Managing User Roles
Detailed Coach Enrollment (Administrator)

From the drop down selection choose –Manage All District Users.
Detailed Coach Enrollment (Administrator)

Under ‘Users & Permissions’ a new menu option is available. ‘Detailed User Enrollment’ will allow you to quickly review all role enrollment for your district.
Detailed Coach Enrollment (Administrator)

Each role is listed for each location.
Clicking the role name will show a list of all users assigned to that role.
Detailed Coach Enrollment (Administrator)

For quick management, clicking ‘Manage User Role’ will open a window where all roles assigned to the user can be managed.

*All users assigned to the ‘Secretary – ISD’ role are listed in the above picture.
Role Management of User

Remove any unwanted roles for the user by clicking ‘Deny & Delete this Role’
Managing Roles at the Wrong Level

• In some cases, a user might select a head coach role at the district level. These are hard to spot and can cause a user to get communication not intended for them.
Managing Roles at the Wrong Level

This button will allow you an easy view of all users who have roles at the wrong level. Removing roles that appear in this list will ensure that all users have roles assigned to the correct level/location.

*It’s likely that when viewing the actual user roles you may see duplicate roles. For example a user might have selected HS Head Coach at the district level, and then also selected HS Head Coach at their actual school later. In this case remove the role from the district location, and leave the role at the school location.