

# Club & League: Admin Permission Definitions

After you have created a new user, you then have some choices to make concerning which permissions should be granted in order to best allow the new admin to do his or her job.

There are several options available, allowing you the freedom to decide who has access to all areas of your organization through Bonzi. Here are the **Different Options for Access:**

## Admin

ADMIN		
<input type="checkbox"/> Add/Edit Users	<input type="checkbox"/> Edit Preferences	<input type="checkbox"/> Folders & Groups
<input type="checkbox"/> Org Info	<input type="checkbox"/> Archives	<input type="checkbox"/> Import/Export
<input type="checkbox"/> Coach Tools/BonziTeam	<input type="checkbox"/> Locations	<input type="checkbox"/> Game Day Roster Setup

This set of options provides access to some important features, including whether or not someone can give another person access to the system.

- **Add/Edit Users** - Allows someone to create and edit users of the software.
- **Edit Preferences** - Controls changes to age groups, standings, point systems, volunteer types.
- **Folders & Groups** - Allows user to create and edit folders and teams in the folder tree.
- **Org Info** - Change the information about your organization such as address and email.
- **Archives** - User may archive folders from the folder tree to hide them from view.
- **Import/Export** - User may import game schedules and export teams to Season Scheduler OR use a custom export for reporting to state soccer associations or parent organizations such as Little League.
- **Bonzi Team** - User may issue access for Coaches to use Bonzi Team to communicate and access information about their team.

## Communications

COMMUNICATIONS		
<input type="checkbox"/> Calendar Events	<input type="checkbox"/> Schedule	<input type="checkbox"/> Announcements
<input type="checkbox"/> Photo Albums	<input type="checkbox"/> Image Library	<input type="checkbox"/> Member Welcome Email
<input type="checkbox"/> Document Library	<input type="checkbox"/> Banners	<input type="checkbox"/> Group Email
<input type="checkbox"/> Website Builder	<input type="checkbox"/> Content Pages	<input type="checkbox"/> Standings & Scores
<input type="checkbox"/> Pin Widgets	<input type="checkbox"/> Email Forwarders	

- **Calendar Events** - Allows user to add events to the calendar on team web sites, and a main calendar on the organization's web site.
- **Schedule** - Allows the user to add, edit, and delete a game schedule that has been manually entered or imported into the system.
- **Announcements** - User may publish announcements that display on each team's web site.
- **Photo Albums** - Publish photo albums to the main web site.
- **Image Library** - Upload images to be used in the "content pages" for your Bonzi web site.
- **Document Library** - Upload important documents and forms that can be viewed by other Bonzi users OR you can link to these documents through a content page in your web site.

- **Banners** - Can be activated by Bonzi staff if you wish to post sponsorship banners that automatically appear on different web site pages.
- **Group Email** - Allows user to send group email.
- **Website Builder** - Provides access to manage content on web pages.
- **Content Pages** - Allows the user to create new web site page.
- **Standings & Scores** - Allows users to access standings, settings and score entry in the game scheduler.
- **Pin Widgets** - Allows user to pin a single widget to multiple web pages.
- **Member Welcome Email** - User can edit the welcome email sent to registering members.
- **Email Alias (coming soon)** - Allows user to create and edit email aliases for club admins.

## Registration

REGISTRATION		
<input type="checkbox"/> Registrants: Adding & Editing	<input type="checkbox"/> Registrants: Confirming	<input type="checkbox"/> Registrants: Assigning
<input type="checkbox"/> Registrants: Financials	<input type="checkbox"/> Registration Events	<input type="checkbox"/> Coaches: Creating & Editing
<input type="checkbox"/> Coaches: Confirming	<input type="checkbox"/> Coaches: Assigning	<input type="checkbox"/> Forms Library Access
<input type="checkbox"/> Confirmation Email Append	<input type="checkbox"/> Manage Background Checks	<input type="checkbox"/> Officials: Creating & Editing
<input type="checkbox"/> Officials: Confirming	<input type="checkbox"/> Group Email Registered	<input type="checkbox"/> Group Email Unregistered
<input type="checkbox"/> Form Builder		

