


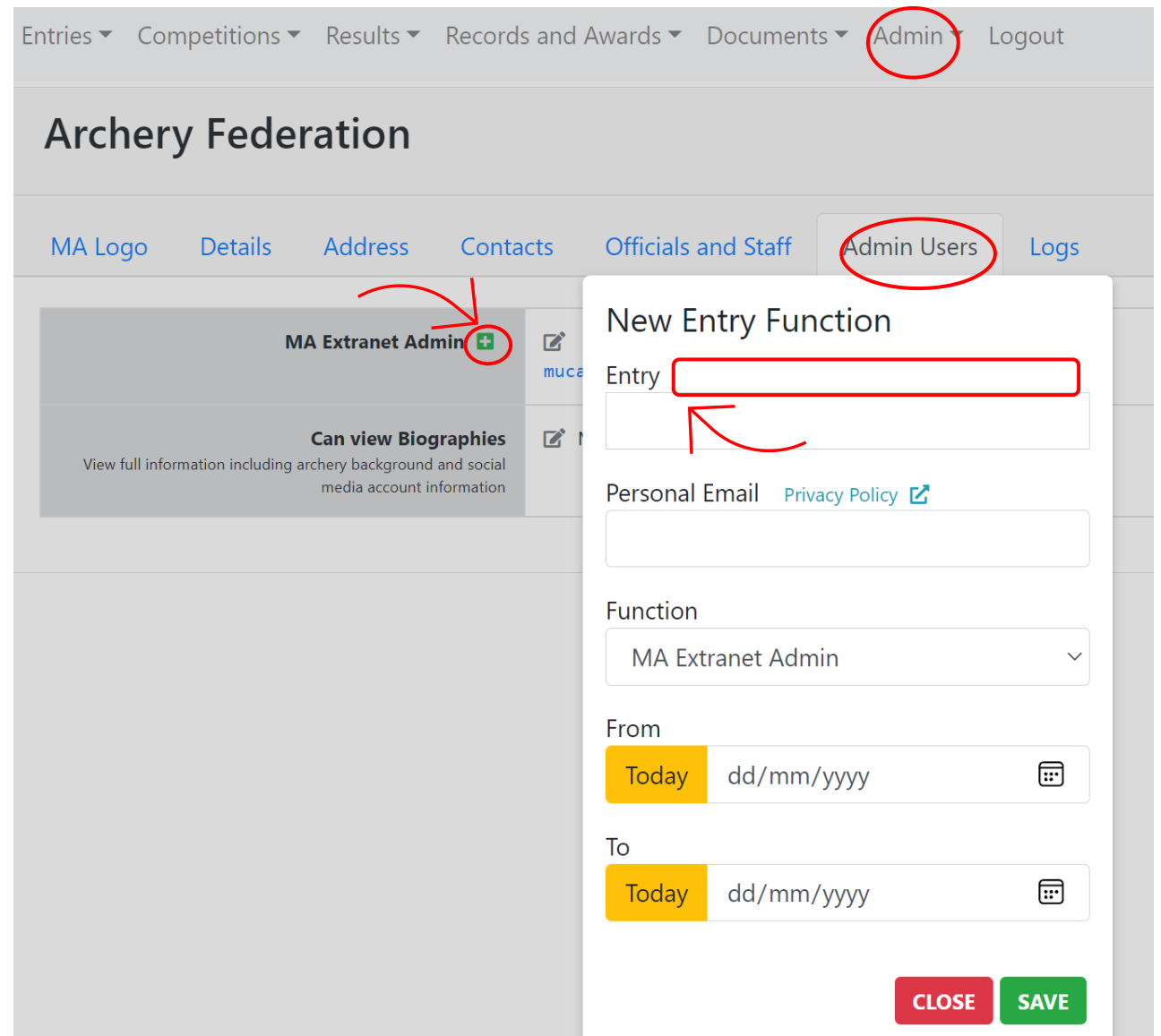


How to assign an admin user?

1. Go to Admin> Member Associations>select your federation>Admin Users
2. Add a new admin user
 - Click the green cross icon 
 - Enter full name or part of the name
 - A list of people will appear, choose the correct one
 - In case there is no existing entry for that person then create an entry ([watch tutorial video here](#)) 
3. Check for a password if necessary
4. Enter all information requested:
 - Professional/personal email (**cannot be MA general email**)
 - Select function MA Extranet Admin
 - Start and end date of the function as admin user
 - always save your action 
5. If needed, to remove other admin users' privilege, please add end of term date, DON'T disable the account



The screenshot shows the 'Admin Users' section of the World Archery Admin interface. The 'Admin' menu item is circled in red. The 'Admin Users' tab is also circled in red. A red arrow points to the green cross icon next to the 'MA Extranet Admin' entry. A 'New Entry Function' modal form is open, with a red box around the 'Entry' field and a red arrow pointing to it. The form includes fields for 'Personal Email', 'Function' (set to 'MA Extranet Admin'), 'From' date (set to 'Today'), and 'To' date (set to 'Today'). 'CLOSE' and 'SAVE' buttons are at the bottom right of the modal.