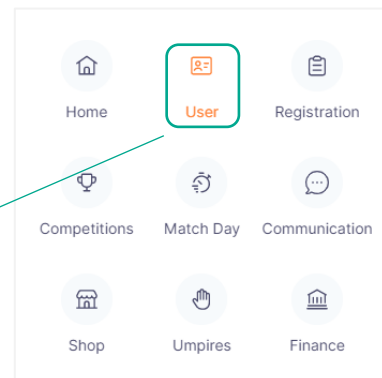
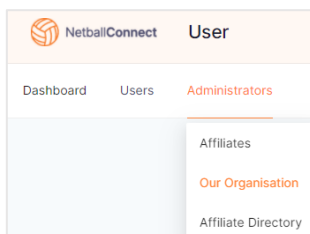


Administrators can add additional admins to their Association, League or Club profile. Associations, Leagues can also do this on behalf of any of their affiliated clubs.

Navigate to the User module.


Select *Administrators > Our Organisation*.



Affiliates > Our Organisation

General Photos T&Cs

Organisation Name\*  
Test Association

Organisation Logo\*  
 Save as Default  
Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported.

Organisation Type Association/ League

Affiliated To Netball Victoria Test Instance

Please input affiliate address\*  
4 King St, West Melbourne, VIC, Australia

Phone Number\*  
0413222222

Email\*  
test@gmail.com

Contact2 Remove

First Name\*  
First Name

Middle Name  
Middle Name

Last Name\*  
Last Name

Email\*  
Email

Phone Number  
Phone Number

Permission Level 

+ Add Contact

Cancel Update

Select **+ Add Contact**. Enter user details in the required fields. The *Permission Level* allows you to select the level of access for this user.

- *Admin* - grants the user access to all levels of the Association/League
- *Umpires Admin* – access to the umpire platform
- *Finance Admin* – access to the finance platform

Upon clicking Update the user is sent an email from Netball Connect with username and password and a link to login as an Administrator.

NOTE: all Netball Connect Association, League and Club administrators must use the Two Factor Authenticator process to login. Details [here](#).

### Reset the Two Factor Authenticator

The Two Factor Authenticator (TFA) can be reset if you have not saved the code to your app or if you have a new mobile. Please contact another administrator of your Association or Club, they can reset the TFA for other admins. The TFA is reset by another administrator through the following steps. Select the User module > search for the administrator -> click on their profile -> hover over 'Action' and select 'Reset TFA'. This will reset the QR code, the administrator can scan the code with the authentication app and enter the new security code generated.