



WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

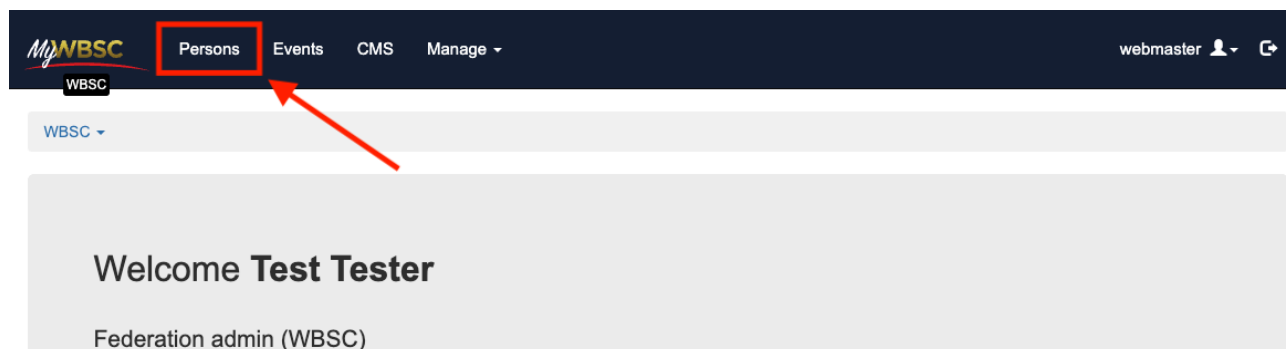
Edit/create a Person

English
2022.01.21

If you are an *Organisation Admin*, you can edit and create Persons belonging to your National Federation.

Editing/Creating a Page

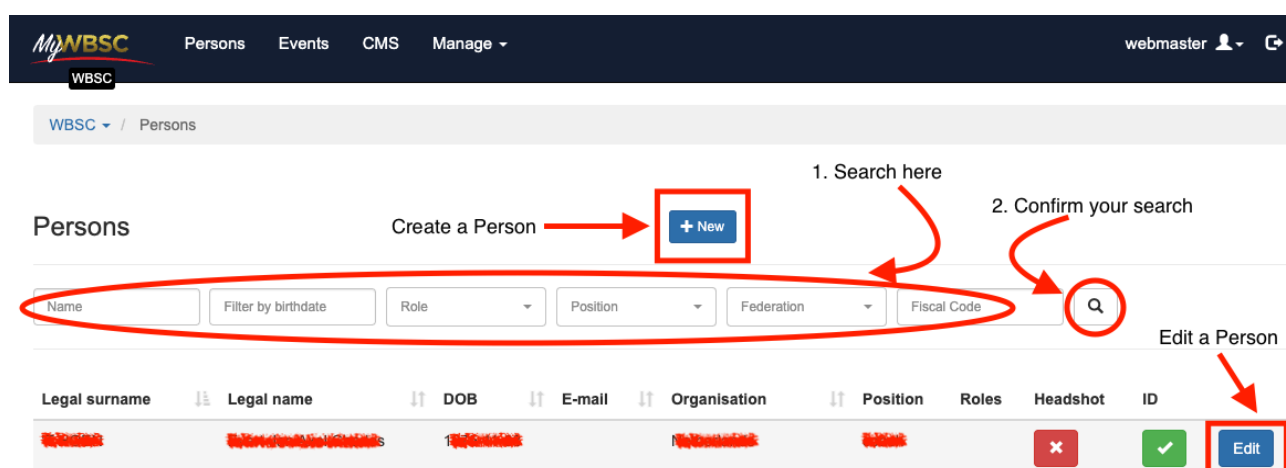
1. Once you are given access to my.wbsc.org, click on "Persons".



2. If you want to create a Person, click on "+ New".
If you edit a Person, click on "Edit".

To find the Person you are looking for, you can use the page filters (even more than one combined): write the information you know and then click on the "magnifying glass icon" to confirm your search.

You can also sort the list according to the column you prefer, by clicking on the title of the column you want to select; for example, if you want to sort them all by date of birth from farthest to closest, click once on DOB, while if you want to sort them by date of birth from closest to farthest, click once again on DOB. Same thing for the alphabetical order.



3. Once you click on “+ New”, a pop-up window opens where you have to enter the mandatory information:

New Person×

PLEASE NOTE: Write name and surname as written in the passport.

Legal name*

Legal surname*

Date of birth*

Place of birth*

Gender*

4. The edit page is separated in:
- a. *Person data*
 - b. *Info*
 - c. *Contacts*
 - d. *Financial*
 - e. *Documents*
 - f. *User*

The Editing Page

- a. The “*Person data*” tab is separated into:
 - i. *Main info*: **labels with an asterisk (*) are mandatory** before saving at the bottom of the page.
 - ii. *Main documents*: add your headshot and select your default ID from the documents you added on the “*Documents*” tab.
 - iii. *List TAX ID*: here appears your tax ID that you added to the “*Documents*” tab.
- b. The “*Info*” tab is separated into:
 - i. *Info*: you can add here your biography and other notes.
 - ii. *Materials*: all your size information.
- c. The “*Contacts*” tab is separated into:
 - i. *Address section*
 - ii. *Socials*
 - iii. *Contact info*
- d. In the “*Financial*” tab you write your financial information.
- e. In the “*Documents*” tab you add the information and the picture of any document you need to add. You can add a document, but you can also edit and delete existing documents.

f. The "User" tab allows the person to enter the MyWBSC system as a user with the assigned email.

Click on the "User" tab and the checkbox will turn green.

The user must be: preferred name.preferred surname (e.g. **elvis.presley**) - all lowercase.

You can assign a role clicking on "+ Assign role".

The screenshot shows the 'Edit - Tester Test' page in the MyWBSC system. The top navigation bar includes 'Persons', 'Events', 'CMS', and 'Manage'. The user 'webmaster' is logged in. The breadcrumb trail is 'WBSC / Persons'. The page title is 'Edit - Tester Test' with a red asterisk indicating mandatory fields. The 'User' tab is selected and highlighted with a red box and a red arrow. The user details section shows: Username: webmaster, E-mail: webmaster@wbsc.org, and Language: English. The 'User roles' section contains a table with 11 rows, each representing a role assignment. The roles are mostly 'Federation Admin', with one 'Event administrator'. The table columns are Role, Name, Date, and a delete icon. At the bottom right, there is a '+ Assign role' link and a green 'Submit' button.

Role	Name	Date	Action
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	WBSC	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]
Event administrator	[Redacted]	2021-11-08 12:14:02	[Delete]
Federation Admin	[Redacted]	2021-11-08 12:14:02	[Delete]