

Quick Reference Guide:

User List

System Administrators (or IT Users) are people who have been authorised and provided access to the administrative side of MyNetball where they can carry out administrative tasks.

A User Account can have one or more User Roles assigned to it, that gives the ability to carry out different tasks, and/or access different parts of the administration site. Any number of User Accounts can be created within an Organisation.

Netball Victoria take the security of members' details that have been recorded in the MyNetball database very seriously!

MyNetball Users from Associations, Leagues and Clubs **must** have their own authorised logins (User ID & Password).

If a user shares their login details with anyone else, it will be considered as a breach of the User Agreement by Netball Victoria and penalties may apply and Users' access to MyNetball may be restricted.

User Agreement forms for Associations, Leagues and Clubs can be found on the Netball Victoria MyNetball Resource Library - <https://vic.netball.com.au/mynetball-resource-library/>

Carefully consider the level of access (User Roles) given to each user, at an Association/League level and at a Club level.

Each role is independent of each other. Netball Victoria recommend that at least two "Super Users" (a User able to do anything) should be set up.

If a User attempts to access a screen without being a member of the appropriate Role, they will be redirected to a 'No Access' screen.

Setting a User to be the 'Principal User' automatically assigns all User roles to this User.

Below are the user roles that can be allocated to users with a brief description of the access permissions

This Quick Reference Guide contains the following information:

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SYSTEM ADMIN	Access to high level system administration.
SITE MANAGER	Higher level website and competition related maintenance which is typically related to 'setup' or 'configuration' tasks, such as <ul style="list-style-type: none"> - Grade setup - Online Form & Registration Product configuration - Registration Types & Registration Period setup - Access to Season & Competition settings - Website tasks - Person Manager capabilities
CONTENT MANAGER	Website content related maintenance. e.g. Create & maintain Html content, home page, news, events, slideshow galleries.
USER MANAGER	Access to create and maintain other users. Warning – any user who has this role can effectively then grant themselves any other role.
EMAIL SENDER	Sending of email messages.
SMS SENDER	Sending of SMS messages & ordering SMS credits.
RESULTS MANAGER	Competition results related maintenance. e.g. Clubs: results & scores update, associations: results, match confirmation, exception reports etc.
UMPIRE MANAGER	Umpire Related tasks.
PERSON MANAGER	Creation and editing person records and tasks related to person records. e.g. Players, Contacts, Umpires and tasks related to person records.
ADMINISTER CHILD	A user within an organisation who manages competitions between 'child' (clubs) can do so directly without requiring a separate login for the 'child'. e.g. An association user with this role can 'administer' one of its participating clubs directly. This option is only available to organisations that have 'child' organisations. e.g. An League/Association can administer clubs underneath it.
FINANCIAL MANAGER	Access to tasks relating to financial information e.g. Payments/subscriptions made by players or other people in the system.

➤ Creating New IT User Accounts

Associations/Leagues are able to add new IT Users to their Child Organisations (Clubs) but to have a new IT User at Association/League level then you need to contact Netball Victoria to complete this process.

Before a new IT User is added, an IT User agreement is to be completed (this included obtaining the necessary signatures) and returned to the relevant people.

i.e. if you are a Club User the form must be signed by your Association or League and returned to them for processing.

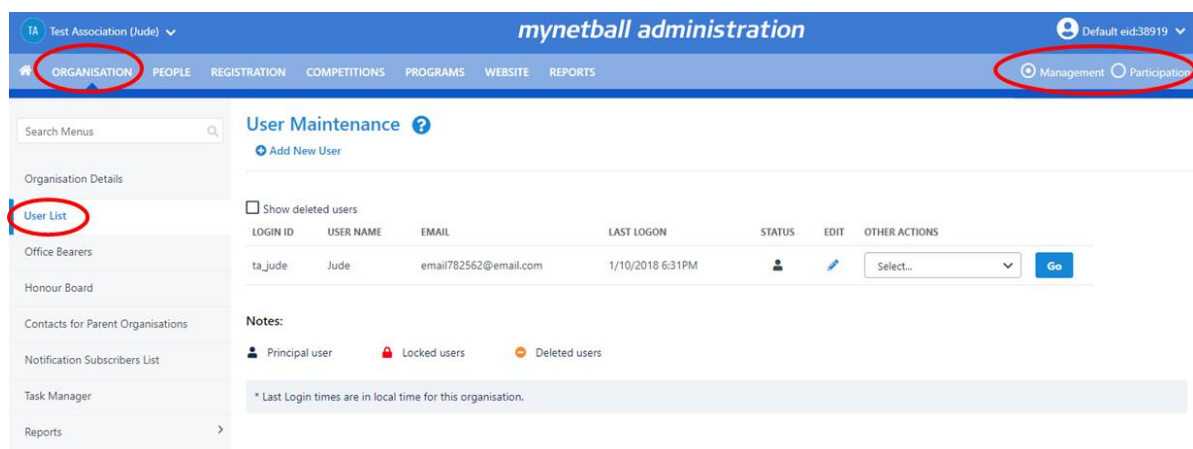
If you are an Association/League, the form needs to be returned to Netball Victoria for processing.

Clubs MUST NOT add IT Users themselves, it must be done by the Association or League.

Once the completed form has been received by the Association/League or Netball Victoria, a new IT User can be added.

