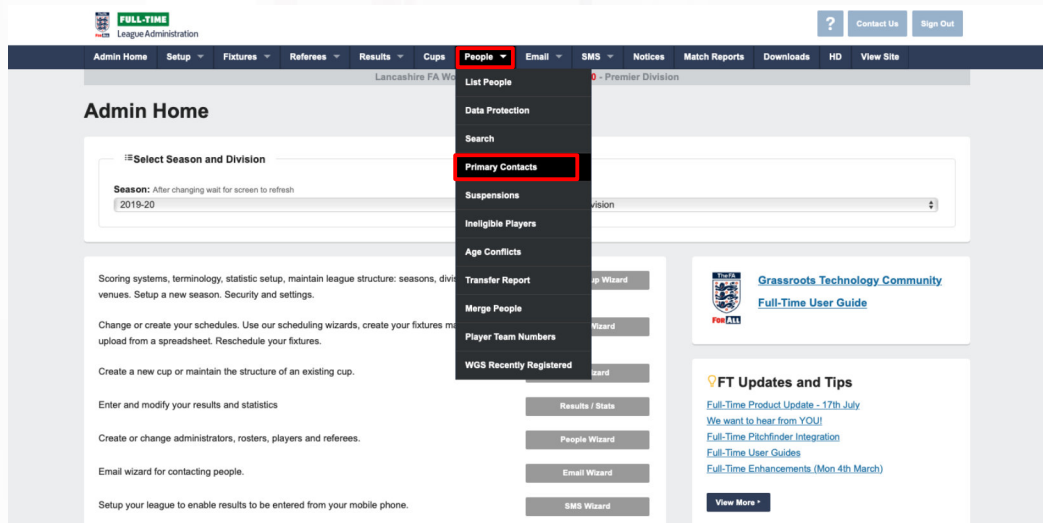## How to assign and update Primary Contacts

What is a Primary Contact?

League Officials can now set a Primary Contact for each team which allows that persons details to be shown in the Full-Time Automated email. This gives teams greater flexibility in managing their volunteers and staff
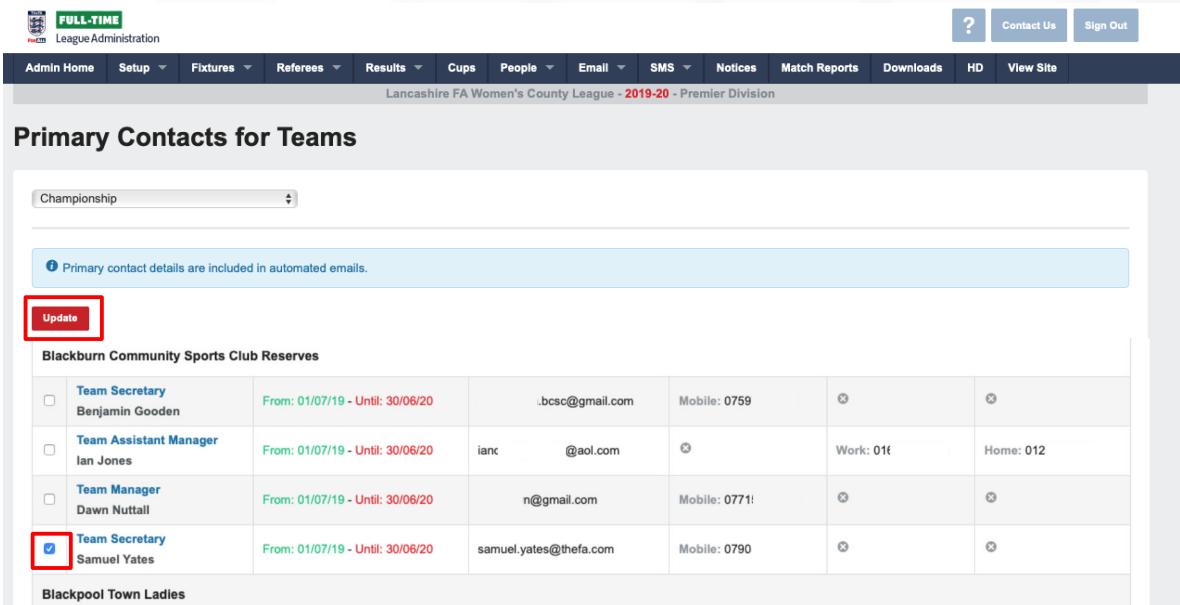

Who can update a teams Primary Contact?

A League or Team Administrator can update the Primary Contact

To Assign a Primary Contact, head to **'People'** and select **'Primary Contact'**.

All available Team Administrators will be displayed. To update a Primary Contact, check the relevant box next to the Admin and hit 'Update'

Useful Information

By default, the Primary Contact will be the first role created, if multiple roles are created at the same time, the Primary Contact will default to the Team Manager (If available) and then Team Coach (if Team Manager is not available).
If a Team Manager is removed and they are marked as the Primary Contact, The new Team Manager (if available) or Team Coach (if Team Manager is not available), will become the new Primary Contact

All Team Administrators will continue to receive automated emails but their contact details will not be displayed within the message.

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