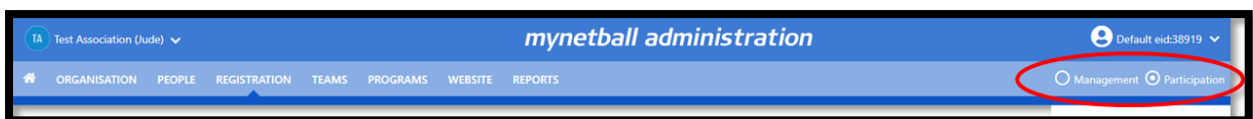


## Quick Reference Guide: Change Login Password

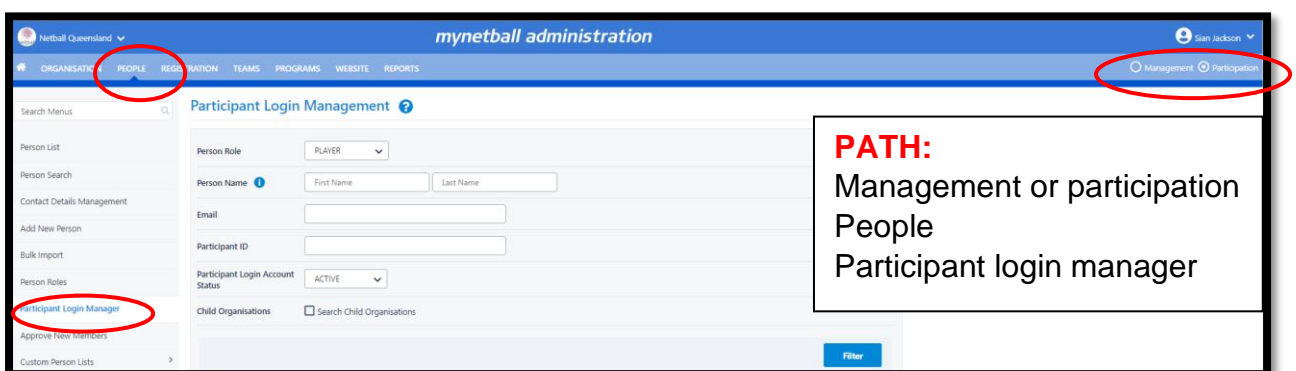
This screen allows the maintenance of participant logins. This is distinct from administrative logins, participant logins allow participants (i.e. anyone who has had a person record created within any organisation) to login using their numerical ID or email address to update their own details, change their password, and depending on the roles they hold within various organisations, do things such as edit their availability for selection/allocation or view other statistics relevant to them.

**The below process is the same at Association or Club level. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.**

Associations can change participant logins and passwords under **Management** or **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.



This will bring you to the **Participant Login Management** page.

**Person Filter**

Person Role:

Person Name: First  Last

Email:

Participant ID:

Participant Login Account Status:

Child Organisations:  Search Child Organisations

**Filter**

336 total participants, 336 have a login.

Bulk Action:  **Go**

Select All Participants Currently selected: 0

	PART. ID	NAME	LOGIN ID	ACCOUNT STATUS	VALID ACTIONS
<input type="checkbox"/>	35-1604	Janith, Ward	35-1604	ACTIVE	RESET
<input type="checkbox"/>	3-1533	Janith, Simonsley	janith3@AAP@icloud.com	ACTIVE	RESET
<input type="checkbox"/>	3-1535	Janith, Wallis	janith3@icloud.com	ACTIVE	RESET

Search via name or MyNetball ID number, select any role and any account status (this is advised to capture more participant options). Select **Filter**.

Only members with an **active status** will be able to have their password changed by an administrator.

Click on the blue arrow on the left-hand side to expand details.

Select All Participants Currently selected: 0

	PART. ID	NAME	LOGIN ID	ACCOUNT STATUS	VALID ACTIONS
<input checked="" type="checkbox"/>				ACTIVE	RESET

**Login ID:** [REDACTED]

**User Email:** [REDACTED]

Last login: 28 Nov 18 11:17AM

Failures since last login: 1

Total login failures: 9

**Actions:**  
[Send Login Invite](#) | [Send Reset Password Link](#) | [Change Password](#) | [Unlock Account](#)

Participant records linked to this user account:

ID	NAME	EMAIL
<input type="checkbox"/>	[REDACTED]	[REDACTED]



Under Actions; change password is an option. Select it and a new password (6-digit number) will appear next to the green active status.

Pass on the following details to your member;

- What ever the login ID states; either email address or ID number
- The new password

Your member can then click on the associations or clubs online signup form to register using the details you provided them.