



SECTION 7: ADMINISTRATOR ACCOUNTS

7.1 Creating Administrator Accounts

There is an admin login page for administrators. Registrants log in on a separate page.

Admin Login URL: <https://swimming.canada.sportsmanager.ie/maint.php>. Administrators log in using their Username or Email Address and Password.

Admin Account Login

There is no specific function within REMS to send a reset link for an administrator account. You can force a reset password by just using the Forgot Password function on the login screen. When you create a new admin account, this is an easy way to notify the new administrator that their account has been created and force them to create a new password for their account.

7.1.1 Resetting Admin Account Password

Administrators can reset their own password using the Forgot Password function on the login screen. To reset the password, the administrator must enter the **Username** (not email address). If the account exists, a link will be sent to the email address associated with the Username.



Note: there is currently no way to define a template for admin accounts in REMS. You will need to add each admin account and define the specific functions that the user can access individually. This feature will be available next season.

7.1.2 Admin account requirements

To create an admin account, you need the following information:

- a. Parent –Club name for club administrator accounts
- b. Username - see Admin account naming recommendations below
- c. Email address
- d. Password – make up a password

7.1.3 Admin account names (usernames)

Admin account names (username):

- a. Are not case sensitive
- b. NO spaces
- c. Must be unique
 - if someone is an admin for more than one club, they will need different usernames for each admin account but the email address can be the same
- d. Are used in the Forgot Password function for Admin accounts (not email address)

*When creating accounts for other roles within the REMS, we **highly** recommend that clubs use the pattern below for their usernames: Enter this pattern in the field “Name” (no spaces permitted)*

- *Club Registrar: **REG_fullname_CLUBCODE***
 - *Club Administrator: **ADMIN_fullname_CLUBCODE** (same settings as Club registrar)*
 - *Team Manager: **TM_fullname_CLUBCODE** (same settings as Meet Manager)*
 - *Meet Manager: **MM_fullname_CLUBCODE***
 - *Club Official Administrator: **COA_fullname_CLUBCODE***
 - *Treasurer: **TR_fullname_CLUBCODE***
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The above pattern is very important to ensure that the people in the specific admin roles receive the appropriate communications. If a person has multiple admin roles, please include those roles in the username (example - COA_MM_fullname_CLUBCODE)



7.1.4 Create Club Admin Account

To create Club admin accounts, the parent will be Club name for club administrator accounts (name at the top of the list when you click Add. You will receive a warning if the password is too weak.

Add/Edit Club Admin Account



The form contains the following fields:

- Parent:** A dropdown menu with 'Swimming Province Swimming Club' selected and highlighted by a green box.
- Name:** A text input field with 'Swimming Province' and a dropdown menu showing 'Swimming Province Swimming Club' highlighted.
- Email Address:** A text input field with a 'Reset Email' checkbox below it.
- Password:** A text input field.
- Confirm Password:** A text input field.

Once you have created the account, you need to assign the menu items that the admin account has access to. By default, if you do not choose specific menu items, the admin will have access to everything available at the Club level. We recommend that you refer to the guides provided below to setup Club admin accounts and only turn on the options recommended.



Once you have created the admin account, turn on the specific menu. Recommendations for the menu items to enable is listed with each account type. If an admin holds more than one function, you can just turn on the options that the administrator needs for both roles rather than creating a second admin account. **If you select nothing in the Manage Menu list, the administrator will have access to all menu options.**

Manage Menus for Club Admin Account



See next pages for the templates...

Do not leave the access selections blank as the default is to allow blanket permission to everything.

The settings selected for each role are important to follow to not cause errors with the registration process. Having access to everything will cause confusion with the multiple role access. The Club Registrar account settings has all the settings to do all the roles listed below.



REMS CLUB ADMIN ACCOUNT MENU SETUP

2024-2025 Season

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REMS COA Menu Options - updated - Dec 2

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