


# Manage Admin Users

A User is someone that is able to login to the ResultsVault and/or SportzVault Administration web site to carry out certain administrative tasks.

A User Account can have one or more User Roles assigned to it, that gives the ability to carry out different tasks, and/or access different parts of the administration site. Any number of User Accounts can be created within an Organisation. For example, a Club may wish to set up a different User to enter Results for each of its teams' different Users to help maintain the website content.

## Create or Edit User

The **User Maintenance** screen lists all Users currently created within the organisation.











To Edit a User, click the **Edit** link next to the User's name, or to Add a New User, click  **Add New User**.

### User Maintenance

 **Add New User**

#### Netball Australia user list

☐ Show deleted users

LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
38999616	Barry Williams	barrywilliams@netball.com.au	1/10/2018 6:31PM			Select...  
40000001	Barry Williams	barrywilliams@netball.com.au	4/10/2018 3:57PM			Select...  
40000002	Barry Williams	barrywilliams@netball.com.au	1/10/2018 6:31PM			Select...  

The **Edit User** screen will display.

Edit User ?

[Back to User List](#)

Login ID

Use an alphanumeric ID

Use an email address as ID

User Name

User's first and last names.

Email

Enter a valid email address.  
You can enter up to 3 addresses separated with a semi-colon(;).  
Ensure there are no spaces anywhere in the text field.

Mobile Phone Number

Enter as local phone number, no international codes, spaces or non numeric characaters.

User Roles

SYSTEM ADMIN

RESULTS MANAGER

SITE MANAGER

UMPIRE MANAGER

CONTENT MANAGER

PERSON MANAGER

USER MANAGER

ADMINISTER CHILD

EMAIL SENDER

FINANCIAL MANAGER

SMS SENDER

Select at least one user role. Note: SMS SENDER access also includes access to the Newsletter Manager.

Grade access

No Restriction

Select Grades...

Person Role access

No Restriction

Select Person Roles...

Save



Login ID *	<div><div>This is the ID used to log in to the system.</div><div><div><div></div></div><div>A Login ID is :<ul style="list-style-type: none"><li>recommended to contain at least 4 alphanumeric characters.</li><li>recommended to contain at least one numeric character (but it shouldn't contain <i>only</i> numbers).</li><li>must be unique to the system, so you cannot create an ID that is already in use by someone else.</li></ul>Examples of suitable IDs: mylogin, mylogin1, my1login, 1mylogin. Examples of unsuitable IDs: myl, 1234, 123456.  When logging in to the system, the <b>ID is not case-sensitive</b> (however the Password is case-sensitive).</div></div></div>
User Name *	Name of User.
Email *	<div><div>Valid email address of the User. You can enter up to 3 addresses separated with a semi-colon. Ensure there are no spaces entered between the email addresses and the semi-colon(s).</div><div>For example: <a href="#">myaddress@example.com</a>;<a href="#">anotheraddresss@example.com</a></div><div>When creating a new User, optionally check the <b>Send User welcome email</b> checkbox that will email a welcome message to the new User containing the ID and Password, and in most cases, a PDF Getting started guide.</div></div>
Mobile Phone Number	Mobile phone number of User.

\*Required field.

## Roles of Admin Users

User Roles	<input checked="" type="checkbox"/> SYSTEM ADMIN	<input checked="" type="checkbox"/> RESULTS MANAGER
	<input checked="" type="checkbox"/> SITE MANAGER	<input checked="" type="checkbox"/> UMPIRE MANAGER
	<input checked="" type="checkbox"/> CONTENT MANAGER	<input checked="" type="checkbox"/> PERSON MANAGER
	* <input checked="" type="checkbox"/> USER MANAGER	<input checked="" type="checkbox"/> ADMINISTER CHILD
	<input checked="" type="checkbox"/> EMAIL SENDER	<input checked="" type="checkbox"/> FINANCIAL MANAGER
	<input checked="" type="checkbox"/> SMS SENDER	

Select at least one user role. Note: SMS SENDER access also includes access to the Newsletter Manager.