NOTE that if you are creating a user for a Club then you will have to administer the club first (otherwise you will be creating the IT User for your Organisation).

Organisation >> User List



Organisation >> User List

The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'ORGANISATION' tab is selected. The left sidebar shows a search menu and a list of options: 'Organisation Details', 'User List' (highlighted), 'Office Bearers', 'Honour Board', 'Contacts for Parent Organisations', 'Notification Subscribers List', 'Task Manager', and 'Reports'. The main content area is titled 'User Maintenance' and includes an 'Add New User' button. Below this is a table of users:

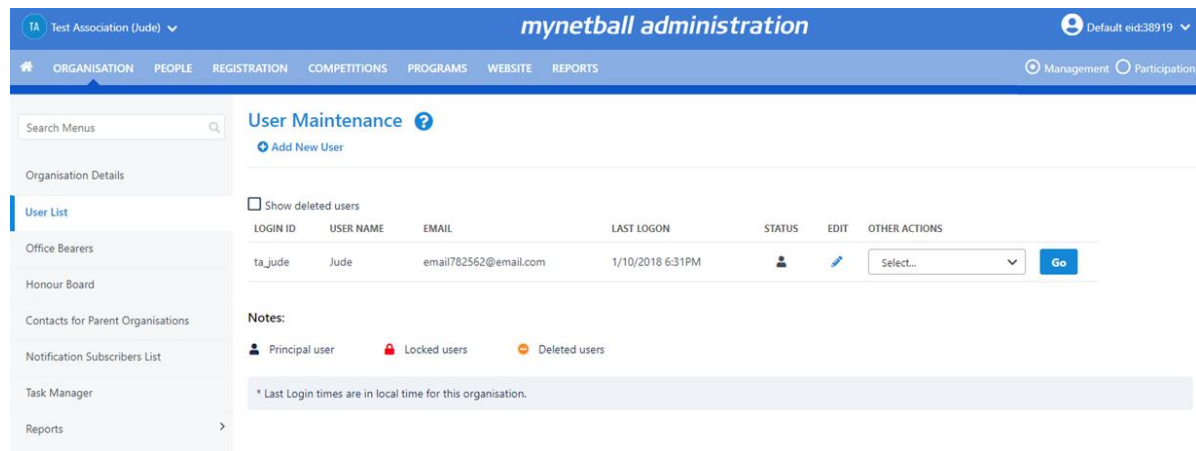
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select...

Below the table, there are notes:

- Principal user
- Locked users
- Deleted users

* Last Login times are in local time for this organisation.

This will bring you to the [User Maintenance](#) page.



User Maintenance

[Add New User](#)

☐ Show deleted users

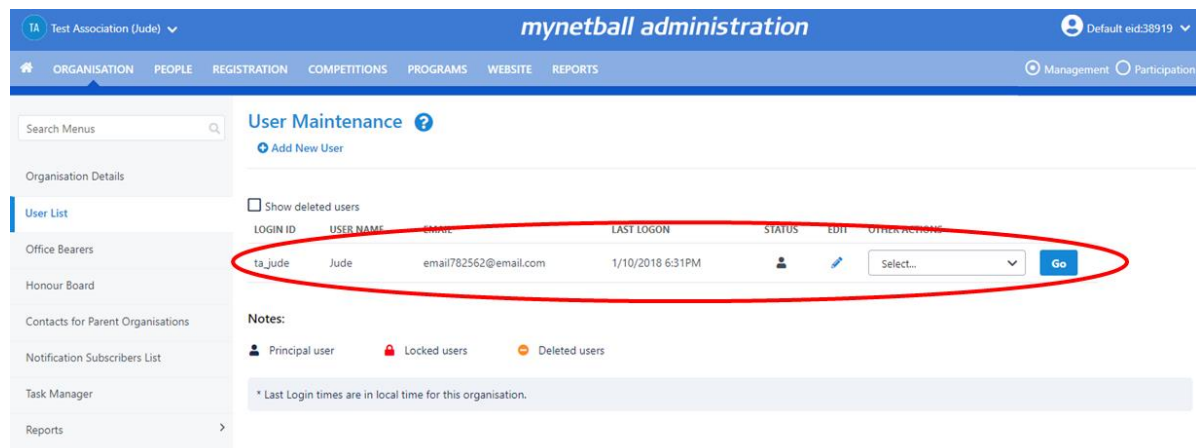
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:

Principal user Locked users Deleted users

* Last Login times are in local time for this organisation.

Here you can see all the IT Users currently set up for the organisation.



