

How to add a Team Scheduler (Club Administrator Function)

- **Log on to CPL website** https://cardinalpremier.demosphere-secure.com/_login
 - Scroll down the page and click on “User Administration”. A box will open. In that box click on “Manage Admin Users”
 - You will see several different “roles” Click on “schedules”
 - On the right side you will see “add user to role” in green
 - Click on the add user and enter the email of the person you want to be a team scheduler for your club.
 - Click save and they’re added

How to add Games to the Scheduler for your Team (Scheduler Function-NOT A TEAM FUNCTION)

- **Log on to CPL website** https://cardinalpremier.demosphere-secure.com/_login
 - Scroll over the CPL tab. Click on “Scores/Schedules/Standings”
 - Scroll down the next page until you find your age group. Click on your division.
 - Once the page opens scroll down the page until you find numbered lines with the words “edit” and “score” on them
 - Click on “edit”
 - A separate screen will pop up for you to enter game information
 - Enter your game information and click save ***There is a choice between league and non league games make sure you choose the correct category. Non league games do not count in standings
 - REMEMBER- THIS IS NOT A TEAM FUNCTION. IF YOU LOGIN TO YOUR TEAM USING A PIN NUMBER YOU WILL NOT BE ABLE TO ACCESS THE SCHEDULER.