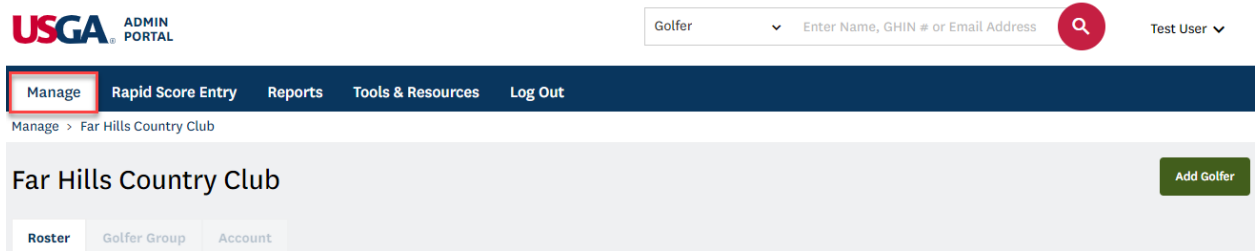


Club – Manage Users

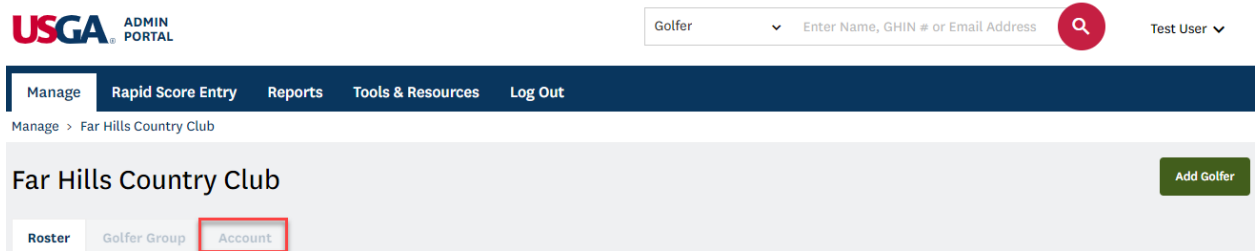
The Club Manage Users section allows Club Users to create, view and manage Users within their Club.

Accessing Manage Users

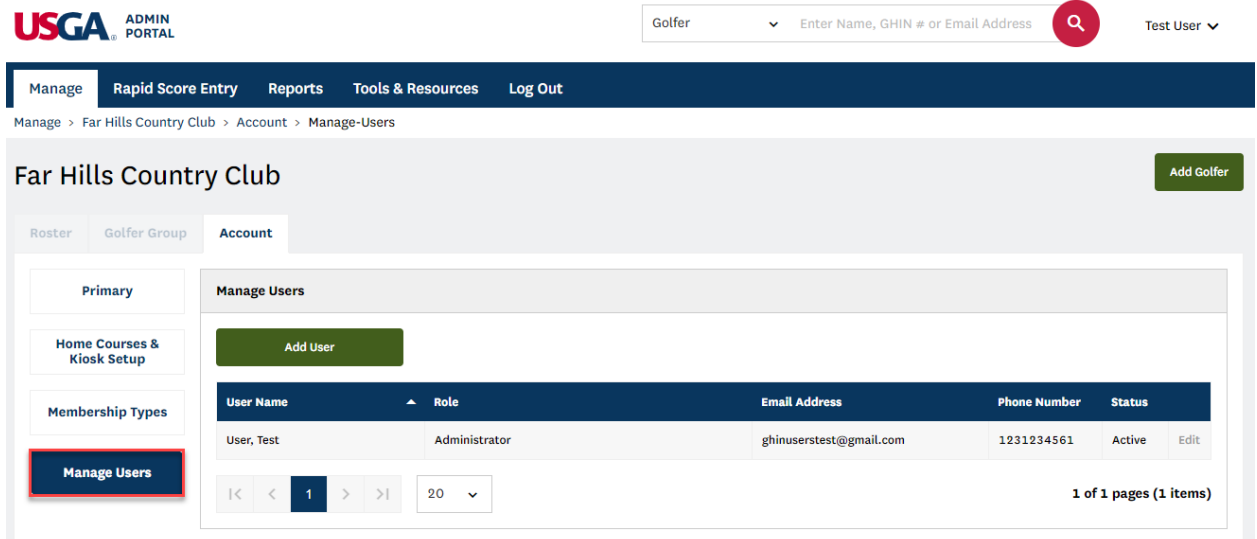
1. To access Manage Users, click “Manage” on the top navigation bar.



