

# Staff

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# Registering Staff

Every staff member must [register](#) themselves. An email validation will be required and a UA staff member must approve the registration. Each registration requires Two Factor Authentication (2FA) to comply with IT department requirements but can be disabled in the profile settings after approval.

# Managing Staff Profiles

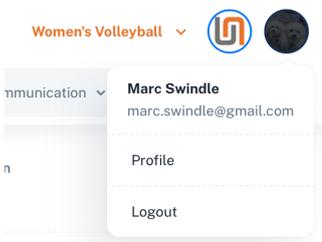
<https://www.youtube.com/embed/cNT5FQs3J3s>

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Anyone on staff can manage the staff roster and upload a profile photo, select the staff highlight color and initials or remove a staff member.

In previous seasons, staff was indicated by C1, C2 ... C5. Now, they are represented by their initials in a circle with a custom background color.

To edit your profile, select your profile Image in the upper right corner of the screen:



You will be able to edit most of your data, including uploading a profile photo, changing your initials, and selecting a custom color.



Allowed \*.jpeg, \*.jpg, \*.png, \*.gif  
max size of 4.2 MB

**Username:** marc.swindle+vb@gmail.com

**Created:** Nov 23, 2023 7:11 AM

**Last Logged In:** Dec 13, 2023 1:19 PM



First name

Last name

Role Name

Coach

Biography URL

Primary Email

Alternative Email

Work Phone

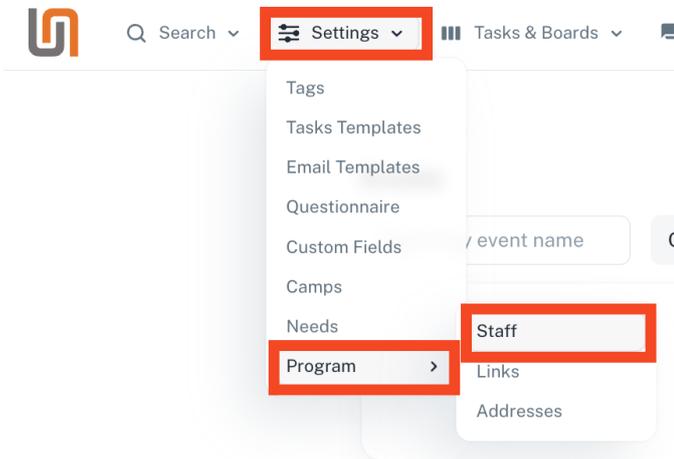
Cell Phone

Mailing Address

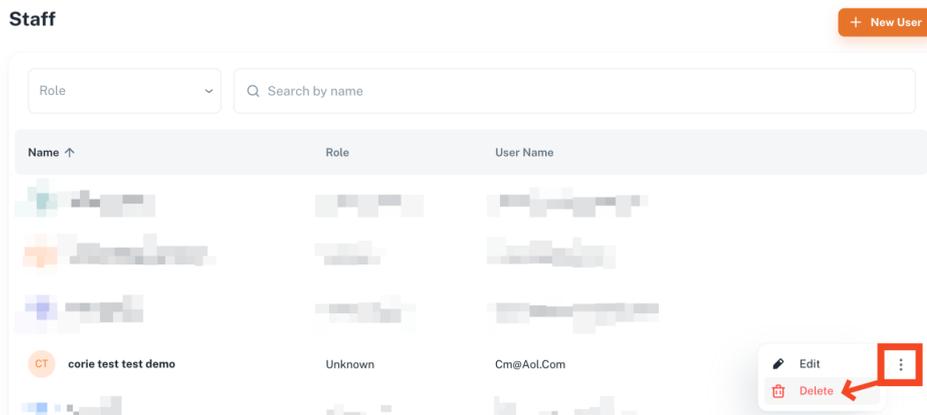
Save Changes

# Delete Staff

To delete any staff member from your account, go to Settings > Programs > Staff, here:



Here you will see a list of all staff members linked to your school account. To the right of the staff name, you will see a vertical 3 dot menu. Hover over the 3 dot menu and select delete:



Then confirm the deletion:

