



## REGION ASSISTANCE with MMS FUNCTIONS

The USAV MMS system is set up so that our clubs can manage their own membership information. However, in order for the Region to be able to assist clubs with certain functions, **the club must grant NCR specific limited access to their HQ**. This allows Region staff to assist with rostering and other governing season functions. North Country Region does not require clubs to provide this access; **however, we strongly recommend that clubs do so**. In granting this, NCR would have **“Governing Season Admin”** access as described below:

### This access level allows NCR to:

- Input teams, players and staff into the governing season
- Create and edit teams and rosters

### This access level does **NOT** allow NCR to:

- See club’s member directory
- See other tabs within HQ that are specific to the club (registration, financials, other SE tools)

## HOW TO GRANT CLUB’S HQ ACCESS TO NCR

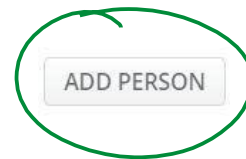
1. Club Director/Club Administrator **sign into your "SportsEngine HQ."**
2. Click on the **Members** tab then choose **Directory**.
3. In the top-right corner of the screen, click **ADD PERSON**.

4. Input the following fields:

**FIRST NAME**      **North Country Region**  
**LAST NAME**        **Office**  
**EMAIL**             **[info@northcountryregion.com](mailto:info@northcountryregion.com)**

5. Click **ADD**.
6. Search for the **region office** in the directory and **click into their profile**.
7. Choose the **Roles** sub-tab.
8. Under **Organization Roles**, click **Assign Role**.
9. In the middle of the screen, under **Assign an Organization Role**, click the down arrow next to **Select Role**.

10. Choose **Governing Season Admin**.



Add Person

First Name

Middle Name (optional)

Last Name

Email

Gender (optional)

Not Provided

Date of Birth (optional)

Add Another    CANCEL    ADD