HalSail FAQ

How do I add a new user to my HalSail account?

The only person who can use a HalSail account is the person who first set it up, unless they invite others to join. The first user is automatically the account administrator.

To add a new user to an existing account, the account administrator clicks *Club and user details* in the *Admin* menu. At the bottom of the resulting page there is a list of users of that account. At first it will only have one entry, the account administrator's.

Click to *Add a new user*. Give the person's name and email address. In addition set the type of user that person will be from the following list:

- Race officer - able to enter and edit results, but not alter the boat register, set up classes or schedule races.
- Boat admin - in addition to the above, able to add new boats and edit the details of existing boats.
- Sailing secretary - in addition to the above, able to set up classes (fleets) and schedule series and races.
- Club admin - in addition to the above, able to alter any aspect of your HalSail account.

Once you have added a person's details, they will receive an email inviting them to confirm things and to set their own password.

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