User Maintenance

[Add New User](#)

☐ Show deleted users

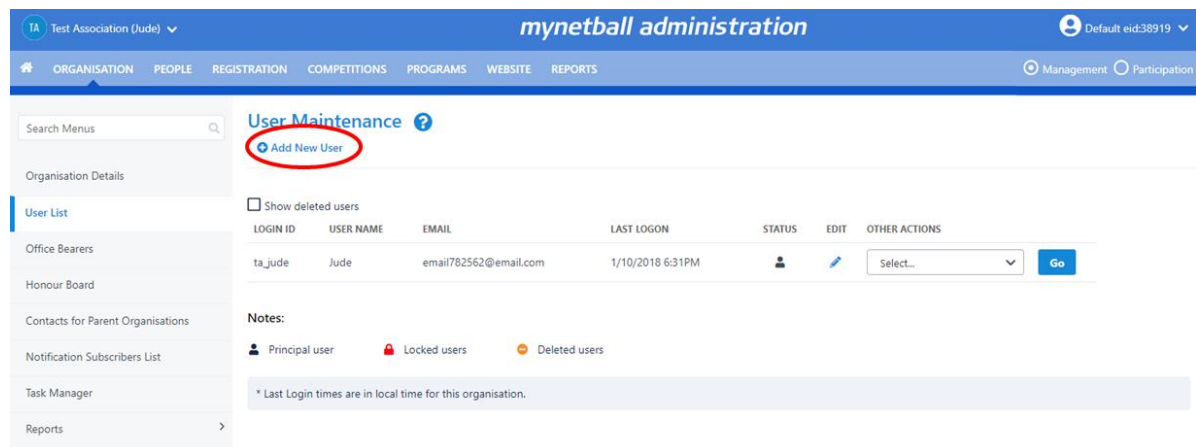
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:

Principal user Locked users Deleted users

* Last Login times are in local time for this organisation.

To add a new IT User, click on **Add New User**.



User Maintenance

[Add New User](#)

☐ Show deleted users

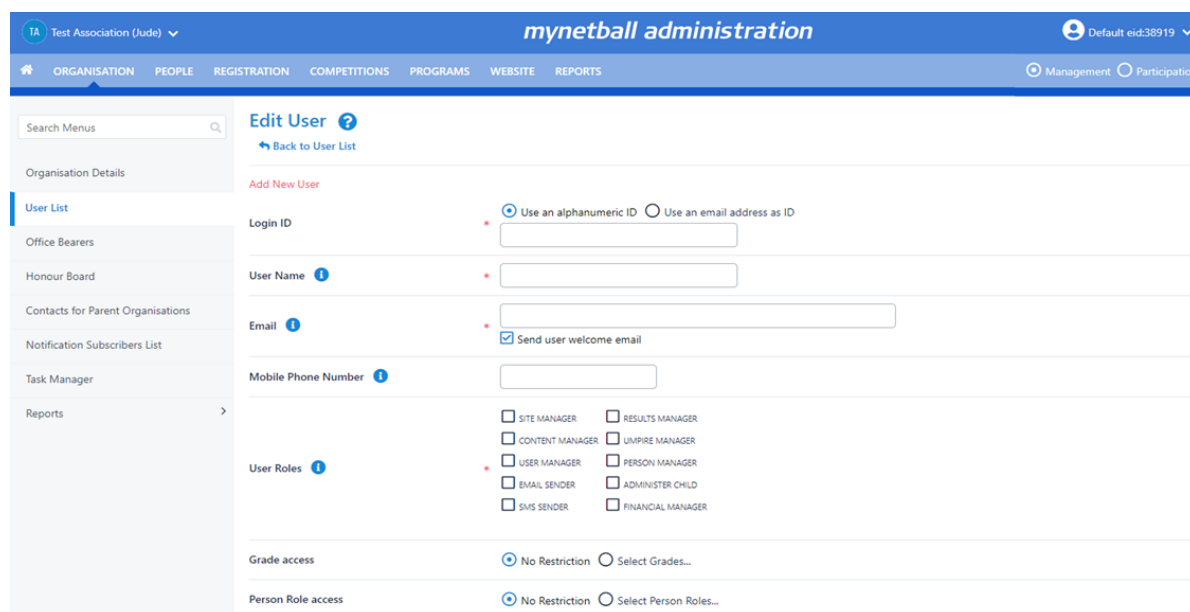
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:

Principal user Locked users Deleted users

* Last Login times are in local time for this organisation.

This will bring you to the [Edit User](#) page where you can enter the details of the person you are adding.



NOTE the following when completing the form:

- **Login ID*.** This is the log-in ID used to log into the system. It must be at least 4 characters.

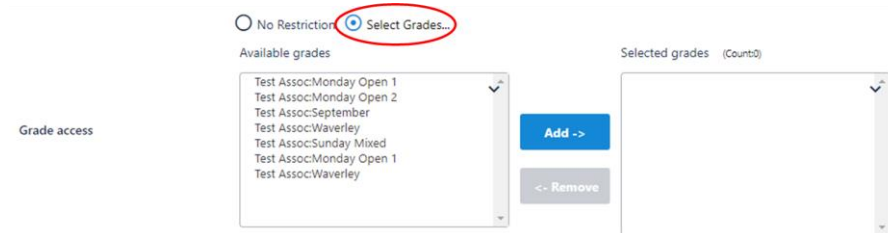
Netball Victoria suggest that you use the acronym for your organisation, along with the first initial and last name of the person being added.
i.e. In the above example you would use TC1_jnash

- **User Name*.** The name User being added
i.e. Judy Nash
- **Email*.** Make sure this is a valid email address for the user.

Any email sent by this user will come from this email address.

- **Mobile Phone Number.** This is optional, but Netball Victoria strongly recommend that you provide a current mobile number as people may need to contact the club and this is a good place to look for a phone number.
- **User Role*.** See User Roles on page 2 for a description of each role. Carefully consider what access each administrator requires.
- **Grade access.** By default, a user has access to all grades that are relevant to their organisation. This can be restricted as follows:

- Click on **Select Grades** which will bring up a list of available grades.



If there are Grades (i.e. you are using the Competition Module) then they will appear in the Available grades box (left).

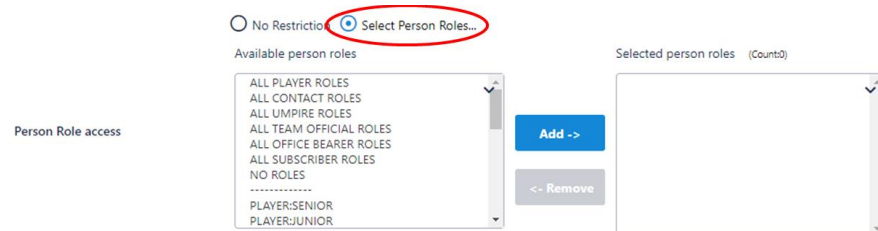
Any of the grades that you want the IT User to have access to need to be in the Selected Grades box (right).

A user which has restricted grades assigned will only see their 'allowed' grades in any grade dropdown list and otherwise will not have access to any restricted grades.

If new grades are added to the organisation (e.g. in a new season), any users that have the Select Grades radio button selected will not automatically have access to the new grade.

- **Person Role access.** By default, a user has access to all person records within their organisation irrespective of the Person Roles (i.e. PLAYER, CONTACT) the person record has. This can be restricted as follows:

- Click on **Select Person Roles** which will bring up a list of available roles.

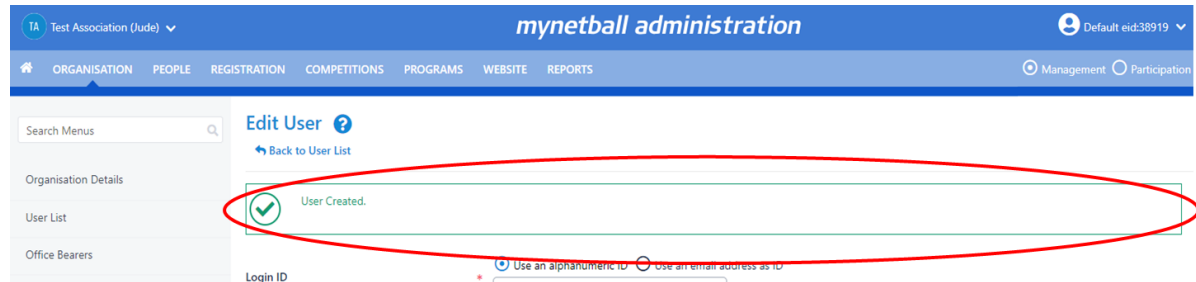


A list of available person roles will appear in the Available roles box (left).

Any of the roles that you want the IT User to have access to need to be in the Selected Roles box (right).

Click **SAVE**

If the IT User was successfully created, it will display at the top of the page.



TA Test Association (Jude) ▼ mynetball administration Default eid:38919 ▼

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Edit User ?

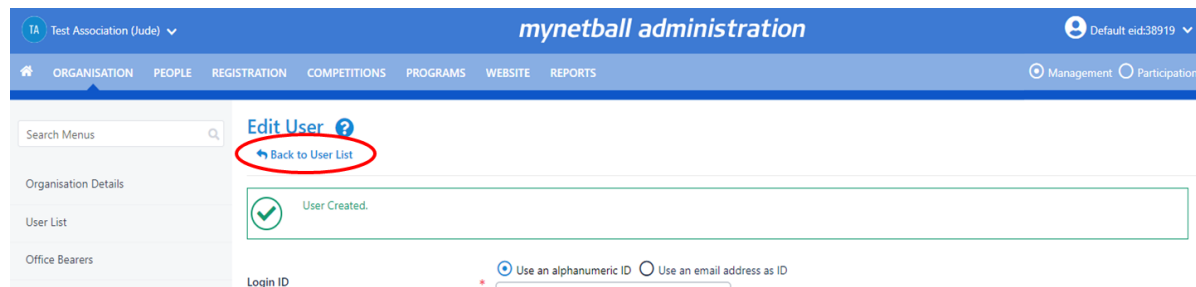
Back to User List

✓ User Created.

Login ID

Use an alphanumeric ID Use an email address as ID

Click **Back to User List** to finish setting up the new IT User.



TA Test Association (Jude) ▼ mynetball administration Default eid:38919 ▼

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Edit User ?

