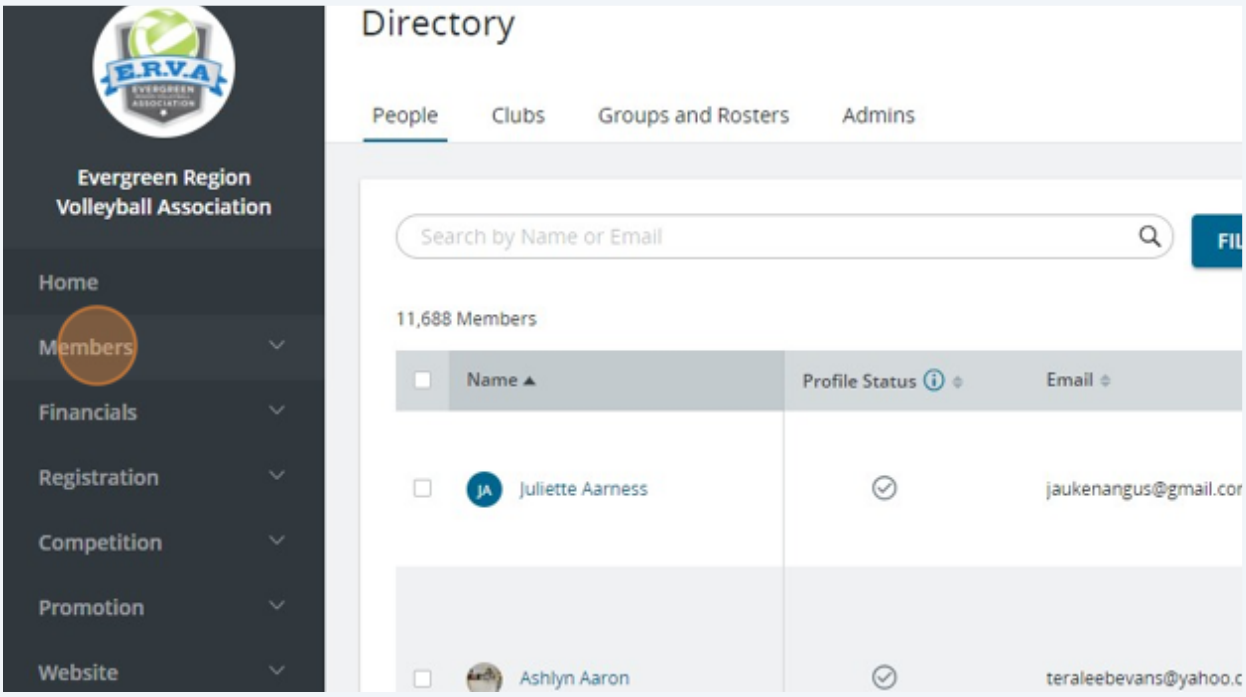
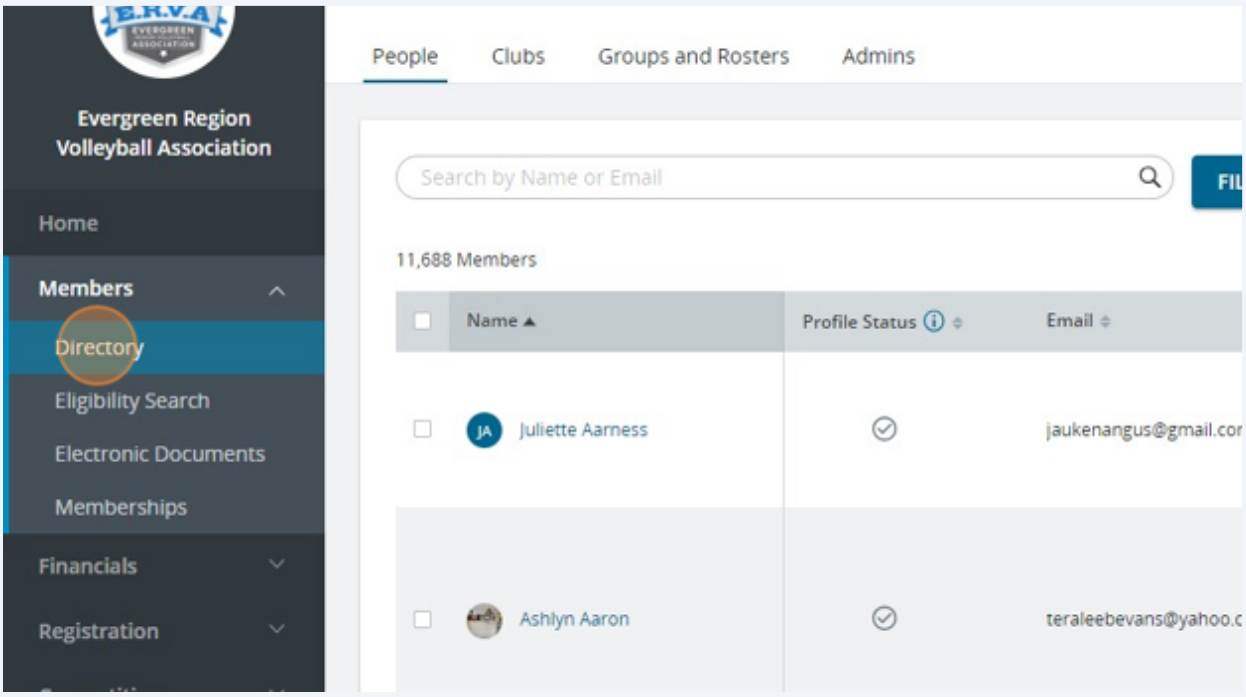
How to Add an Admin to SE HQ

