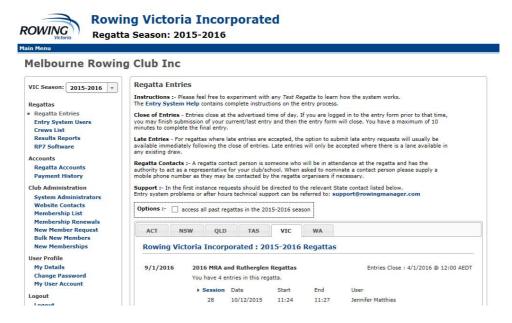
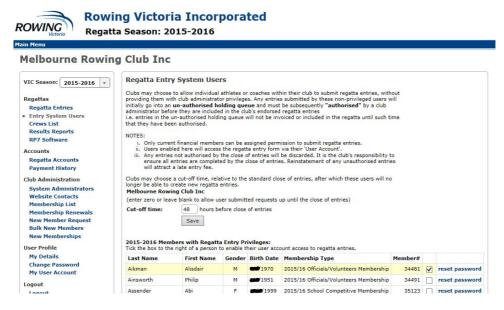
## **System Access**

Club administrators can send access details including an initial password to their members by selecting **Entry System Users** on the left hand menu bar.



This will display current members as shown below. Click on **reset password** beside the relevant individuals name to email an ID and password.



A pop-up screen is displayed showing the individuals ID, and their email address as shown below. Click on New Password to generate an initial password. This will generate a password, and the email text that is sent when you click on Save & Send Email.

