

Participant Login Management

The Participant Login Management Page will allow you to see the account status for each of your members. It will also display the current email recorded under the member's record. To access Participant Login Management, please follow the steps below:

The screen below will appear:

Participant Login Management ?

Person Role: ANY ROLE

Person Name: Todd Pengilly

Email: [Empty]

Participant ID: [Empty]

Participant Login Account Status: ACTIVE

Filter

1 total participants, 1 have a login

Bulk Action: [Empty] Go

Select All Participants Currently selected: 0

	PAR.T. ID	NAME	LOGIN ID	ACCOUNT STATUS	VALID ACTIONS
	3733193	Pengilly, Todd	tpengilly@netballnsw.com	ACTIVE	RESET

Menu Heading	Menu Item
People	Participant Login Management

To send 'Active Members' an email to change their password:

- Select the relevant Person Role. If you are unsure select Any Role
- Fill in the Name, Email or Participant ID if you are a specific person
- Select Active from the Account Status drop down list
- Click on Filter – only those with an Active account will appear on your screen
- In the Actions drop down list select Send Reset Password Link
- Tick Select All or individually select the relevant records
- Click Perform Action

Note: the password links sent in the email is only valid for two hours from the time it is sent.

Select All Participants Currently selected: 0

	PART. ID	NAME	LOGIN ID	ACCOUNT STATUS	VALID ACTIONS
<input checked="" type="checkbox"/>	3733193	Pengilly, Todd	tpengilly@netballnsw.com	ACTIVE	RESET

Login ID: tpengilly@netballnsw.com

User Email: tpengilly@netballnsw.com
 Last login: 13 Dec 18 1:36PM
 Failures since last login: 0
 Total login Failures: 35

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

Participant records linked to this user account:

ID	NAME	EMAIL
3733193	Pengilly, Todd	mchapman@netballnsw.com

To change an 'Active Members' password as an administrator (this action cannot be done in bulk):

- Select the relevant Person Role. If you are unsure select Any Role.
- Fill in the Name, Email or Participant ID for that specific person.
- Select Active from the Account Status drop down list.
- Click on Filter.
- Expand the record via the arrow on the left hand side of the profile.
- Click Change Password link.
- Once the page refreshes scroll down to the record to see the new password generated on screen.

Note: this password is not temporary and can be used by the participant until they wish to change it.

To send all members with 'No Account' their login details:

- Select the relevant Person Role. If you are unsure select Any Role.
- Select No Account from the Account Status drop down List.
- Click on Filter – only those with a No Account status will appear on your screen.
- In the Actions drop down list select Send Login Invite.
- Tick Select All or individually select the relevant records.
- Click on Perform Action.

Note: the login invite link sent in the email is only valid for seventy-two hours from the time it is sent.