SYSTEM ADMIN	High level system administration.
SITE MANAGER	Higher level website and competition related maintenance that is typically related to 'setup' or 'configuration' tasks, such as: <ul style="list-style-type: none"><li>• Grade setup</li><li>• Online Form &amp; Registration Product configuration</li><li>• Registration Types &amp; Registration Period setup</li><li>• Access to Season &amp; Competition settings</li><li>• Website tasks</li><li>• Person Manager capabilities</li></ul>
CONTENT MANAGER	Website content related maintenance (e.g. create and maintain Html content, home page, News, Events, Slideshow Galleries).
User MANAGER	Create and maintain other Users. <div> Users who have this role can effectively grant themselves any other role.</div>
EMAIL SENDER	Access to send email messages <div> Exception: In Cricket, SITE MANAGER can also send Fantasy League messages.</div>
SMS SENDER	<ul style="list-style-type: none"><li>• Sending of SMS messages.</li><li>• Ordering SMS credits.</li></ul>
RESULTS MANAGER	Competition Results related maintenance (e.g. clubs: results and scores update, associations: match confirmation, exception reports etc).
MATCH OFFICIAL MANAGER	
PERSON MANAGER	Creation, editing, deleting of person records - e.g. Players, Contacts, Umpires and tasks related to person records.
ADMINISTER CHILD	Managing competitions between other 'child' organisations to 'administer' a child organisation without requiring a separate login to that organisation. For example, an association User with the role can 'administer' one of its participating clubs directly (from the dropdown list on the administration home page). See below for more information about administering child organisations.
FINANCIAL MANAGER	<ul style="list-style-type: none"><li>• Tasks relating to financial information - e.g payments/subscriptions made by players or other people in the system.</li><li>• Additional 'special' roles that are not available in all cases.</li></ul>



1. Each role is independent of each other - a "Super User" (ie a User able to do anything) should be a member of **all** the above roles. It is highly recommended that each organisation has at least two such Users, so that if one User locks their access to the system, the other "super User" can reset the account.
2. If a User attempts to access a screen without being a member of the appropriate Role, they will be redirected to a 'No Access' screen.
3. Setting a User to be the 'Principal User' automatically assigns all User roles to the User.

## Grade Access for Admin Users

☐ No Restriction ☒ Select Grades...

Grade access

Available grades

NA:2013 Fast5 Netball World Series  
NA:2013 Coles Netball Test Series

Add ->

<- Remove

Selected grades (Count:0)

By default, a User has access to all grades that are relevant to their organisation. This can be restricted as follows:

1. Click the **Select Grades** radio button
2. Select one or more grades from the **Available Grades** list box
3. Click the **Add** button

A User who has restricted grades assigned will only see their 'allowed' grades in any grade dropdown list (e.g. within the selector bar on most pages - in which case an asterisk \* will appear next to the grade dropdown list to indicate this).

Restricted Grades are assigned typically by:

- A Club restricting a User to a single Grade so that he/she can only enter results for that Grade (e.g. 'team managers').
- An Association restricting a User to a single Grade so that he/she can only review/lock results for that Grade.



If new grades are added to the Organisation (e.g. in a new season), any Users that have the **Select Grades** radio button selected **will not automatically have access to the new grade**, and each affected User Account will need to be edited to add the Grade (if applicable). Users

that have the ☒ **No Restriction** radio button selected automatically have access to all Grades, including new ones that are added from time to time.

## Person Role Access

By default, a User has access to all person records within their Organisation irrespective of the Person Roles (e.g. PLAYER, CONTACT) that the person record has. This can be restricted as follows:

1. Click the **Select Person Roles** radio button.
2. Select one or more Person Roles from the **Available Person Roles** list.
3. Click the **Add** button.



- It is possible to select ALL roles of a particular type, or specific sub-roles. For example, ALL PLAYER ROLES will allow sub roles such as PLAYER:SENIOR, PLAYER:JUNIOR.
- If both ALL PLAYER ROLES and (e.g.) PLAYER:SENIOR is selected, then ALL PLAYER ROLES will take precedence.
- NO ROLES should be selected where the User requires access to records with NO ROLES (e.g. past players).

☐ No Restriction
 ☒ Select Person Roles...

Available person roles
 

ALL PLAYER ROLES  
 ALL CONTACT ROLES  
 ALL UMPIRE ROLES  
 ALL TEAM OFFICIAL ROLES  
 ALL OFFICE BEARER ROLES  
 ALL SUBSCRIBER ROLES  
 NO ROLES  
 -----  
 PLAYER:SENIOR  
 PLAYER:JUNIOR


Add ->
 <- Remove

Selected person roles (Count:0)

A User who has restricted Person Roles assigned will not be able to access any person record for editing or viewing which does not hold at least one of their allowed roles. These records would also have personal information obscured in any person list for that User.

Examples:

User's 'allowed' Person Roles	Person has these roles	Does User have access to the person record?
ALL PLAYER ROLES	PLAYER:SENIOR, COACH:SENIOR	YES
PLAYER:SENIOR	PLAYER:SENIOR, COACH:SENIOR	YES
PLAYER:JUNIOR	PLAYER:SENIOR, COACH:SENIOR	NO
ALL PLAYER ROLES	(No roles)	NO
ALL PLAYER ROLES,NO ROLES	(No roles)	YES



 Grade and Person Role takes precedence over User Roles. A User will still require the applicable User role (e.g. RESULTS MANAGER or PERSON MANAGER) in order to access various Admin Pages.

