

## Directions for Entering Coaches on SCIAA website

1. Login using your athletic director username and password here:  
<https://shelbycountyinterscholasticathleticassociation.org/g5-bin/setup.cgi?ssl=1&G5genie=1583&G5button=7&G5tab=1&G5location=internet>
2. Click on the Edit button next to Coaches.

Edit	Buttons	Public View
	<b>Calendar</b>	<a href="#">View Staff Only Events</a> <a href="#">Preview</a>
<a href="#">Edit</a>	School Only	
<a href="#">Edit</a>	Conference	
<a href="#">Edit</a>	<b>Gate Receipts</b>	
<a href="#">Edit</a>	<b>Transportation</b>	
<a href="#">Edit</a>	<b>Rosters</b>	<input type="radio"/> Public View <input checked="" type="radio"/> Private Only <a href="#">Preview</a>
<a href="#">Edit</a>	<b>Scores and Standings</b>	<input checked="" type="radio"/> Public View <input type="radio"/> Private Only <a href="#">Preview</a>
<a href="#">Edit</a>	<b>Coaches</b>	<input type="radio"/> Public View <input checked="" type="radio"/> Private Only <a href="#">Preview</a>
<a href="#">Edit</a>	<b>Message Center</b>	
<a href="#">Edit</a>	<b>Student Eligibility &amp; Information</b>	
<a href="#">Edit</a>	<b>Game Contracts</b>	
<a href="#">Edit</a>	<b>Game Workers</b>	
<a href="#">Edit</a>	<b>Notify Me - email notifications</b>	
<a href="#">Edit</a>	<b>Set-Up</b>	
<a href="#">Edit</a>	<b>Shared Spaces</b>	

3. Click on Add New at the top.

Coaches Info		Coaches Directory	Reports	Prints & Setup				
Coach: <a href="#">Basketball, Colonial</a> <a href="#">Add New</a>								
Name	Cell Phone	Home Phone	Work Phone	Address	City	St	Zip	Email
<a href="#">Basketball, Colonial</a>						TN		<a href="mailto:colonial@basketball.com">colonial@basketball.com</a>
Private Notes - <a href="#">Add New</a>								
No Notes.								
Coaching History <a href="#">Add New</a>								
<input type="checkbox"/> Show This Year's Assignments only <a href="#">Save Changes</a>								
Activity	Season	Title	Payment	Notes	Active	Delete		
<a href="#">Basketball MS - Girls Varsity</a>	Winter 2021-22	Head Coach			<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>			

4. Enter First Name, Last Name, email address, and password for the coach.  
For the password, the suggested password is SCIAA for all coaches.

Add New Coach

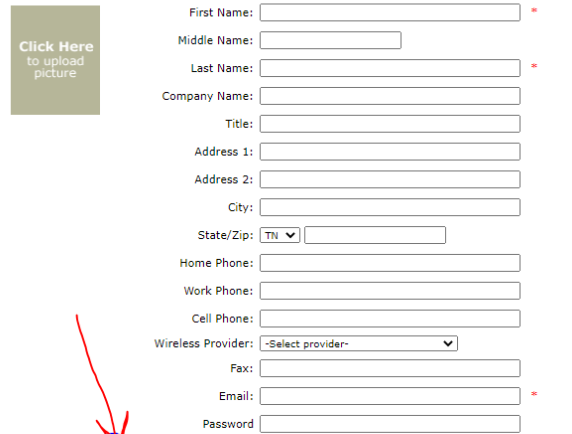
Please add your information in this page :

	First Name:	<input type="text"/>	*
	Middle Name:	<input type="text"/>	
	Last Name:	<input type="text"/>	*
	Company Name:	<input type="text"/>	
	Title:	<input type="text"/>	
	Address 1:	<input type="text"/>	
	Address 2:	<input type="text"/>	
	City:	<input type="text"/>	
	State/Zip:	<input type="text"/>	
	Home Phone:	<input type="text"/>	
	Work Phone:	<input type="text"/>	
	Cell Phone:	<input type="text"/>	
	Wireless Provider:	<input type="text"/>	
Fax:	<input type="text"/>		
Email:	<input type="text"/>	*	
Password:	<input type="text"/>	*	

5. You may enter additional information if you wish but name, email, and password are all that is required.
6. Click the Add button next to choose activity.

