

Process to verify Club Admin access to the Servasport (membership) system in your club

1. Logon the Servasport system by visiting <http://people.gaa.ie> and entering your username and password
2. Go to the Members section and select the View members tab. On the Search options select the 'User Roles' option

Unique ID	Dob	Player	Address1	Town	Mobile
3592972		N	Testing	Testing	+447796390701
3593006		N	Testing	Testing	+447796390701
3796309	12/06/1998	Y	536	Dublin	+353838303013
3799549		N	Ardmore	Waterford	+353858041242
3796321		N	536	Dublin	+353
3596194	09/11/1956	Y	4 westview pass	belfast	+447796390701

3. Set the User Roles = Club Administrator and hit search

Name	Unique ID	Dob	Player	Address1	Town	Mobile	Email
Adult A	3592972		N	Testing	Testing	+447796390701	
Adult B	3593006		N	Testing	Testing	+447796390701	

4. This returns all of the club admins for your club.

Name	Unique ID	Dob	Player	Address1	Town	Mobile	Email
Adult A	3592972		N	Testing	Testing	+447796390701	

5. If any of the individuals listed no longer requires access to the system, click on the relevant member and select the System Privileges tab

The screenshot shows the 'System Privileges' tab selected for a member named 'Adult A'. The 'System Privileges' tab is circled in red. The member details are as follows:

Member Details <small>*Required Field</small>	
Unique Id	3592972
Forename*	Adult
Surname*	A
Irish Forename	Adult
Irish Surname	A
D.O.B.	
Gender*	Male
Is this person a match official?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address 1*	Testing
Address 2	Testing
Address 3	
Address 4	
Town*	Testing
County*	Ireland
Country*	Ireland
Postcode / Eircode	
Mobile Number	+44 7796390701
Home Number	+353
Work Number	+353
Email	

6. Privileges can be revoked by setting the User Level to None and click Submit

The screenshot shows the 'System Privileges' tab selected for a member named 'Adult A'. The 'System Privileges' tab is circled in red. The 'Privileges Details' section is visible, and the 'Set User Level' dropdown menu is open, showing the following options:

- Club Administrator
- Insurance Administrator
- SMS
- None

The 'None' option is circled in red. Below the dropdown menu, there are two checkboxes: 'Allocate a new password' and 'Notify member by email', both of which are unchecked. At the bottom right, there are 'Cancel' and 'Submit' buttons.