

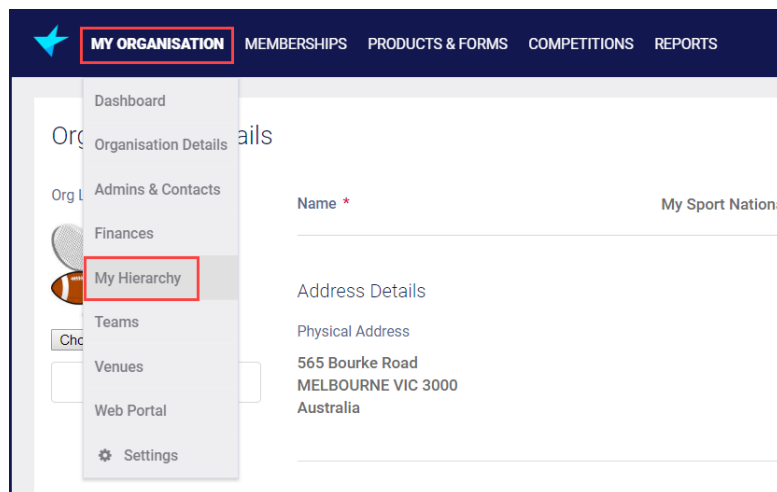


How do I give permissions to organisations to create new forms?

Last Modified on 07/10/2019 3:32 pm AEDT

As an administrator, you have the ability to give permission for organisations below you to create new forms.

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



Click the **Permissions** tab.

	ORGANISATION NAME *	ACCREDITATIONS - MANAGE	AGE GROUPS - MANAGE	AWARDS - MANAGE	CLEARANCES - MANAGE	COMPETITION MEDIA - MANAGE	COMPETITION TEMPLATES - MANAGE	COMPETITIONS - MANAGE	COMPETITION CUSTOM FIELDS - MANAGE	COMPETITIVE LEVELS - MANAGE	FORMS - CREATE	STATISTICS DEFINITIONS - MANAGE	STATISTICS TEMPLATES - MANAGE
<input type="checkbox"/>	Alfredton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bacchus Marsh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Ballarat City Brewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BaseballVicRudy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BaseballVicRudy2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you can't see the **Forms Create** column, click the **Table Settings** icon.

	ORGANISATION NAME *	ACCREDITATIONS - MANAGE	AGE GROUPS - MANAGE	AWARDS - MANAGE	CLEARANCES - MANAGE	COMPETITION MEDIA - MANAGE	COMPETITION TEMPLATES - MANAGE	COMPETITIONS - MANAGE	COMPETITION CUSTOM FIELDS - MANAGE	COMPETITIVE LEVELS - MANAGE	FORMS - CREATE	STATISTICS DEFINITIONS - MANAGE	STATISTICS TEMPLATES - MANAGE
--	---------------------	-------------------------	---------------------	-----------------	---------------------	----------------------------	--------------------------------	-----------------------	------------------------------------	-----------------------------	----------------	---------------------------------	-------------------------------

Scroll down until you find **Forms - Create** and tick the box next to it. Click **Apply**.

Table Settings

✕

Email Letterheads - Manage

Email Templates - Manage

Fixture Templates - Manage

Fixtures - Manage

Forms - Create

Forms - Manage

Game Day Roles - Manage

Game Official Roles - Manage

Game Officials - Manage

Injury Reports - Manage

Ladder Templates - Manage

Location Availability - Manage

Location Conflicts - Manage

Location Exception Dates - Manage

✓ Apply

✕ Cancel

This adds the column to the permissions view so you can see if the box is ticked or not for organisation concerned.

Tick the box at the beginning of the line for each organisation you want to prevent creating forms.

NOTE: if Forms - Create is not ticked, the organisation does not have permission to create forms.

Click **Mass Update Selected Rows**.