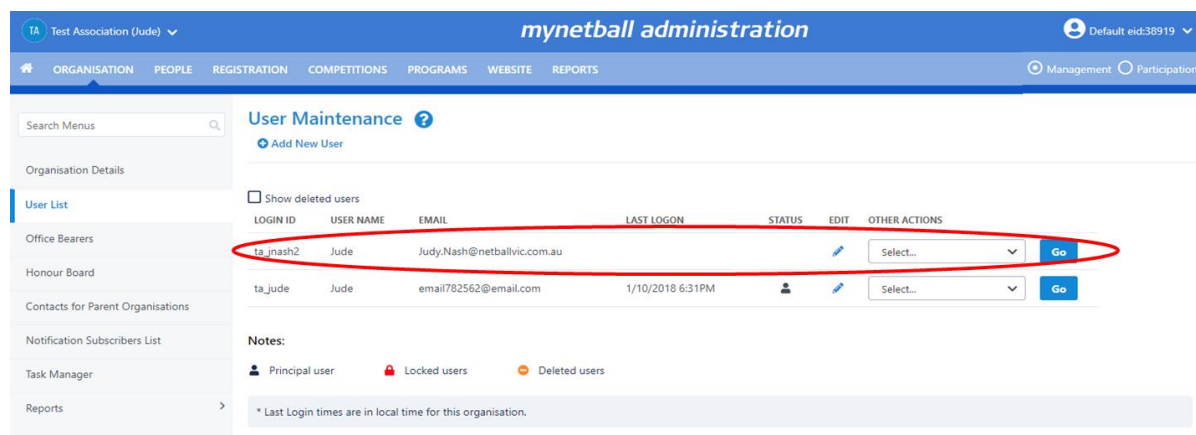
Back to User List

✓ User Created.

Login ID

Use an alphanumeric ID Use an email address as ID

You will see the person you just added in the User List.



TA Test Association (Jude) ▼ mynetball administration Default eid:38919 ▼

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Show deleted users


LOGIN ID	USER NAME	EMAIL	LAST LOGIN	STATUS	EDIT	OTHER ACTIONS
ta_jnash2	Jude	Judy.Nash@netballvic.com.au				Select... Go
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:


Principal user Locked users Deleted users

* Last Login times are in local time for this organisation.

Once you click update, the following email will be sent to the person you just added.

 Thu 12/14/2017 11:10 AM
ResultsVault Administration <rvmailbounce@resultsvault.com>
Welcome to MyNetball

To

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

A user account has been created for you to access MyNetball administration.
You are authorised to administer:

CLUB: Test Club 1


Your Login ID is: **TC1_nvtest**
Your password is:

You may wish to change your password and/or Login ID when you first login.


Go to <https://admin-netball.resultsvault.com> to login.

For help getting started please visit <http://support.resultsvault.com/>.
There is also help available via the menu once you've logged in and via links on most admin pages.

Welcome to MyNetball!

This email was sent via: 

W: www.interactsport.com
E: support@interactsport.com

Powered by: 

This email was sent on behalf of the organisation: Test Club 1. If you wish to be removed from this mailing list, please reply to this email.
Any abuse of the system can be reported to support@resultsvault.com.

It provides the new administrator with their Username and Password.

The IT User can then log in to MyNetball and change the password to something they can remember.

➤ Managing IT Users

At the end of each season, as you start to prepare for the new year/season, Netball Victoria recommend that you take the time to tidy up your System Administrators/IT Users.

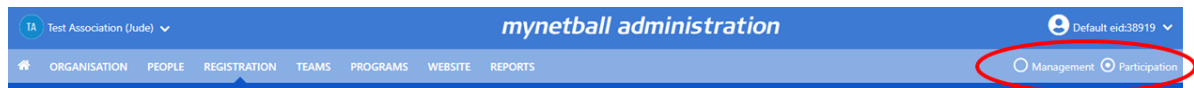
During the season people may have joined the committee of your organisation, changed roles within your organisation or they may have left the organisation altogether.

It is important to keep your IT User List up-to-date so that only those people who need/should to have access to the administrative side of MyNetball are in the list.

It is also important to manage to roles of your IT Users as their responsibilities within your organisation might change and you need to adjust their roles accordingly.

The below process is that same whether you are an Association, League or Club. You would just be in different Modes.

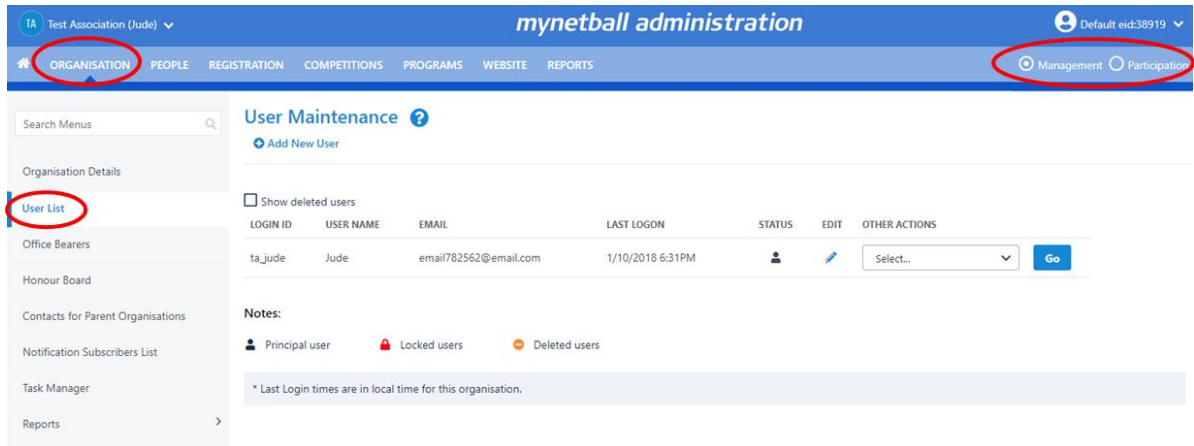
Associations & Leagues can manage their products under **Management** or **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.



