

CEVA

This tutorial will show you how to add the **CEVA office as an administrator** in your SportsEngine HQ. This will allow our staff to help you with building rosters, sending club assignments, etc. If needed.

This is not required of clubs. However, it can help us more effectively assist you to navigate the platform if needed.

The screenshot displays the SportsEngine HQ interface for the Columbia Empire Volleyball Association (CEVA). The top navigation bar includes the SportsEngine logo, the user's name 'CS', and a 'My Organizations' dropdown. The main header features the CEVA logo, the text 'Good evening, CEVA', and a message: 'Here are the latest updates for Columbia Empire Volleyball Association.' Below this, it shows 'Total members 16,573' and a 'GO TO MY WEBSITE' button. The left sidebar contains a navigation menu with options: Home, Members, Financials, Registration, Competition, Promotion, Website, Safety, and Settings. The main content area is titled 'Registration' and includes a sub-header 'View your most important registration information at a glance'. It features a table of active registrations:

These are your highest-performing active registrations How is this determined?	
22-23 CEVA New Club Application Last updated Jun 14, 2023	18 sign-ups
23-24 CEVA New Club Application Last updated Sep 27, 2023	6 sign-ups

Below the table is a link to 'View all registrations'. At the bottom of the main content area, there is a section titled 'Need to collect data for an upcoming event?' with the text 'Create a registration experience that best fits your organization's unique requirements.' and a 'REQUEST A REGISTRATION' button. A 'Need Help?' button is visible on the right side of the page.

START IN YOUR SPORTSENGINE HQ. IT SHOULD LOOK LIKE THE SCREEN ABOVE.

The screenshot shows the CEVA website dashboard. At the top left is the 'sportsengine' logo. The main header area displays 'Good evening, CEVA' and 'Here are the latest updates for Columbia Empire Volleyball Association.' Below this, it shows 'Total members 16,573' and 'cevaregion.org' with a 'GO TO MY WEBSITE' button. A left-hand navigation menu is visible, with 'Members' expanded to show 'Directory', 'Eligibility Search', 'Electronic Documents', and 'Memberships'. An orange arrow points to 'Directory'. The main content area is titled 'Registration' and shows a table of active registrations:

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Below the table is a 'View all registrations' link. At the bottom of the main content area, there is a section titled 'Need to collect data for an upcoming event?' with a 'REQUEST A REGISTRATION' button. A 'Need Help?' button is located on the right side of the dashboard.

