


[admin, portal](#)

## Sports Activities and Clubs

*Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.*


### Overview: Create custom Sports Activities and Clubs for students in the SIS

#### Allow Sports/Club Tab

1. From the Student Dashboard click on the page element link OPTIONS on the bottom right corner of the screen
2. Click on the blue TAB-Page Policies
3. Scroll Down to the section- Student Tabs and uncheck the Sports/Club checkbox. (The default it checked as hidden)  

4. Set Preferences

#### Set up Admin>> Website Management>>Sports Activities & Clubs



1. Click on green plus to Add new activity or club
2. Enter Activity/Club name
3. Check if club is active box
4. Check if club is open
5. Choose Head coach
6. Choose Assistant Coach- if you do not need to set an assistance coach- you must choose 'NONE' from the drop-down  

7. Enter date the club should go inactive or leave blank
8. Enter max number of students allowed. This represents the total number of seats available for enrollment. Once the enrollment max is reached, the activity/club will not display as a selection in the Student Sports/Club tab
9. SAVE  
The activity/clubs 'Open' and 'Active' sections will display pink when not open and green when they are
10. Choose Roster to view enrollments in Sport/ Club

#### Add New Form

1. Click on green plus Add new form  
**NOTE: You must have at least one form attached to a sport/club or the club will not display on the student tab.**



2. Browse and choose file to be uploaded
3. Upload Form

## Reports

### Full Student Report

- View button- displays all activity/club student enrollments and status
- Download-export as .csv and print

### Student Enrollment into Sports/Clubs tab

1. From Student Dashboard- click on the Sports/Clubs tab
2. Select club drop-down list  
Note: if a club does not display in the drop-down, it either is not active or not open
3. When the club has been selected, the coach and forms information attached to that club will be displayed
4. If the form has been turned in click 'Yes' OR you can download the form(s) and give to student/parent for review and signatures.
5. The status section displays the club the student is enrolled in and the status of the paperwork
  1. Green= all forms have been turned in (form check 'Yes')
  2. Red= forms are missing
6. Reports: Admin»Settings»Sports Activities & Clubs

— Last Updated by [Max Williams](#) on 2016/03/15 22:26

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Last update: **2017/01/25 18:06**