Organisation >> User List



mynetball administration

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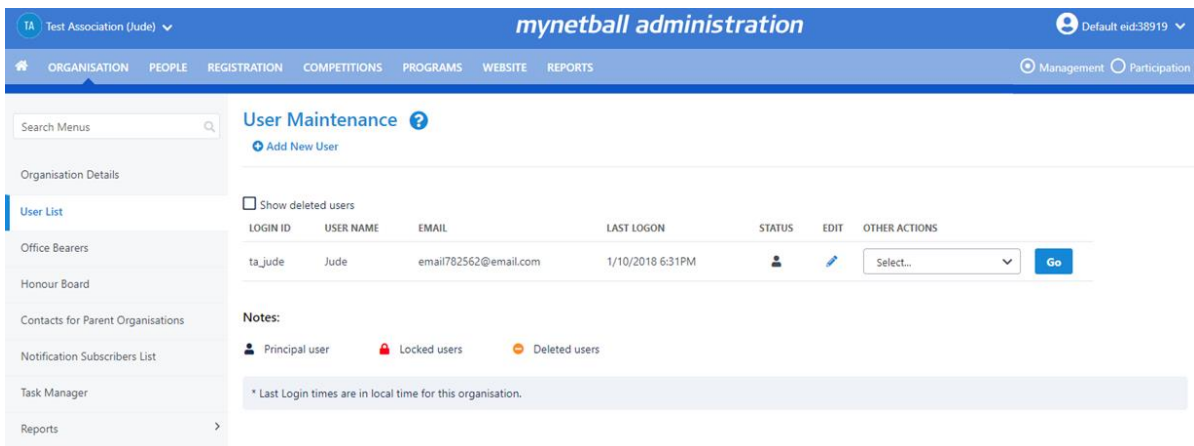
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:

Principal user Locked users Deleted users

* Last Login times are in local time for this organisation.

This will bring you to the [User Maintenance](#) page.



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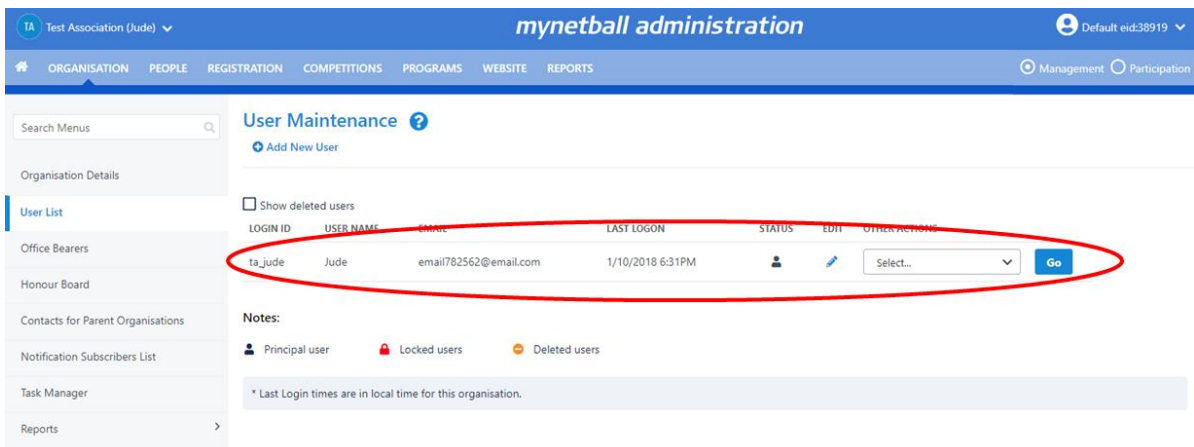
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:

Principal user Locked users Deleted users

* Last Login times are in local time for this organisation.

Here you can see all the IT Users currently set up for the organisation.



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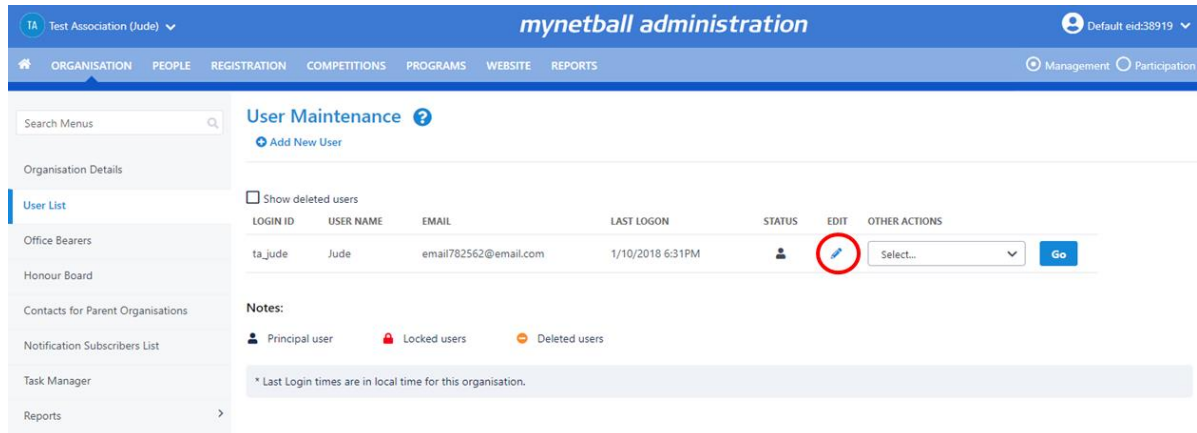
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:

Principal user Locked users Deleted users

* Last Login times are in local time for this organisation.



