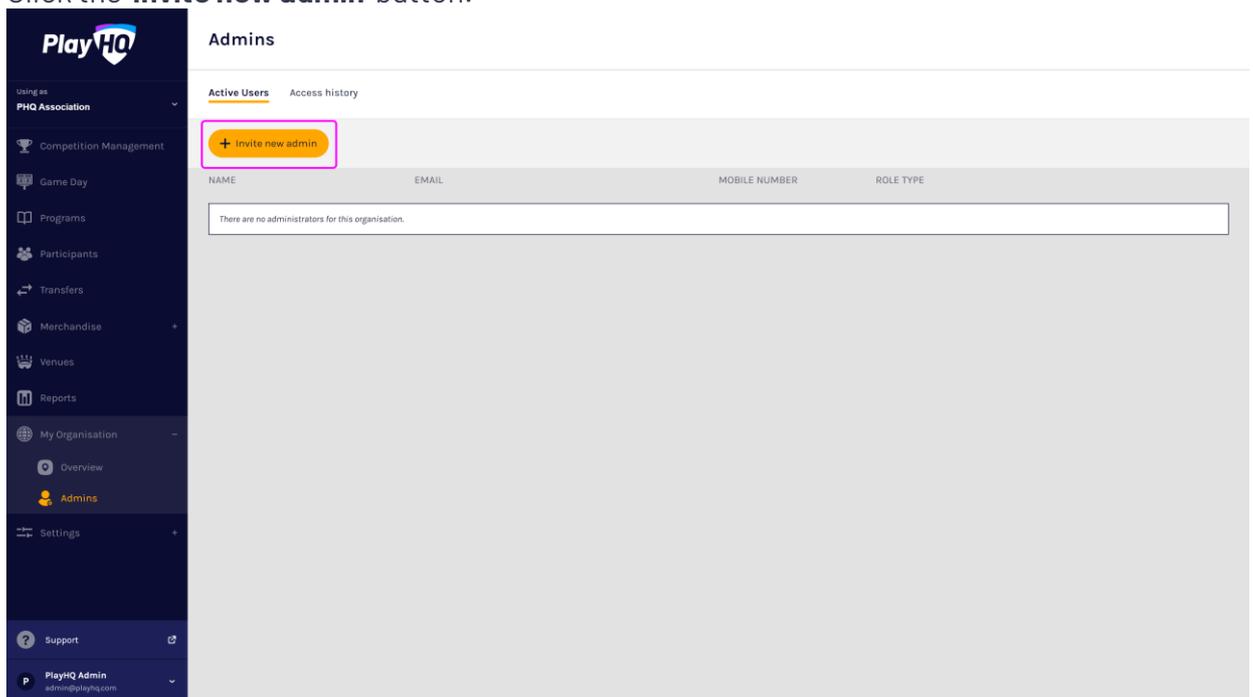# Inviting an administrator to your organisation

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.

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

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