



Granting HQ access to Pioneer Region

Certain functions within the USAV MMS must be completed by the club. A club must grant access to the Region to assist in these functions (Pioneer Region requires all clubs provide the Region access) "Roles" are named permission sets that can be assigned to the region and needed staff members of your club. The recommended access level clubs should provide the region is **Organization Administrator**. This is the same process to give other members of your club access – those who assist with your club administration.

This access level allows Pioneer Region to

- Input teams, players, and staff into the governing season (create and edit teams and rosters)
- See the clubs member directory

Instructions to Grant HQ Access to Pioneer Region

1. Sign into your club "Sports Engine HQ."
2. Click on the Members tab then choose Directory.
3. In the top-right corner of the screen, click Add Person.
4. Input
First Name - PR
Last Name - AdMin
Email - PioneerRegionUSAV@gmail.com
5. Click Add.
6. Pioneer Region will need to Accept the email invitation before you can continue
7. Look for "PR AdMin" in the directory and click into the profile.
8. Click on PR AdMin
9. Choose the Roles sub-tab.
10. Under Organization Roles, click Assign Role, Assign Organizational Administrator role
11. In the middle of the screen, under Assign an Organization Role, click the down arrow next to Select Role.
12. Choose 'Organizational Administrator'
13. Click Save and you are done.

Thanks! Nancy