

**Microsoft Partner**  
Silver Application Development

**FIRSTSPORTS**

**IRFU**

**Club House**

**Adding & Removing Roles**

## Introduction

Roles assign certain permissions to an individual with they sign into the system. i.e. if the role of Registrar is assigned to an individual at the club, the next time they sign in, they will be able to register players at the clubs.

It is of equal importance that if an individual no longer requires those permissions at the club, that the role is removed. Until the role is removed, the individual will continue to have access to the various features of the system that are mapped to the role. i.e. Registrar role permits access to Player Registration.

Role are assigned via

- Expand Edit (club admin)

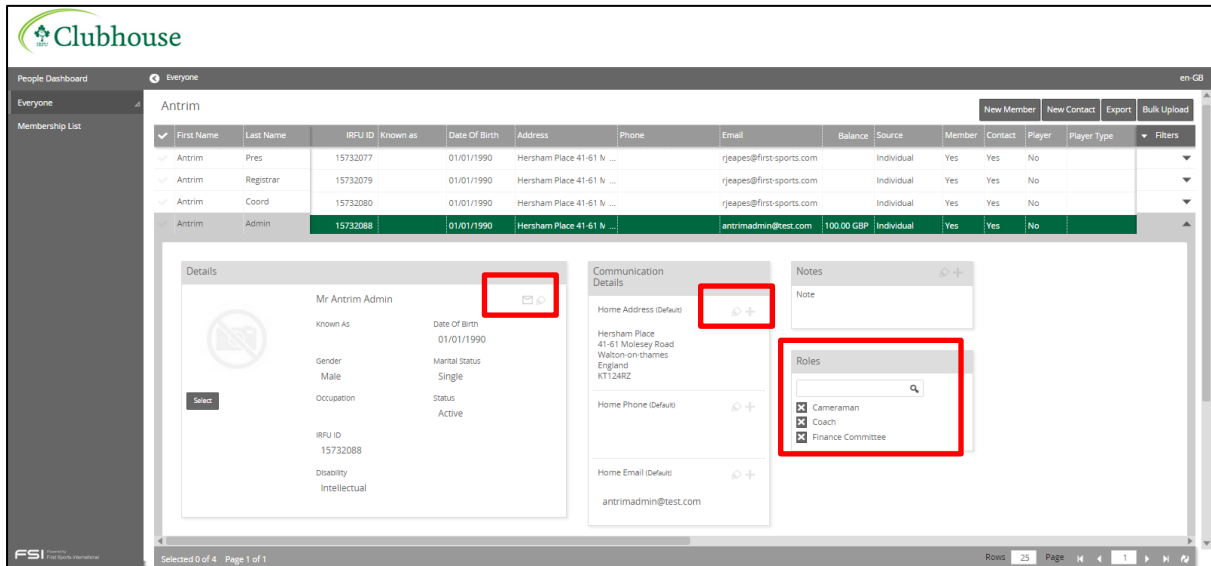
### 1. Expand Edit

Via the grids, each individual has a row dedicated to them. The row contains a lot of information about the individual. (Scroll to the right to see additional details) The rows can be expanded (via a Red Arrow) to display the individual's pertinent details.

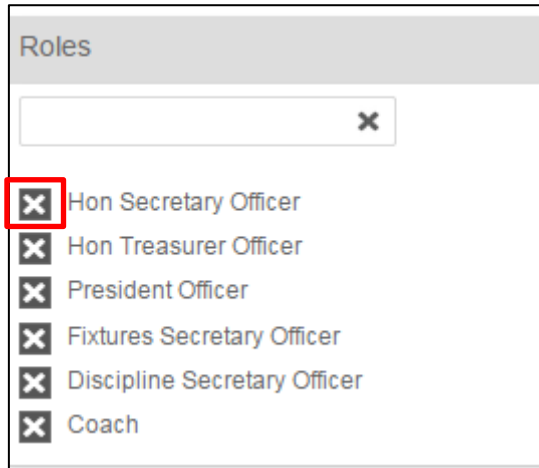
The screenshot shows the 'People Dashboard' for 'Antrim'. The table lists members with columns: First Name, Last Name, IRFU ID, Known as, Date Of Birth, Address, Phone, Email, Balance, Source, Member, Contact, Player, Player Type, and Filters. The row for Dominic Baldwin is highlighted with a red box. A red arrow in the 'Filters' column of the first row indicates that rows can be expanded.

