



ADDING AND EDITING AN OFFICIAL

LEAGUE
OPERATORS

This guide walks league operators through adding an official to a portal and editing the conferences an official is affiliated with.

Adding an Official

1. To add an official to the roster and/or to add or remove conferences in which the official works, click the profile icon in the top-right corner, and click **"Manage Consortium."**

Quick Links

- Video Library
- Directory
- Messages
- Registration
- Camps
- Schedule
- Testing

Mv Stuff

Action Items

Accounts & Central Hubs

Sample New Portal

Go to Account →

2. Make sure the desired portal is selected in the dropdown menu near the upper-left corner of the page.

Select Consortium

Sample New Portal

Changes here may take up to 10 seconds to propagate

Add New User(s)

Users

Search for a user by name or email...

	The Conference	The League	Account Actions
	Filter by Role...	Filter by Role...	
Marty Abezian marty@refquest.com	User Role RQ Admin	User Role RQ Admin	Remove User
Dallin Anderson DallinAnderson@example.com	User Role Replay Tech	User Role	Remove User
Johnny Appleseed johnnyappleseed88@example.com	User Role Coach	User Role	Remove User
Gage Baker GageBaker@example.com	User Role Replay Tech	User Role	Remove User
William Baze willambaze@example.com	User Role Coordinator	User Role Coordinator	Remove User





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3. Select "Manage Users."

The screenshot shows the 'Manage Users' page in the RQ Account interface. The left sidebar contains a 'Select Consortium' dropdown set to 'Sample New Portal', a 'Manage Users' link with a yellow arrow pointing to it, and a 'Team Affiliations' link. The main content area is titled 'Manage Users' and includes a note: 'Note: Changes here may take up to 10 seconds to propagate'. Below this is a table with columns for 'Users', 'The Conference', 'The League', and 'Account Actions'. The table lists several users with their roles and a 'Remove User' button for each.

Users	The Conference	The League	Account Actions
Marty Abezian marty@refquest.com	User Role RQ Admin	User Role RQ Admin	Remove User
Dallin Anderson DallinAnderson@example.com	User Role Replay Tech	User Role	Remove User
Johnny Appleseed johnnyappleseed86@example.com	User Role Coach	User Role	Remove User
Gage Baker GageBaker@example.com	User Role Replay Tech	User Role	Remove User
William Baze willambaze@example.com	User Role Coordinator	User Role Coordinator	Remove User
Troy Berry troyberry@example.com	User Role Official	User Role	Remove User
Bo Boroski boroski@refquest.com	User Role RQ Admin	User Role RQ Admin	Remove User

4. Select "Add New User(s)."

The screenshot shows the 'Manage Users' page in the RQ Account interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Manage Users' and includes the same note. A yellow arrow points to the 'Add New User(s)' button in the top right corner. The table below is identical to the one in the previous screenshot.

Users	The Conference	The League	Account Actions
Marty Abezian marty@refquest.com	User Role RQ Admin	User Role RQ Admin	Remove User
Dallin Anderson DallinAnderson@example.com	User Role Replay Tech	User Role	Remove User
Johnny Appleseed johnnyappleseed86@example.com	User Role Coach	User Role	Remove User
Gage Baker GageBaker@example.com	User Role Replay Tech	User Role	Remove User
William Baze willambaze@example.com	User Role Coordinator	User Role Coordinator	Remove User
Troy Berry troyberry@example.com	User Role Official	User Role	Remove User
Bo Boroski boroski@refquest.com	User Role RQ Admin	User Role RQ Admin	Remove User



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5. Select "Add a Single User."

Sample New Portal
Add New User(s)

➔ Add a Single User
Manual Entry

Marty Abezian	User Role RQ Admin	User Role RQ Admin	Remove User
Dallin Anderson	User Role Replay Tech	User Role	Remove User
Johnny Appleseed	User Role Coach	User Role	Remove User
Gage Baker	User Role Replay Tech	User Role	Remove User
William Baze	User Role Coordinator	User Role Coordinator	Remove User

6. Enter the email address, first name, and last name of the official. Do not enter a phone number. **Note:** if the official is already on RQ+, it will not ask for a name.

