

# Penticton Curling Club

## Managing Roles

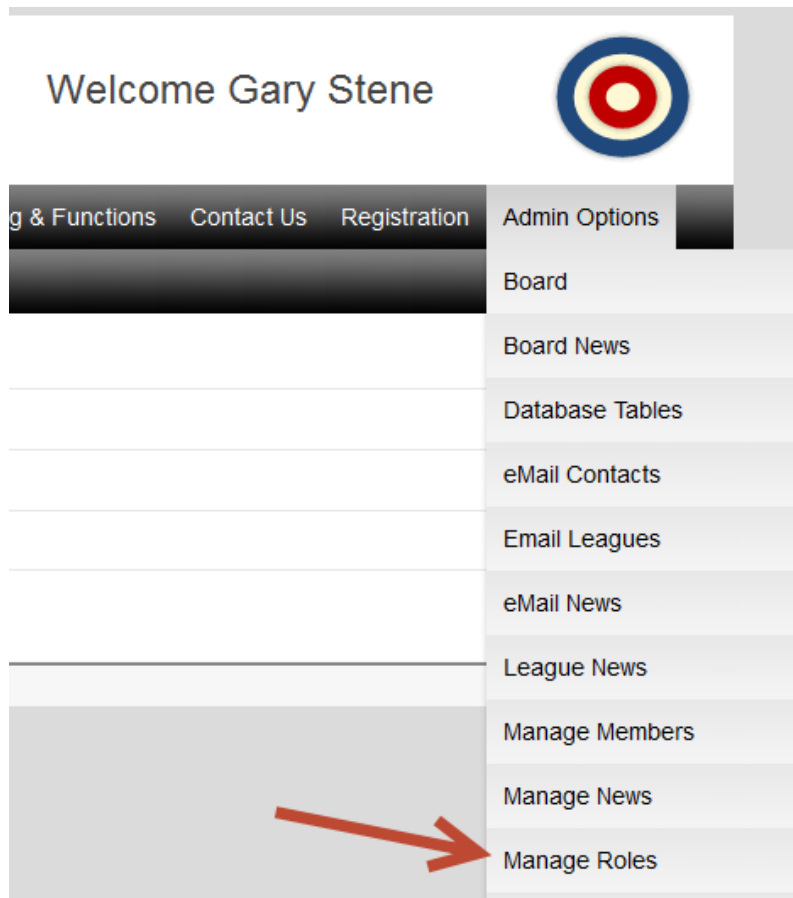
### USER GUIDE

#### Introduction


This document describes how to assign Roles to members.

#### Managing Roles

Select Database Tables from the Admin Options menu.



## Find the Member

Welcome Gary Stene 

Guests Juniors Catering & Functions Contact Us Registration Admin Options

1  3 [Help](#)

Desired member:

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1. Enter part of their name
2. Click Find
3. Click Help to view this document.

## Select the member from the list

Found the following Members using [Cind] [Help](#)

ID	Name	Tel	email	
16	<b>Cindy</b> Barton	778-476-1978	<a href="mailto:cynthiaebarton@gmail.com">cynthiaebarton@gmail.com</a>	<input type="button" value="Select"/>
72	<b>Cindy</b> Curtain	250-487-4457	<a href="mailto:Cindy.Curtain@gov.bc.ca">Cindy.Curtain@gov.bc.ca</a>	<input type="button" value="Select"/>
96	<b>Cindy</b> -Lou Fisher	250 486 3815	<a href="mailto:cindyloufisher@royallepage.ca">cindyloufisher@royallepage.ca</a>	<input type="button" value="Select"/>

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1. Click select next to the desired member.
2. Click Back to start a new search
3. Note: The part of the name that you searched on is highlighted.

## Add or Remove a Role

Member				<a href="#">Help</a>
ID	Name	Tel	email	
96	Cindy-Lou Fisher	250 486 3815	<a href="mailto:cindyloufisher@royalpage.ca">cindyloufisher@royalpage.ca</a>	

Current Roles:

Board	Director	<a href="#">Remove</a>
Board News		<a href="#">Remove</a>
League News	for League: Evening Ladies	<a href="#">Remove</a>
League News	for League: Mixed (Competitive)	<a href="#">Remove</a>
Manage Members		<a href="#">Remove</a>

Add Role:

Manage News	<a href="#">Add</a>
Manage Roles	<a href="#">Add</a>
Manage Board Agenda	<a href="#">Add</a>

1. Click [Add](#) next to the Role you wish to add.
2. Click [Remove](#) next to the Role you wish to remove
3. Clicking the member's email on any member list to email that member.

Some roles need extra configuration such as specifying a league:

welcome Email		<a href="#">Add</a>
Database Tables		<a href="#">Add</a>
Standings	Evening Ladies	<a href="#">Add</a>
Scheduling	All Leagues	<a href="#">Add</a>
League News	All Leagues	<a href="#">Add</a>
Email Leagues	All	<a href="#">Add</a>

1. Select the League
2. Click Add