



UPDATING YOUR CLUB STAFF ROLES

To make sure the correct people within your club are getting pertinent information it is necessary to make sure the proper roles are assigned to the correct people. Here are the instructions on how to assign roles.

Log in to your Club Portal and click on the **Team Management** tab

LSC: IL
Club Code: UN
Club Name: Unattached
Club in Good Standing? ✓

Profile **Team Management** Administrative Registration

Athlete Roster Non Athlete Roster Staff Staff Requirements Reports

National Practice Data

Club Info

Year Founded	Club Type	Owner Type*
	Board Run	Other
Tax Listing*	Setting	Primary Mailing Address Line 1*
Other 501(c) Non-Profit	Select	1600 Golf Rd
Address Line 2	City*	State*
Ste 1200	Rolling Meadows	Illinois (IL)
Zip Code*	Website Address	
60008	https://www.teamunify.com/team/ilslsc/page/home	

SAVE CANCEL

Next click on the **Staff** pill you will now see in the lower left corner under Club Staff the ability to ADD STAFF

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Club Staff

ADD STAFF

Click on ADD STAFF

Now you will see the screen to **Add Staff Member**

Fill in the member ID of the individual you wish to assign a role to and click on the down facing carrot under Staff Roles

LSC: IL

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Add Staff Member

Member ID



Staff Role(s)*

ADD STAFF

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Next you will see the choice of Roles to assign to the individual. There are two categories. To see the list of the roles for each category click on the “+” sign next to the category

Club Staff

Add Staff Member

Member ID



Staff Role(s)*

+

Coach

+

Club Non-Coaching Positions



If the “+” is clicked next to Coach the following list will appear for you to assign Roles to that individual. Remember that individual MUST be a currently registered coach in good standing.

Club Staff

Add Staff Member

Member ID

Staff Role(s)*

Coach

Assistant Coach

☐ Age Group Coach

☐ Senior Coach

☐ Head Coach

Club Non-Coaching Positions

If the “+” is clicked next to Club Non-Coaching Positions the following list will appear for you to assign Roles to that individual. Remember that individual MUST be a currently registered member in good standing.

Club Staff

Add Staff Member

Member ID

Q

Staff Role(s)*

+

Coach

-

Club Non-Coaching Positions

☐ Club Administrator

☐ Club Aquatic Director

☐ Club Board Member

☐ Club Contact

☐ Club Meet Director

☐ Club OME Access

☐ Club Owner

☐ Club President

☐ Club Registrar

☐ Club Safe Sport Coordinator

☐ Club Swim-A-Thon

☐ Club Treasurer

☐ Other Club Staff

Several different Roles may be assigned to an individual each will have different access to areas of your Club Portal. Once you have selected the roles you wish to assign to that individual click on **ADD STAFF**.

Club Staff

Add Staff Member

Member ID



Staff Role(s)*



ADD STAFF

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That is all it takes to update your club members!!!

Please remember how important it is to maintain the roles for your Non-Athlete Club Members. We don't want anyone to miss important information that pertains to their role in your club so keep it updated!