

How do I grant someone admin access to another organisation in my heirarchy?

Last Modified on 14/04/2021 3:51 pm AEST

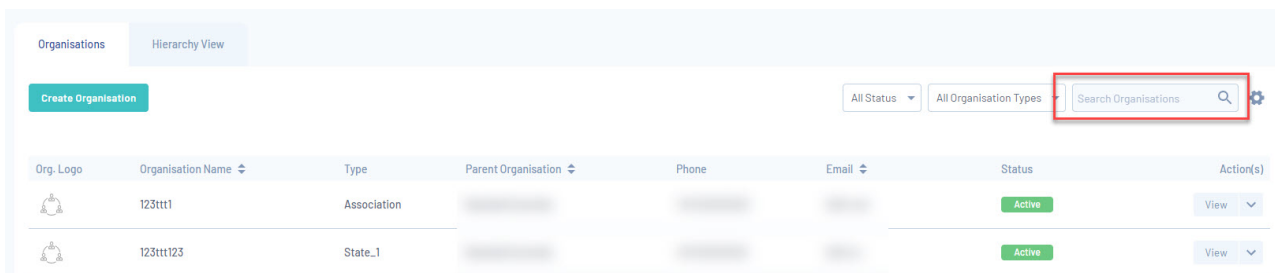
If you are an admin for an organisation at national, state or association/league level, you have the ability to grant any user access to a specific organisation or multiple organisations within your heirarchy.



1. Log into the portal with the highest level of access you have.

VIA MY ORGANISATION

2. Click the drop down arrow against My Organisation and click **My Heirarchy**.

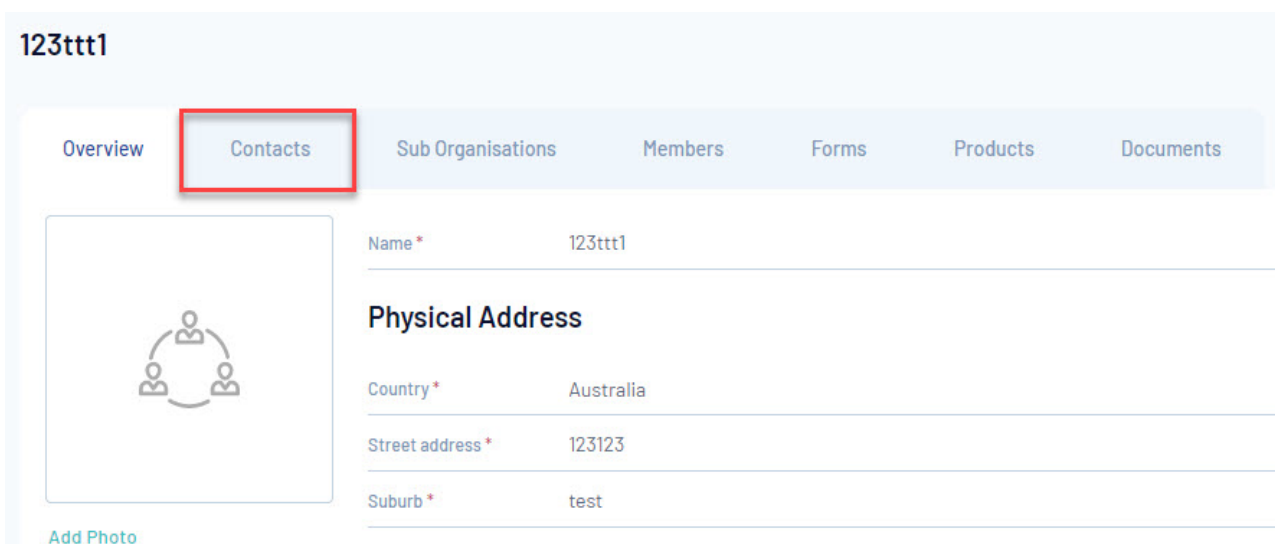
3. Search the organisation the user needs access to via the search bar.



