

Adding a Club Administrator to MMS

There are two ways to add people as System Administrators to clubs;

- If the person being added has already created an account you can search for them and assign them to be a System Administrator.
- If the person being added has not created an account you can invite them through pre-registering them in the system.

Assigning a person to a Club System Administrator Role

Step 1: Navigate to the Target Organizations Dashboard

- Log into MMS and navigate to your organizations dashboard.
- Select “Organizations” from the main menu.
- Locate the Target Organization in the list and select “Administer”.

VADA

SSC ORGANIZATION HOME MANAGE REPORTS ORGANIZATIONS MY ACCOUNT PERSON SEARCH

Speed Skating Canada

Organizations

Select by: Province/State: Type:

[Refresh List](#) [Add new organization](#)

Type	Name	Status	Online Payments
A club or regional training centre	British Columbia Speed Skating Association	Active	ADMINISTER
A club or regional training centre	Burnaby Haida Speed Skating Association	Active	ADMINISTER
A club or regional training centre	Craig Test Skating Club	Active	ADMINISTER

Step 2: Select the System Administrator Role

- In the “Roles” section of the Dashboard select the “add” link that is in line with System Administrators.

ROLES

System Administrators [add](#)

Officials [add](#)

Board Members [add](#)

Note: You can view the current System Administrators by clicking on the text “System Administrators”

Step 3: Find and add the person

- At minimum enter the first three characters of the person's last name and click find.
- Click the "Select" button next to the person you wish to add to the role.

Craig Test Skating Club
Add Person to Organization in Role: System Administrator

SEARCH USERS

Name:

First Name	Last Name	User Name	Member Number	National Expiry	Birth Year	
Phil	Leitch	pleitch	500005	2016-12-31	2000	<input type="button" value="SELECT"/>
Phil	Leitch	pleitchprov	500052		1980	<input type="button" value="SELECT"/>
Phil	Leitch	pleitchclub	500053		1982	<input type="button" value="SELECT"/>
PhilPD	Leitch	pleitchPD	100003		2000	<input type="button" value="SELECT"/>

- Click in the Start date textbox to view the calendar control.
- Select Today's date or future schedule the date at which you wish the role to become active.
- Optionally enter an end date.
- Click the "Assign" button.

SELECTED PERSON

Member Number: 500005
Name: Phil Leitch
Commonly Used First Name (nickname): Phil
Year of Birth: 2000
Gender: Male

Start Date (yyyy-mm-dd)

End Date (yyyy-mm-dd)

September, 2015

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

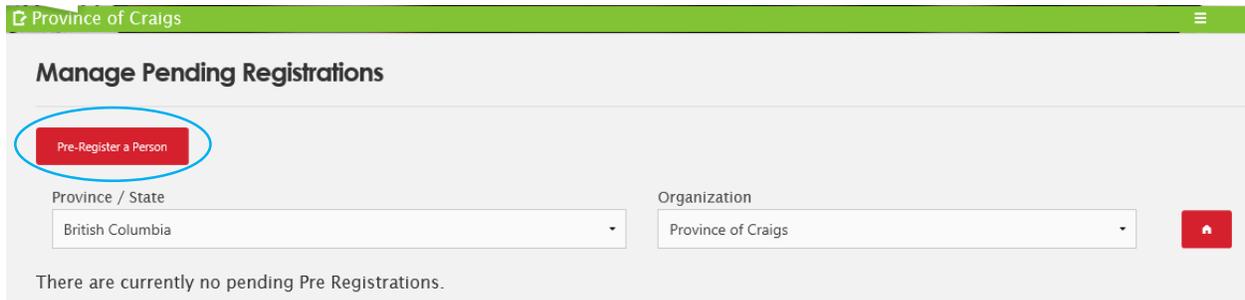
Today: September 2, 2015

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Inviting a person to register in the Club System Administrator Role

Step 1: Navigate to Pre-Registration

- Log into MMS and navigate to your organizations dashboard.
- Select “Manage” >> “Registration” from the main menu.
- Select “Pre-Register a Person”



Province of Craigs

Manage Pending Registrations

[Pre-Register a Person](#)

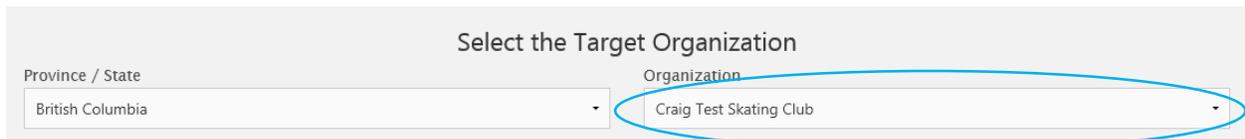
Province / State
British Columbia

Organization
Province of Craigs

There are currently no pending Pre Registrations.

Step 2: Pre-Registration the person in the Role of Club System Administrator

- Select the Target Club from the Organization dropdown.

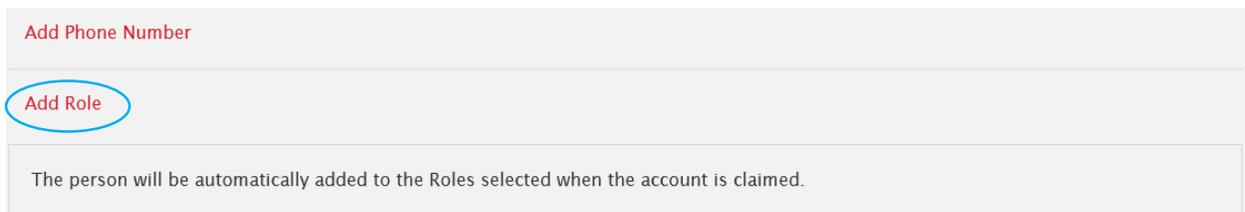


Select the Target Organization

Province / State
British Columbia

Organization
Craig Test Skating Club

- Complete the rest of the fields.
- Click on the link “Add Role”.



Add Phone Number

[Add Role](#)

The person will be automatically added to the Roles selected when the account is claimed.

- Select “System Administrator” form the dropdown.



Add Phone Number

Role
System Administrator

[Add Role](#) | [Remove Role](#)

- Review the information to ensure it is correct and click the “Submit” button.
- An email will be sent to the person. Upon completing registration they will be automatically added to the System Administrator role for the targeted club.