

How to Turn On Two-Factor Authentication for Your Admin Account

Every club admin account in A2B Manager must use two-factor authentication (2FA). As well as your password, you'll enter a six-digit code from an authenticator app on your phone when you sign in. This guide shows admins how to set it up, sign in with a code or a recovery code, and get new recovery codes.

Before you start

- This applies to club admins. You can't skip it: until 2FA is set up, A2B Manager takes you to the **Secure your account** page after you sign in or open any club page.
- Coaches aren't required to use two-factor authentication.
- Install an authenticator app on your phone, for example **Google Authenticator** or **Microsoft Authenticator**.
- Make sure the time on your phone is set automatically. Codes only work if your phone's clock is right.

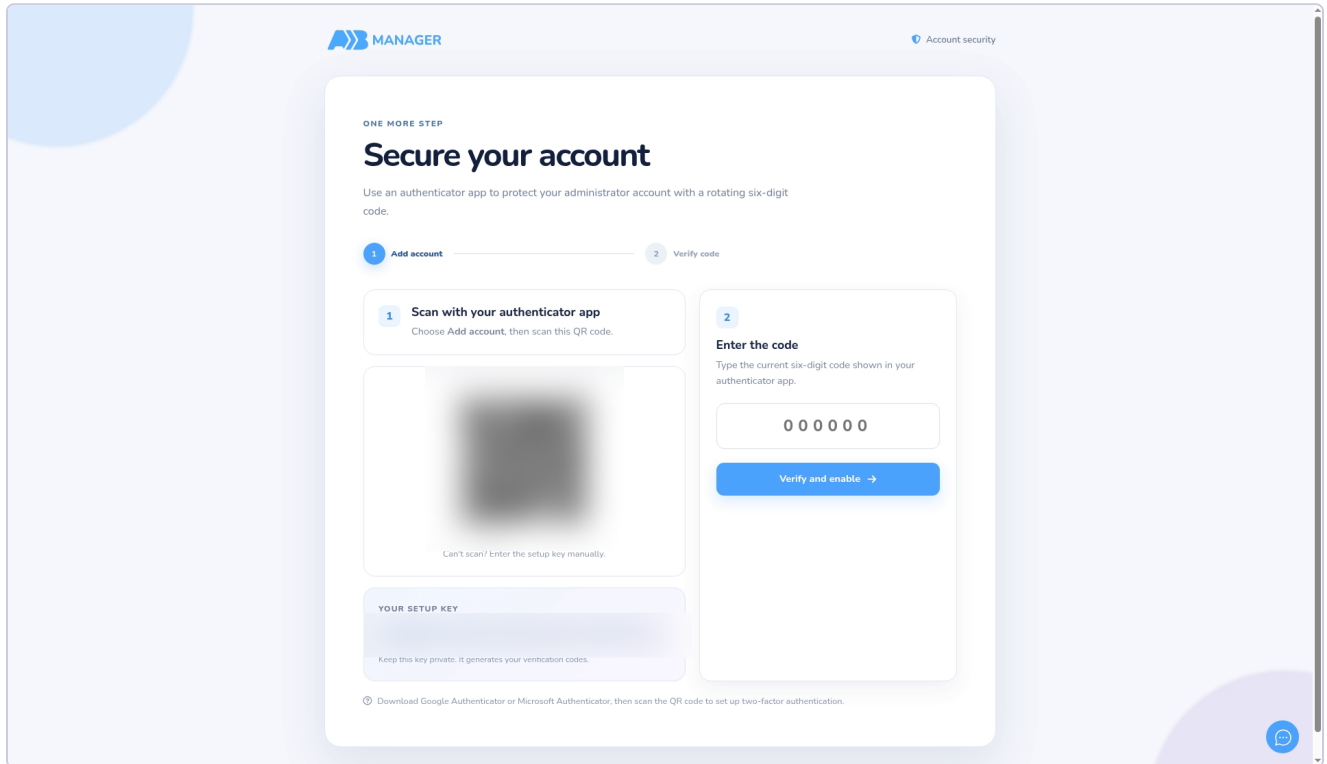
Setting up and using two-factor authentication

1. Open the Secure your account page (0:00)

- Sign in as normal. If 2FA isn't set up yet, you'll see **Secure your account** straight away.
- You can also go to it directly: type your A2B Manager address followed by **/Account/Manage/TwoFactorAuthentication**.

