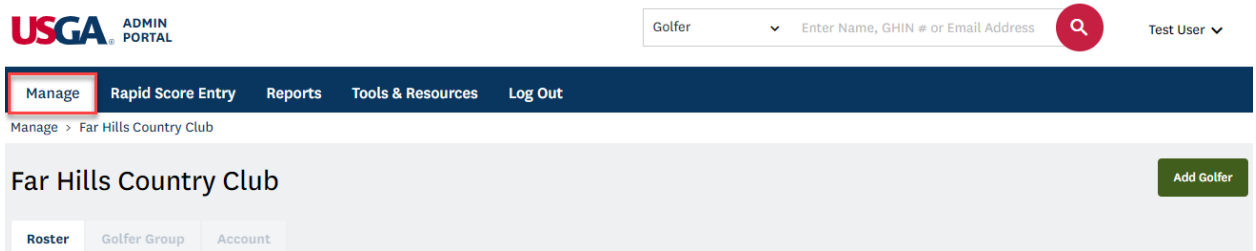


# Club – Manage Users

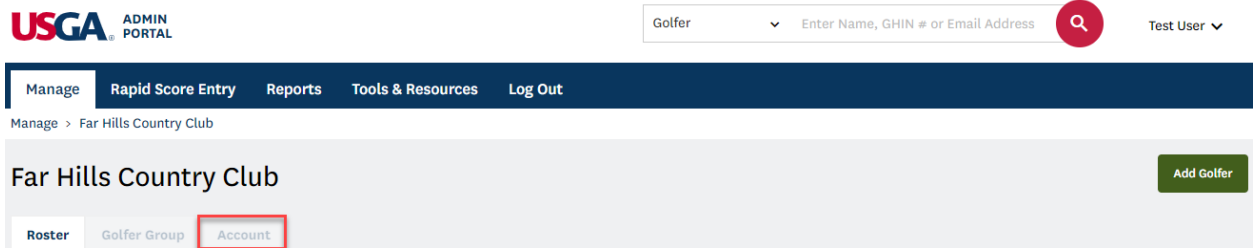
The Club Manage Users section allows Club Users to create, view and manage Users within their Club.

## Accessing Manage Users

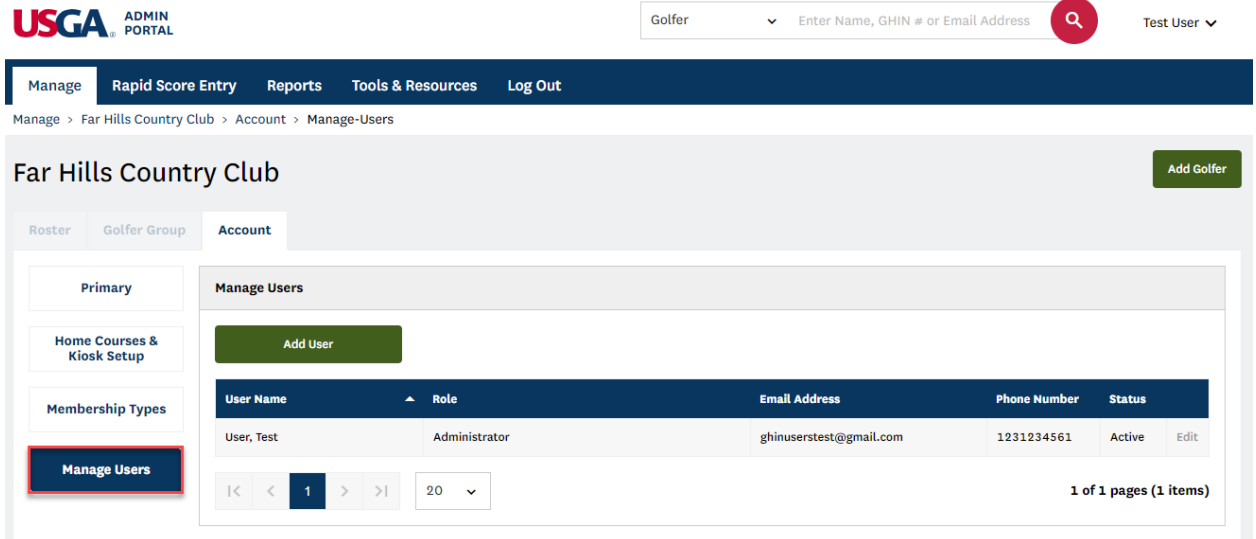
1. To access Manage Users, click “Manage” on the top navigation bar.



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



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



## 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. The user is logged in as "Test User". The main navigation bar includes "Manage", "Rapid Score Entry", "Reports", "Tools & Resources", and "Log Out". The breadcrumb trail is "Manage > Far Hills Country Club > Account > Manage-Users". The page title is "Far Hills Country Club" with an "Add Golfer" button. The "Account" tab is selected, showing a sidebar with "Primary", "Home Courses & Kiosk Setup", "Membership Types", and "Manage Users". The main content area is titled "Manage Users" and features a green "Add User" button. Below this is a table with columns: "User Name", "Role", "Email Address", "Phone Number", and "Status". The table contains one entry: "User, Test" with the role "Administrator", email "ghinuserstest@gmail.com", and phone number "1231234561". The status is "Active" with an "Edit" link. At the bottom of the table, there are navigation controls 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" with a close button. Below the title bar, there is a text input field labeled "Email" with a red asterisk indicating it is required. The field contains the text "TestUser@USGA.org". To the right of the input field is a blue "Continue" button with a red border.

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

CancelSave

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 the search bar is a navigation menu with options: "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", "Membership Types", and 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 at the end of the first row in the table. 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. The title bar is blue with a plus icon and "Edit Test User" text, and a close icon. The form fields are:

- Prefix:
- First Name \*:  Middle Name:
- Last Name \*:  Suffix:
- Phone \*:  Email \*:
- Role \*: - Active:  Active (highlighted with a red box)

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