1 Navigate to your SportsEngine HQ

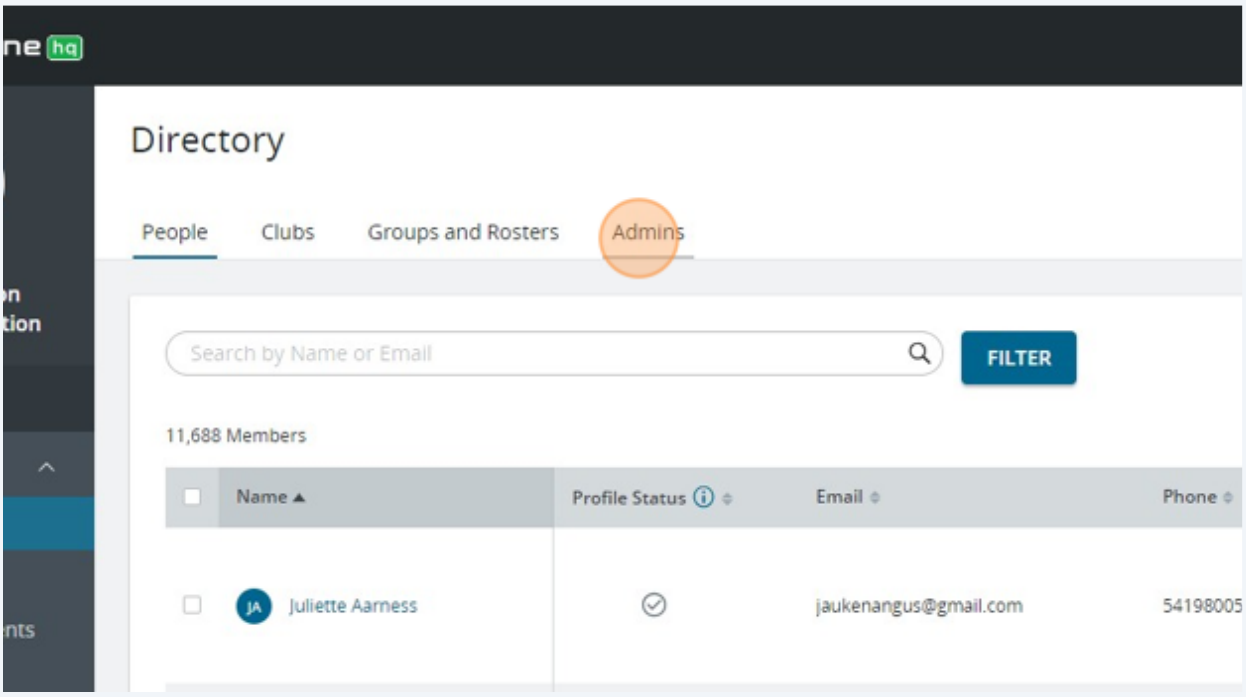
2 Click "Members"



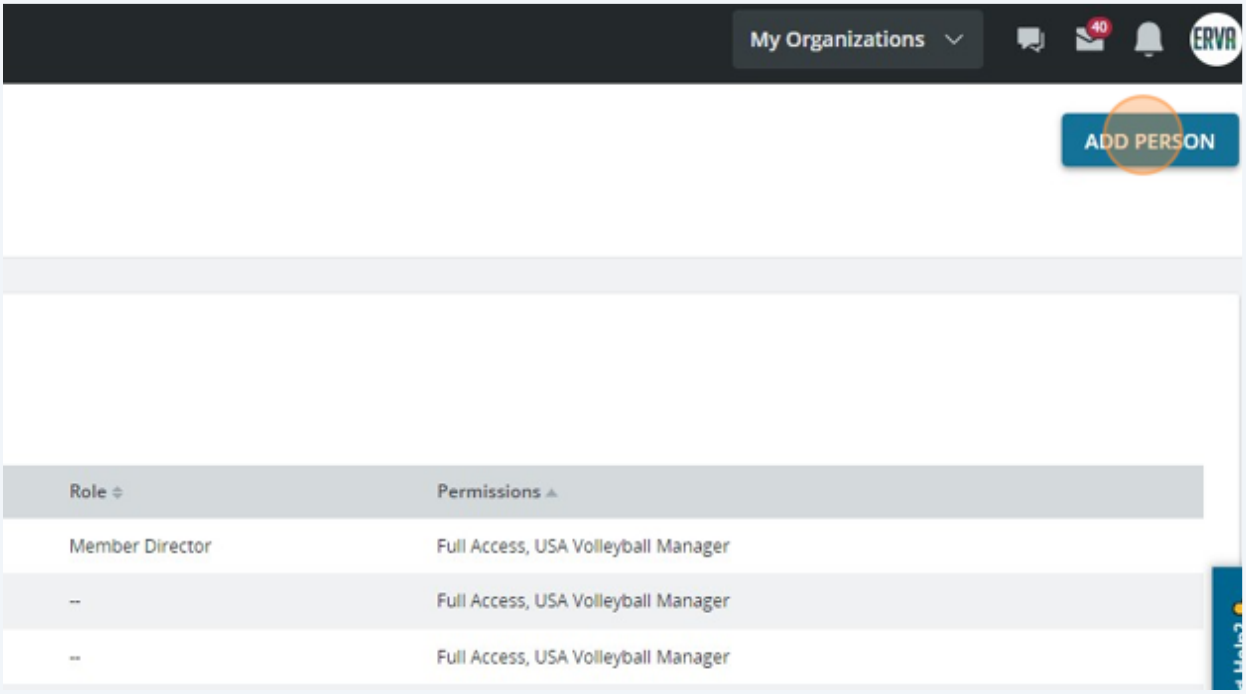
3 Click "Directory"



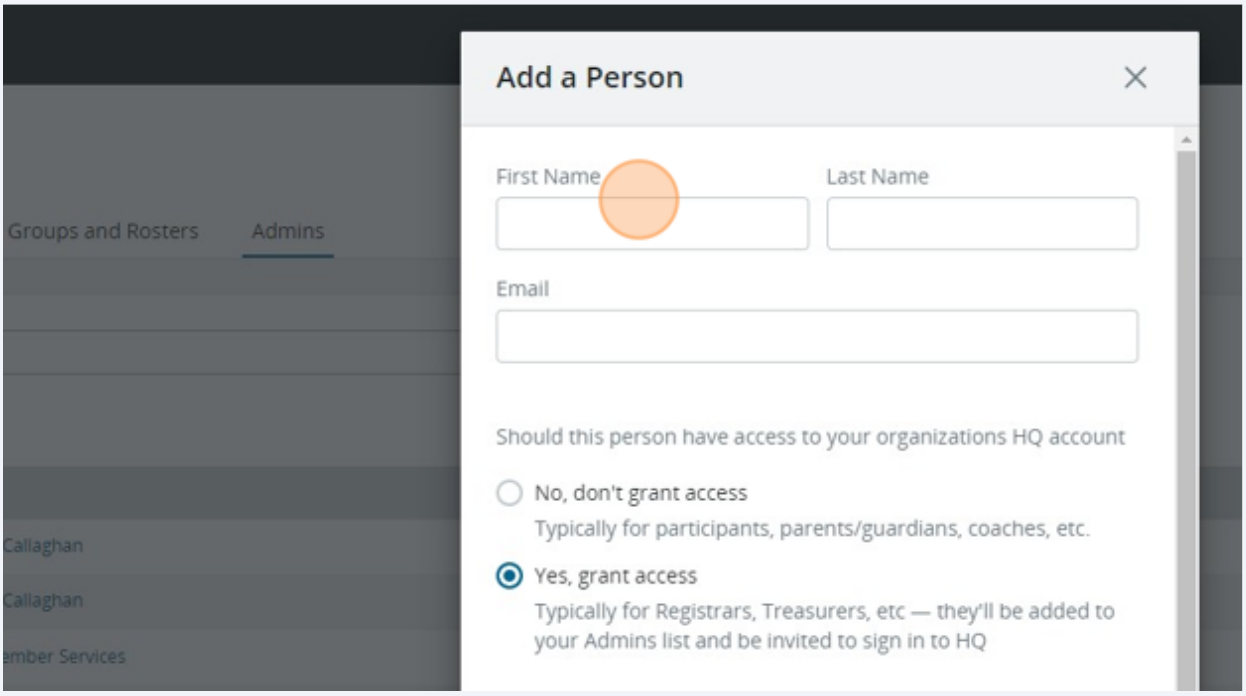
4 Click "Admins"



