

Add a Manager (and User Group)

Manager Access grants permission to log into the system, with Managers only able to view and manipulate the Class to which they are assigned. As the Manager of the unique Class, an individual is granted visibility to a variety of Class-specific information including registration data, pricing, participant names, and payment information.

Step 1: Adding a User Group

A User Group grants or restricts permissions for multiple Managers, as well as limits viewing privileges.

- 1. Under the Setup Menu, go to User.
- 2. Click the **Add Record** button in the upper left corner.
- 3. Switch the User Type to Group and give the Group a name.
- 4. Edit permissions as needed, then **Save** when finished.

User Type	OUse	er 💿 Gr	oup				
Group *	Coordi	Coordinators					
Email							
Username							
Password				Active			
Phone							
Phone		c h c					
	A	ccess Credit Ca	ard Refunds	Access Site Options			
Tables	Categories	Reports B	n Application uildings	Access Account Merge			
Tables	Categories None Add	Reports B Edit	uildings Delete	Access Account Merge Table			
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Step 2: Adding a Manager

Once a User Group is created, add one or more Managers to the system and assign them to the new User Group.

- 1. Go to Manager under the Main Menu.
- 2. Click the Add Record button in the upper left corner, and the NEW Manager window will open.

rinsey cuse	Dillan	Smith				
Email *	dsmith@fauxemail.com					
Address						
City, St, Zip						
	Inactive					
Phones Per	missions					
	Z Enable Manage	er Access				
User Group	Select One	v				
User Group Password	Select One	<u> </u> ✓				

- Add in the Manager's name and email.
- Go to the **Permissions** tab.
- Check Enable Manager Access.
- Assign to the appropriate **User Group**.
- Create a **Password** for the Manager, then **Save**. When logging into RegWerks, a Manager's User Name is the Manager's email address.

Step 3: Assign the Manager to the Class

When assigning the **Manager** to a **Class**, first navigate to the individual **Class**. Select the person's name from the **Manager** drop down menu, then click **Save**.

[345306] Class								
Class Number	Class Number 20/21 US Government & Politics AP Test							
Program	AP Testing							
Course	History AP Tests							
Conf. Email								
General In Account Code	General Instructor & Expenses Schedule Arrangements Registration Account Code Academic Summer School V							
Publish Date	07/31/2020	Publish Time	12-00 AM					
Remove Date	07/30/2021	Remove Time	12:00 AM					
Reg. Begins		Begins Time	12:00 AM					
Reg. Ends	Te.	Ends Time	12:00 AM					