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.

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

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

- **CLICK ON DIRECTORY.**

CEVA

- 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
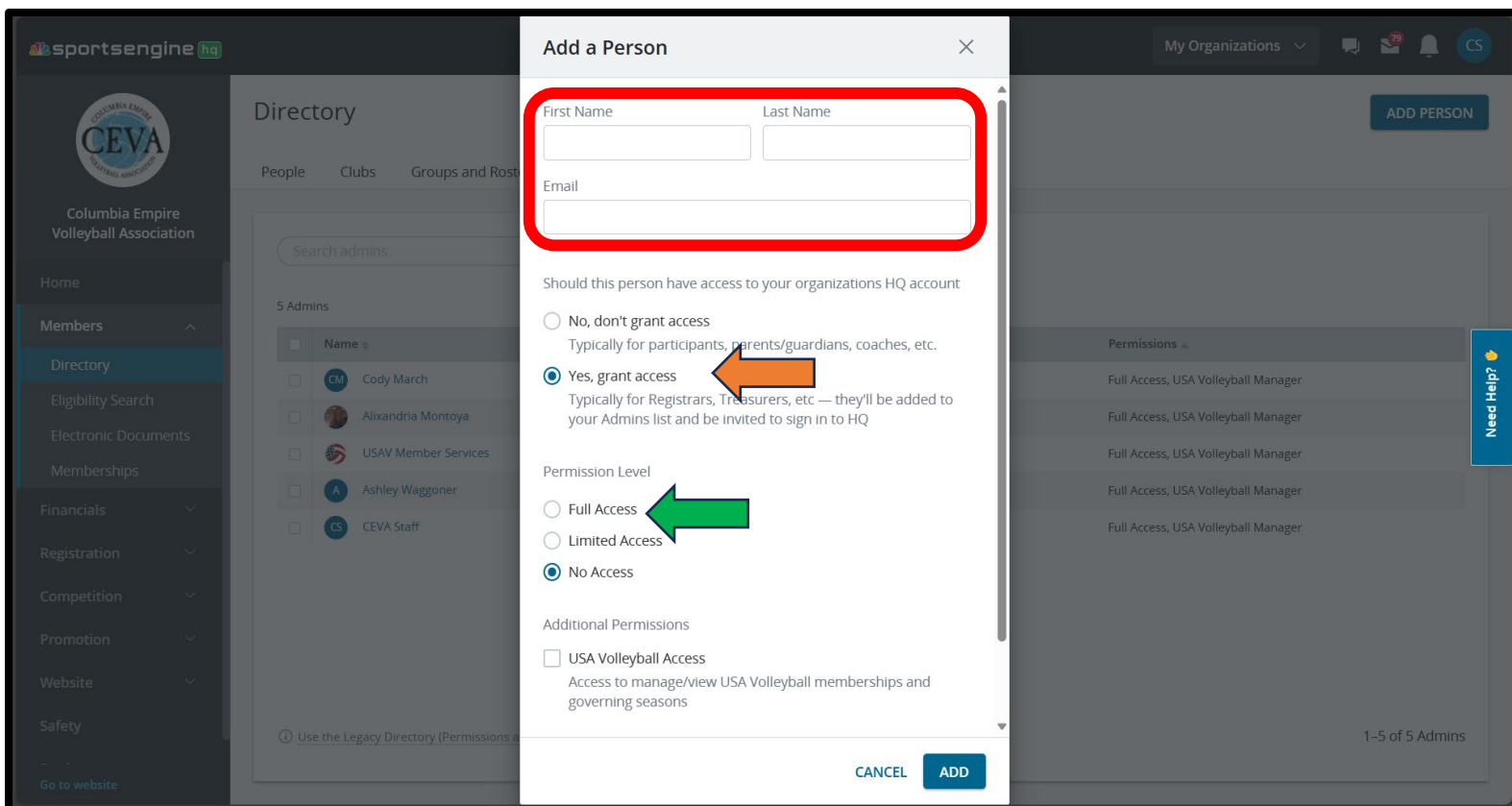
CEVA

- **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.**

- **CHECK THE "USA VOLLEYBALL ACCESS" BOX**

- **CLICK THE PULL-DOWN MENU AND CLICK "MANAGE"**

- **IN THE LAST PULL-DOWN MENU – CALLED "ROLE" – SELECT "OTHER"**

- **CLICK THE BLUE "ADD" BUTTON**

YOU'RE DONE!