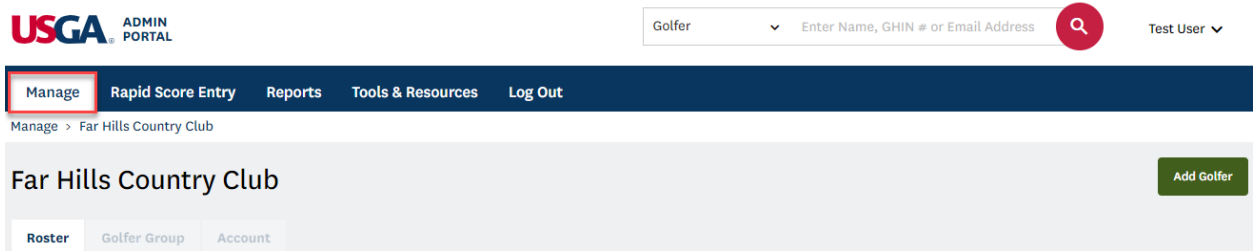


Club – Manage Users

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

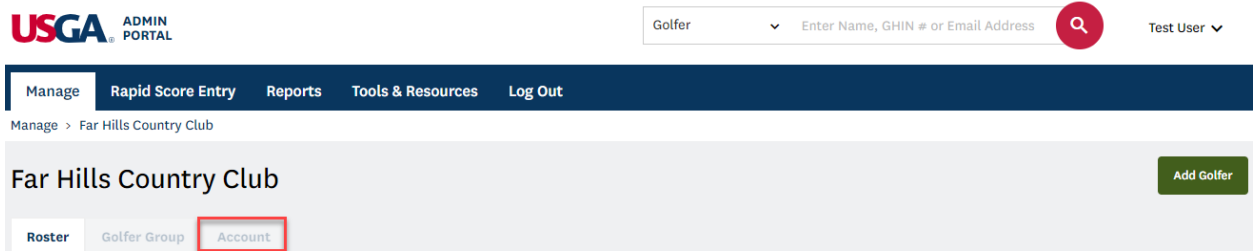
Accessing Manage Users

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



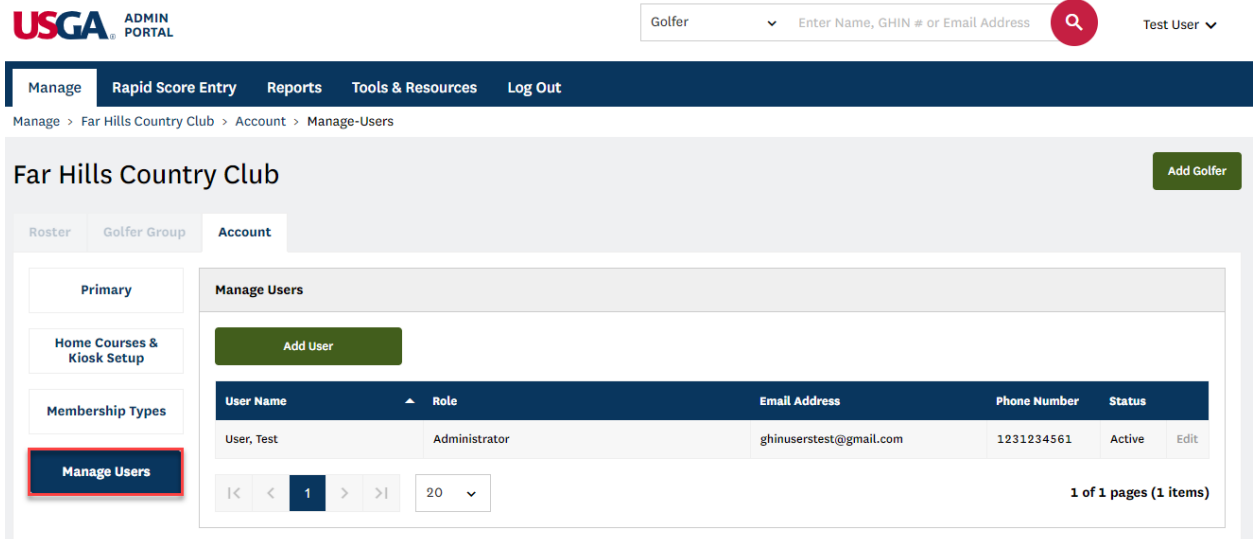
The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with a dropdown menu set to 'Golfer' and a search icon. To the right of the search bar is a user profile dropdown labeled 'Test User'. Below the search bar is a dark blue navigation bar with several menu items: 'Manage', 'Rapid Score Entry', 'Reports', 'Tools & Resources', and 'Log Out'. The 'Manage' button is highlighted with a red rectangular box. Below the navigation bar, the breadcrumb trail reads 'Manage > Far Hills Country Club'. The main content area displays 'Far Hills Country Club' with an 'Add Golfer' button on the right. Below this, there are three tabs: 'Roster', 'Golfer Group', and 'Account'.