My Hierarchy

✓ Save

✕ Cancel

Organisations

Hierarchy View

Configurations

Permissions

✎ Mass Update Selected Rows

All Org Types

Search Organisations

	ORGANISATION NAME *	ACCREDITATIONS - MANAGE	AGE GROUPS - MANAGE	AWARDS - MANAGE	CLEARANCES - MANAGE	COMPETITION MEDIA - MANAGE	COMPETITION TEMPLATES - MANAGE	COMPETITIONS - MANAGE	COMPETITION CUSTOM FIELDS - MANAGE	COMPETITIVE LEVELS - MANAGE	FORMS - CREATE	STATISTICS DEFINITIONS - MANAGE	STATISTICS TEMPLATES - MANAGE
<input checked="" type="checkbox"/>	Alfredton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bacchus Marsh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Ballarat City Brewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

NOTE: this process is the same for 1 organisation or many.

A box opens. Scroll down to **Forms - Create** and tick the box.

Click **Apply**.

Mass Update Selected Rows

Fixture Templates - Manage

☐

Fixtures - Manage

☐

Forms - Create

☒

Forms - Manage

☐

Game Day Roles - Manage

☐

Game Official Roles - Manage

☐

Game Officials - Manage

☐

Apply

Cancel

The selected organisations will now see the Create Forms button and can create their own forms.

My Hierarchy														Save	Cancel
Organisations Hierarchy View Configurations Permissions															
	ORGANISATION NAME *	ACCREDITATIONS - MANAGE	AGE GROUPS - MANAGE	AWARDS - MANAGE	CLEARANCES - MANAGE	COMPETITION MEDIA - MANAGE	COMPETITION TEMPLATES - MANAGE	COMPETITIONS - MANAGE	COMPETITION CUSTOM FIELDS - MANAGE	COMPETITIVE LEVELS - MANAGE	FORMS - CREATE	STATISTICS DEFINITIONS - MANAGE	STATISTICS TEMPLATES - MANAGE		
<input type="checkbox"/>	Alfredton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Bacchus Marsh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Ballarat City Brewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	BaseballVicRudy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

To remove the permission, tick the box next to the organisation(s). Click **Mass Update Selected Rows**.

My Hierarchy Save Cancel

Organisations Hierarchy View Configurations **Permissions**

✎ Mass Update Selected Rows All Org Types Search Organisations

<input type="checkbox"/>	ORGANISATION NAME *	ACCREDITATIONS - MANAGE	AGE GROUPS - MANAGE	AWARDS - MANAGE	CLEARANCES - MANAGE	COMPETITION MEDIA - MANAGE	COMPETITION TEMPLATES - MANAGE	COMPETITIONS - MANAGE	COMPETITION CUSTOM FIELDS - MANAGE	COMPETITIVE LEVELS - MANAGE	FORMS - CREATE	STATISTICS DEFINITIONS - MANAGE	STATISTICS TEMPLATES - MANAGE
<input checked="" type="checkbox"/>	Alfredton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bacchus Marsh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Ballarat City Brewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When the box opens, scroll down to Forms - Create.

Tick, then untick the box. When you do this, there will be a blue box around the check box.

Mass Update Selected Rows ✕

Email Templates - Manage	<input type="checkbox"/>
Fixture Templates - Manage	<input type="checkbox"/>
Fixtures - Manage	<input type="checkbox"/>
Forms - Create	<input checked="" type="checkbox"/>
Forms - Manage	<input type="checkbox"/>
Game Day Roles - Manage	<input type="checkbox"/>

Apply Cancel

Click Apply.

The permission have now been removed.

<div>All Org Types ▼ <input type="text" value="Search Organisations"/> ≡</div>													
<input type="checkbox"/>	ORGANISATION NAME *	ACCREDITATIONS - MANAGE	AGE GROUPS - MANAGE	AWARDS - MANAGE	CLEARANCES - MANAGE	COMPETITION MEDIA - MANAGE	COMPETITION TEMPLATES - MANAGE	COMPETITIONS - MANAGE	COMPETITION CUSTOM FIELDS - MANAGE	COMPETITIVE LEVELS - MANAGE	FORMS - CREATE	STATISTICS DEFINITIONS - MANAGE	STATISTICS TEMPLATES - MANAGE
<input type="checkbox"/>	Alfredton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bacchus Marsh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Ballarat City Brewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Related Articles