## More information about administering child organisations

When a User administers a Child Organisation:

- User Roles EMAIL\_SENDER, SMS\_SENDER, FINANCIAL\_MANAGER, CONTENT\_MANAGER are rendered inactive. For example, the User will not be able to send an email while administering the child organisation.
- Any grade restrictions that User has remain active.
- Grades are further restricted to the grades managed by the User's Organisation.  
For example, Club C belongs to Association A (that has Grades G1 and G2) and Association B (that has Grades G3 and G4). Club A participates in Grades G1, G2, G3 and G4. A User from Association A administering Club C will only have access to Grades G1 and G2.
- A User with 'unrestricted' Person Role access can only access PLAYER type roles in the child organisation.
- A User with restrictions on Person Role access can only access the PLAYER type roles in the Child Organisation that are in their 'allowed' list (and no other types of roles).

When the User administers their own Organisation, all their normal access is restored.


 The above restrictions do not apply for any User that has the special SYSTEM ADMIN User role.

## More actions for System Admin Users


## User Maintenance ?

[Add New User](#)

☐ Show deleted users

LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS	
s			1/10/2018 6:31PM			Select...	<a href="#">Go</a>
			10/10/2018 10:12AM			Select...	<a href="#">Go</a>
			1/10/2018 6:31PM			Lock account	<a href="#">Go</a>
			1/10/2018 6:31PM			Reset password	<a href="#">Go</a>
						Set as principal user	<a href="#">Go</a>
						Resend welcome email	<a href="#">Go</a>
						Delete user	<a href="#">Go</a>
						View login history	<a href="#">Go</a>
						View action history	<a href="#">Go</a>

<b>Lock /unlock account</b>	<p>A User who has more than 5 consecutive login failures will be automatically locked, and cannot log in to the system. This is to prevent hacking attempts.</p> <p>An Account can be locked manually in order to temporarily disable a login, without deleting the Account.</p> <p><u>To lock an Account:</u></p> <ul style="list-style-type: none"><li>• Select the <b>Lock account</b> action and click <b>Go</b>.</li><li>• Click <b>OK</b> in the confirmation message box to lock the Account. The User will then not be able to login to the system again until the Account is unlocked.</li></ul> <p><u>To unlock an Account:</u></p> <ul style="list-style-type: none"><li>• Select the <b>UnLock account</b> action and click <b>Go</b>.</li><li>• This will unlock the Account, and leave the User's password unchanged. It will then send an email notification to the User with a password reminder.</li></ul>
<b>Reset a password</b>	<p>You can reset a User's password, regardless of whether or not the User Account is locked (although typically you would only do this on a locked Account).</p> <ul style="list-style-type: none"><li>• Select the <b>Reset Password</b> action and click <b>Go</b>.</li><li>• Click <b>OK</b> in the confirmation message box to reset the password.</li></ul> <p>The User password will be changed to a randomly generated password, that will be emailed to the User. The User will need to change that password the next time they login.</p>
<b>Set as principal User</b>	<p>Select the <b>Set as Principal User</b> action and click <b>Go</b>.</p>
<b>Resend welcome email</b>	<p>When a User Account is created, an email is sent containing the User's login details, information about how to log in, and optionally a PDF 'Getting started guide'. This email can be re-sent to the User at any time.</p> <p>Select the <b>Resend welcome email</b> action and click <b>Go</b>.</p>

<b>Delete /Undelete User</b>	<p>To delete a User Account:</p> <ul style="list-style-type: none"> <li>• Select the <b>Delete User</b> action and click <b>Go</b>.</li> <li>• Click <b>OK</b> in the confirmation message box to delete the User Account.</li> </ul> <p>Undelete a User Account:</p> <ul style="list-style-type: none"> <li>• Select the <b>UnDelete User</b> action and click <b>Go</b>.</li> <li>• Click <b>OK</b> in the confirmation message box to undelete the User Account.</li> </ul> <div>  You cannot delete your User Account or the Principal User Account. <ul style="list-style-type: none"> <li>• If a User Account has been newly created and you delete the account <u>BEFORE the User logs into the system for the first time</u>, the Account will be <b>removed</b> from the system and cannot be restored at a later time.</li> <li>• If a User Account has been newly created and you delete the account <u>AFTER the User logs into the system for the first time</u>, the Account will remain in the system and the User Account will be marked as "deleted". These accounts can be restored at a later time and will be displayed in the User List if the <b>Show Deleted accounts</b> checkbox is checked.</li> </ul> </div>
<b>View Login History</b>	<p>Show list of latest login attempts - success/failure, time stamps and IP address.</p>
<b>View Action History</b>	<p>Show list of latest action attempts/pages views.</p>