



Hover over **My Organisation** and select **My Hierarchy**.

Find your organisation and click on the name.

Select the **Contacts** tab.

Find the contact you want to make a system user and tick the check before their name.

Overview

Contacts

Sub Organisations

Members

Products

Awards

Infringements

Web Display Rules

Create Contact

	FIRST NAME	LAST NAME	USERNAME	EMAIL *	MOBILE PHONE *	ROLE(S) *	COMPETITIONS
<div><div></div><div><div><div></div></div><div><div></div></div></div></div>	Amy			i@sportstg.com	0411111111	Treasurer, Secretary, Administrator	<div><div></div></div>

Show

10

Contacts Per Page

Showing Rows 1-1 of 1

A box opens asking you to confirm. Click **Enable User**.

Amy Admin

Please confirm that you would like to enable this person as an admin user.

Enable User

Close

You get a confirmation that the user has been set up as an administrator. Click **Close**.

Amy Admin

Please confirm that you would like to enable this person as an admin user.
Partner user successfully created

Enable User

Close

You can see that the contact now has the **Admin Status** of **Active**.

Overview Contacts Sub Organisations Members Products Awards Infringements Web Display Rules											
<div>Create Contact</div>		All Status		Search Contacts							
	FIRST NAME	LAST NAME	USERNAME	EMAIL *	MOBILE PHONE *	ROLE(S) *	COMPETITIONS	CLEARANCES	PAYMENTS	REGISTRATIONS	ADMIN STATUS
<div><div></div><div></div></div>	Amy			@sportstg.com	0411111111	Treasurer, Secretary, Administrator	<div></div>	<div></div>	<div></div>	<div></div>	Active

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