

# Lineup Hero - Organization Administrator Guide

Welcome, Organization Administrator! This guide will walk you through using the Lineup Hero Organization Panel to manage your organization's subscription, oversee teams linked to your organization, and manage your panel access.

## 1. Becoming an Organization Administrator

### 1.1. Organization Creation Process

- **Purpose:** To register your league, club, or sports organization with Lineup Hero, enabling coaches to create teams under your organization's umbrella and benefit from its active subscription.
- **How:**
  1. **Initial Contact:** Your organization's representative will need to contact the Lineup Hero support team (e.g., via an email address found on the Lineup Hero website or app's landing page) to request the setup of a new Organization account.
  2. **Super Admin Creates Org:** A Lineup Hero Super Admin will create your Organization in the system. They will require:
    - Your desired Organization Name.
    - An official contact email address for your Organization (this will be used for login and important notifications).
    - Details about your initial annual team allocation (the number of teams that can be created under your organization per subscription year – this may be tied to different subscription tiers).
  3. **Receiving Your Credentials:** Once created by the Super Admin, an email will be sent to your Organization's designated contact email address. This email will contain:
    - **Your unique Organization Code:** This is the public code coaches will use to link their teams to your Organization.
    - **Your Organization Panel Login Email:** (This is the contact email you provided).
    - **A temporary Password:** For your first login to the Organization Panel. It's highly recommended you change this immediately.

## 2. Accessing and Managing Your Organization Panel

### 2.1. Logging In

- **Purpose:** To access the dedicated panel for managing your Organization.
- **How:**
  1. Open the Lineup Hero app and navigate to the "Organization Panel Login" (or "Login as Organization") section.
  2. Enter your Organization's registered contact email address as the username.
  3. Enter the password provided in your credentials email (or the one you've set).
- **Forgot Password?**
  1. If you've forgotten your Organization Panel password, click the "Forgot Password?" link on the Organization Panel login screen.
  2. Enter your Organization's registered contact email address.
  3. An email containing a One-Time Password (OTP) and reset instructions will be sent to that email.
  4. Use the OTP to set a new password for your Organization Panel.

### 2.2. Organization Panel Dashboard & Profile

- Upon login, you'll see an overview of your Organization.
- **Profile/Details:** You can view:
  - Your Organization's Name, Code, and Contact Email.
  - Current Subscription Status (active, inactive, past\_due, etc.).
  - Subscription Expiry Date.
  - Annual Team Allocation (e.g., "20 teams per year").
  - Teams Created This Period (e.g., "5 out of 20 teams used").

### 2.3. Changing Your Organization's Password

- **Purpose:** To maintain the security of your Organization Panel.
- **How:** Within the Organization Panel settings, you'll find an option to change your password. You'll need to provide your current password and then set and confirm a new one.

### 2.4. Logging Out

- Ensure you log out of the Organization Panel when you're finished to protect access.

### 3. Managing Your Organization's Subscription

Your Organization's active annual subscription is what allows coaches to create teams under your organization\_code (up to your allocated limit) and enables premium features for those linked teams.

#### 3.1. Viewing Subscription Status

- Your current subscription status and expiry date are visible on your Organization Panel dashboard/profile.

#### 3.2. Activating Subscription via Stripe Payment

- **Purpose:** To extend your Organization's annual subscription or activate it if it's currently inactive.
- **How:**
  1. In your Organization Panel, navigate to the "Activate Subscription" section.
  2. Select the option to "Activate Subscription" or "Activate Subscription via Payment."
  3. You will be guided through a secure Stripe payment process (either within the app or via a secure web link opened in your browser).
  4. Upon successful payment, your Organization's subscription expiry date will be extended (typically by one year), and your teams\_created\_this\_period count will be reset for the new subscription period.
  5. A confirmation email will be sent to your Organization's contact email.

#### 3.3. Activating Subscription via Promo Code

- **Purpose:** To use a valid promo code to extend or activate your Organization's annual subscription.
- **How:**
  1. In your Organization Panel's "Activate Subscription" section, look for an option to "Redeem Promo Code."
  2. Enter the valid promo code.
  3. If the code is accepted, your Organization's subscription expiry date will be extended, and your teams\_created\_this\_period count will be reset.
  4. A confirmation email will be sent to your Organization's contact email.

#### 3.4. Viewing Your Organization's Activation History

- **Purpose:** To see a record of all payments made and promo codes redeemed for your Organization's subscription.
- **How:** Within the Organization Panel, there will be a section for "Activation History."
- **Details:** This list will show dates, types of activation (Payment/Promo), and amounts (for payments).

## 4. Managing Teams Linked to Your Organization

The Organization Panel gives you oversight of all teams created by coaches who have used your organization\_code.

### 4.1. Listing Teams

- **Purpose:** To see all teams currently affiliated with your Organization.
- **How:** Upon successful login, you will be redirected to "Teams" section in your panel which will display a list of team linked with your organization.
- **Information:** For each team, you'll typically see its name, the sport/age group, and the name and email of the User (Coach/Manager) who owns/created that team.

### 4.2. Viewing Team Details

- **Purpose:** To see more information about a specific team under your Organization.
- **How:** Select a team from the list.
- **Information:** You'll be able to view details like the team's full players, game schedule, and potentially saved lineups. (Editability of these details is typically managed by the team's owning Coach).

### 4.3. Deleting a Team from Your Organization

- **Purpose:** To remove a team that is no longer part of your Organization or should not be affiliated.
- **How:** There will be an option to delete a team from the team list or team detail view.
- **Consequence:** This will permanently delete the team from the Lineup Hero system. The User (Coach) who owned the team will also lose access to it. This action should be used with caution.

## 5. Email Notifications

Your Organization's registered contact email will receive important notifications for:

- Initial Organization creation (with your login credentials: Organization Code & temporary Password, sent by the Lineup Hero Super Admin).
- Successful subscription renewals/activations (via Stripe or Promo Code).
- Payment failures for subscription renewals.