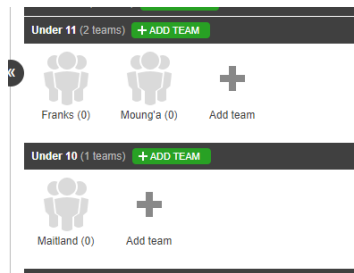


## Canterbury Rugby APP User Guide – Initial Team & Access Set Up - Administrators

1. Register players, coaches and managers (as volunteers) in Sporty
2. Create Teams in Team Builder

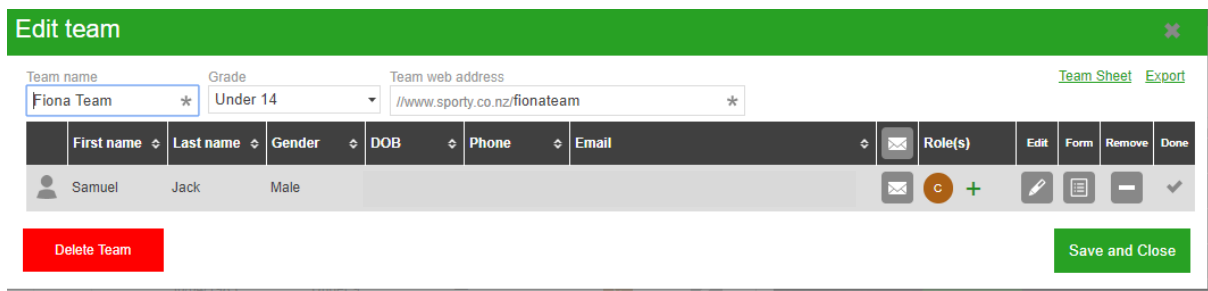


3. Drag & drop to add Players to team from 2018 Registration Tab
4. Drag & drop to add Coaches to team from Rugby Coach Tab
5. Drag & Drop to add 'Managers' to Team from Administrator/Volunteer Tab

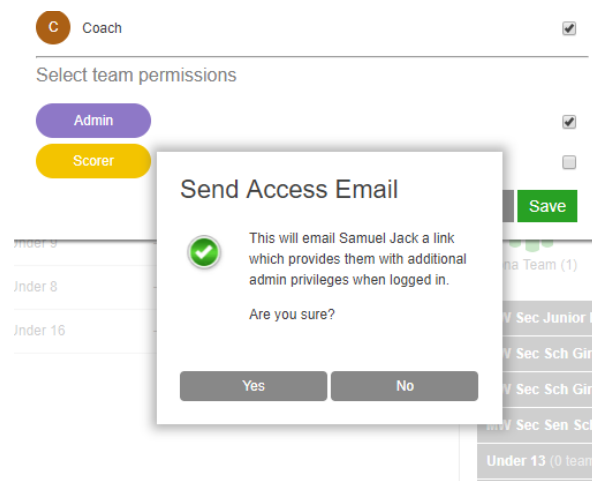
### TeamBuilder - Junior Rugby Player Registration (2018)



6. Edit team and give Coaches & Managers access using the green + button



7. Give each person admin and/or scorer access – admin can select team & scorer can score game



8. Chose Yes to send access email – this emails coach/manager with login details – they login from email and set their password, then go to the app and login.

Any help contact Fiona Smith – [fiona.smith@crfu.co.nz](mailto:fiona.smith@crfu.co.nz) 021 0245 1180