

Activity Scheduler Start Up Guide



Adding a new Coach and Assigning Activity

August 2021

This Start-Up Guide provides the steps for Administrators to Add Coaches and give them access to the Activity Scheduler by assigning an Activity.

To add a new coach, go to **Coaches> Coaches Info** tab.

Bluegrass High School - Courtney James

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[Edit](#) **Coaches** ☒ Public View ☐ Private Only [Preview](#)

August 2021

[Go To Advanced View](#)

Wednesday, Aug 18, 2021 (Week 7)

Time **Event** **Details**

1:00pm [Basketball Boys Varsity Practice](#) BHS Indoor Gym

3:00pm

Coaches Info **Coaches Directory** **Reports** **Option & Setup**

Coach: Blake, Jason [Add New](#)

Name **Cell Phone** **Home Phone** **Work Phone** **Address** **City** **St** **Zip** **Email**

[Blake, Jason](#) MN [jasonblake@gmail.com](#)

Private Notes - [Add New](#)

No Notes.

Coaching History [Add New](#)

☐ Show This Year's Assignments only [Save Changes](#)

Activity	Season	Title	Year 1 Fee	Rules Meeting	Payment	Notes	Active	Delete
Baseball - Boys Varsity	Spring 2021	Coach					<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	

Click here to add a new Coach

You can also add a coach in **Coaches> Coaches Directory** tab.

Coaches Info **Coaches Directory** **Reports** **Option & Setup**

Coaches Directory

The following is a listing of individuals that you have added to your **Coaches Directory**. To add a new contact, click the **Add a new Contact** button. To view records, either choose by letter name, show all or type a name and search.

Show All **A** **B** **C** **D** **E** **F** **G** **H** **I** **J** **K** **L** **M** **N** **O** **P** **Q** **R** **S** **T** **U** **V** **W** **X** **Y** **Z** [Show all](#)

[Search](#)

Select by Activity: -All-

[Add New Contact](#) [Save Changes](#)

Click here to add a new Coach

	Display on Website	Last Edited	Preview	Delete
Blake, Jason	<input checked="" type="radio"/> Yes <input type="radio"/> No	06/10/2021	Preview	<input type="checkbox"/>
Blake, Tim	<input checked="" type="radio"/> Yes <input type="radio"/> No	03/21/2021	Preview	<input type="checkbox"/>
Brennan, Denise	<input checked="" type="radio"/> Yes <input type="radio"/> No	02/23/2021	Preview	<input type="checkbox"/>
Brown, Justin	<input checked="" type="radio"/> Yes <input type="radio"/> No	03/17/2020	Preview	<input type="checkbox"/>
Coleman, Michael	<input checked="" type="radio"/> Yes <input type="radio"/> No	01/13/2021	Preview	<input type="checkbox"/>
Gibbs, Bailey	<input checked="" type="radio"/> Yes <input type="radio"/> No	06/04/2021	Preview	<input type="checkbox"/>
Graham, Eddie	<input checked="" type="radio"/> Yes <input type="radio"/> No	03/16/2020	Preview	<input type="checkbox"/>
Mills, Jason	<input checked="" type="radio"/> Yes <input type="radio"/> No	08/12/2020	Preview	<input type="checkbox"/>
Smith, Brie	<input checked="" type="radio"/> Yes <input type="radio"/> No	03/09/2021	Preview	<input type="checkbox"/>
Smith, Sam	<input checked="" type="radio"/> Yes <input type="radio"/> No	04/12/2021	Preview	<input type="checkbox"/>

« Prev **1** Next » Goto: 1

[Save Changes](#)

Add New Coach

Please add your information in this page :

[Click Here
to upload
picture](#)

<p>First Name: <input style="border: 1px solid red;" type="text" value="John"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input style="border: 1px solid red;" type="text" value="Kearny"/></p> <p>Company Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Address 1: <input type="text" value="7455 Currell Blvd"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text" value="Woodbury"/></p> <p>State/Zip: <input type="text" value="MN"/> <input type="text" value="55125"/></p> <p>Home Phone: <input type="text"/></p> <p>Work Phone: <input type="text"/></p> <p>Cell Phone: <input type="text"/></p> <p>Wireless Provider: <input type="text" value="-Select provider-"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input style="border: 1px solid red;" type="text" value="johnkearny@gmail.com"/></p> <p>Password: <input type="password" value="****"/></p>	<p><input checked="" type="checkbox"/> Allow Coach access to other tools</p> <p><input checked="" type="checkbox"/> Allow this Coach to add Scores in the Mobile App and Team Site</p> <p><input checked="" type="checkbox"/> Allow this Coach to add Practice Schedules via Activity Scheduler, Team Site & Mobile App</p> <p><input checked="" type="checkbox"/> Allow this coach to Rate Officials through the Mobile App</p> <p>Viewable to the public?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
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Activity Name:

1. Fill in the information and set a password for the Coach

Note: All fields with an asterisk are required

Choose Activity: [Add](#)

No Activity.

Private Notes: [Add](#)

No Notes.

Public Notes (Shows to the public):

2. Click Add to assign Activity and give Title to the Coach

Season

Activity

Title

Payment

\$

Notes:

3. Select the Season, Activity and Title, then click the Save button

Click Save once done

[<< Back](#) [Save Listing](#)

[<< Back](#) [Save](#)

Bottom part:

The screenshot shows the 'Add Listing' form with several annotations:

- Choose Activity:** A red box highlights the text 'Soccer - Boys Varsity', 'Fall 2021', and 'Coach'.
- Notes (Shows to the public):** A grey callout box points to the notes field with the text 'Added details will show here'.
- Private Notes:** The text 'No Notes.' is displayed.
- Navigation:** A red arrow points from the 'Save Listing' button to a confirmation dialog.
- Confirmation Dialog:** A grey callout box points to the 'OK' button with the text 'Click OK to send an email notification to the Coach'.

Here is an example of the email notification received by Coaches:

