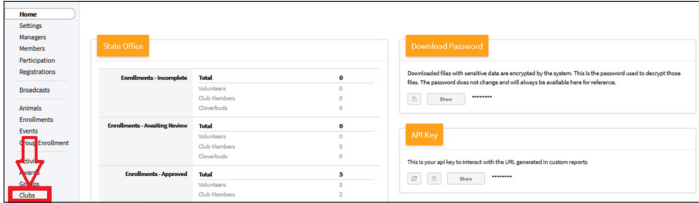


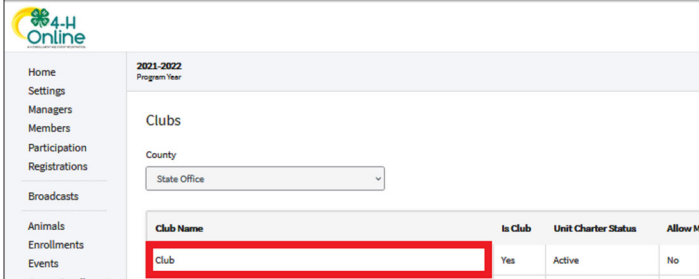
PRIMARY COUNTY MANAGER INSTRUCTIONS

GRANTING ACCESS

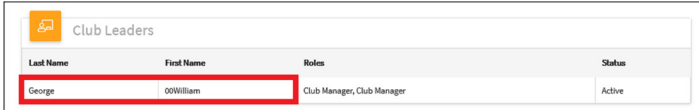
- Click on the Clubs link in the navigation pane.



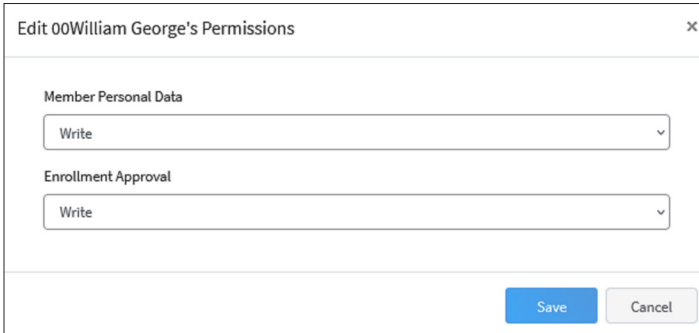
- Click the club name from the list.



- Click the volunteer's name under the Club Leaders section. Only approved volunteers who designated this club will appear.

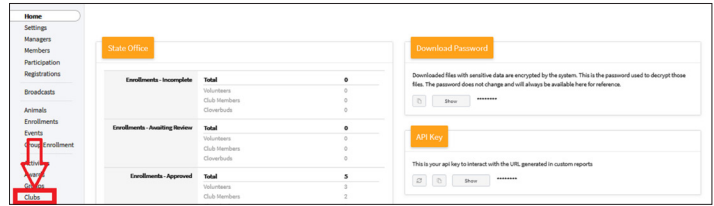


- Select options preferred from the drop-down menu.
- Click the blue Save button.

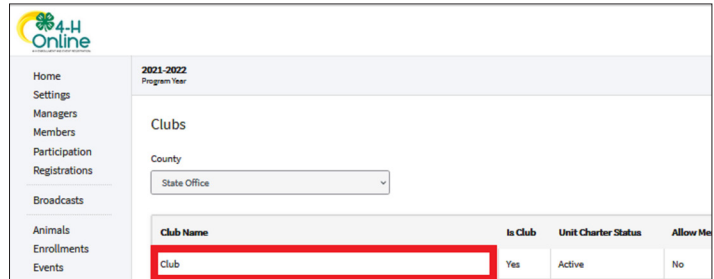


CLUB LEADER LOGIN CODE

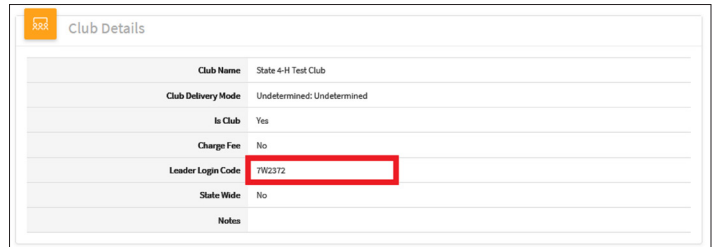
- Click on the Clubs link in the navigation pane.



- Click the club name from the list.



- The Leader Login Code is located in the Club Details section at the top of the screen.



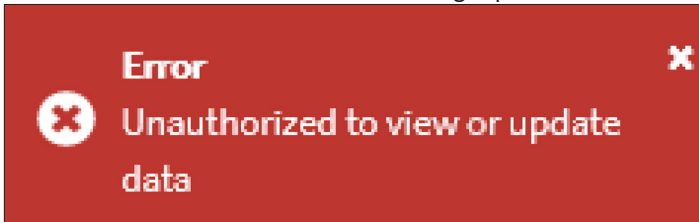
NOTES:

- The password cannot be customized or changed.
- Without the correct permissions the leader login code will not work. If a volunteer needs access removed it can be done using the granting access instructions.
- The leader login code will not work for all county managers in the adult's profile.

CLUB MANAGER SYSTEM LOGIN ERRORS

UNAUTHORIZED TO VIEW OR UPDATE DATA

Error if the volunteer does not have the right permissions:



INVALID OR MISSING CLUB CREDENTIALS

Error if the leader login code is typed wrong by the volunteer:

