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.

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.

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- 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**.