2. Click “Account” to access the Club Account tab.



3. Then click “Manage Users” to access the User Management section.



Adding a User

1. Click “Add User” to create a new User for your Club.

The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with a dropdown menu set to 'Golfer' and a search icon. Below the search bar is a navigation menu with options: Manage, Rapid Score Entry, Reports, Tools & Resources, and Log Out. The breadcrumb trail reads: Manage > Far Hills Country Club > Account > Manage-Users. The main content area is titled 'Far Hills Country Club' and includes an 'Add Golfer' button. Underneath, there are tabs for 'Roster', 'Golfer Group', and 'Account'. The 'Account' tab is active, showing a 'Manage Users' section. On the left, there are sidebar options: Primary, Home Courses & Kiosk Setup, Membership Types, and a 'Manage Users' button. The main 'Manage Users' area features a table with columns: User Name, Role, Email Address, Phone Number, and Status. A table row shows 'User, Test' as Administrator with email 'ghinuserstest@gmail.com' and phone '1231234561'. A table footer indicates '1 of 1 pages (1 items)'. A red box highlights the 'Add User' button at the top of the table.

2. You will first be asked to enter the User’s email address and click “Continue.” We will then search to see if the individual is an existing user.

The screenshot shows a modal window titled 'Add User' with a close button. Below the title is a form with a label 'Email *' and a text input field containing 'TestUser@USGA.org'. To the right of the input field is a blue 'Continue' button, which is highlighted with a red box.

3. If the email address lookup does not return a match, you will be presented with a form to enter the individual’s name and contact information. At the bottom of the form, you will be asked to designate a Role and can set the account status.

Note: Clubs can assign Roles as “Administrators” (who have all full read and write access) or “Admin-Read Only” (who have read-only access). There is no limit to the number of users that can be added.

4. Click “Save” to create the User. The User will receive an email to the supplied email address asking them to set a password in order to complete their account setup.

+ Add User **×**

Prefix

First Name * Middle Name

Last Name * Suffix

Phone * Email *

Role *

Active

5. If the email address lookup returns a match, the form will be pre-populated with the User's contact information. Make any necessary updates and select a role before adding them to your club.
6. Click "Save" to add the User to your Club.
7. Existing Users will receive an email notification informing them of their new permissions.

Editing a User

1. To edit a User, click “Edit” to the right of the User’s status.

The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with the text "Enter Name, GHIN # or Email Address" and a "Test User" dropdown. Below this is a navigation bar with "Manage", "Rapid Score Entry", "Reports", "Tools & Resources", and "Log Out". The main content area is titled "Far Hills Country Club" and includes a "Manage Users" button. A table with columns "User Name", "Role", "Email Address", "Phone Number", and "Status" is displayed. The "Status" column for the first user has an "Edit" button highlighted with a red box. The table also includes pagination controls showing "1" of "20" items.

2. Apply any necessary changes to the User’s contact information or role. Click “Save” to apply the changes.
3. To activate or inactivate a user, select or deselect the checkbox next to Active. Click “Save” to apply the changes. The status will display to the right of the User’s phone number on the Manage Users screen.

The screenshot shows the "Edit Test User" form. It includes the following fields and controls:

- Prefix:
- First Name *:
- Middle Name:
- Last Name *:
- Suffix:
- Phone *:
- Email *:
- Role *:
- Active:
- Buttons: "Cancel" and "Save" (highlighted with a red box).