How to Grant Admin Permissions in the National Registration System

You must have "Org Admin" or "Webmaster" permissions/roles to assign roles.

NOTE: Unlike KYCK Play which had multiple roles and permissions for both Clubs and Teams, SportsEngine offers **one**. Assigning a member of your Club a "Organization Administrator" role will allow that user to have admin access to your entire SportsEngine HQ.

Important Announcement! A "Governing Season Admin" role that will only allow the member to access the Governing Season tab is coming soon!

Assign Organization Roles

An Organization Administrator has access to all SportsEngine HQ tools for an organization and can assign organization roles to other members.

1. Sign in and click on the gray **Admin** gear in the top-left corner of the site.
2. Once in "SportsEngine HQ" click on the **Members** tab then choose **Directory**.
3. Search for the person that you want to assign a role to and click into their profile.
4. Choose the **Roles** sub tab.
5. In the middle of the screen under *Organization Roles*, click **Assign Role**.
6. Choose a role and click **Save**.

Related Information

To assign permissions to a staff member, they must be a Member within your Member Directory.