

Audience

This document should be read by individuals who are responsible for managing user permissions inside their team’s SwimTopia site. **These steps must be performed by an individual with administrator rights to your team’s SwimTopia site.**

Purpose

This document outlines the WHALE-recommended process for creating a Meet Maestro role in your SwimTopia site and assigning that role to individual users.

In order to complete this setup, your computer must be connected to the Internet.

Part #1: Create a Meet Maestro Role in Your Team’s Site:

1. Login to your team’s site and click the link in the upper right to Manage Team:



2. Click on the Roles option in the top menu:



3. Click the green New Role button at the bottom of the screen:



4. Create the new role with the following permissions:

Name: Meet Maestro

This Role is reassigned every season – checked

Some Administrative Permissions:

- * Schedule – Read
- * Swim Meets – Manage
- * Event Heat Updates - Manage

New Role

Name
Meet Maestro
The job title (e.g. Timer)

Description
This role has the ability to run meets using Meet Maestro
A brief description of the role

This role is reassigned every season

Desired number of assignments
0

Points this position is worth (optional)
0

Volunteer exempt: assignment to this role fulfills all volunteer commitments for the associated family/account

Administrative Permissions

No administrative permissions
 All administrative permissions
 Some administrative permissions

Scope	None	Read	Manage
Communications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
People	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedule	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Swim Meets	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jobs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Event Heat Updates	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Website	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Click the Yellow Create button to create the role in the system:



Part #2: Assign the Meet Maestro Role to Users

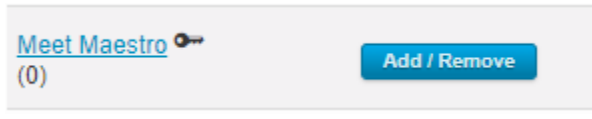
1. While still on the Roles screen, click on the Assign Roles button in the upper right corner:

Navigation: People Roles Schedule Registration Communications Merchandise Website Reports

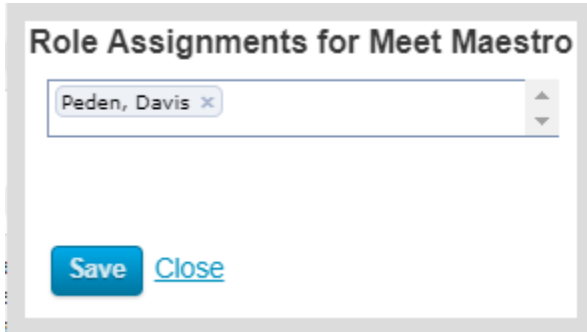
All Roles Assign Roles...

Name	Count	
Board Director EXEMPT	1 / 1	Remove
Coaches	2 / 3	Remove
Co-Director/ Treasurer EXEMPT	2 / 1	Remove

2. Go down to the new “Meet Maestro” role, and click the add/remove button:



3. In the Role Assignment box, search for the user you wish to grant the Meet Maestro role to. Select their name and click the save button.



4. Repeat the process for every individual who needs this permission.