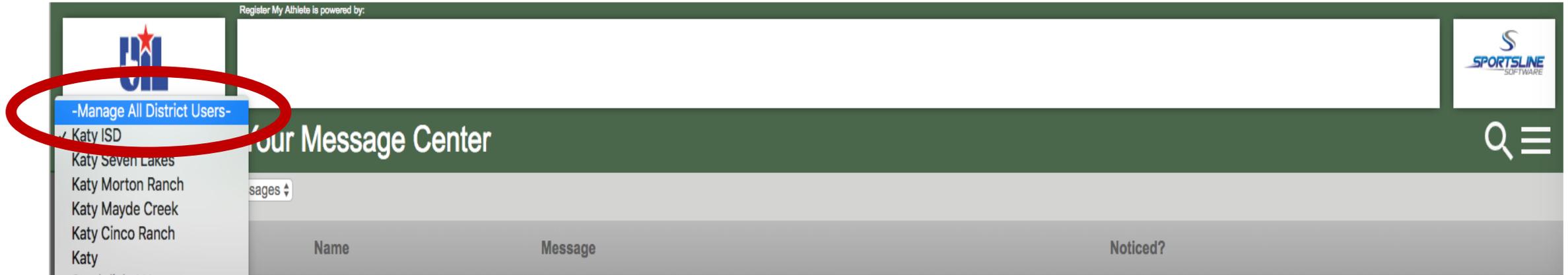


# Managing User Roles

# Detailed Coach Enrollment (Administrator)



Register My Athlete is powered by:

UJL

SPORTSLINE SOFTWARE

Your Message Center

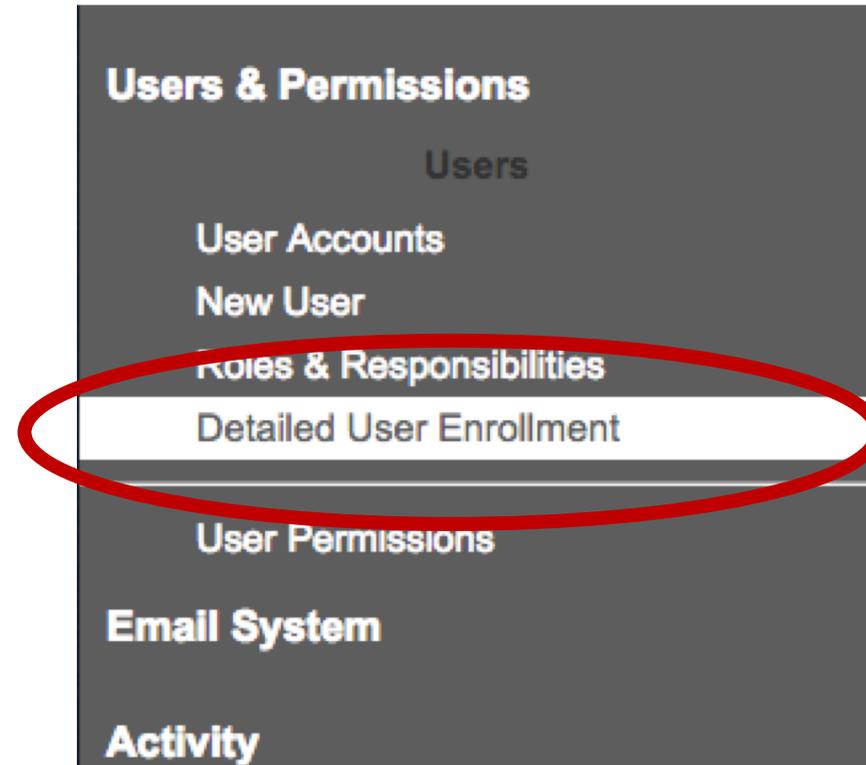
Messages ▾

Name	Message	Noticed?
------	---------	----------

The screenshot shows a web interface for 'Register My Athlete'. At the top left is the 'UJL' logo. A dropdown menu is open, with the first item '-Manage All District Users-' highlighted in blue and circled in red. Other items in the menu include 'Katy ISD', 'Katy Seven Lakes', 'Katy Morton Ranch', 'Katy Mayde Creek', 'Katy Cinco Ranch', and 'Katy'. To the right of the dropdown is the text 'Your Message Center'. Below this is a search bar with a magnifying glass icon and a hamburger menu icon. A table with three columns is visible: 'Name', 'Message', and 'Noticed?'.

From the drop down selection choose –Manage All District Users.

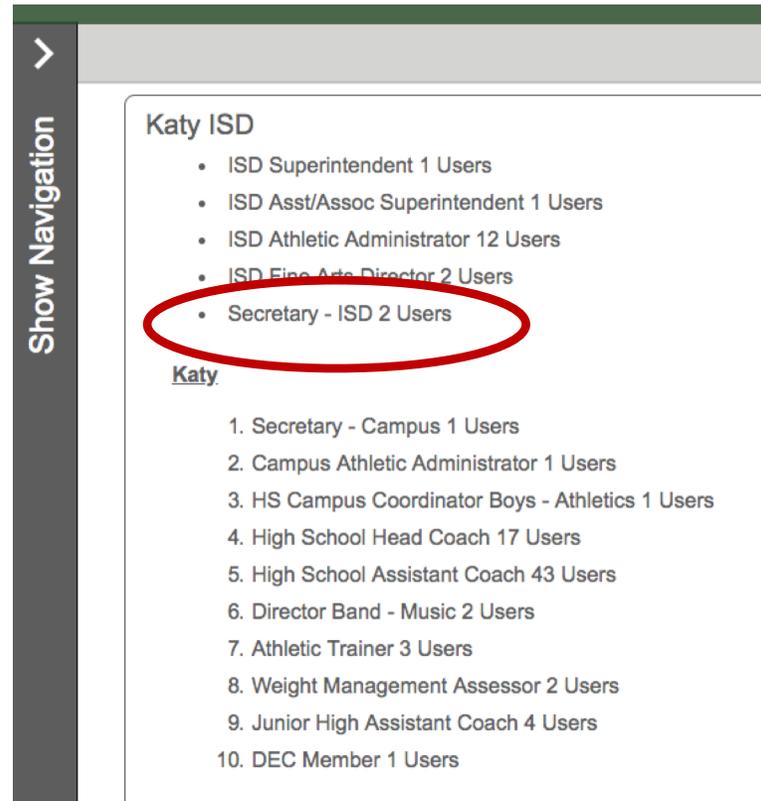
# Detailed Coach Enrollment (Administrator)



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)



The screenshot displays a user interface for managing coach enrollment. On the left, a vertical sidebar contains a right-pointing chevron icon and the text 'Show Navigation'. The main content area is titled 'Katy ISD' and contains a bulleted list of roles:

- ISD Superintendent 1 Users
- ISD Asst/Assoc Superintendent 1 Users
- ISD Athletic Administrator 12 Users
- ISD Fine Arts Director 2 Users
- Secretary - ISD 2 Users

The role 'Secretary - ISD 2 Users' is circled in red. Below this list, the word 'Katy' is underlined, followed by a numbered list of 10 roles:

1. Secretary - Campus 1 Users
2. Campus Athletic Administrator 1 Users
3. HS Campus Coordinator Boys - Athletics 1 Users
4. High School Head Coach 17 Users
5. High School Assistant Coach 43 Users
6. Director Band - Music 2 Users
7. Athletic Trainer 3 Users
8. Weight Management Assessor 2 Users
9. Junior High Assistant Coach 4 Users
10. DEC Member 1 Users

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)

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Manage All District User ▾ Detailed Coach Enrollment Reporting

Show Navigation

Katy ISD

- ISD Superintendent 1 Users
- ISD Asst/Assoc Superintendent 1 Users
- ISD Athletic Administrator 12 Users
- ISD Fine Arts Director 2 Users
- Secretary - ISD 2 Users

Katy

1. Secretary - Campus 1 Users
2. Campus Athletic Administrator 1 Users
3. HS Campus Coordinator Boys - Athletics 1 Users
4. High School Head Coach 17 Users
5. High School Assistant Coach 43 Users
6. Director Band - Music 2 Users
7. Athletic Trainer 3 Users
8. Weight Management Assessor 2 Users
9. Junior High Assistant Coach 4 Users
10. DEC Member 1 Users

User List

• User Name	Secretary - ISD	Manage User Role
• User Name	Secretary - ISD	Manage User Role

OK

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

-Manage All District User ▾ **User Profile Roles for** 🔍 ☰

> Back Add Role

Show Navigation

User Name	Role	Role Location	Current Status	Approve	Deny	Permissions
User Name	Secretary - ISD	Katy ISD	Approved User Name	<span>Approve This Role</span>	<span>Deny &amp; Delete this Role</span>	<span>Manage User Permissions</span>
User Name	Secretary - Campus	Katy Paetow	Approved	<span>Approve This Role</span>	<span>Deny &amp; Delete this Role</span>	<span>Manage User Permissions</span>

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.