Sample New Portal
Add New User(s)

Email Address* brandnewofficial2792@example.com

Phone Number (Optional)

Phone Number (Optional)

✓ This email appears to be valid. There is a 91% chance that this email will work (>70% is good). This email has a valid domain record. This email has a valid syntax.

First Name* Brand New

Last Name* Official

Select Role - The Conference

Select Role - The Conference

Select Role - The League

Select Role - The League





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7. Select the role of **"Official"** in the dropdown menu(s) **only** for the conference(s) in which the official will work. Then, select **"Add User."**

Sample New Portal
Add New User(s)

Phone Number (Optional)
Phone Number (Optional)

✓ This email appears to be valid. There is a 91% chance that this email will work (>70% is good). This email has a valid domain record. This email has a valid syntax.

First Name*
Brand New

Last Name*
Official

Bulk Add Roles – Confirm Individual Affiliation Selections Below Before Adding

Select Role for All Affiliations
Select Role for All Affiliations

Select Role - The Conference
Official

Select Role - The League
Select Role - The League

Cancel Add User

8. Once the new official is added, type to search for the new official, and the new official will appear.

Manage Users

Note: Changes here may take up to 10 seconds to propagate

Add New User(s)

Users

Q Brand New Official

Users	The Conference	The League	Account Actions
BO Brand New Official brandnewofficial2792@example.com	Filter by Role... User Role Official	Filter by Role... User Role	Remove User





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Adding an Official to a New Conference

1. To add the official to a new conference to which the official does not already belong, click **"User Role"** below the respective desired new conference.

The screenshot shows the 'Manage Users' page in the RQ Account. The page has a sidebar with 'Select Consortium' (Sample New Portal) and 'Manage Users' (Team Affiliations). The main content area is titled 'Manage Users' with a note: 'Note: Changes here may take up to 10 seconds to propagate'. Below this is a table with columns: 'Users', 'The Conference', 'The League', and 'Account Actions'. The 'Users' column has a search bar with 'Brand New Official' and a list of users. The 'The Conference' column has a 'Filter by Role...' dropdown. The 'The League' column has a 'Filter by Role...' dropdown. The 'Account Actions' column has a 'Remove User' button. A yellow arrow points to the 'User Role' dropdown menu under 'The League' column for the 'Brand New Official' user.

2. Click to toggle on the role of **"Official."**

The screenshot shows the 'Change User Role' dialog box. The dialog box has a title bar 'Change User Role' and a close button. It contains a list of roles with toggle switches: Coach, Conference Office Admin, Coordinator, Institutional Admin, Observer, Official, Replay Tech, Replay Tech Assigner, and RQ Admin. The 'Official' role is highlighted with a yellow arrow. At the bottom of the dialog box are 'Cancel' and 'Remove User Role' buttons.