- **CLICK ON THE "MEMBERS" MENU.**



- **CLICK ON DIRECTORY.**

Directory

People Clubs Groups and Rosters Admins



Search admins FILTERS

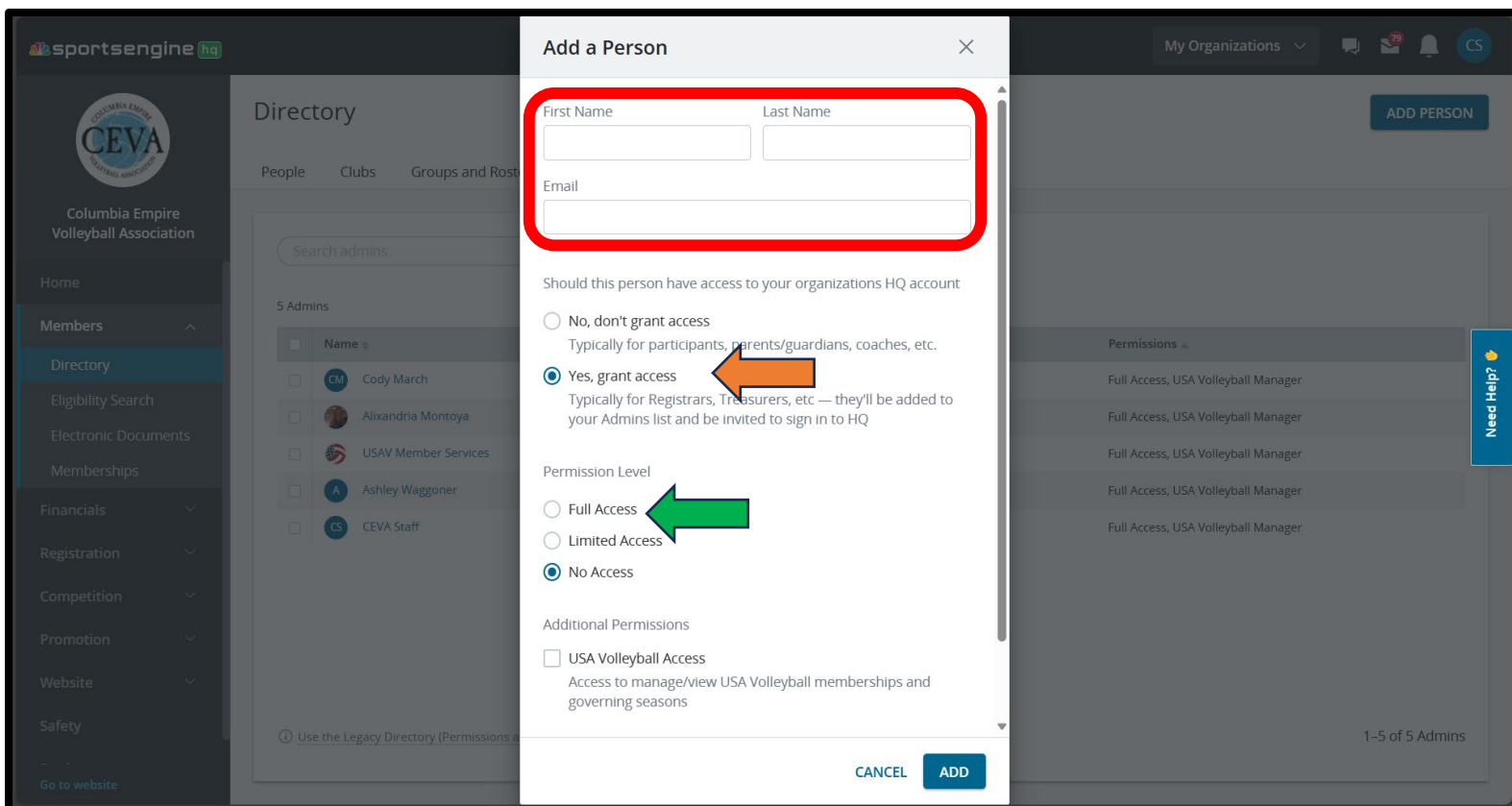
5 Admins

<input type="checkbox"/>	Name	Email	Role	Permissions
<input type="checkbox"/>	Cody March	cody@cevaregion.org	--	Full Access, USA Volleyball Manager
<input type="checkbox"/>	Alexandria Montoya	alix@cevaregion.org	--	Full Access, USA Volleyball Manager
<input type="checkbox"/>	USAV Member Services	membership@usav.org	--	Full Access, USA Volleyball Manager

ADD PERSON

Need Help?

-  • **CLICK ON THE "ADMINS" TAB AT THE TOP OF YOUR DIRECTORY.**
-  • **CLICK ON THE "ADD PERSON" BUTTON IN THE TOP RIGHT ONCE YOUR LIST OF CURRENT ADMINS APPEARS**



- **A NEW "ADD PERSON" WINDOW WILL APPEAR.**

- **TYPE THE FOLLOWING:**

- **FIRST NAME: CEVA**
- **LAST NAME: STAFF**
- **E-MAIL: REGION@CEVAREGION.ORG**



- **CLICK "YES, GRANT ACCESS"**



- **CLICK "FULL ACCESS" UNDER PERMISSION LEVEL.**

CEVA

region@cevaregion.org

Should this person have access to your organizations HQ account

No, don't grant access
Typically for participants, parents/guardians, coaches, etc.

Yes, grant access
Typically for Registrars, Treasurers, etc — they'll be added to your Admins list and be invited to sign in to HQ

Permission Level

Full Access

Limited Access

No Access

Additional Permissions

USA Volleyball Access
Access to manage/view USA Volleyball memberships and governing seasons

Role

Manage

View Only

CANCEL ADD

1-5 of 5 Admins



- CHECK THE "USA VOLLEYBALL ACCESS" BOX
- CLICK THE PULL-DOWN MENU AND CLICK "MANAGE"

CEVA

The screenshot shows the 'Add a Person' modal in the sportsengine interface. The modal has the following sections:

- Permission Level:** Radio buttons for Full Access (selected), Limited Access, and No Access.
- Additional Permissions:** A checked checkbox for 'USA Volleyball Access' with a description: 'Access to manage/view USA Volleyball memberships and governing seasons'. Below it is a 'Manage' dropdown menu.
- Role:** A dropdown menu with options: Sponsorship Director, Communications Director, Member Director, Other (highlighted), Board Member, Director of Coaching, and Apparel Coordinator.
- Buttons:** 'CANCEL' and 'ADD' buttons at the bottom right.

The background shows the 'Directory' page with a list of 5 Admins: Cody March, Alexandria Montoya, USAV Member Services, Ashley Waggoner, and CEVA Staff. A 'Need Help?' button is visible on the right side of the interface.

-  • **IN THE LAST PULL-DOWN MENU – CALLED “ROLE” – SELECT “OTHER”**
-  • **CLICK THE BLUE “ADD” BUTTON**

YOU'RE DONE!