



## Request Team Admin Access for Members of the Coaching Staff

Updated (2/25)

### Team Admins for CCN

Team Admins have full access to view all team information, for athletes and coaches,, including private health and other membership information, coach certifications and requirements. Those chosen as Team Admins should be working under the direction of the Head Coach.

Team Admin(s) can customize the team for the new season, and run reports for practices, races, etc.

- Manage CCN configurable components (logo, email, etc.)
- View all team(s) data (with the exception of Financial Data)
- Run Reports including Athlete and Coach Rosters
- Run Emergency Contact Reports
- Add a Team Registration Form
- Add a Team Waiver

The Team Financial Controller for CCN has permission to:

- View account financials
- Download financial reports
- Receive payout deposit notifications
- Set up Bank accounts, General Ledger codes, etc.
- Set Up Paysafe
- Set up Team Fees through CCN
- Set up a Team Store

To Request CCN ADMIN or Financial Controller Access,

The Team's Head Coach sends an email to [coaching@minnesotacycling.org](mailto:coaching@minnesotacycling.org) and includes the following information.

Team	Coach Name	Admin Email	Role: (-Team Admin, -Financial Controller)
SampleTeam	Grey Duck	(Personal Email for the Coach that matches their login)	Team Admin