



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." After you sign in to your Sports Engine account up in the right corner should be a box 'My Organizations' and in the drop Down will be your club name to click on.

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. In the box that pops up click Yes Grant access – Full access and USAV Manager Role “Other” or choose anything