2. Add A2B Manager to your authenticator app (0:18)

- In your authenticator app, choose **Add account**, then scan the QR code on the screen. The account appears as **A2B Manager**.
- Can't scan? As the page says, **Can't scan? Enter the setup key manually**. Type the code shown under **Your setup key** into your app instead.
- Keep the QR code and setup key private. Anyone who has them can make your codes.



3. Enter the code and turn it on (0:36)

- Under **Enter the code**, type the six-digit code your app is showing now, then click **Verify and enable**.
- If you see **The authenticator code is invalid or has expired.**, wait for the next code and try again.

MANAGER Account security

ONE MORE STEP

Secure your account

Use an authenticator app to protect your administrator account with a rotating six-digit code.

1 Add account 2 Verify code

1 Scan with your authenticator app
Choose Add account, then scan this QR code.

2 Enter the code
Type the current six-digit code shown in your authenticator app.

0 0 0 0 0 0

The authenticator code is invalid or has expired.

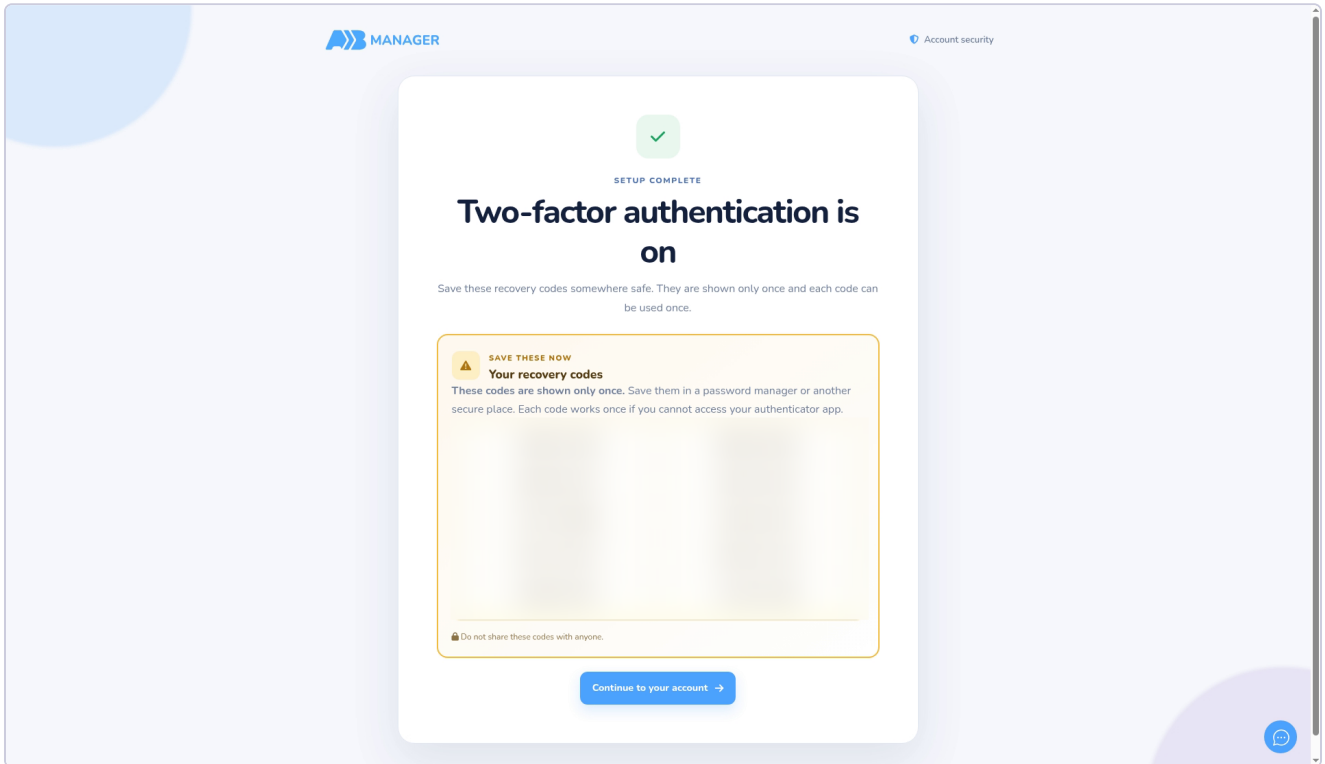
Verify and enable →

YOUR SETUP KEY
Keep this key private. It generates your verification codes.