To edit an existing IT User, click on the  (**edit**) symbol next to the User you want to update.






User Maintenance ?

[Add New User](#)

☐ Show deleted users

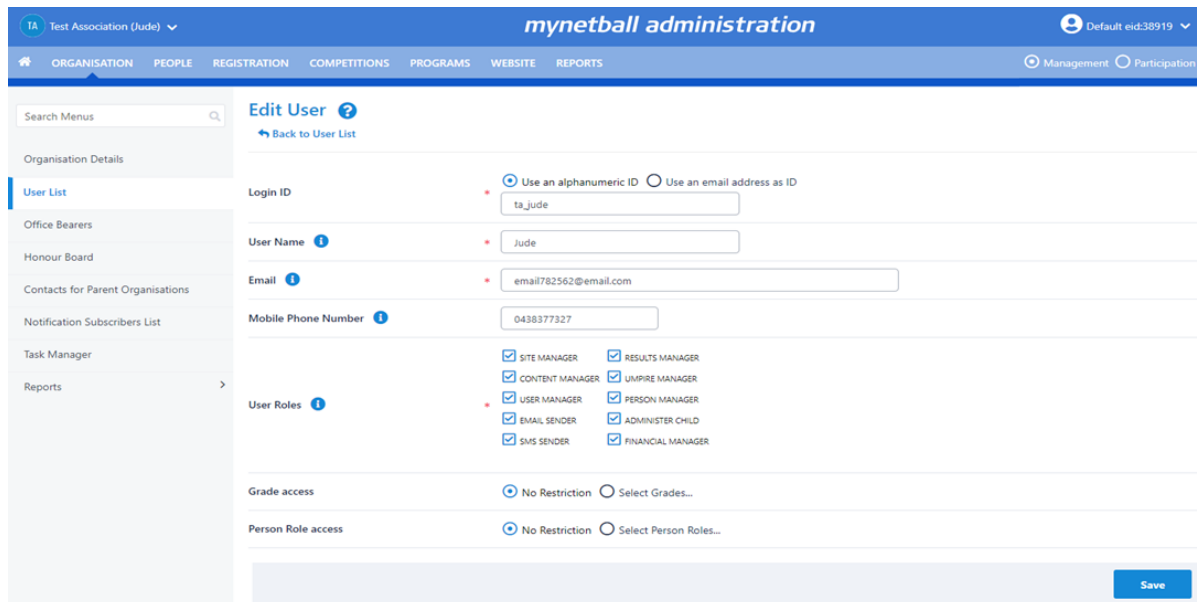
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Go

Notes:

 Principal user  Locked users  Deleted users

* Last Login times are in local time for this organisation.

This will bring up the Edit User page where you can update any details you need to.



Edit User ?

[Back to User List](#)

☒ Use an alphanumeric ID ☐ Use an email address as ID

Login ID: ta_jude

User Name: Jude

Email: email782562@email.com

Mobile Phone Number: 0438377327

User Roles

☒ SITE MANAGER ☒ RESULTS MANAGER

☒ CONTENT MANAGER ☒ UMPIRE MANAGER

☒ USER MANAGER ☒ PERSON MANAGER

☒ EMAIL SENDER ☒ ADMINISTER CHILD




☒ SMS SENDER ☒ FINANCIAL MANAGER

Grade access: ☒ No Restriction ☐ Select Grades...




Person Role access: ☒ No Restriction ☐ Select Person Roles...

[Save](#)




If you want to perform any of the other actions (locking an account, deleting a user, reset their password or changing the principal user) then you can select that option in the drop-down list and click **GO**.

LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS	
ta_jnash2	Jude	l@gmail.com				Select...	<input type="button" value="Go"/>
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Lock account Reset password Set as principal user Resend welcome email Delete user View login history View action history	<input type="button" value="Go"/>




Notes:

 Principal user  Locked users  Deleted users

Note that the drop-down list will be different if you are wanting to perform an action on the **PRINCIPAL USER**.

LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS	
ta_jnash2	Jude	jude00@gmail.com				Select...	<input type="button" value="Go"/>
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select... Reset password Resend welcome email View login history View action history	<input type="button" value="Go"/>

Notes:

 Principal user  Locked users  Deleted users

Netball Victoria would recommend that IT Users who should no longer have access to MyNetball be deleted rather than locked.

If you lock the account, others have no way of knowing if it was locked because they failed to log in too many times or because that person should no longer be able to access the admin side of MyNetball.

Deleting a user does not erase them. If you need to see deleted users, tick the show deleted users box at the top of the table.

