

League Administrator

Build the season structure, staff each Division, and keep league access accurate from registration through archive.

WHO THIS IS FOR	League board members and administrators who own setup, staffing, and account operations for one league.
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AVAILABLE ON	Web · iPhone · iPad
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GUIDE EDITION	2026-08-03
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BEFORE YOU BEGIN

Start here

1	Open Admin console Use the web for full league setup. The native Admin area is useful for quick event-day checks but does not replace the web workflow.
2	Create the Season first Divisions are Season snapshots. Create or open the correct Season before configuring the Divisions that will run this year.
3	Staff by exact Division Managers and Evaluators need explicit Season and Division assignments. League membership alone does not place them into every tryout.

DO THE WORK

Core workflows

PLAY 1

Web

Create a Season and its Divisions

**EXPECTED
RESULT**

The active Season contains the correct permanent Division workspaces, age ranges, and registration structure.

- 1 Open Admin console, choose the league, then choose Seasons.
- 2 Create the Season with its real start and end dates, then open it.
- 3 Choose Divisions and add each Division the league will operate this Season.
- 4 Verify age ranges and play format before sharing any registration links.
- 5 Activate the intended Season only after its Division list is complete.

FIELD NOTE Treat a Division workspace as permanent for the Season. Do not create a second workspace to fix a naming mistake; correct the existing setup.

PLAY 2

Web

Invite Managers and Evaluators

**EXPECTED
RESULT**

Each staff member can access only the Divisions they are expected to score or manage.

- 1 Open the league and choose Members.
- 2 Choose the account role: Manager or Evaluator.
- 3 Select the Season, then select every Division that person should work.
- 4 Send the invitation and confirm the pending row names the intended role and Divisions.
- 5 After acceptance, ask the staff member to sign in and verify the Division cards on Home.

FIELD NOTE Evaluators score independently. Managers score and later participate in review, draft, team, and trade workflows.

PLAY 3

Web

Correct member access

**EXPECTED
RESULT**

The membership list matches the people currently authorized to operate the league.

- 1 Open Members and locate the person by email.
- 2 Confirm whether the problem is identity, account status, league role, or Division assignment.
- 3 Use the narrowest action that fixes the problem: resend an invitation, send recovery, reactivate, remove from league, or correct staffing.
- 4 Ask the person to sign out and back in before concluding that a corrected role is still stale.

PLAY 4

Web

Close out completed work

EXPECTED RESULT	Completed events remain available as history without appearing as current operational work.
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- 1 Confirm the Player Agent has completed and published the final rosters.
- 2 Review the event status and any unresolved operational issues.
- 3 Archive only after the published results and exports have been checked.
- 4 Keep a record of the final roster/export handoff according to league policy.

PERMISSIONS AND HANDOFFS

Know your boundaries

- League Administrators can govern their league but do not automatically manage another league in the organization.
- Managers and Evaluators require exact Division staffing. A league role by itself does not grant event access.
- Player Agent owns live evaluation and draft operations. Coordinate phase changes instead of changing status while the room is active.

RECOVER WITH CONFIDENCE

When something looks wrong

A Manager can sign in but sees no Division.

LIKELY CAUSE	The league membership exists but the Manager was not assigned to a Season Division.
WHAT TO DO	Open Members, verify the invitation or account assignment names the correct Season and Division, then have the Manager sign in again.

A registration link says unavailable.

LIKELY CAUSE	The event may not be in registration_open, or its registration dates may not include the current time.
WHAT TO DO	Check the Division event stage and registration window before changing or resharing the link.

The wrong person holds an administrator role.

LIKELY CAUSE	An invitation or direct account may have been created with excessive authority.
WHAT TO DO	Confirm identity and organizational approval, then remove or correct access using the least-privilege role.

SUPPORT HANDOFF

Get the right help

Contact the Organization Administrator for organization ownership or another league. Contact support@talenttap.app when a valid league role and Division assignment still fail after a fresh sign-in; include the league, Season, Division, email, and visible error.

- 1 Name the league, Division, and action you were completing.
- 2 Include the exact visible support reference, device, and approximate time.
- 3 Leave out passwords and any player information that is not needed to investigate.

More help: talenttap.app/help · Support: talenttap.app/support