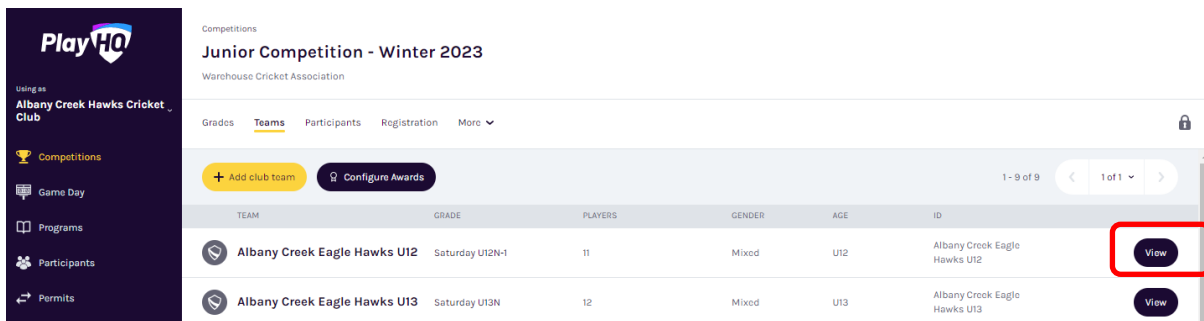


Allocating Coach/Manager and Enabling Team Management Access

The following process gives the person management access in their MyTeams area. If they also need access to E-Scoring, you will need to either grant them Electronic Scoring Admin access or provide them with a generic E-Scoring login.

1. Login to your PlayHQ Admin account.
2. Select the competition you require in the **Competitions** menu.
3. Open the **Teams** tab.



4. Click **View** beside the team you require.
5. Click on **Allocate Coach** or **Allocate Team Manager**.



The list that displays will be filtered by whether the person registered themselves as Coach or Team Manager. Also, by default, the list only displays those people who haven't already been allocated to a team in the selected capacity. There may be circumstances where the same person has put their hand up to coach a morning team and an U14 team in the afternoon. In this case, you would deselect **Unallocated**.



Note: If you have a person who is coaching one team and managing another, they would need to register themselves twice, i.e. as Coach and as Team Manager.

Gender: All From DOB: DD/MM/YYYY To DOB: DD/MM/YYYY Unallocated

6. Select the box on the right-hand side of the person you require and click **Allocate Coach** or **Allocate Team Manager**.

Team Manager

Team Manager

Allocate 1 Team Manager Cancel

The selected person will now appear under **Coach** or Team Manager.

7. Ensure that the toggle on the right-hand side of the person's name has been moved to the right.

Kathy Casey
[Unallocate](#)



The person will now have management access to the team in their public profile (www.playhq.com).



Note: If you haven't granted Management Access as per step 6 above, they will be able to view the team in **MyTeams** but the Management Access won't be available, i.e. they won't be able to update or edit game details.