

How to edit club settings for game change requests?

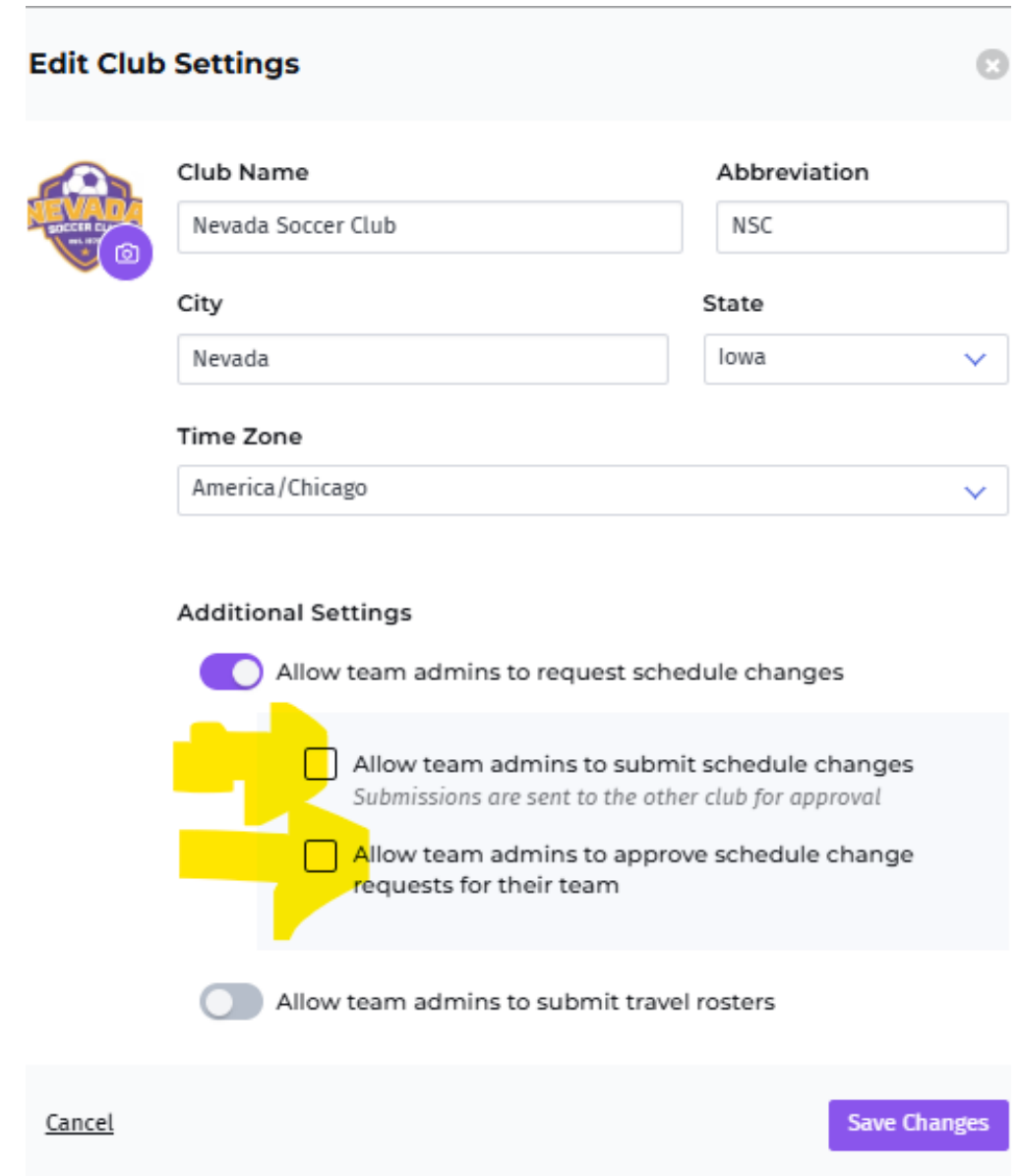
The screenshot shows the user interface for the Nevada Soccer Club administration. At the top, a yellow banner indicates the user is logged in as nevasoccerclub2@gmail.com. The left sidebar contains a menu with categories: Club Admin, Programs, Leagues, Tournaments, Membership (highlighted with a red arrow), Teams, Applications, Facilities, Resources, and Administration. The main content area is titled 'ADMINISTRATION' and has two tabs: 'Admins' and 'Club Contacts'. A red arrow points to the 'More Actions' dropdown menu in the top right corner, which contains an 'Edit Club Settings' option. Below the club information card, a table header is visible with columns: Name, Email, Phone, Permissions, and Billing Contact.

- Step 1 – Log in as Club Admin
- Step 2 – Administration (left sidebar – bottom)
- Step 3 – More Actions → Edit Club Settings (upper right hand corner)

- If you would like Team Admins involved in schedule change requests.

- Step 1: Toggle on “Allow admins to request schedule changes
- Step 2: Check box based on your preference in managing the process.
 - 2A) Team admin can submit changes; however, must be approved by club admin prior to sending to opponent
 - 2B) Team admin can submit and approve their team changes (not club admin oversight).

 **ATTENTION:** All requests to modify the online schedule require approval from **LEAGUE ADMIN** before any updates can be made.



Edit Club Settings



Club Name
Nevada Soccer Club

Abbreviation
NSC

City
Nevada

State
Iowa

Time Zone
America/Chicago

Additional Settings

☒ Allow team admins to request schedule changes

☐ Allow team admins to submit schedule changes
Submissions are sent to the other club for approval

☐ Allow team admins to approve schedule change requests for their team

☐ Allow team admins to submit travel rosters

[Cancel](#) [Save Changes](#)

Email mwilson@iowasoccer.org or cbetting@iowasoccer.org if you need assistance adding team admin access for coach.