

Brief instructions on School Manager for new athletic directors not in system

1. First time user needs to e-mail kcole@njsiaa.org with the New Athletic Director information (Name and e-mail address). Please provide a password or I will assign you a temporary password. Once you are in the system we will e-mail you your Username and Password.

FIRST TIME LOG IN

- A. At the top of our webpage look for the Schools, **Officials, Media Login** upper right. Click on the green Login tag:
- B. Your USERNAME is your first name and last name as one word, but with each name beginning with an upper case letter: for example: DonDanser (Note case-sensitive and no spaces). Provided in the e-mail!
- C. In the next field enter your password.
- D. Then click on the LOGIN button UNDER the password field.
- E. Now you are ready to follow the instructions below for editing your school information page.

Editing School Information Page

1. You find School Manager by clicking on the tab at the top labeled “**SCHOOLS**” which will produce a drop down menu with **School Manager** being one of the menu items.
2. After clicking on **School Manager** you will be brought to a screen labeled School Manager. It will have below that a box that says “Enter School Name” and a button under that labeled ‘**SEARCH**’
3. As you start to type in the school name you are looking for, the program will suggest names as you type. Click on the school you want. Then click on the **Search** button. The full school name as it is in our data base must appear in the box before the **Search** key will work.
4. The next window you see should be your school’s Information Page.
5. You should see a “Pane” labeled School Detail followed by an **EDIT** button. If the **Edit** button is not there, then this is not your school page, or you are not being recognized as the athletic director.
6. Clicking on **EDIT** in the School Information Pane will let you edit most fields.
If you change a field be sure to click on the **SUBMIT** key at the bottom of the School Detail Pane.
7. Below is the Superintendent Pane – it, too, should have an **EDIT BUTTON** Clicking on it will allow you to edit every field. Any changes will be saved only if click on the **SUBMIT** button at the bottom of the SUPERINTENT PANE
8. Below the Superintendent’s pane is the People/ Sports Pane. The program defaults to the People view where you see a list of people with their titles, Name (LAST name first), School phone, and e-mail.
9. Alongside each person is a **Select** and **Delete** button. Obviously the **Delete** button will allow you to delete the person connected to that button.

Clicking on a person’s **Select** button brings up the person’s information in detail, but it appears at the very bottom of the pane at the end of the list, which usually means you need to scroll down to the bottom to see it. It will appear in its own pane labeled Person Details with its own **EDIT** button. Again, if you edit any information, you need to click on the **Submit** button at the bottom of the pane to save it.

10. Go to the top of the People/Sports pane and click on the **SPORTS** tab
Now you can see only your coaches and the sports you offer. No need to explain the **Delete** button. Clicking on it will delete both the coach and the sport. If you click on a **Edit** button, at the bottom left of your coach's list you will see

Sport

"sport name, like Bowling Women"

A box labeled **COACH** with the present coach you clicked on showing with a down arrow to the right of his name.

Under that are three buttons labeled:

SUBMIT CANCEL

ADD SPORTS

11. You click on **ADD SPORTS** only when you want to add a sport not already in your list.
A box labeled "Sport" will appear. System defaults to Baseball Men
It is a drop down menu showing which sports you can add, listed alphabetically.
12. Under that is a box labeled "Coach" which should show one of your coaches with a drop down arrow. The list it shows you is your present list of coaches. You may use this list to assign a coach already on your staff to coach this new sport.
13. If you want to add a new name to your staff for this new position, a person not already on the coaching list, you need to go back to the "People" view of this pane and click on the **ADD PEOPLE** button first. To get back to the "People" view, scroll to the top of your coach's list and click on the "**People**" button.
14. Now scroll down your "People" list until you see the **ADD PEOPLE** button at the bottom of the list on the right side – at the end of the e-mail column.
15. When you do, a blank "Person Details EDIT" pane opens.
For coaches you must complete the following fields:

First Name

Last Name

User Name (this is the first and last name together without a space like DonDanser)

Select "Coach" from the drop down title list

School Number (is optional but recommended)

Email (coach's e-mail)

All other fields are optional.

16. Once completed, click on **Submit**.
17. Now you can go back to the Coaches pane , click on the sport that you want to add this new name to it. At the bottom of the coaches list will appear a small window looking like this:

Sport

Men's Lacrosse (i.e. the sport you are adding a name)

Coach

Jim Smith ↓

Submit Cancel

Add Sports

18. The name that will appear above will be from your coach's list. Note it is a dropdown menu and contains all of the names presently on your Peoples list. The name you just added will be at the bottom of the list. Select it and hit the **Submit** button. It will now appear in your Coaches' list next to the sport that was listed in the box under the word **SPORT**.
19. If you want to change something about an existing coach, you must be in the "People View". You click on the **Select** button next to the coach, and the coach's information appears in the Person Details /Edit pane at the bottom of the list. There you can click on **Edit** and change any of the information about the coach. Remember to click on **SUBMIT** button at the bottom of the pane to make sure information is saved.

Joining the Athletic Directors Forum

1. You must log in to www.njsiaa.org as described at the beginning of this document
2. You will find **Athletic Directors Forum** by clicking on the SCHOOLS button at the top of the page and then on the ATHLETIC DIRECTOR button in the drop down menu under SCHOOLS. Notice that the ATHLETIC DIRECTORS FORUM button appears to the right once you click on Athletic Director.
3. This will bring you to the Forum. To view a post, click on it's title in grey type on the left. Once it opens, you can comment on it and click on POST COMMENT to send it, or click on **Discussions** at the top of the page to view more posts.
4. To make a post, click on **New Discussion**. Type in the DISCUSSION TITLE a few words like "Field Hockey game need" Whatever you type in this box appears in the e-mail sent to all other members of the forum.
5. The category field should read Athletic Director – later other categories will be added.
6. In the box below, type your message. It may be as long as you like and may contain links. You can attach any file you like by clicking on the **Attach a File** button below the window printed in green.
7. When ready to post, click on the POST DISCUSSION button at the bottom of the page. Everyone who is a member of the forum will receive a e-mail with a link that takes them directly to the post.
8. If you use one of these links from an e-mail to get to the forum, you can make a comment to that post or you can follow step 4 above and start a new post.
9. When you view a post, you have to choose not to receive comments made on that post. If you do nothing, you will only receive an e-mail on the initial post and nothing on any comments about that post. If you want to receive any subsequent comments, you must click on the star in the upper left corner that appears only in outline form. When you click on it, it will turn to a solid gold color. Therefore – an outline of a star means you will not receive any more notifications (default setting)

A Solid Gold Star (which you must click on to activate) means you will receive all comments made about the post. You need to do this immediately after you click on the POST DISCUSSION button.