

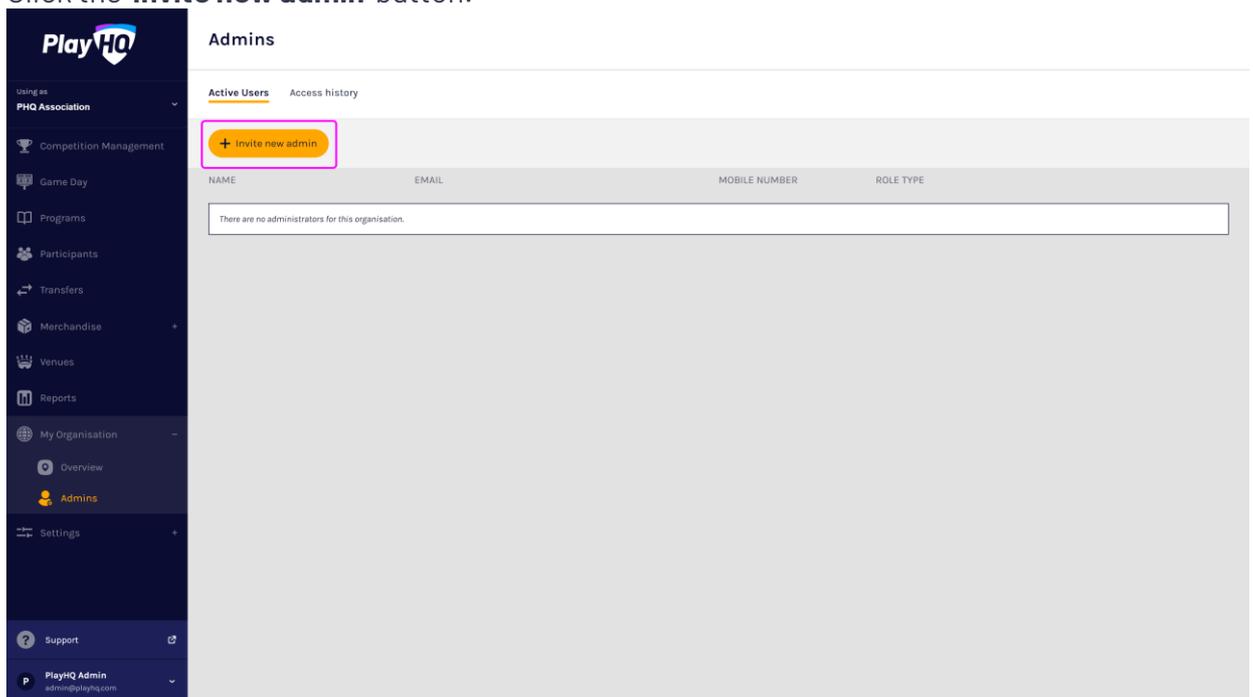
Inviting an administrator to your organisation

PlayHQ Administrators have access to the Administration Portal to manage administrative functions in their organisation(s). Existing administrators can invite additional organisation administrators.

Invite an administrator

To invite an administrator:

1. From the menu, click **My Organisation > Admins**.
2. Click the '**Invite new admin**' button.



The screenshot displays the PlayHQ interface. On the left is a dark sidebar with the PlayHQ logo and a navigation menu. The 'Admins' option is highlighted. The main content area is titled 'Admins' and includes tabs for 'Active Users' and 'Access history'. A yellow button with a plus sign and the text '+ Invite new admin' is highlighted with a red box. Below this is a table with columns for NAME, EMAIL, MOBILE NUMBER, and ROLE TYPE. A message box below the table states: 'There are no administrators for this organisation.'



3. Enter the **Admin Details** for the administrator you are inviting.

My Organisation > Admins > Invite new admin

Invite new admin Cancel

Admin Details

First name*

Last name*

Email*

Mobile number*

Role type*

This email address should not be a generic address that is used by multiple people

Field	Description
First Name	First name of the invited administrator
Last Name	Last name of the invited administrator
Email	Email address of the invited administrator. An invitation will be sent to this email address and it will also be used as the username to log in. This email address should not be a generic address that is used by multiple people
Mobile number	The administrator's mobile phone number.
Role type	PlayHQ has a range of role types available with varying degrees of access. Learn more about Administrator Role Types . <ul style="list-style-type: none"> <ul style="list-style-type: none"> Super Admin is the highest level of administrator who can access all functionality and organisations. They are only available to the governing body. Administrative Body Admin generally works at the state or region (metro, country, regional) organisation level and can only

access their own organisation and child organisations.

- **Full Access Admin** is generally an Association or League administrator who can only view their own organisation.
- **Affiliate Admin** is an association admin who can access their organisation and child club organisations.
- **Club Admin** can only access their own club organisation.
- **Electronic Scoring Admin** only has permission to access the [PlayHQ electronic scoring portal](#).

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4. Click **Invite Admin**. An invite will be sent.

The invitation is valid for seven days before the status is marked as "Expired", and the email invitation will no longer work. You can resend an invite to the same email address.

The screenshot displays the PlayHQ mobile application interface. On the left is a dark blue sidebar with the PlayHQ logo at the top and a list of navigation options: PHQ Association, Competition Management, Game Day, Programs, Participants, Transfers, Merchandise, Venues, Reports, My Organisation, Overview, Admins (highlighted), Settings, Support, and PlayHQ Admin. The main content area is titled 'My Organisation > Admins > Invite new admin' and 'Invite new admin'. In the top right corner, there is a yellow 'Invite admin' button and a grey 'Cancel' button. The 'Admin Details' form contains the following fields: 'First name*' with the value 'Sam', 'Last name*' with the value 'Edwards', 'Email*' with the value 'sam.edwards@playhq.com', 'Mobile number*' with a dropdown menu showing a flag icon and the value '0491 570 158', and 'Role type*' with a dropdown menu showing 'Full Access'.

The administrator details will appear on the **Active Users** tab.

The screenshot displays the PlayHQ Admins management interface. On the left is a dark sidebar with the PlayHQ logo and a navigation menu including: Competition Management, Game Day, Programs, Participants, Transfers, Merchandise, Venues, Reports, My Organisation (with sub-items Overview and Admins), Settings, Support, and PlayHQ Admin. The main content area is titled 'Admins' and has two tabs: 'Active Users' (selected) and 'Access history'. A yellow button labeled '+ Invite new admin' is visible. A green notification bar states 'The user has been invited successfully'. Below this is a table with columns: NAME, EMAIL, MOBILE NUMBER, and ROLE TYPE. One user is listed: Sam Edwards, with email sam.edwards@playhq.com, mobile number 0491570158, and role Full Access. An 'Edit' button is next to the user's name.

NAME	EMAIL	MOBILE NUMBER	ROLE TYPE
Sam Edwards	sam.edwards@playhq.com	0491570158	Full Access