

How to Add Team Managers for Collaborative Scheduling

- Log into your admin SAM site (Club & League Connect)
 - Example: alsoccerlive.org/sam
- Admin > Users

Add/Edit Users for Alabaster Competitive SC

Edit User Info

Edit user: - new user -

Admin Name:

Admin Role: ex: Club Registrar

Username: ex: john@doe.com

Confirm Username:

Only Editable By Superusers:

- Do not select anything in the dropdown menu next to “Edit User” – this should read “- new user –”
- Enter admin name, admin role, username (email address)
- Select the following permissions – Folders & Groups, Locations, Scheduler Access

| ADMIN | | |
|--|---|--|
| <input type="checkbox"/> Add/Edit Users | <input type="checkbox"/> Edit Preferences | <input checked="" type="checkbox"/> Folders & Groups |
| <input type="checkbox"/> Org Info | <input type="checkbox"/> Archives | <input type="checkbox"/> Import/Export |
| <input type="checkbox"/> Coach Tools/Team Connect | <input checked="" type="checkbox"/> Locations | <input type="checkbox"/> Game Day Roster Setup |
| <input type="checkbox"/> Club Fees Tab | | |
| COMMUNICATIONS | | |
| <input type="checkbox"/> Calendar Events | <input type="checkbox"/> Schedule | <input type="checkbox"/> Announcements |
| <input type="checkbox"/> Photo Albums | <input type="checkbox"/> Image Library | <input type="checkbox"/> Member Welcome Email |
| <input type="checkbox"/> Document Library | <input type="checkbox"/> Banners | <input type="checkbox"/> Group Email |
| <input type="checkbox"/> Website Builder | <input type="checkbox"/> Content Pages | <input type="checkbox"/> Pin Widgets |
| <input type="checkbox"/> Email Forwarders | <input type="checkbox"/> Standings & Scores | |
| REGISTRATION | | |
| <input type="checkbox"/> Registrants: Adding & Editing | <input type="checkbox"/> Registrants: Confirming | <input type="checkbox"/> Registrants: Assigning |
| <input type="checkbox"/> Registrants: Financials | <input type="checkbox"/> Registration Events | <input type="checkbox"/> Coaches: Creating & Editing |
| <input type="checkbox"/> Coaches: Confirming | <input type="checkbox"/> Coaches: Assigning | <input type="checkbox"/> Forms Library Access |
| <input type="checkbox"/> Confirmation Email/Success Page | <input type="checkbox"/> Manage Background Checks | <input type="checkbox"/> Officials: Creating & Editing |
| <input type="checkbox"/> Officials: Confirming | <input type="checkbox"/> Group Email Registered | <input type="checkbox"/> Group Email Unregistered |
| <input type="checkbox"/> Tree Builder & Age Settings | <input type="checkbox"/> Form Builder | |
| REPORTS | | |
| <input type="checkbox"/> Registration | <input type="checkbox"/> Participants | <input type="checkbox"/> Coaches |
| <input type="checkbox"/> Folders & Teams | <input type="checkbox"/> Financial | <input type="checkbox"/> Email & Opt Out Reports |
| <input type="checkbox"/> Team Duplication | <input type="checkbox"/> Registration Diff | <input type="checkbox"/> Officials |
| <input type="checkbox"/> League Connect: Player | <input type="checkbox"/> League Connect: Coach | <input type="checkbox"/> League Connect: Team |
| MEMBERS | | |
| <input type="checkbox"/> Member Reports | <input type="checkbox"/> Find / Edit | <input type="checkbox"/> Merge |
| <input type="checkbox"/> Birth Certificate / ID Document | <input type="checkbox"/> Print Member Cards | |
| STORE | | |
| <input type="checkbox"/> Store Access | | |
| SCHEDULER | | |
| <input checked="" type="checkbox"/> Scheduler Access | | |
| ASSOCIATION CONNECT MENU | | |
| <input type="checkbox"/> Association Connect Access | | |

- Create
- Provide your team manager your SAM site to login and access scheduler