

CEVA

This tutorial will show you how to give coaches permission in your SportsEngine HQ to print rosters.

The screenshot shows the SportsEngine HQ interface for the Columbia Empire Volleyball Association (CEVA). The top navigation bar includes the SportsEngine logo, 'My Organizations' dropdown, and user profile 'CS'. The main header area displays a greeting, the organization name, and member statistics. A sidebar on the left lists navigation options like Home, Members, Financials, Registration, Competition, Promotion, Website, Safety, and Settings. The main content area features a 'Registration' section with a table of active registrations.

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

[View all registrations](#)

Need to collect data for an upcoming event?
Create a registration experience that best fits your organization's unique requirements.

[REQUEST A REGISTRATION](#)

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:

These are your highest-performing active registrations How is this determined?	
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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 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 located on the right side of the dashboard.

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



- **CLICK ON DIRECTORY.**



Directory

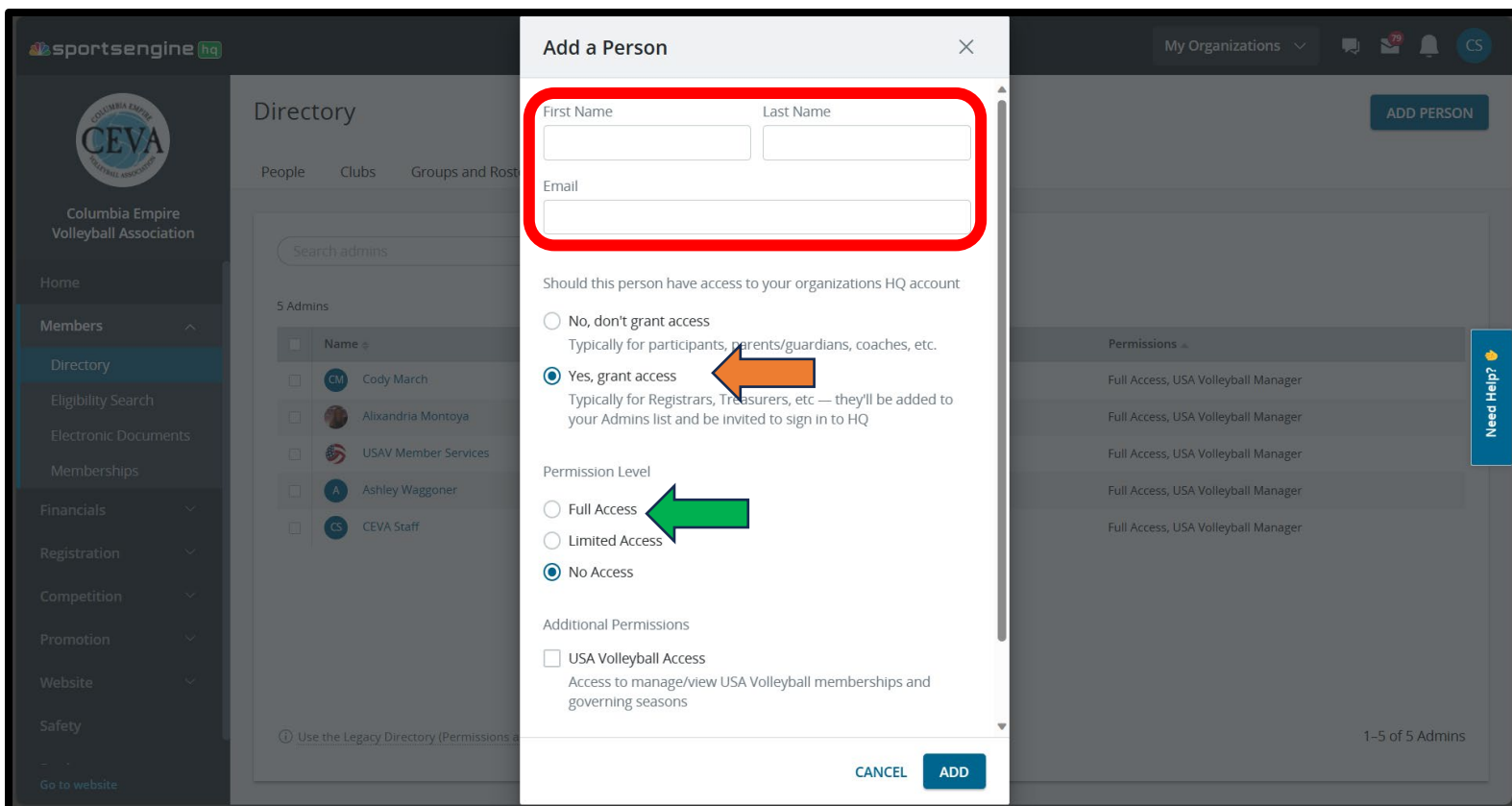
People Clubs Groups and Rosters Admins

Search admins FILTERS

5 Admins



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

-  • **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, LAST NAME, AND
E-MAIL OF COACH**

-  • **CLICK "YES, GRANT ACCESS"**
-  • **CLICK "FULL ACCESS" UNDER PERMISSION LEVEL.**

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 EITHER "MANAGE" OR "VIEW ONLY." IF THE COACH'S ONLY ROLE IN THE HQ IS TO PRINT ROSTERS, WE RECOMMEND THE "VIEW ONLY" FUNCTIONALITY.

CEVA

Add a Person

Permission Level

Full Access
 Limited Access
 No Access



Additional Permissions

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

Role

Sponsorship Director
Communications Director
Member Director
Other
Board Member
Director of Coaching
Apparel Coordinator

CANCEL ADD

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

YOU'RE DONE!