First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
Richard	Smyth	1002904		27/01/1977	53 Birchill Meadows An...	07834976951	richardsmyth1@sky.com		Individual	Yes	Yes	No		
Gary	Walker	4045460		10/05/1982	28 Cyprus Gds Belfast 7	02890658171			Individual	Yes	Yes	Yes	Registered Player	
Andrew	Dunbar	6008844		16/09/1986	1 Meadow View Balin...	028937831443			Individual	Yes	Yes	Yes	Registered Player	
Dominic	Baldwin	5009549		05/03/1985	68 Old Mill Grange Port ...	07817796912			Individual	Yes	Yes	Yes	Registered Player	
Paul	Walker	6084378		23/03/1976	13 ALLER PK THE POLL ...	07730512080			Individual	Yes	Yes	Yes	Registered Player	
Darren	Crooks	6084596		16/10/1978	7 Greewale Parkigen A ...	07828498333			Individual	Yes	Yes	Yes	Registered Player	
John	Bull	7087083		27/04/1981	47 Oakdale Manor Antr ...	07766772776			Individual	Yes	Yes	Yes	Registered Player	
David	Kenning	7094733		01/10/1986	Magherafelt Londonde ...	028796333032			Individual	Yes	Yes	Yes	Registered Player	
Martin	Barr	7095261		09/09/1980	2 Thornway Ballycraigy ...	02894469431			Individual	Yes	Yes	Yes	Registered Player	
Gavin	Wilson	7095262		31/05/1989	40 Townland Road Cru ...	02894453596			Individual	Yes	Yes	Yes	Registered Player	
Grahame	Barnett	7108118		16/09/1981	28 belmont heights an ...	07932585141	blackhole@firstsports.c...		Individual	Yes	Yes	Yes	Registered Player	
Michael	Duncan	8113298		21/08/1990	STEEPLE ROAD BT41 1A ...	02894464091			Individual	Yes	Yes	Yes	Registered Player	
Andrew	Chestnutt	8113345		06/09/1989	STEEPLE ROAD BT41 1A ...	02894464091			Individual	Yes	Yes	No		
Matthew	Dempster	8113346		21/12/1989	STEEPLE ROAD BT41 1A ...	02894464091			Individual	Yes	Yes	Yes	Registered Player	
Gary	Smith	8113347		28/11/1989	2 Ballyhartfield Road B...	02893340729	blackhole@firstsports.c...		Individual	Yes	Yes	Yes	Registered Player	
Ryan	Allen	8113350		16/09/1989	24 Portlee Walk Parkha ...	02894460700	blackhole@firstsports.c...		Individual	No	Yes	Yes	Registered Player	
Craig	McIvor	8113352		12/01/1990	3 Lakeview Avenue Moi ...	02890833743	blackhole@firstsports.c...		Individual	Yes	Yes	Yes	Registered Player	

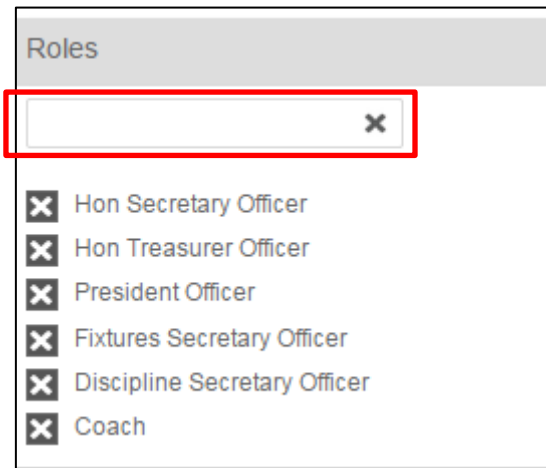
Expanding details loads the individual's personal details, selecting the Pencil makes the information editable



To remove any current roles, select the X against any of those assigned role and the role will be removed.

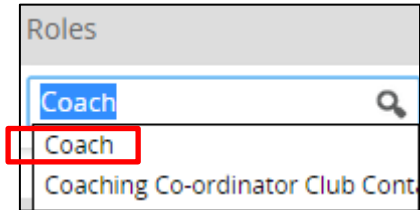


To add a role simply type select in the text box and start typing the name of the role require i.e Coach



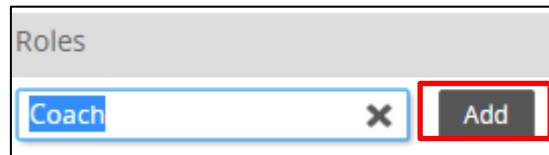
Upon typing the system will complete a search to find matches to the characters that are being entered.

Select the **role**



A screenshot of a search dropdown menu titled "Roles". The search input field contains the text "Coach". Below the input field, a list of search results is displayed. The first result, "Coach", is highlighted with a red rectangular box. Other visible results include "Coaching Co-ordinator Club Cont".

Select **Add**



A screenshot of the search dropdown menu. The search input field contains "Coach" and has a clear 'x' button to its right. To the right of the input field, an "Add" button is highlighted with a red rectangular box.

The role has been added to the individual's current roles. The next time that individual signs in, they will have the permissions that are assigned to that role.



A screenshot of the "Roles" section of the interface. It shows a search input field with a clear 'x' button. Below the input field, a list of roles is displayed. The first role, "Coach", is highlighted with a red rectangular box and has a small 'x' icon to its left, indicating it has been added to the user's current roles.