



HOW TO UPDATE AND ADD PEOPLE ON TROLS FOR YOUR CLUB.

Enter your Userid and Password

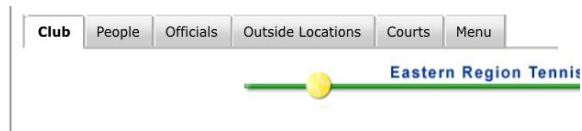
You will then see this screen

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Click on 1. Update Details

These are the headings you will see.



If you change any information regarding your Club in the 'Club' tab then you have to Click on 'Update Club Details'.



These are the icons used to update 'People' & 'Officials'



The 1st icon is the 'Add New Row'

The 2nd icon is 'Edit Selected Row'

The 3rd icon is 'Delete Selected Row'

These are the only 3 icons you will need to use to add someone to your list of people in your club and if they have a Role eg Convenor, Secretary.

To add someone in the 'People' Tab, Click on the 'Add' icon. This will bring up this screen. Type in the information and click 'Submit'.



The screenshot shows a modal window titled "Add Record" with a close button (X) in the top right corner. The form contains the following fields: Name (text input), Phone (text input), Mobile (text input), Address (text input), Suburb (text input), Pcode (text input), and Email (text input). At the bottom right of the form are two buttons: "Submit" and "Cancel".

To add a person in the 'Official' tab. Click on the 'Add' Icon. This will bring up this screen.

Click on the down arrow to select the person's name then click on the down arrow to select the position they will hold. Eg Convenor, Secretary.

You can then give that person a userid and password. Then click 'Submit'.



The screenshot shows a web application interface with a navigation bar containing tabs: "Club", "People", "Officials" (which is selected and highlighted), "Outside Locations", and "Courts". Below the navigation bar is a modal window titled "Add Record" with a close button (X) in the top right corner. The form contains the following fields: Name (text input with "John Smith"), Position (text input with "President"), UserId (text input), Password (text input), and Web (text input with "Yes"). At the bottom right of the form are two buttons: "Submit" and "Cancel".