

Step 1

Log in to your WordPress dashboard and navigate to **Users > Add New**.

Step 2

Fill out their profile information with their username, first and last name, email address, and their website. You can also generate a password for them or allow WordPress to send them a link to reset it by leaving the password field as is.

Step 3

Click on the dropdown menu next to User Role to select the one that's appropriate for that team member.

Here's what each role allows users to access:

League Manager: Has access to all SportsPress features, including settings.

Team Manager: Manages teams. Has full access to publish, edit, and delete players, staff, events, player lists, and posts. Can also submit for review or edit assigned teams.

Event Manager: Manages events. Has full access to publish, edit, and delete events. Can also submit for review or edit assigned players, staff, teams, and posts.

Staff: Can submit for review/edit assigned staff, events, teams & posts.

Player: Can submit for review/edit assigned players, events, teams & posts.

You can also set the default role for new users in Settings > General.

Step 4

After the user has been created, click on **Edit User** and scroll down to Team Access to select the team they can manage. You can select multiple teams or just one team.

Step 5

Assign each player or staff member to the corresponding user by going to **Players > All Player > Edit or Staff > Staff > Edit** under the correct staff member or player name.