5 Click "ADD PERSON"

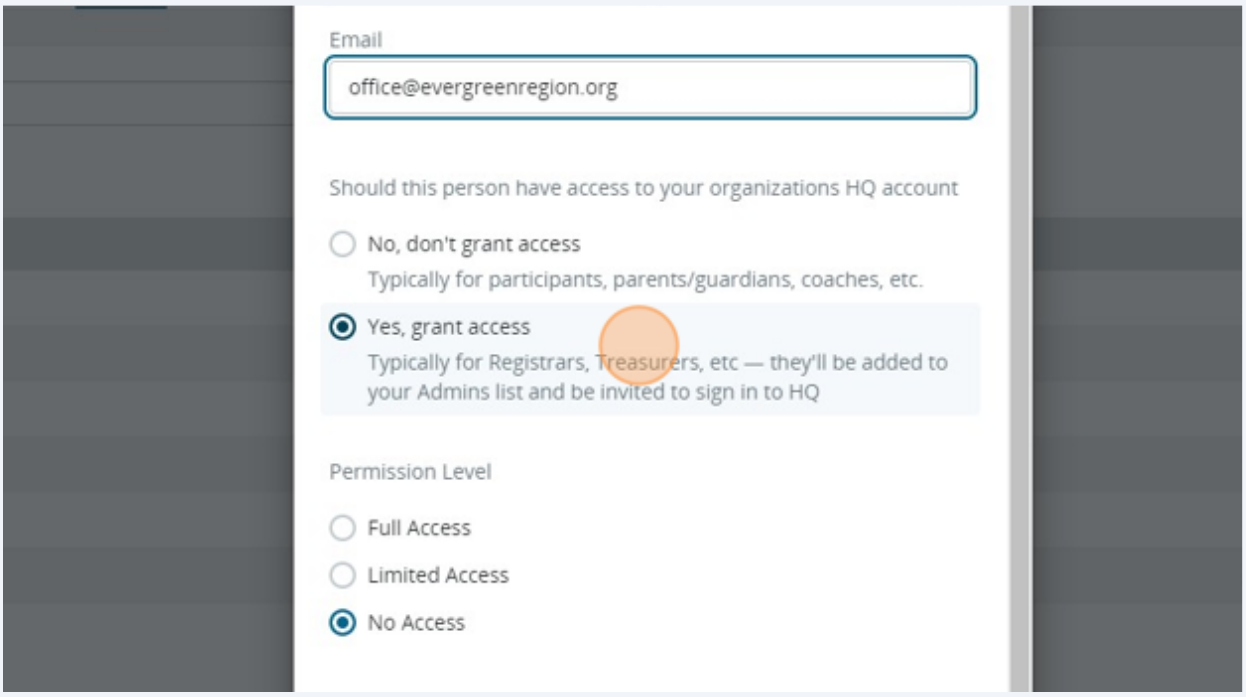


6 Click the "First Name" field.

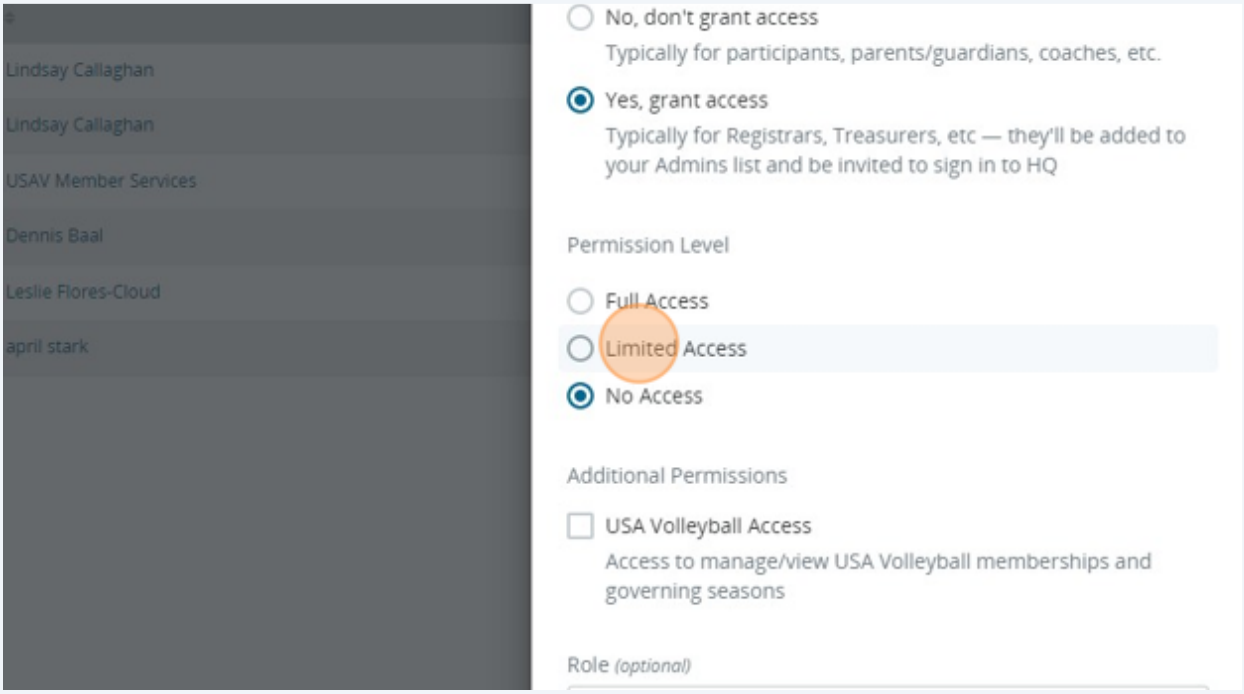


7 Type "ERVA **TAB** Office **TAB** office@evergreenregion.org"

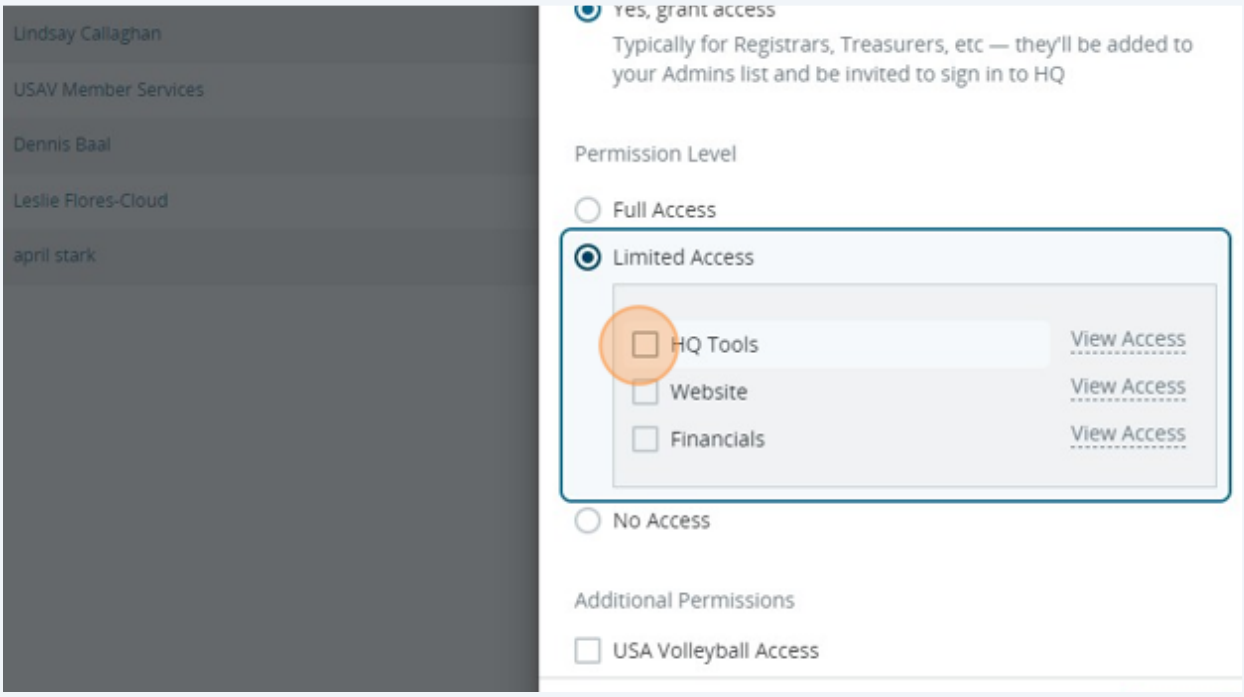
8 Click "Yes, grant access"



