

# STAGE 1: setting up ADMIN and STAFF user accounts

Log in as user "admin" with password "admin123"

Letter case

Case sensitive: passwords

Not case-sensitive: usernames and email addresses

Change "admin" password  
from "admin123" to something-else.

Create at least one other ADMIN account  
(only admin users can lock/unlock ALL  
account types) as a recovery account

(Optional)

Create other ADMIN accounts for  
BTM group leaders or equivalent but keep the  
new assignments to a minimum.

Note that ADMIN or STAFF account holders  
can be designated as "BTM Representatives":  
these are users who are a primary point of  
contact between a family and BTM; they are  
assigned responsibility for the management  
of a family's personal data. No other ADMIN or  
STAFF user can edit the family's personal data  
(except for locking/unlocking user accounts).

Create the required STAFF accounts  
(these account types should make up  
the bulk of the BTM activity organiser  
accounts)

Make sure all new users have received an  
email with their username and default  
password.

Initial BTM volunteers setup complete. Proceed to Stage 2.

Note: new users of all account types (ADMIN, STAFF and  
PARENT) are required to change their default  
password. The Booking system will not allow  
users to proceed beyond the login page until  
they do.