TA Test Association (Jude) ▼

mynetball administration

Default eid:38919 ▼

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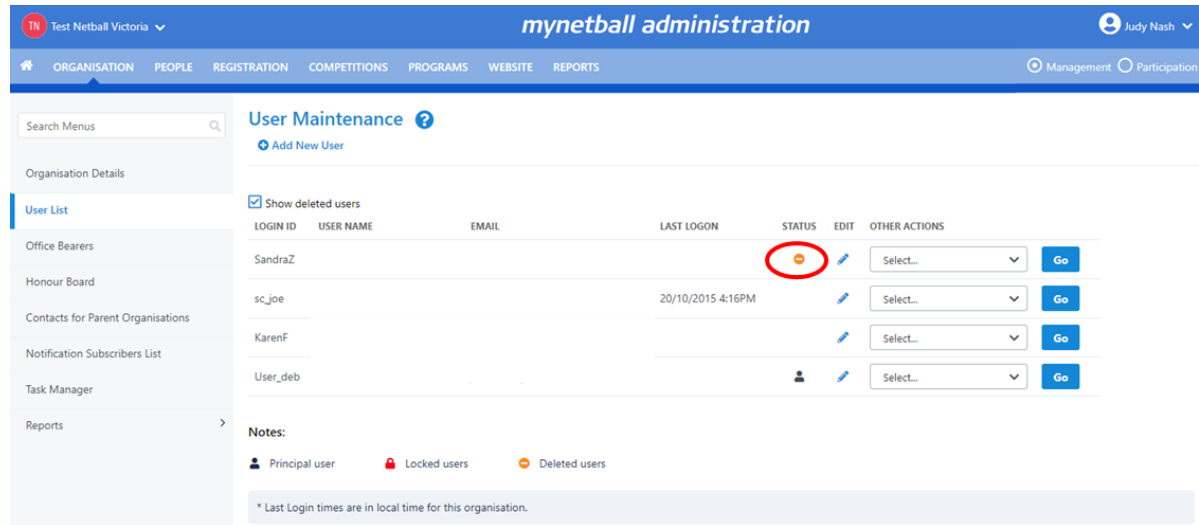
LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS	
ta_jude	Jude	email782562@email.com	1/10/2018 6:31PM			Select...	<input type="button" value="Go"/>

Notes:







 Principal user  Locked users  Deleted users




* Last Login times are in local time for this organisation.

Deleted users appear in the list with a  next to it.



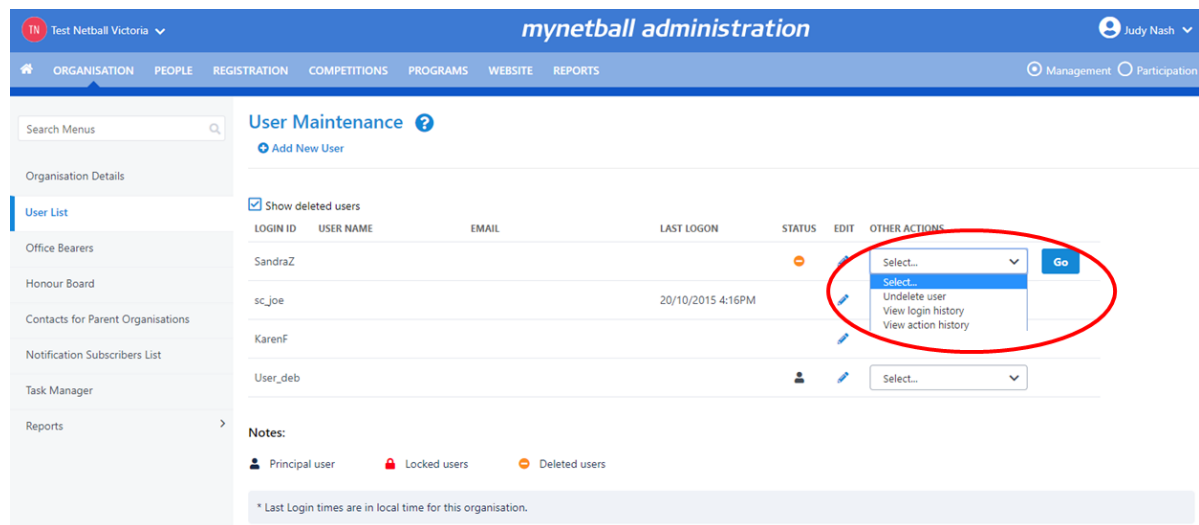
The screenshot shows the 'User Maintenance' page in the 'mynetball administration' interface. The 'Show deleted users' checkbox is checked. The user list includes SandraZ, sc_joe, KarenF, and User_deb. SandraZ's status is marked as 'Deleted' (orange circle with a minus sign), which is circled in red. The 'OTHER ACTIONS' column for SandraZ shows a dropdown menu with 'Select...' and a 'Go' button.

LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
SandraZ						Select... Go
sc_joe			20/10/2015 4:16PM			Select... Go
KarenF						Select... Go
User_deb						Select... Go







Notes:
 Principal user
 Locked users
 Deleted users




* Last Login times are in local time for this organisation.

You can change the access of a deleted User at any time by selecting **Undelete User** from the drop-down list and clicking **GO**.



The screenshot shows the 'User Maintenance' page with the dropdown menu for SandraZ open. The 'Undelete user' option is selected and highlighted. The 'Go' button is also visible.

LOGIN ID	USER NAME	EMAIL	LAST LOGON	STATUS	EDIT	OTHER ACTIONS
SandraZ						Select... Select... Undelete user View login history View action history Go
sc_joe			20/10/2015 4:16PM			Select... Go
KarenF						Select... Go
User_deb						Select... Go

Notes:
 Principal user
 Locked users
 Deleted users

* Last Login times are in local time for this organisation.