Download Google Authenticator or Microsoft Authenticator, then scan the QR code to set up two-factor authentication.

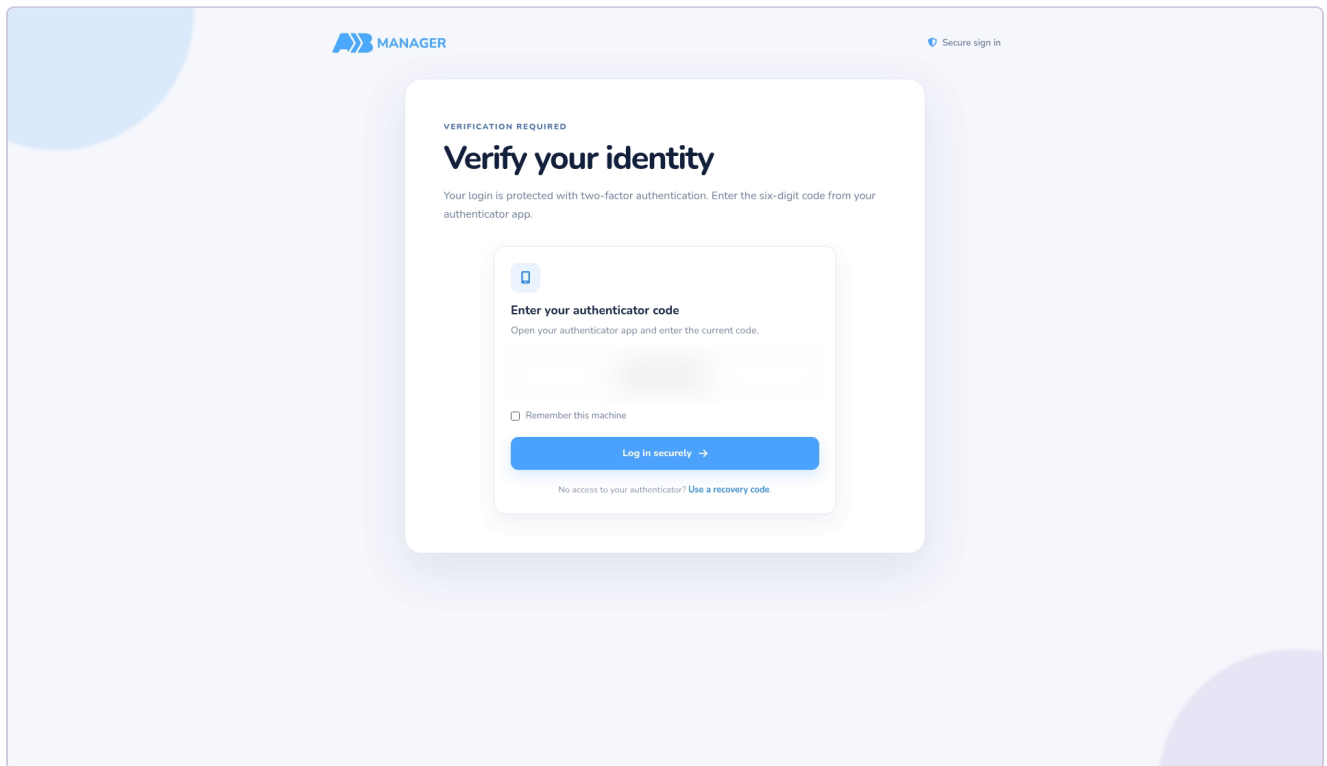
4. Save your recovery codes (0:47)

- You'll see **Setup complete, Two-factor authentication is on** and 10 recovery codes.
- Save them somewhere safe, such as a password manager. They're shown only once, and each code works once.
- Click **Continue to your account**. You may first be asked to accept updated **Terms & Conditions** before you can carry on.



5. Sign in with your code (1:05)

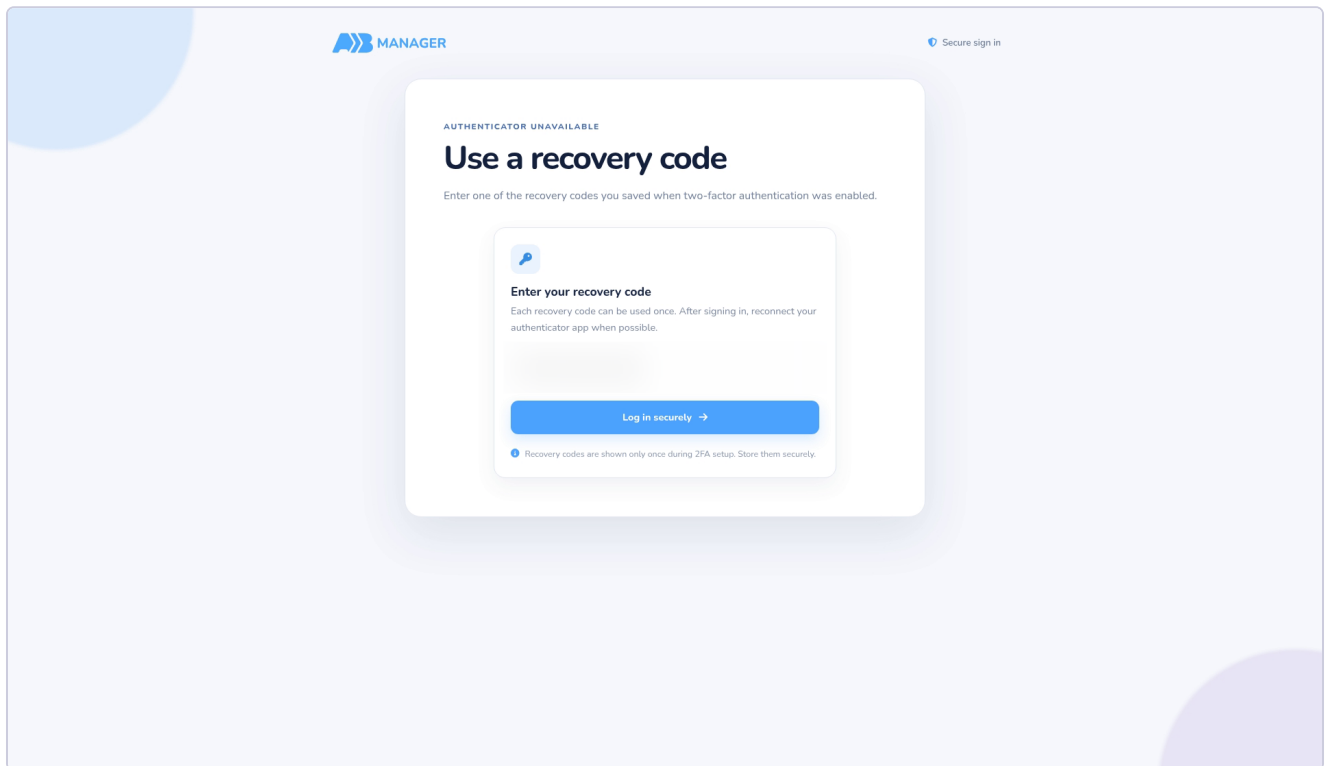
- Sign in with your email and password as usual. You'll then see **Verify your identity**.
- Enter the code from your app and click **Log in securely**.
- Tick **Remember this machine** to skip the code on that browser for about 14 days. Only tick it on your own computer, never a shared one.
- As after setup, you may be asked to accept updated Terms & Conditions first.



The screenshot shows the A2B Manager login interface. At the top left is the 'A2B MANAGER' logo, and at the top right is a 'Secure sign in' link. The main content area is a white card with a light blue border. Inside the card, the text 'VERIFICATION REQUIRED' is in small blue letters, followed by the heading 'Verify your identity' in bold. Below this, a message states: 'Your login is protected with two-factor authentication. Enter the six-digit code from your authenticator app.' A small blue icon of a smartphone is to the left of the text 'Enter your authenticator code'. Below this, it says 'Open your authenticator app and enter the current code.' There is a blurred area representing the code input field. Below the input field is a checkbox labeled 'Remember this machine'. At the bottom of the card is a blue button with the text 'Log in securely →'. Below the button, in small text, it says 'No access to your authenticator? Use a recovery code'.

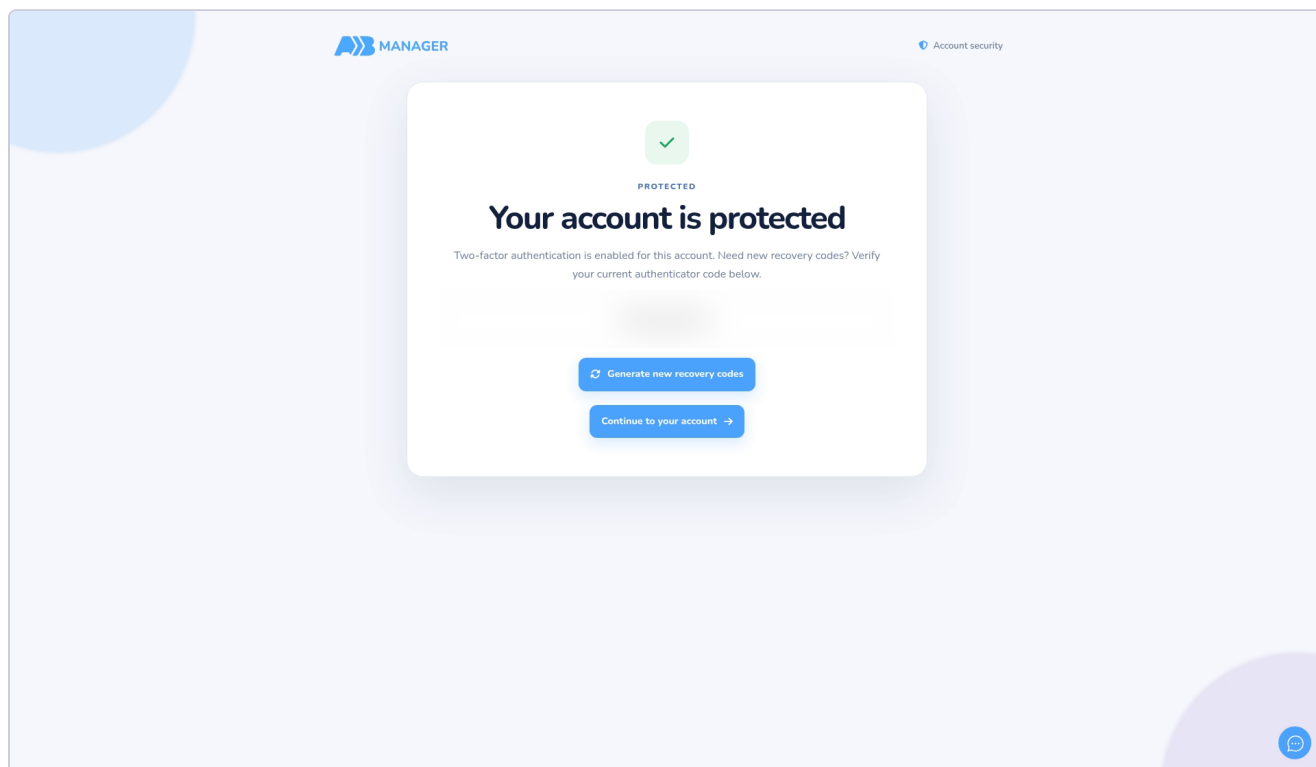
6. Sign in with a recovery code (1:26)

- If you don't have your phone, click **Use a recovery code.** (under **No access to your authenticator?**) on the Verify your identity page.
- On the **Use a recovery code** page, enter one of your saved codes and click **Log in securely.**
- Each recovery code works once. When you're running low, get new ones (step 7).



7. Get new recovery codes (1:42)

- Go to your A2B Manager address followed by **/Account/Manage/TwoFactorAuthentication**. You'll see **Your account is protected**.
- Enter your current authenticator code and click **Generate new recovery codes**.
- You'll see **Your new recovery codes** with 10 new codes. Your old codes stop working, so save the new ones.



Lost your phone, or need 2FA turned off?

- You can't turn two-factor authentication off or move it to a new phone yourself.
- If you've lost your phone, use a recovery code to sign in, then email info@a2bmanager.com.
- If you've lost your phone and your recovery codes, or need 2FA turned off or set up on a new phone, email info@a2bmanager.com. The A2B Manager team can reset it, and you'll be asked to set it up again next time you sign in.

Good to know

- After 6 wrong attempts your account is locked for 5 minutes.
- There's no way to make a browser forget it was remembered. To stop it skipping the code, clear that browser's cookies.
- No emails are sent when you turn on 2FA or get new recovery codes.

Tip: Save your recovery codes in a password manager or print them and keep them somewhere safe, away from your phone.