

Organization Administrator

Set the organization-wide guardrails, create leagues, and make sure the right administrators can operate them.

WHO THIS IS FOR	Organization owners and platform leaders responsible for more than one league or program.
AVAILABLE ON	Web
GUIDE EDITION	2026-08-03

BEFORE YOU BEGIN

Start here

1	Sign in on the web Organization administration is a web workflow. Open TalentTap in a browser and choose Admin console from Home.
2	Confirm your organization Check the organization name before creating or opening a league. Organization access can span multiple leagues.
3	Name a league operator Every active league should have a League Administrator who owns its season setup and membership operations.

DO THE WORK

Core workflows

PLAY 1

Web

Create a league

**EXPECTED
RESULT**

A new league appears under your organization and is ready for season and Division setup.

- 1 From Home, open Admin console.
- 2 Choose Create league and enter the public league name and a short, recognizable identifier.
- 3 Review the organization shown on the form, then choose Create league.
- 4 Open the new league and confirm its name appears in the league header before inviting anyone.

FIELD NOTE Use the name families already recognize. Internal abbreviations make invitations and support requests harder to understand.

PLAY 2

Web

Give a League Administrator access

**EXPECTED
RESULT**

A trusted operator receives league-scoped administration without gaining organization-wide control.

- 1 Open the league, then open Members.
- 2 Create an account or send an invitation using the person's exact email address.
- 3 Choose League Administrator and verify the target league before sending or creating access.
- 4 Ask the recipient to complete sign-in and confirm they can open the league from Admin console.

FIELD NOTE Grant Organization Administrator only when someone truly needs every league. League Administrator is the safer default for day-to-day operators.

PLAY 3

Web

Restore an administrator's access

**EXPECTED
RESULT**

The administrator can sign in again without sharing or assigning a replacement password.

- 1 Open the affected league and choose Members.
- 2 Confirm the account is active and that the email address matches the person's sign-in address.
- 3 Use Send password reset link when it is available, or ask the person to use Forgot password.
- 4 If the membership itself is missing or incorrect, repair the role separately after identity recovery.

PERMISSIONS AND HANDOFFS

Know your boundaries

- Organization Administrator is the highest customer role. Grant it sparingly and review who holds it before each season.
- Deleting or deactivating access can affect every league the person uses. Confirm scope and identity before acting.
- The native app is for event-day roles. Organization structure and account administration remain on the web.

RECOVER WITH CONFIDENCE

When something looks wrong

A league is missing from Admin console.

LIKELY CAUSE	You may be signed into a different email or the league may belong to another organization.
WHAT TO DO	Confirm the signed-in email and organization. If both are correct, contact TalentTap Support with the league name and your account email.

An invited administrator sees No invites yet.

LIKELY CAUSE	The invitation may target another email address or may not have been accepted.
WHAT TO DO	Compare the invitation email with the address shown on their TalentTap Home page, then resend or correct the invitation.

A role change does not appear immediately.

LIKELY CAUSE	The recipient's current session may still contain older membership context.
WHAT TO DO	Ask them to sign out completely and sign back in. Recheck the membership only if the role is still wrong.

SUPPORT HANDOFF

Get the right help

Contact support@talenttap.app for organization ownership, cross-league access, or an administrator lockout that cannot be resolved from Members. Include the organization, league, affected email, and what the person expected to see - never include a password.

- 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