Baseball Victoria
HOW TO GRANT SOMEONE ADMIN ACCESS TO THE ORGANISATION

From my organisation, select **Admins & Contacts**
Click **Create Contacts**

Input all relevant information:
first name, last name, email, mobile phone, role
Click **SAVE**
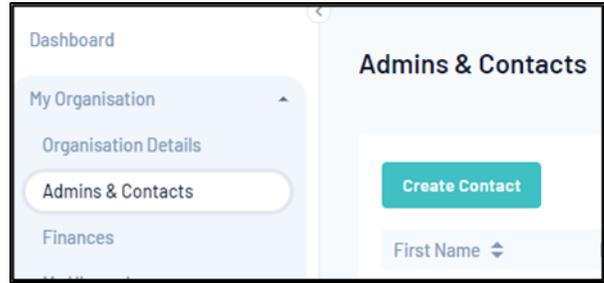
Note: You cannot edit email addresses once entered. You can edit the other fields.

The user will be listed as **INACTIVE** in the list until you enable them as a user.
Click the arrow next to the users name and click **ENABLE ADMIN**

A pop up will appear asking to confirm that you want to make the user an admin; click ENABLE

They will now show as **ACTIVE,** and a confirmation email will be sent to the email address