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



This screenshot is similar to the previous one, showing the USGA Admin Portal. The breadcrumb trail is 'Manage > Far Hills Country Club'. The main content area shows 'Far Hills Country Club' with an 'Add Golfer' button. Below this, the three tabs are 'Roster', 'Golfer Group', and 'Account'. The 'Account' tab is highlighted with a red rectangular box.

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



This screenshot shows the 'Manage Users' section within the 'Account' tab. The breadcrumb trail is 'Manage > Far Hills Country Club > Account > Manage-Users'. The main content area displays 'Far Hills Country Club' with an 'Add Golfer' button. Below this, there are three tabs: 'Roster', 'Golfer Group', and 'Account'. The 'Account' tab is selected, and the 'Manage Users' sub-tab is highlighted with a red rectangular box. The 'Manage Users' section includes an 'Add User' button and a table with the following data:

User Name	Role	Email Address	Phone Number	Status	
User, Test	Administrator	ghinuserstest@gmail.com	1231234561	Active	Edit

Below the table is a pagination control showing '1' of 20 items. The bottom right corner indicates '1 of 1 pages (1 items)'.

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 the text 'Enter Name, GHIN # or Email Address' 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 current page is 'Manage Users' for 'Far Hills Country Club'. On the left, there are tabs for 'Roster', 'Golfer Group', and 'Account'. The 'Account' tab is active, showing a 'Manage Users' section. In this section, there is a green 'Add User' button highlighted with a red box. Below the button is a table with the following data:

User Name	Role	Email Address	Phone Number	Status	
User, Test	Administrator	ghinuserstest@gmail.com	1231234561	Active	Edit

At the bottom of the table, there is a pagination control showing '1' of 20 items.

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 blue modal window titled 'Add User'. Inside the modal, there is a text input field labeled 'Email *' with the value 'TestUser@USGA.org'. To the right of the input field is a blue button labeled 'Continue', 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 breadcrumb trail reads "Manage > Far Hills Country Club > Account > Manage-Users". The main heading is "Far Hills Country Club" with an "Add Golfer" button. On the left, there are tabs for "Roster", "Golfer Group", and "Account", with "Account" selected. Below the tabs are sections for "Primary", "Home Courses & Kiosk Setup", and "Membership Types", along with a "Manage Users" button. The "Manage Users" section contains an "Add User" button and a table with columns: "User Name", "Role", "Email Address", "Phone Number", and "Status". A red box highlights the "Edit" button in the "Status" column of the first row. Below the table is a pagination control showing "1" of "20" items and "1 of 1 pages (1 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" modal form. It has a blue header with a plus icon, the text "Edit Test User", and a close icon. The form contains the following fields:

- Prefix: empty text input
- First Name *: "Test" text input
- Middle Name: empty text input
- Last Name *: "User" text input
- Suffix: empty text input
- Phone *: "1231231234" text input
- Email *: "testuser@usga.org" text input
- Role *: "Administrator" dropdown menu
- Active: checked checkbox, highlighted with a red box

At the bottom, there are two buttons: "Cancel" (grey) and "Save" (blue), with the "Save" button highlighted with a red box.