Org. Logo	Organisation Name	Type	Parent Organisation	Phone	Email	Status	Action(s)
	123ttt1	Association				Active	View
	123ttt123	State_1				Active	View


4. Click **VIEW** next to the name of the organisation, which will take you to the generic overview page of the organisation.

5. Click the **CONTACTS** tab.



123ttt1

Overview **Contacts** Sub Organisations Members Forms Products Documents



[Add Photo](#)

Name * 123ttt1

Physical Address

Country * Australia

Street address * 123123

Suburb * test

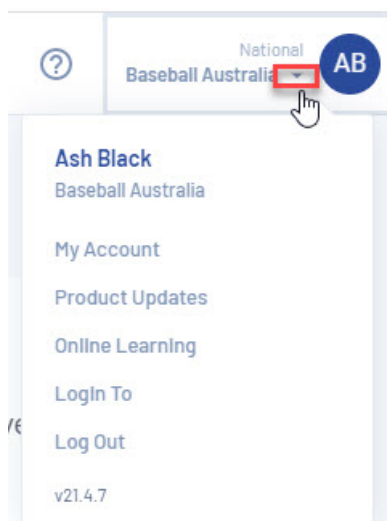
6. Click create contact.

7. To grant admin access follow the steps outlined in [granting a member access to your organisation](#).

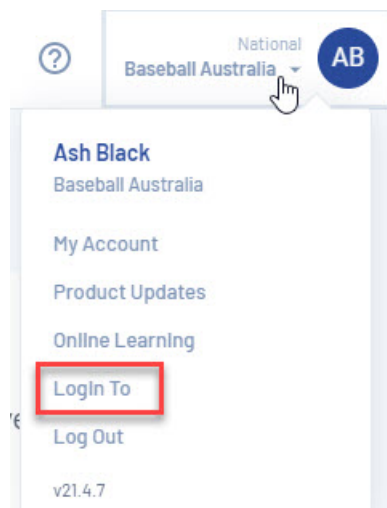
8. Repeat the above for any other organisations the user needs access to.

VIA MY PROFILE:

2. Click the drop down arrow against your profile in the top right hand corner which will open the menu.



3. Click the **LOG INTO** option.



4. Search the organisation in the search bar.

Organisation Name	Organisation Type	Login As
123ttt1	Association	Login
123ttt123	State_1	Login
140929	State_1	Login

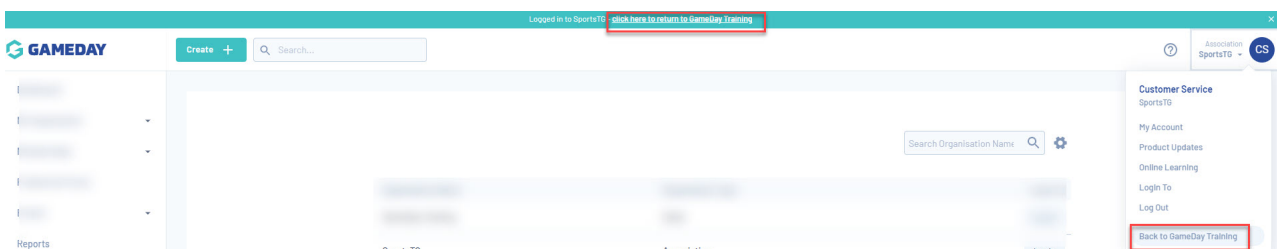
5. Click login.

Organisation Name	Organisation Type	Login As
123ttt1	Association	Login
123ttt123	State_1	Login
140929	State_1	Login
1409431	Club	Login

6. Click on the arrow against MY ORGANISATION and select ADMIN & CONTACTS.

7. To grant admin access follow the steps outlined in [granting a member access to your organisation](#).

8. Once done, to go back to your primary organisation, click the banner at the top of the page or back on your profile and select BACK TO (ORGANISATION).



NOTE: if the user has access to multiple organisations, then these will displayed on the initial home page after logging in. If the user already has access to another organisation, they will receive a confirmation email confirming they have been enabled as a user but won't need to set a password for these extra organisations - they will be able to log in and view these organisations within their original admin access log in details.

Related Articles
