

Emailing PIN Managers Access Details for the PIN Portal

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Once you create PIN Managers, you need to email them access to the PIN Manager Portal. This is an online site where Managers can login and manage the PIN Sets they have been assigned

Step 1: Email the PIN Manager their access details to the PIN Portal by clicking EVENTS > EVENT CONSOLE > PIN MANAGEMENT > PIN MANAGERS > ACTIONS NEXT TO THE RELEVANT MANAGER > EMAIL

A window will then open where you can customise the email sent to the PIN Manager

To Email Address: this field will be pre-populated with the information you included when setting up the PIN Manager account. You can change this email if you would like it sent to another address

Sender's Name: this field will be pre-populated with the official name of your event as listed in the Basic Information. This can be changed to a persons name of business department if required

Sender's Email Address: this will be pre-populated with the 'Contact Us' email address you list for your event in Basic Information. This can be changed to the address this email should be sent from

Subject: this field will be pre-populated with the official event name and the phrase 'Event Management Portal'. This can also be changed to reflect what is appropriate

Message Body: The body of your email is auto-generate with content we have created for you. However, you can also customise this message with relevant event related material if required. The system will pre-fill their username and password information from what you created in their PIN Manager account. The relevant PIN Portal URL link can also be found in the body of the email

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PIN Managers (Referees Clinic)

+ Add PIN Sets

Records: 1-1 of 1

Title	Email Address	Portal Access	Edit	View	Delete
Pin Email Link for Portal Access		Yes			

Email Link for Portal Access

To: pin@manager.com

From: support@sportstg.com

Subject: Referees Clinic Event Management Portal.

Message Body
When you click the **Send** button an email will be sent to the PIN Manager with this text:

Add Extra Information if required:

To manage your entrants and PINs please click [here](#).

Your UserName/Password combination is:
Username:
Password:
Keep your details in a secure place.

Cancel Send

Once you have customised your email template, simply press **SEND**

Please Note -This process will need to be completed for **EVERY** PIN Manager you create

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