Add New Coach

Please add your information in this page :



Click Here to upload picture

First Name:  \*

Middle Name:

Last Name:  \*

Company Name:

Title:

Address 1:

Address 2:

City:

State/Zip: TN

Home Phone:

Work Phone:

Cell Phone:

Wireless Provider:  \*-Select provider-

Fax:

Email:  \*

Password:

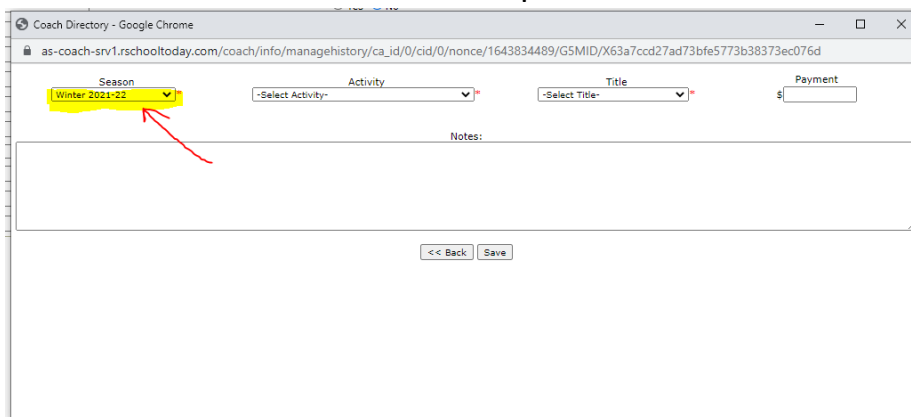
Choose Activity: [Add](#)

No Activity.

Private Notes: [Add](#)

No Notes.

7. Select the correct season for the sport coached.



Coach Directory - Google Chrome

as-coach-srv1.schooltoday.com/coach/info/managehistory/ca\_id/0/cid/0/nonce/1643834489/G5MID/X63a7ccd27ad73bfe5773b38373ec076d

Season:  Winter 2021-22

Activity:  \*-Select Activity-

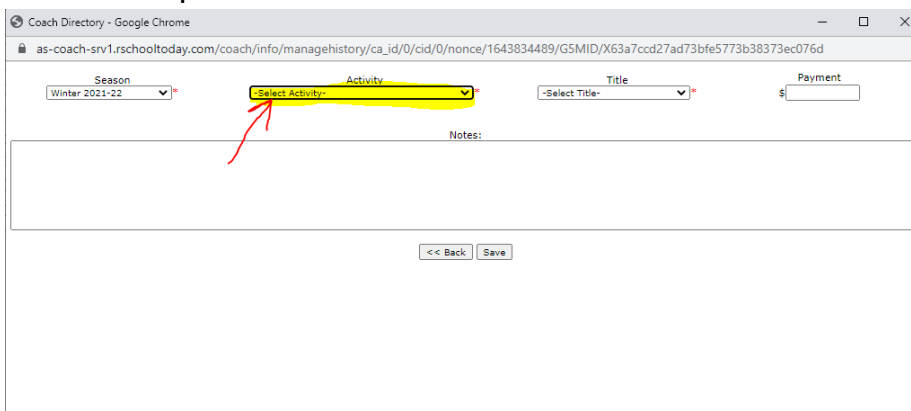
Title:  \*-Select Title-

Payment:

Notes:

<< Back Save

8. Select the sport coached.



Coach Directory - Google Chrome

as-coach-srv1.schooltoday.com/coach/info/managehistory/ca\_id/0/cid/0/nonce/1643834489/G5MID/X63a7ccd27ad73bfe5773b38373ec076d

Season:  Winter 2021-22

Activity:  \*-Select Activity-

Title:  \*-Select Title-

Payment:

Notes:

<< Back Save

9. Select Title of the coach. For example, head coach, assistant coach, etc.

The screenshot shows a web browser window titled "Coach Directory - Google Chrome". The address bar displays the URL: `as-coach-srv1.schooltoday.com/coach/info/managehistory/ca_id/0/cid/0/nonce/1643834489/G5MID/X63a7ccd27ad73bfe5773b38373ec076d`. The form contains several fields: "Season" (set to "Winter 2021-22"), "Activity" (set to "-Select Activity-"), "Title" (set to "-Select Title-" and highlighted in yellow with a red arrow), and "Payment" (set to "\$"). Below these fields is a "Notes:" section with a large text area. At the bottom of the form are two buttons: "<< Back" and "Save".

10. Click Save.

This screenshot is identical to the previous one, but the "Save" button at the bottom of the form is now highlighted in yellow with a red arrow pointing to it.

11. Click Save Listing.

The screenshot shows a web page titled "Add New Coach". It includes a section for uploading a picture with a button that says "Click Here to upload picture". Below this is a form with various input fields: "First Name", "Middle Name", "Last Name", "Company Name", "Title", "Address 1", "Address 2", "City", "State/Zip" (with a dropdown menu set to "TN"), "Home Phone", "Work Phone", "Cell Phone", "Wireless Provider" (with a dropdown menu set to "-Select provider-"), "Fax", "Email", and "Password". To the right of the form is a section titled "Viewable to the public?" with a series of radio buttons for "Yes" and "No". At the bottom of the page, there are two links: "Choose Activity: Add" and "Private Notes: Add". At the bottom right, there are two buttons: "<< Back" and "Save Listing", with the "Save Listing" button highlighted in yellow and a red arrow pointing to it.