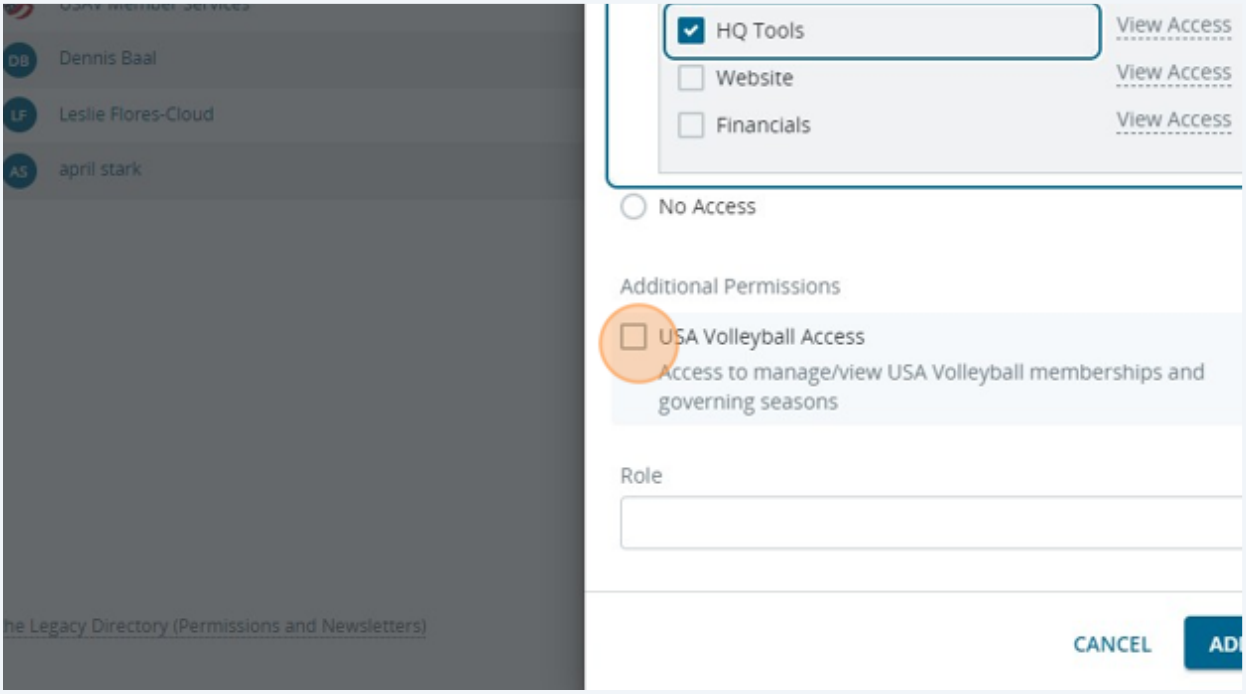
9 Click "Limited Access"



