Creating Accounts and Assigning Permissions
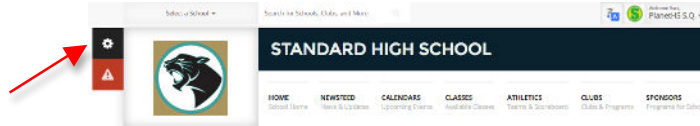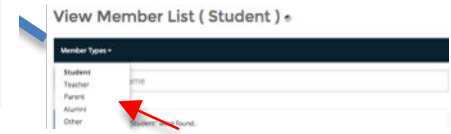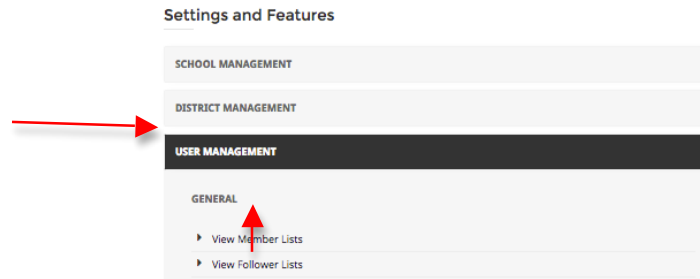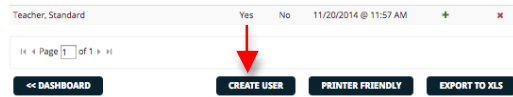User Management- School Dashboard

1. Once logged in, click on the School Dashboard settings wheel located near the top left-hand corner of your page
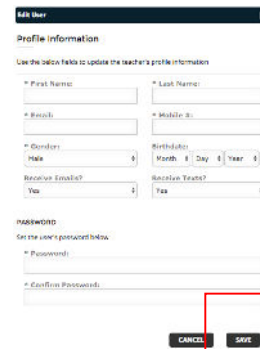

2. Click on the *User Management* section

3. Click on *View Member List*
4. Choose teacher as the *Account Type*
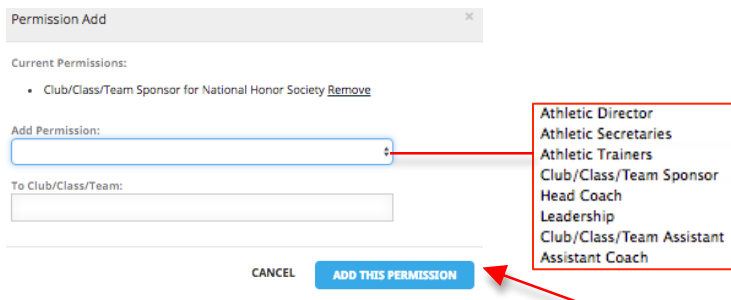5. Near the bottom of the list, click *Create User* button

6. Complete User Profile Information, Click Save
   a. You have now created this person's account

7. Click on the green plus sign (+) for the person you wish to assign permissions

8. Select the permission for this specific user
   a. If Athletic Director or Athletic Secretary is chosen, leave the Club/Class/Team field blank
   b. If assigning Club, Class, or Team Sponsor Permissions/Head Coach, type the name of the Club/Class/Team (CCT) and select the CCT from the dropdown list that appears
9. Click the *Add This Permission* button.