

tennisTOUCH WEB - ASSIGNING ACCESS RIGHTS

Manual for assigning access rights using tennisTOUCH Tournament Software

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1) Introduction

The person that has opened a competition has a possibility to assign access rights to everybody included in organization of competition. The only condition is that they need to have their tennisTOUCH account. For instructions on how to open tennisTOUCH account please read “tennisTOUCH Web - Opening myTOUCH account” manual.

There are 4 different access rights:

a) Input of scores

The person with this access right can only input scores.

b) News administrator

The person with this access right can only input news.

c) Referee

The person with this access right can input scores, do draws, schedule of play, change and enter other tournament data, etc.

d) Tournament Administrator

The person with this access right can use all tennisTOUCH services for this tournament and change tournament data.

2) Assigning access rights for a competition held at one club

BEAR IN MIND: If you find yourself inside the competition that you have already prepared, move to item No. 5.

1. Open an internet browser (recommendation: Google Chrome)
2. Go to www.tennistouch.net
3. In the menu click on “myTOUCH account”. Type your username and password and click “Sign in”.



4. Click on “Tournaments”. Click on the name of desired tournament.



5. Click on “Access permissions”.



6. Click on  .

7. Enter the name of the person that you wish to give access right to into the “PIN” field and click on “Find PIN”.

8. Choose the access right (“Role”).

9. Mark this person active by clicking on the empty field next to “Active”.

10. Click on “Save” to save the entered data, “Save and new”, if you want to add another person or “Cancel” if you want to quit.

BEAR IN MIND:

- You can always correct the entered data by clicking on  .
- You can always erase the entered data by clicking on  , and answering affirmative to a question: "Are you sure you want to delete this record?"

Group of events | Events | Teams | List of players - male | List of players - female | Locations | Courts | Officials | **Access permissions** | Images | Days

 **ACCESS PERMISSIONS**




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User	Role name???	Group	Active
  Sudac, Jurica	TOURNAMENT ADMIN	TOURNAMENTS	<input checked="" type="checkbox"/>

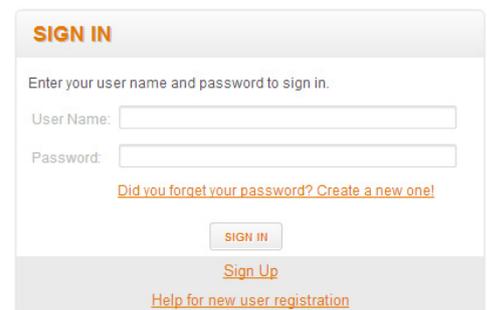
3) Assigning access rights for a competition held at different clubs

If the competition is being held at different clubs, the access rights are being assigned within each “Team competition”. This way all the data connected to this event is isolated from the rest of events in the same round. Also, this way access rights to this event is assigned only to persons working at that event.

3.1. Assigning access rights within “League competition”

BEAR IN MIND: If you find yourself inside the competition that you have already prepared, move to item No. 5.

1. Open an internet browser (recommendation: Google Chrome)
2. Go to www.tennistouch.net
3. In the menu click on “myTOUCH account”. Type your username and password and click “Sign in”.



4. Click on “Tournaments”. Find the name of desired league with all the basic data about the competing teams and click on it.



5. Click on “Access permissions”.



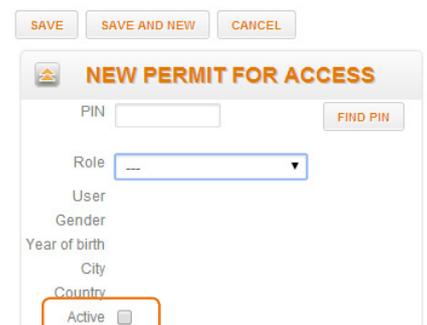
6. Click on  .

7. Enter the name of the person that you wish to give access right to into the “PIN” field and click on “Find PIN”.

8. Choose the access right (“Role”).

9. Mark this person active by clicking on the empty field next to “Active”.

10. Click on “Save” to save the entered data, “Save and new”, if you want to add another person or “Cancel” if you want to quit.



BEAR IN MIND:

- You can always correct the entered data by clicking on  .
- You can always erase the entered data by clicking on  , and answering affirmative to a question: “Are you sure you want to delete this record?”



3.2. Assigning access rights within “Individual team competition”

1. Follow the steps 1 to 3 from Chapter 3.1. Assigning access rights within “League competition”.
2. Click on “Tournaments”.



3. Click on the “Individual team competition” that you want to assign access right(s).

 	Liga (2014) 3.5 - 10.05.2014 CA9DE72F	PRIVATE 	USA	George Hampt	Clay	       
 	Nebraska - Vermont (2014) 3.5 - 10.05.2014 1F5947AD	PRIVATE 	USA			       
 	Nebraska - New York (2014) 3.5 - 10.05.2014 89C40719	PRIVATE 	USA			       
 	New York - Vermont (2014) 3.5 - 10.05.2014 D18A671B	PRIVATE 	USA			       
 	California - Hawaii (2014) 3.5 - 10.05.2014 D4CC97F2	PRIVATE 	USA			       

4. Click on “Access permissions”.



5. Click on  .

6. Enter the name of the person that you wish to give access right to into the “PIN” field and click on “Find PIN”.

7. Choose the access right (“Role”).

8. Mark this person active by clicking on the empty field next to “Active”.

9. Click on “Save” to save the entered data, “Save and new”, if you want to add another person or “Cancel” if you want to quit.

SAVE SAVE AND NEW CANCEL

 **NEW PERMIT FOR ACCESS**

PIN FIND PIN

Role

User

Gender

Year of birth

City

Country

Active

BEAR IN MIND:

- You can always correct the entered data by clicking on  .
- You can always erase the entered data by clicking on  , and answering affirmative to a question: “Are you sure you want to delete this record?”

Group of events Events Teams List of players - male List of players - female Locations Courts Officials **Access permissions** Images Days

 **ACCESS PERMISSIONS**

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 	Sudac, Jurica	TOURNAMENT ADMIN	TOURNAMENTS	<input checked="" type="checkbox"/>