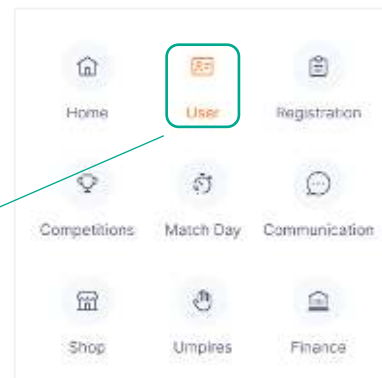
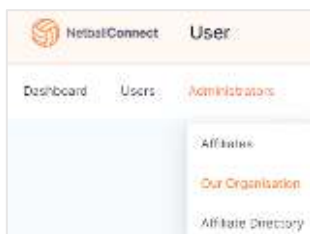


Administrators can add additional admins to their Association, League or Club profile. Associations, Leagues can also do this on behalf of any of their affiliated clubs.

Navigate to the User module.

Select *Administrators > Our Organisation*.



Affiliates - Our Organisation

General Photos Tics

Organisation Name  
Test Association

Organisation Logo

Organisation Type  
Affiliate

Address  
4/599 St. Wills Melbourne, VIC, 3007

Phone Number  
04171220022

Email  
test@gmail.com

Contact

First Name  
First Name

Mobile Name  
Mobile Name

Last Name  
Last Name

Email  
Email

Phone Number  
Phone Number

Permission Level  
[Dropdown menu]

+ Add Contact

Cancel Update

Select **+ Add Contact**. Enter user details in the required fields. The *Permission Level* allows you to select the level of access for this user.

- *Admin* - grants the user access to all levels of the Association/League
- *Umpires Admin* – access to the umpire platform
- *Finance Admin* – access to the finance platform

Upon clicking Update the user is sent an email from Netball Connect with username and password and a link to login as an Administrator.

NOTE: all Netball Connect Association, League and Club administrators must use the Two Factor Authenticator process to login. Details [here](#).

### Reset the Two Factor Authenticator

The Two Factor Authenticator (TFA) can be reset if you have not saved the code to your app or if you have a new mobile. Please contact another administrator of your Association or Club, they can reset the TFA for other admins. The TFA is reset by another administrator through the following steps. Select the User module > search for the administrator -> click on their profile -> hover over 'Action' and select 'Reset TFA'. This will reset the QR code, the administrator can scan the code with the authentication app and enter the new security code generated.