10 Click "HQ Tools"

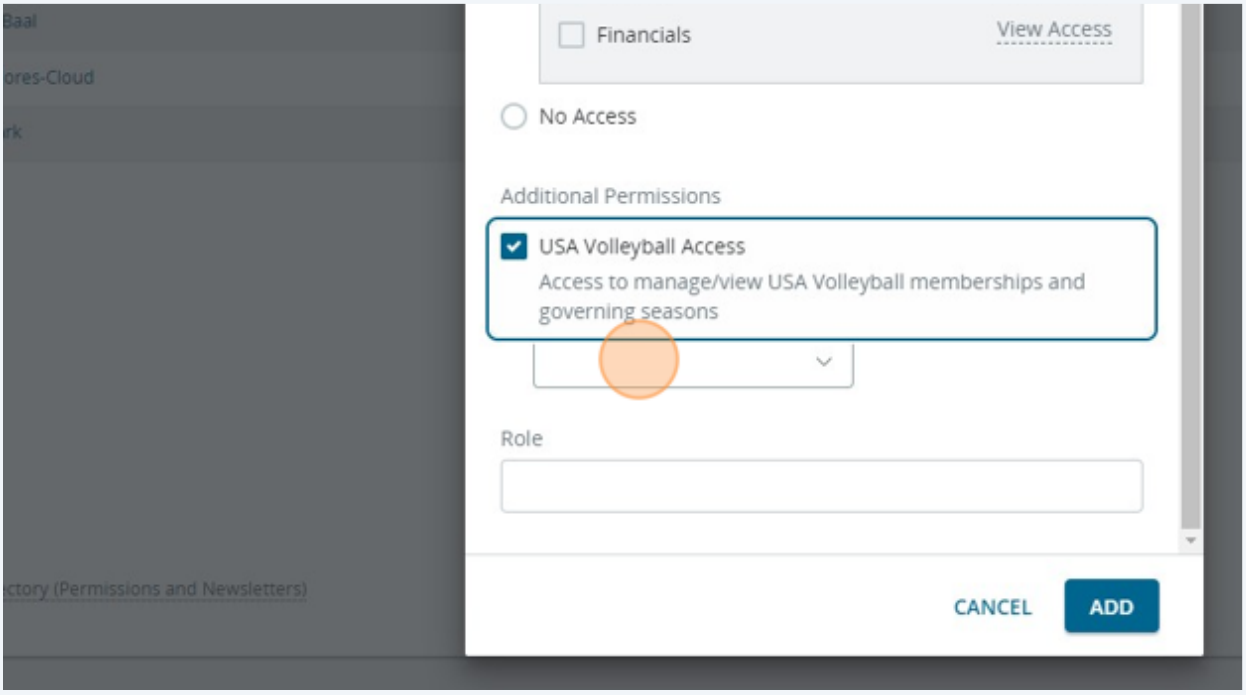


11 Click "USA Volleyball Access
Access to manage/view USA Volleyball memberships and governing seasons"

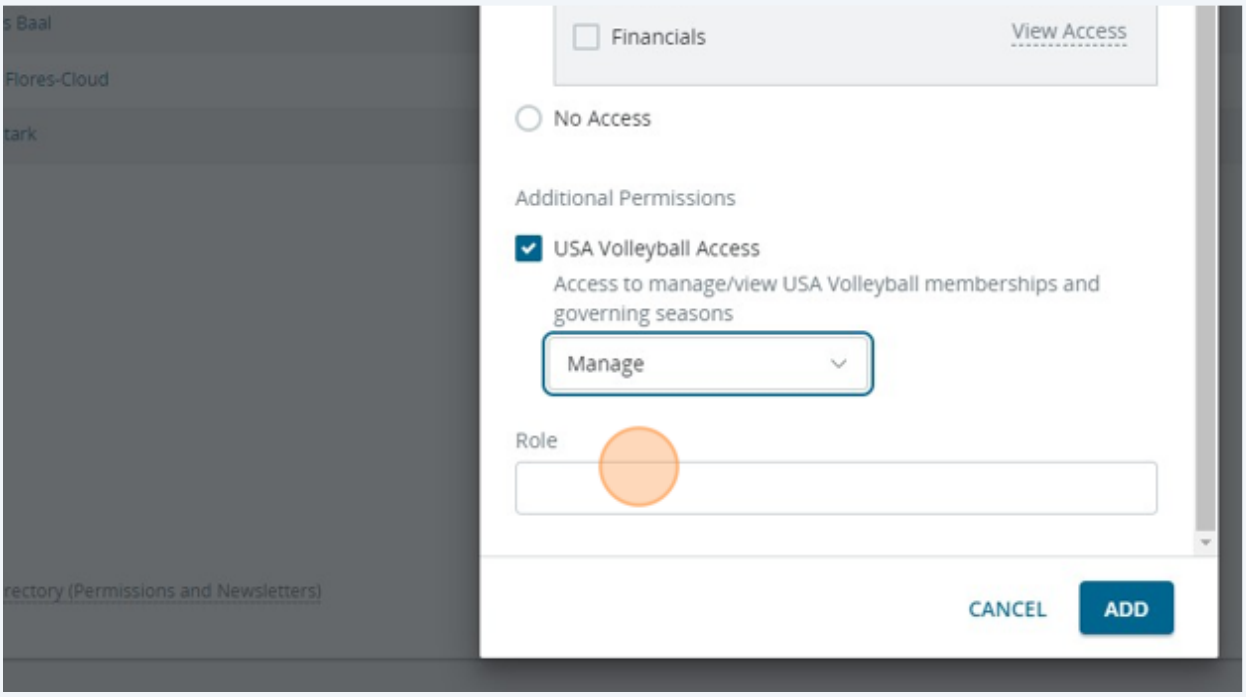


12 Click "USA Volleyball Access
