys live across the network Recently we let you know that we would soon be rolling out a network wide survey invitation. These will be live this week	
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SETTINGS	Media Library	Forum	SP Network Update - 14/12/2012 Read here for a list of changes that have recently gone live on the SP Network.Read more >	
	Use this section to add and remove files and images from your website.	Manage your Forum. Configure Settings/Manage Moderators.	Take online payments using 🛐 Registrations	
	Trophy Room		Click here to get website support	
	Manage Display			
	Page Headers Change which header appears at the top of the page.			
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(	Authorisation Over the section to set who is able to edit this she.	D main Names the this section to assign a domain name to your site.		
	Site Statistics Vew statistics about your site.	Communicator Manage your mailing list. View members/send mail.		
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- 4. Enter in the email address of the person you want to grant access to
- 5. Click the **Add** button



## Granting Executive / Office Bearer Access



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	SD Websites John Paul Co	llege Return to your website
	GameDay Advice Helpful advice, hints and all sports participants ar	l tips for d clubs.
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6. Go back to the SportingPulse Passport Menu and Click on the Membership and Results Entry

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	GameDay Advice Helpful advice, hints an all sports participants a	Ind tips for and clubs.
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Jse.com/publisher.cgi		Click here to get website support



**Granting Executive / Office Bearer Access** 



7. Click on the **Settings** wheel

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8. Click on User Management







9. Enter in the email address of the Executive / Office Bearer Passport and Click the Add button.

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To grant acces	ss to a user they	must hold a confirm	ned SP Passport.							
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10. If the add was successful a green user access granted message appears

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User Manager	ment			
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User access granted				
The following users are au	thorised to login at this level.			
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11. 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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Name			Access		Last Login					
Graham Lee			Full				Delete			
Grant a us	ser access									
To grant acce:	ss to a user they	must hold a confi	rmed SP Passport.							
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