Sports Activities and Clubs

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

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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
- 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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