Tips und Tricks

INFO FOR ADMINS - Apply for new season
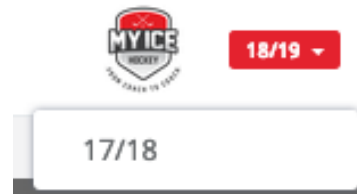
Admins can apply to us for **the new season**.
If there are changes from last season, please indicate the following:
- Required age groups
- Product per age group (Starter, Basic, Pro)
- Number of user licenses

We will **activate** you and all **other admins** of your club **for the new season**.

You will be **informed via e-mail** as soon as you have access to the new season.

On the **top right** you can **switch to the new season**.

The **admin's task** is now to **add the club's coaches** to the different **age groups**.
On the following pages you will learn how to proceed with this step.

INFO FOR ADMINS- How do I add the coaches to the age group?

Go to **SETTINGS - CLUB ADMIN**

Unless we have been communicated otherwise, we **have unlocked the same user licenses (users and managers)** as last season.

User = <u>One</u> age group can be assigned to the coach

Manager = <u>Multiple</u> age groups can be assigned to the coach. (Example: Manager (2) = 2 age groups (see screenshot))

Do you need a **different number of user licenses** compared to the previous season? Then contact us. We will activate the desired number for you.

The **Pro license** allows **access to the scouting area**. If you need the scouting area, please contact us. We will open the access for you.

INFO FOR ADMINS- How do I add the coaches to the age group?

Under **Users** you can see all **coaches** from the last season **already registered**. You can now **unlock the coaches** for the **upcoming season**.

For **new** coaches click on the "**+**" **in the upper right corner next to the title "User"**. Enter the new coach and add the age group. Choose between User (only one age group) or Manager (multiple age groups).

Users								+ ∧
Name	E-mail	License level	Season	Age groups	Scouting access		Status	Action
Goodman Saul ✖ +	saul.goodman@gmail.com	Admin	21/22	All	✔		✔	✏ ✖ +

For **existing** coaches click on the "**+**" **to the right of the coach's name** and add the age group of the new season. Choose between User (only one age group) or Manager (multiple age groups).

The coaches will be **informed via email** for which age group(s) they have been added in the new season. The next time they log in, they can change the season in the upper right corner (see first page).

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