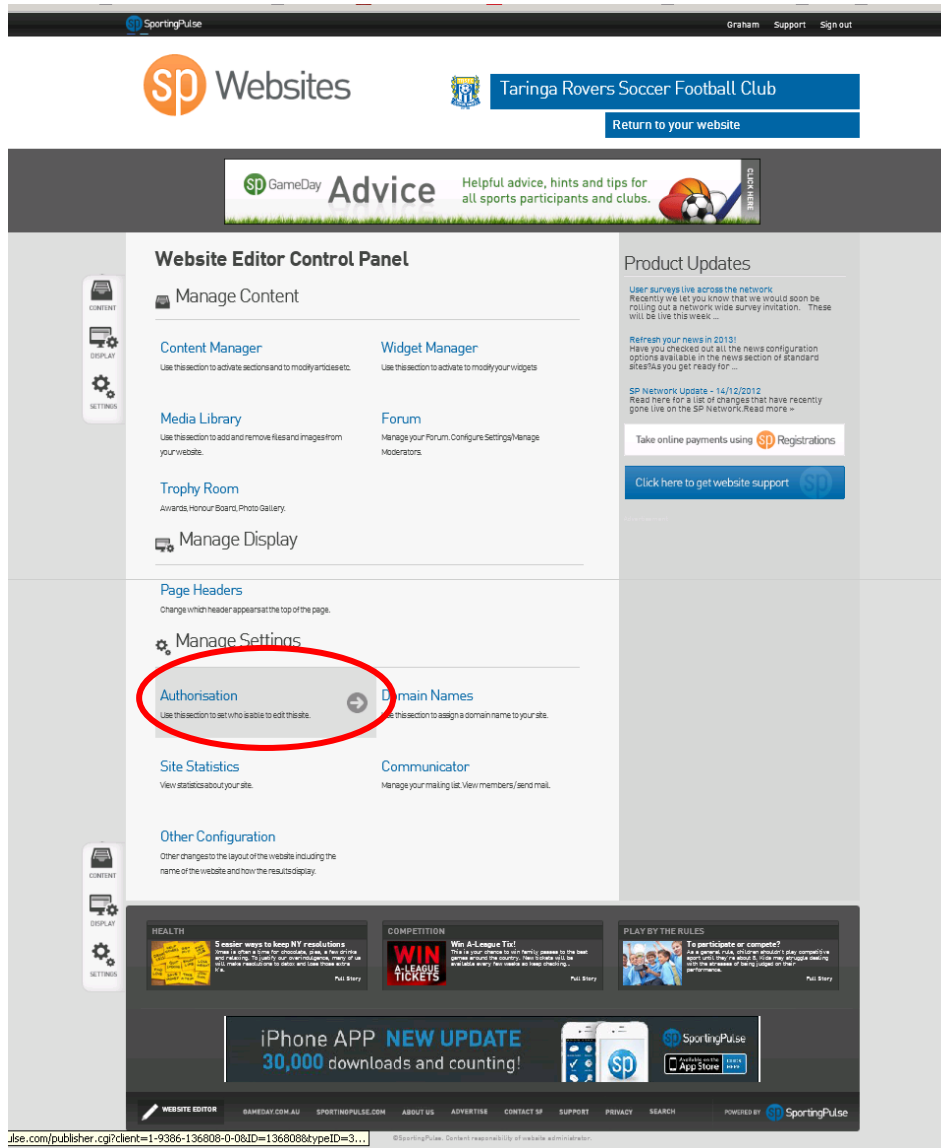


- You will need to do the following steps to provide access to your clubs Executive / Office Bearer.
- To be granted access the Executive / Office Bearer must first have a SportingPulse Passport.

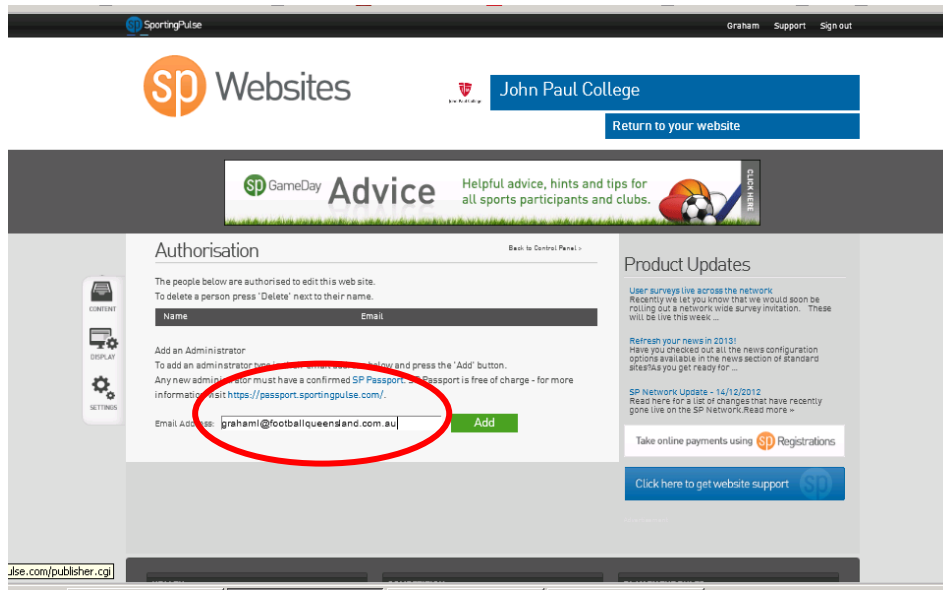
The process for allocating access is:

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

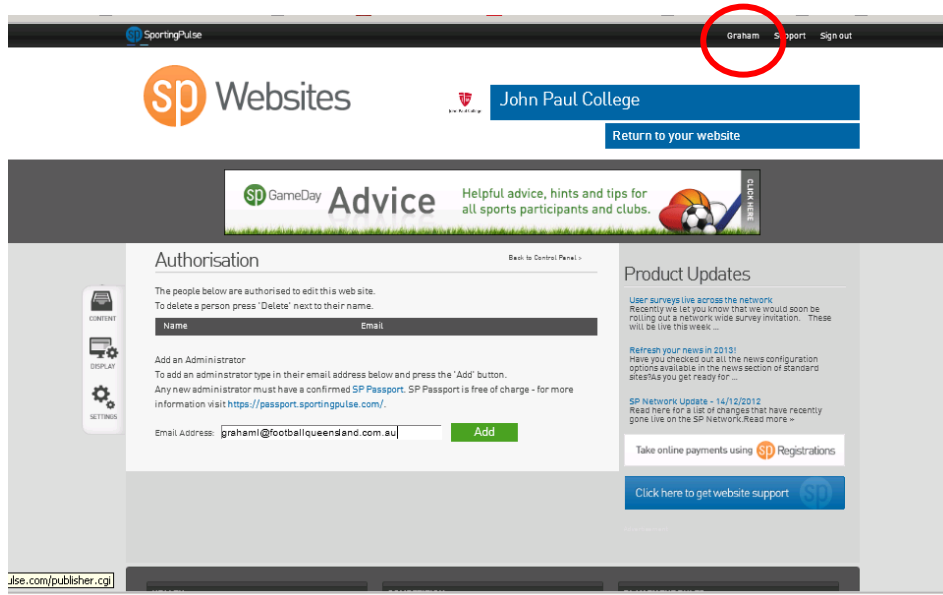


The screenshot shows the SportingPulse Website Editor interface. At the top, there's a navigation bar with the SportingPulse logo, the user's name 'Graham', and links for 'Support' and 'Sign out'. Below this is a header for 'Taringa Rovers Soccer Football Club' with a 'Return to your website' button. A 'GameDay Advice' banner is also present. The main area is the 'Website Editor Control Panel', which is divided into several sections: 'Manage Content' (Content Manager, Widget Manager, Media Library, Forum, Trophy Room), 'Manage Display' (Page Headers, Manage Settings, Site Statistics, Communicator, Other Configuration), and 'Product Updates'. The 'Manage Settings' section contains 'Authorisation' and 'Domain Names', with 'Authorisation' circled in red. The bottom of the page features a footer with various links and a 'Powered by SportingPulse' logo.

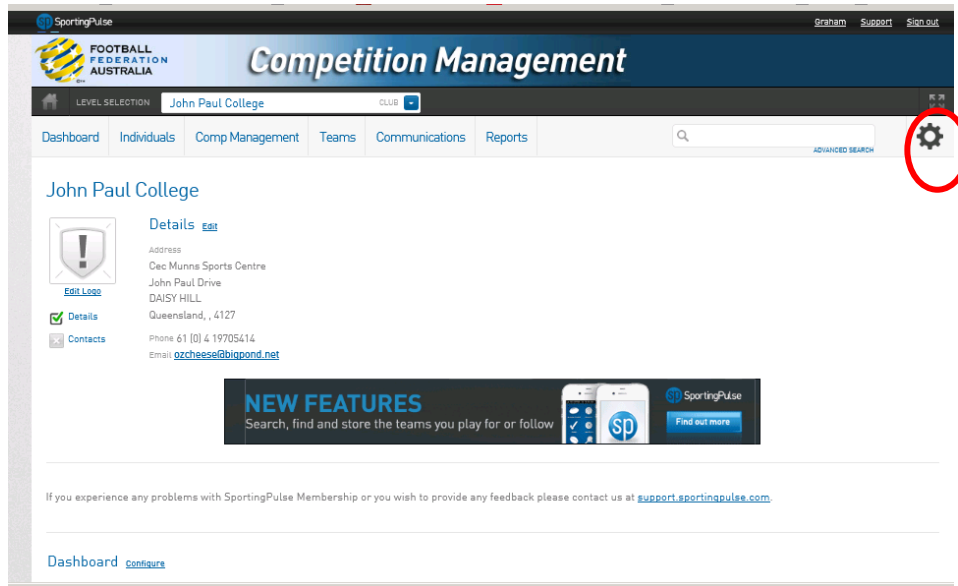
4. Enter in the email address of the person you want to grant access to
5. Click the **Add** button



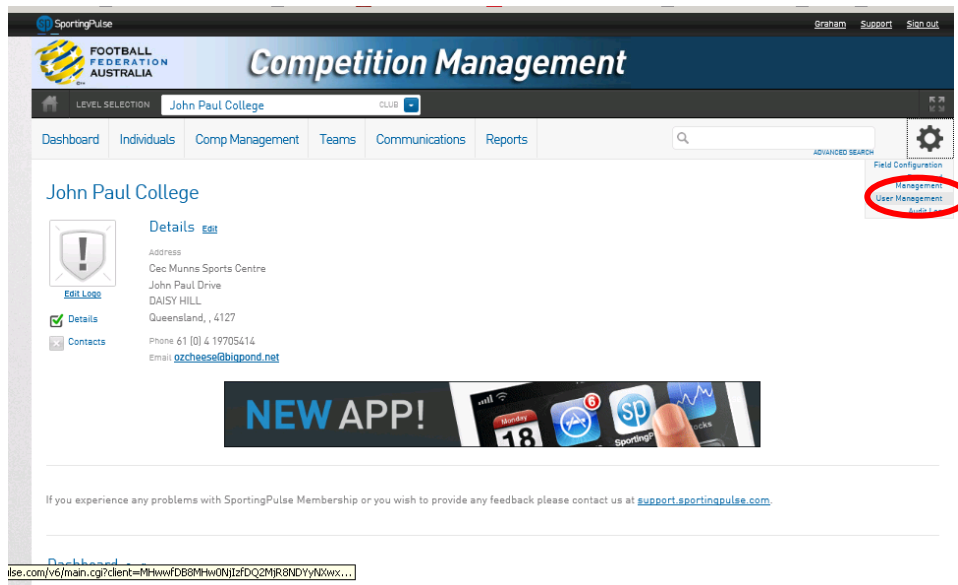
6. Go back to the SportingPulse Passport Menu and Click on the Membership and Results Entry



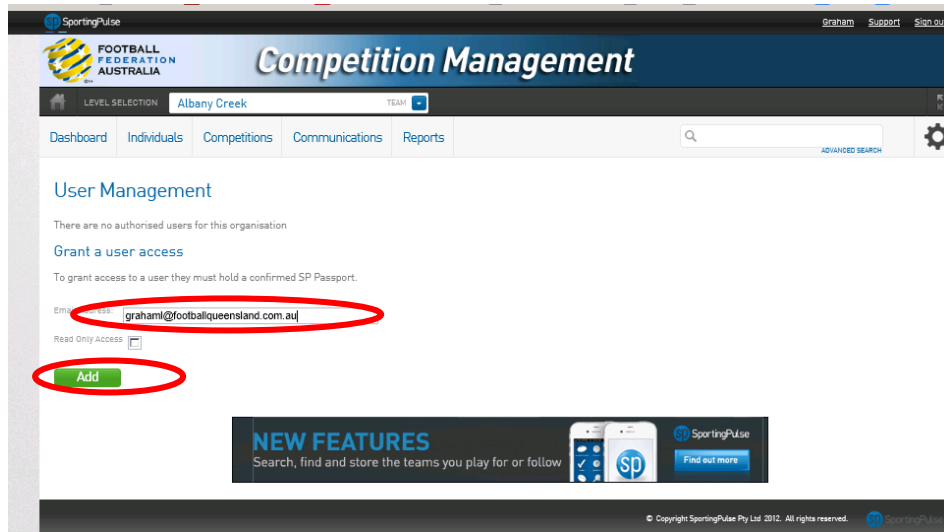
7. Click on the **Settings** wheel



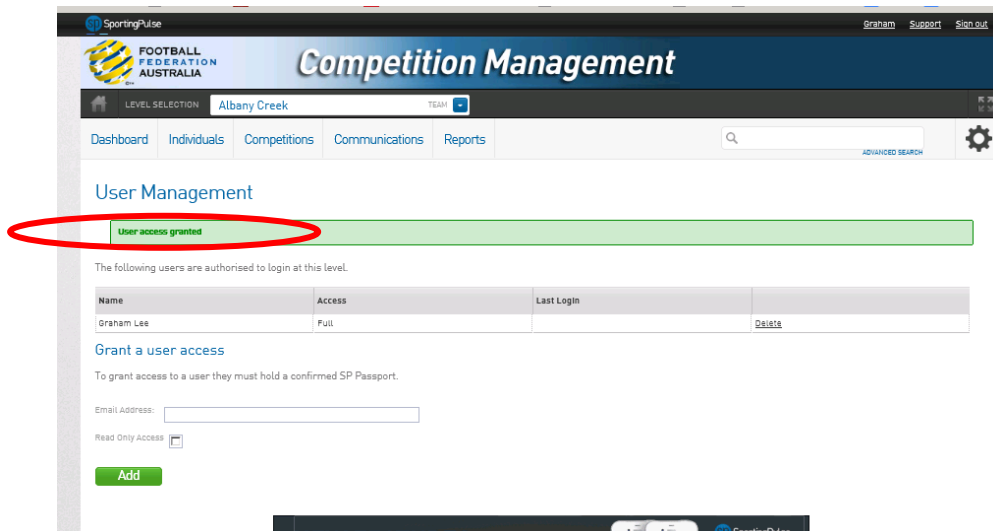
8. Click on **User Management**



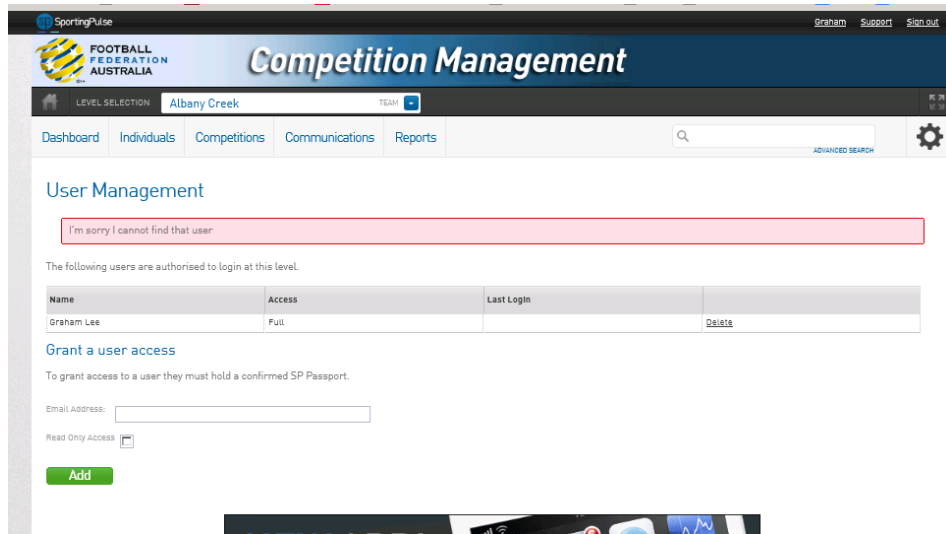
9. Enter in the email address of the Executive / Office Bearer Passport and Click the **Add** button.



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



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



The screenshot shows the SportingPulse Competition Management interface. The page title is "Competition Management" and the user is logged in as "Graham". The current team selected is "Albany Creek". The navigation menu includes "Dashboard", "Individuals", "Competitions", "Communications", and "Reports". The "User Management" section is active, displaying an error message: "I'm sorry, I cannot find that user". Below the error message, a table lists authorized users:

Name	Access	Last Login	
Graham Lee	Full		Delete

Below the table, there is a section titled "Grant a user access" with the instruction: "To grant access to a user they must hold a confirmed SP Passport." This section includes an "Email Address:" input field, a "Read Only Access" checkbox, and an "Add" button.