

Brief instructions on School Manager for athletic directors

1. First, you must log in.
2. 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.
3. 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**’
4. 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.
5. The next window you see should be your school’s Information Page.
6. 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.
7. 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.
8. 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
9. 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.
10. 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.

11. 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

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.

17. Once completed, click on **Submit**.
18. 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
19. 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**.
20. 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.