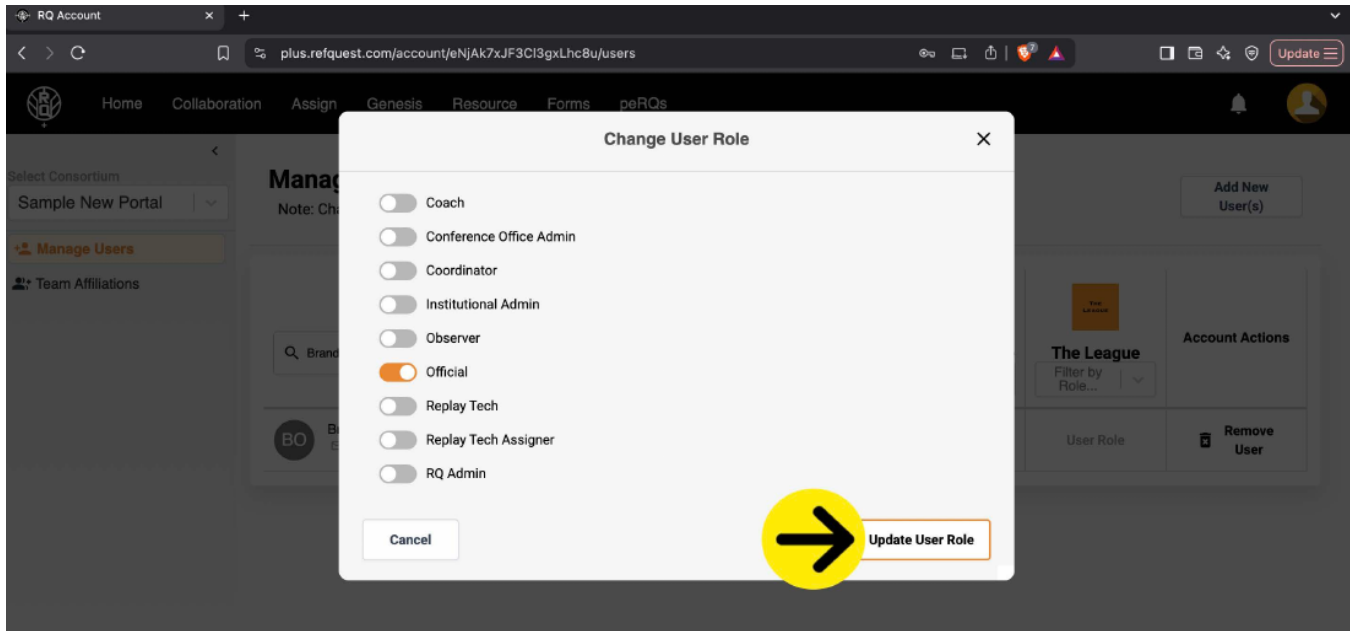




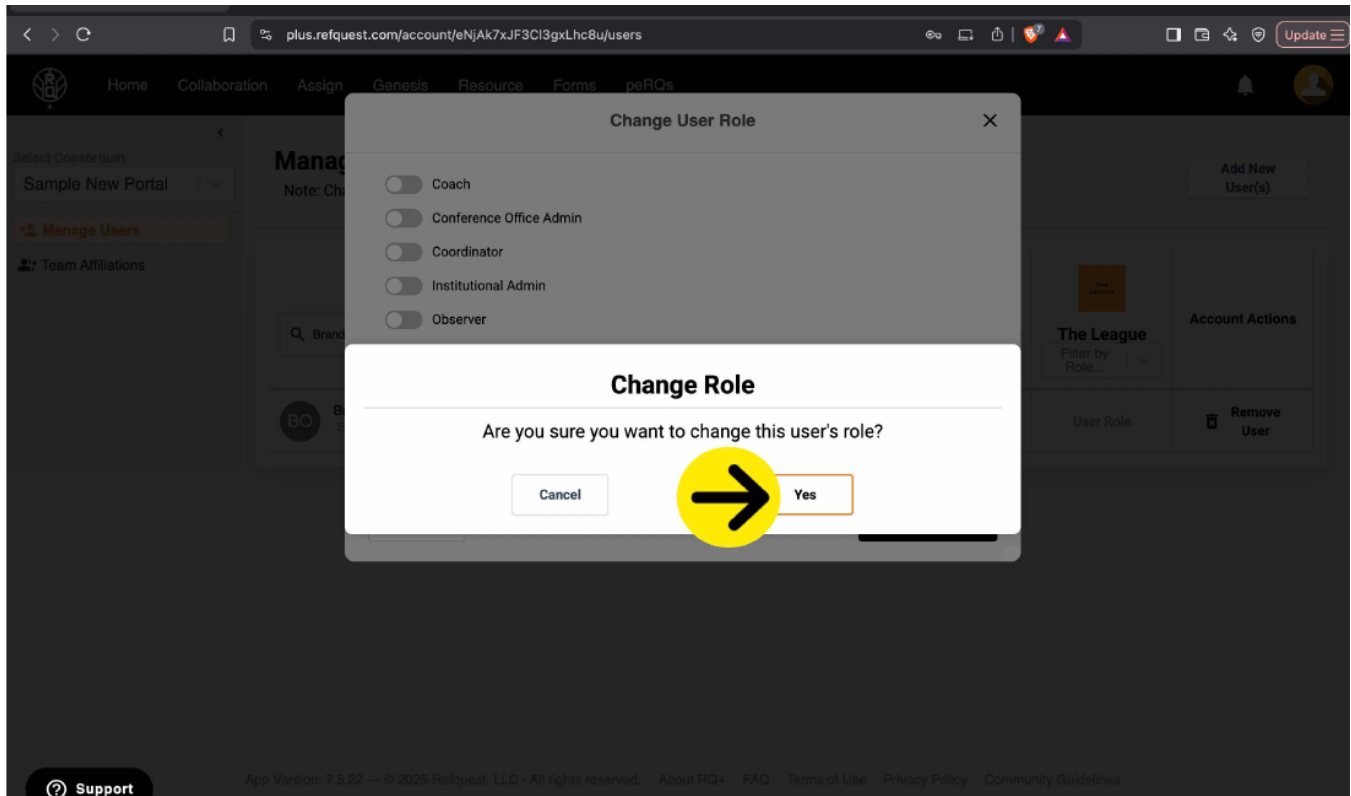
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3. Select "Update User Role."



4. Select "Yes."



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5. The official is now newly added to that conference.

The screenshot shows the 'Manage Users' page in the Refquest application. The left sidebar includes 'Select Consortium' (Sample New Portal), 'Manage Users', and 'Team Affiliations'. The main content area has a 'Users' table with a search bar containing 'Brand New Official'. The table lists one user: 'Brand New Official' (BO) with email 'brandnewofficial2792@example.com'. The user's role is 'Official' for 'The Conference'. A green notification bar at the bottom states 'User role updated!'. A 'Support' button is in the bottom left corner.

Removing an Official from a Conference

1. To remove an official from a conference without removing the official from all conferences, click the role of "Official" below the respective desired conference to remove.

This screenshot is identical to the previous one, but with a yellow circle and a black arrow pointing upwards to the 'Official' role text in the 'The Conference' column of the user table.

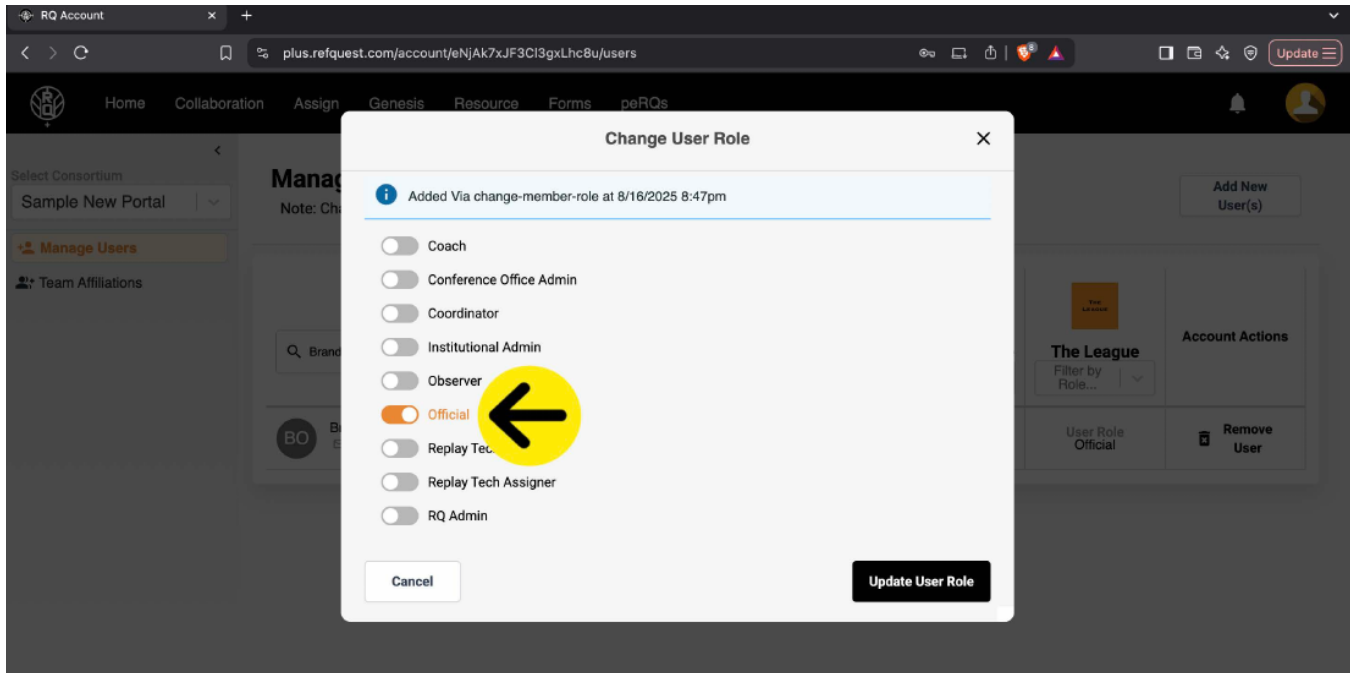




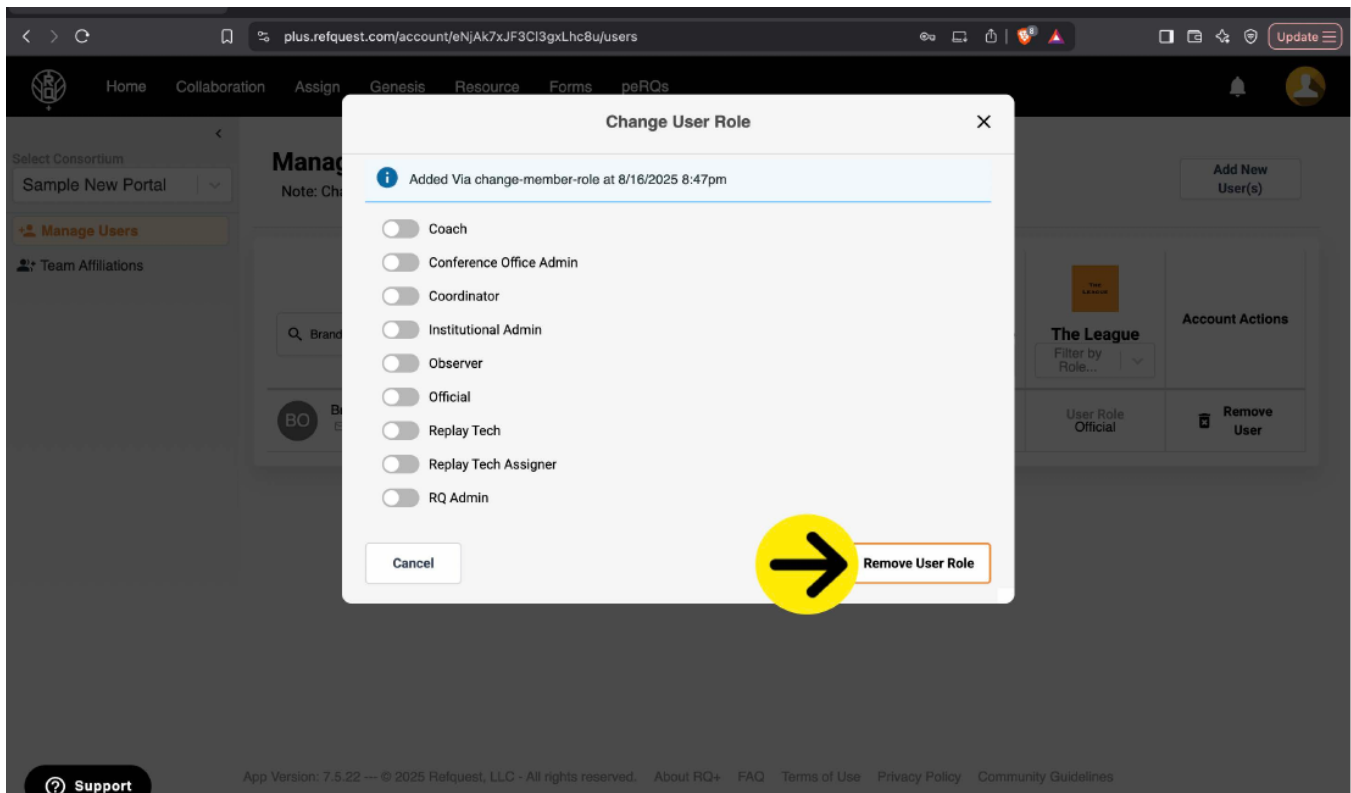
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2. Click to turn off the toggle for the role of "Official."



3. Select "Remove User Role."



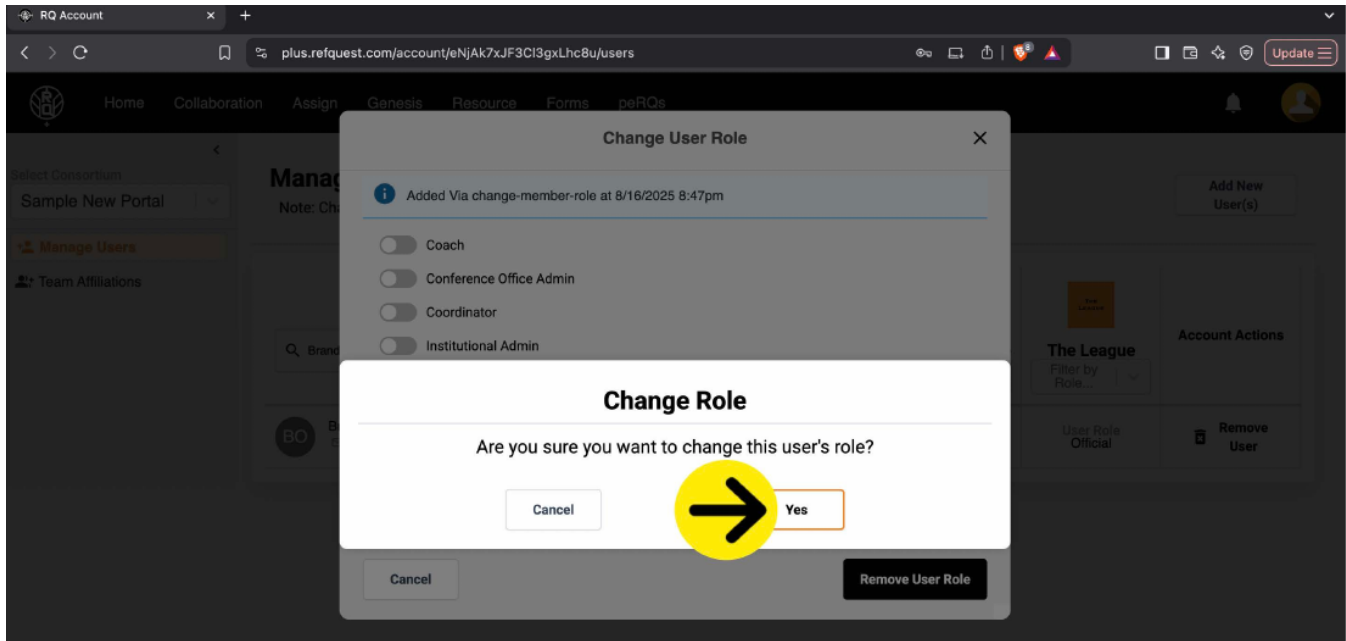
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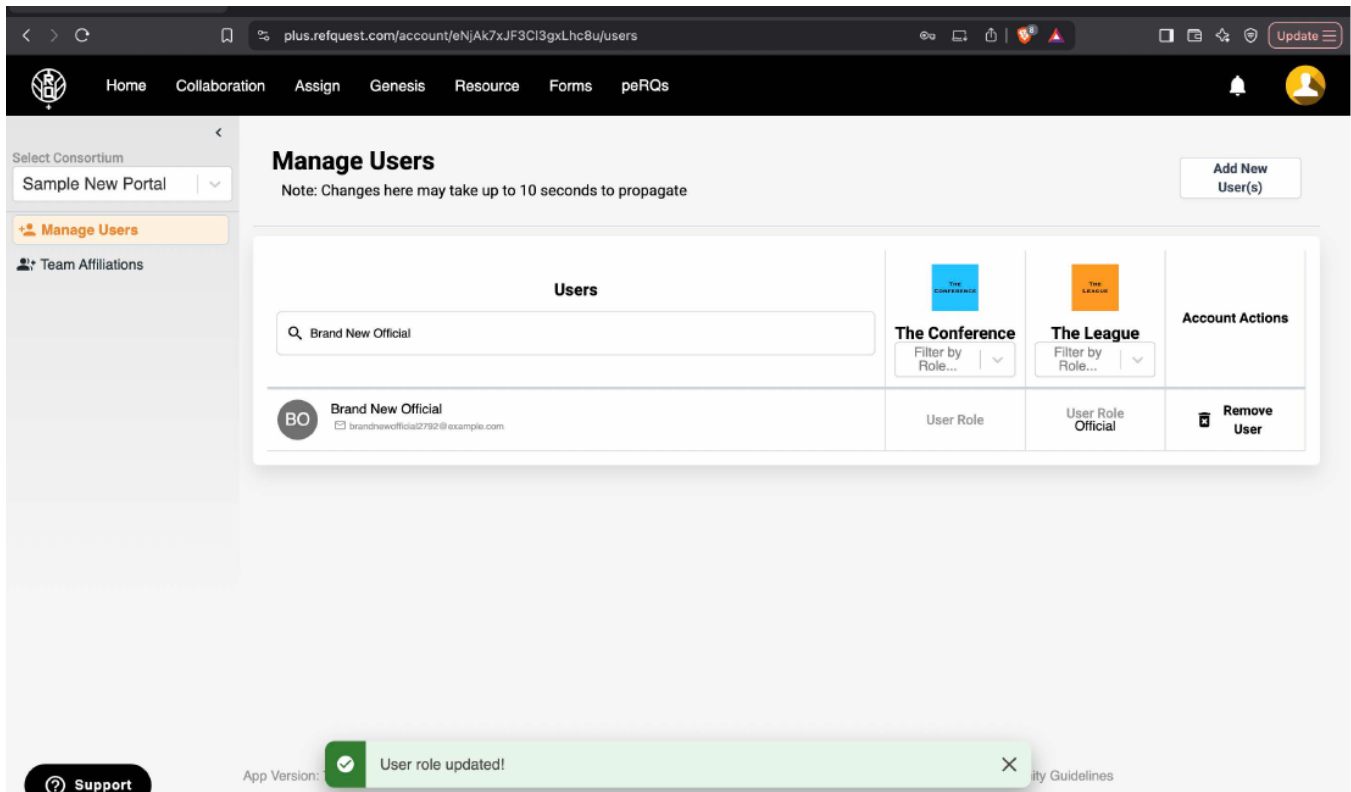
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4. Select "Yes."



5. The official is now removed from that conference.



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