Access to manage/view USA Volleyball memberships and governing seasons"

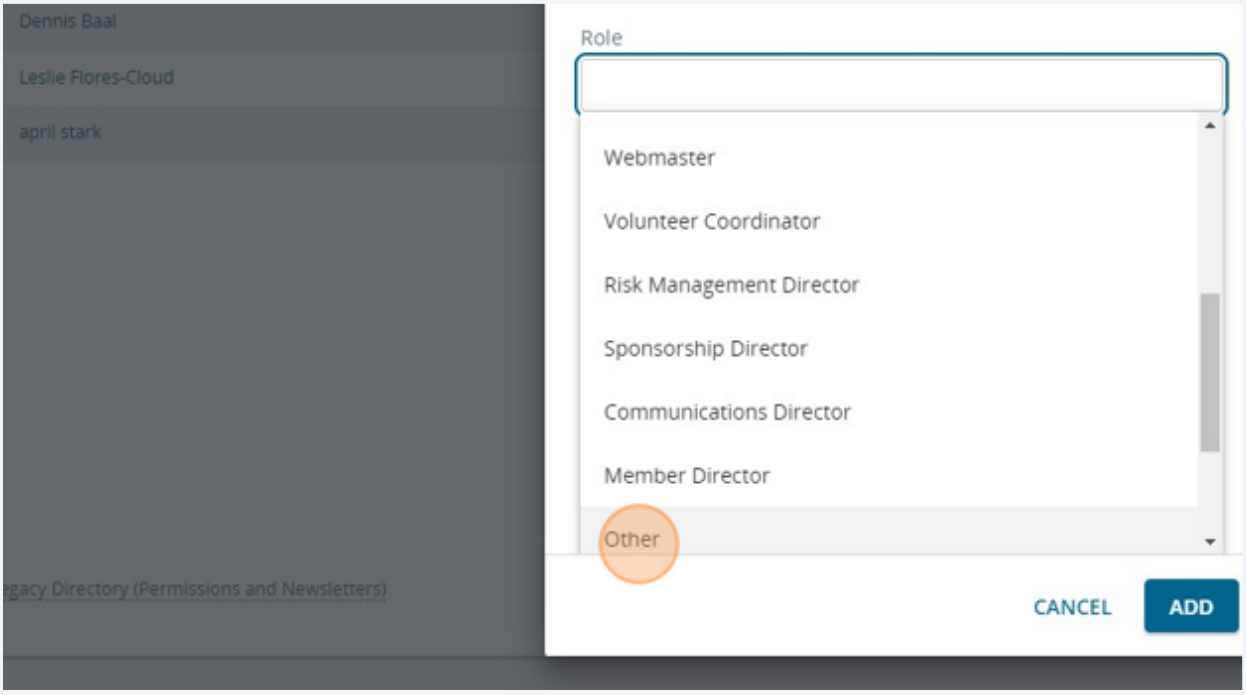
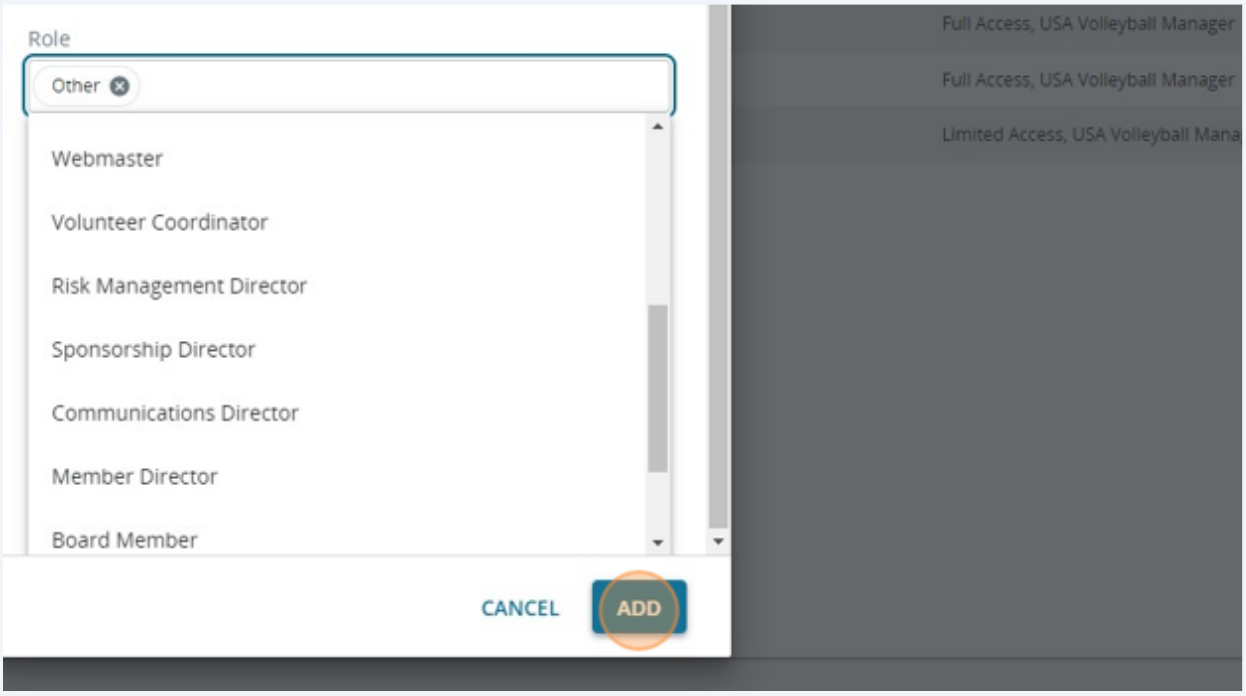
13 Click this dropdown.



14 Click the "Role" field.



15 Click "Other"



16 Click "ADD"