

How to update coaches' roles on MSCIAA r-school website

These instructions are for updating roles for coaches who have already been entered. Each season for each sport, you must complete this process.

- For example, if you have entered a coach for girls' soccer in the fall and that coach is also the soccer coach in the spring, complete this process to give him or her access to soccer.
- Another example, if you entered a basketball coach for the 2021-22 school year and the same coach is returning as the basketball coach in the 2022-23 school year, complete this process.

1. Log in using your AD login here:

<https://shelbycountyinterscholasticathleticassociation.org/g5-bin/setup.cgi?ssl=1&G5genie=1583&G5button=7&G5tab=1&G5location=internet>

2. Click the edit button next to Coaches.

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

3. Choose the coach you need to update from the drop down at the top.

Coaches Info									
Coach: Coach, Demo <input type="button" value="Add New"/>									
Name	Cell Phone	Home Phone	Work Phone	Address	City	St	Zip	Email	
Coach, Demo						TN		test@coach.net	
Private Notes - Add New									
No Notes.									
Coaching History <input type="button" value="Add New"/>									
<input type="checkbox"/> Show This Year's Assignment									
Activity	Season	Title	Payment	Notes	Active				
Basketball - Girls Varsity	Winter 2021-22	Head Coach			<input type="radio"/> Yes <input checked="" type="radio"/> No				

4. Select “add new” next to Coaching History.

Coaches Info Coaches Directory Reports Option & Setup

Coach: Coach, Demo Add New

Name	Cell Phone	Home Phone	Work Phone	Address	City	St	Zip	Email
Coach, Demo						TN		test@coach.net

Private Notes - Add New
No Notes.

Coaching History Add New

Show This Year's Assignment

Activity	Season	Title	Payment	Notes	Active
Basketball - Girls Varsity	Winter 2021-22	Head Coach			<input type="radio"/> Yes <input checked="" type="radio"/> No

5. Select Season, Activity, and Role. For example, Fall 2022 (season), Golf Varsity (activity), Head Coach (role).

Season Activity Title Payment

Fall 2022 -Select Activity- -Select Title- *

Notes:

<< Back Save

6. Click Save.

Season Activity Title Payment

Fall 2022 Golf - Varsity Head Coach *

Notes:

<< Back Save