



Non-committee roles access levels in ENgage

The following non-committee roles give the individual additional access within ENgage:

	Membership Contact	Volunteer Coordinator	Website Editor	Website Administrator
Organisation Profile				
Members				
People				
Correspondence				
Team Management				
Website				

The following roles can be allocated but these are solely designed to help you administer your league:

- Honorary Life Member
- Official
- Social/Events Officer
- Umpire
- Volunteer
- Volunteer Coordinator
- Youth Volunteer

An ENgage committee member with the appropriate access level to allocate roles will need to follow these instructions to assign individuals to non-committee roles within your organisation:

1. Log into ENgage
2. In the 'My Organisations' box, select the thumbnail of your organisation
3. Select 'People'
4. Click 'Everyone'
5. Double click on the individual to be assigned the role
6. Click 'Roles' on the left-hand side menu
7. Click 'Add Role'
8. Enter '[ROLE NAME]' in the role field
9. Select the magnifying glass icon

10. Click on the wanted role name
11. Select the small disk icon to save