



CREATE NEW USERS

**CONTROL CENTRE
FUNCTIONALITY**

STEP 1

Control Center Users Martin Halliwell

Create a User

First name *
John

Last name *
Doe

Email
john.doe@mail.com

Mobile
A valid mobile number starting with the country code. Eg. 19179743211 or 447812001200

Group *

Role *

Allow admin access?

Sportsology Account

Select Applications

Send invitation as an email
 Send invitation by SMS

Save

Enter the users details into the mandatory fields

STEP 2

The screenshot shows a web browser window with the URL `sportsology.app/users`. The page is titled "Control Center" and "Users". A sidebar on the left contains navigation icons for Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users (highlighted), and Settings. The main content area is a "Create a User" form with the following fields:

- First name *: John
- Last name *: Doe
- Email: john.doe@mail.com
- Mobile: A valid mobile number starting with the country code. Eg. 19179743211 or 447812001200
- Group: Sportsology (with a dropdown arrow)
- Medical/Performance Staff
- Equipment, Security, and Facility

At the bottom of the form, there are two checkboxes: "Send invitation as an email" and "Send invitation by SMS". A "Save" button is located at the bottom of the form. A blue callout line points to the group selection dropdown with the text: "Include the user to a group via the drop down menu".

STEP 3

The screenshot shows a web browser window with the URL `sportsology.app/users`. The page title is "Control Center" and "Users". A sidebar on the left contains navigation icons for Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users (highlighted), and Settings. The main content area is titled "Create a User" and contains the following form fields:

- First name *: John
- Last name *: Doe
- Email: john.doe@mail.com
- Mobile: A valid mobile number starting with the country code. Eg. 19179743211 or 447812001200
- Group *: Sportsology (dropdown menu)
- Role: Super Admin (dropdown menu)
- Administrator
- Staff Member
- User
- Select Applications (dropdown menu)
- Send invitation as an email
- Send invitation by SMS

A blue callout box with the text "Select the new users role via the drop down menu" points to the "Role" dropdown menu, which currently shows "Super Admin".

STEP 4

The screenshot shows a web browser window with the URL `sportsology.app/users`. The page title is "Control Center" and "Users". A sidebar on the left contains navigation icons for Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users (highlighted), and Settings. The main content area is titled "Create a User" and contains the following form fields:

- First name *: John
- Last name *: Doe
- Email: john.doe@mail.com
- Mobile: A valid mobile number starting with the country code. Eg. 19179743211 or 447812001200
- Group *: Sportsology
- Role *
- Allow admin access? (with a toggle slider)
- Sportsology Account
- Select Applications
- Send invitation as an email
- Send invitation by SMS

A "Save" button is located at the bottom of the form. A blue line points from the "Allow admin access?" checkbox to the text "Allow admin access yes / no" overlaid on the right side of the image.

STEP 5

Control Center Users Martin Halliwell

Create a User

First name *
John

Last name *
Doe

Email
john.doe@mail.com

Mobile
A valid mobile number starting with the country code. Eg. 19179743211 or 447812001200

Group *
Sportsology

Role *
Super Admin

Allow admin access?

Sportsology Account

Select Applications

Send invitation as an email
 Send invitation by SMS

Save

Send user invitation via email or SMS