- **Registrants: Adding & Editing** - User may add or edit registrations in the system for players or participants.
- **Registrants: Confirming** - User may confirm pending registrations and post payments during confirmation.
- **Registrants: Assigning** - User may roster confirmed players or participants to teams.
- **Registrants: Financials** - Allows user to view and edit registrant's financial information.
- **Registration Events** - User may edit or change the settings for online registration events.
- **Coaches: Creating & Editing** - User may add or edit registrations in the system for coaches or volunteers.
- **Coaches: Confirming** - User may confirm pending registrations.
- **Coaches: Assigning** - User may roster confirmed coaches or volunteers to teams.
- **Forms Library Access** - Gives user permission to view the registration forms that all participants fill out when registering with the club.
- **Confirmation Email Append** - User may add or change the text for the confirmation email notification for members registering online.
- **Manage Background Checks** - User can run background checks for officials and coaches.
- **Officials: Creating & Editing** - User may add or edit registration in the system for officials.
- **Officials Confirming** - User may confirm pending registrations.
- **Group Email Registered** - Allows user to send group emails to all registered participants
- **Group Email Unregistered** - Allows user to send a group email to those who registered last season, but have not registered for the current season.
- **Form Builder** - Allows user to create and edit forms.

## Reports

REPORTS		
<input type="checkbox"/> Registration	<input type="checkbox"/> Participants	<input type="checkbox"/> Coaches
<input type="checkbox"/> Folders & Teams	<input type="checkbox"/> Financial	<input type="checkbox"/> Email & Opt Out Reports
<input type="checkbox"/> Team Duplication	<input type="checkbox"/> Registration Diff	<input type="checkbox"/> Officials
<input type="checkbox"/> Bonzi League: Player	<input type="checkbox"/> Bonzi League: Coach	<input type="checkbox"/> Bonzi League: Team

- **Reports** - Provides access to data on various reports. For users rostering players, it is helpful to give access to the registration, participants, coaches, and folder & Team reports. Most often users are restricted from accessing financial reports and group email functionality.

## Members

MEMBERS		
<input type="checkbox"/> Member Reports	<input type="checkbox"/> Find / Edit	<input type="checkbox"/> Merge
<input type="checkbox"/> Print Member Cards		

- **Member Reports** - Provides access to information for all members of the organization
- **Find/Edit** - Allows user to edit any member information and find and reset usernames and passwords.
- **Merge** - Allows user to merge duplicate member accounts. *(This feature should be restricted to only one or two individuals who have read the instructions for member merge. This is a high-level feature that should be used only by key individuals in the organization.)*
- **Print Member Cards** - Allows access to print player cards.

## Store

STORE		
<input type="checkbox"/> Store Access		

- **Store Access**- If your organization has an online store setup, then check this permission to provide access.

## Scheduler

SCHEDULER		
<input type="checkbox"/> Scheduler Access		

- **Scheduler Access** - Provides user access to the game scheduler.

## Website Builder

WEBSITE BUILDER ACCESS			
Page	No Access	Edit Only	Edit & Publish
	[all]	[all / none]	[all / none]
Alternate Menu Alternate Menu > About	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate Menu Alternate Menu > Board of Directors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate Menu Alternate Menu > GryphonsHome	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate Menu Alternate Menu > Locations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate Menu Alternate Menu > Teams	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Menu Main Menu > Clinics & Camps	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Menu Main Menu > Contact Us	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Main Menu Main Menu > Fall Season	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Website Builder Access** - This area lists every page you have available in your Bonzi web site for editing and publishing. You can give users access to no pages, edit only or edit & publish to specific pages, or edit only & publish to ALL pages.