NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION
1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691
Phone 609-259-2776 ~ Fax 609-259-3047

REQUESTING LOGIN USERNAME/PASSWORD

NEW ATHLETIC DIRECTORS should e-mail Liz Nodeland at enodeland@njsiaa.org with the following contact information:

1. Name
2. Email address
3. Cell phone
4. School phone #, extension and fax #

A Username and Password will be sent to you and you can follow the instructions below.

ASSISTANT ATHLETIC DIRECTORS OR ATHLETIC SECRETARIES - If you would like access to the Forum/School Manager/Tournament Refusal**,** please have your Athletic Director send an email to Liz granting permission for you to have access. In that email, your Athletic Director should also provide the information requested above (bullets 1-4). A Username/Password will then be set up.

FIRST TIME LOG IN

1. Go to www.njsiaa.org and look for the NJSIAA login button in upper right section of the screen. Click on the NJSIAA login tag.
2. Enter your Username.
3. In the next field enter your password.
4. Then click on the LOGIN button UNDER the password field.
5. Now you are ready to follow the instructions below for editing your school information page and sending a test forum message.

JOINING THE ATHLETIC DIRECTORS FORUM

1. You must log in to www.njsiaa.org as described above.
2. On the blue horizontal menu bar at the top of the page, scroll your cursor over **Schools** tab, then choose **Athletic Directors Forum** from the drop-down menu. This will bring you to the Forum.
3. Once there, you must send a test forum message to activate your account. First, click on the blue button titled **New Discussion**.
4. **Category** – Select Athletic Director from drop down menu.
5. **Discussion Title** – type the words "Test" (*This is the title of your email that all users will see so in future posts, make sure to be specific. Example – ABC HS is looking for a boys' soccer game)*
6. **In the box below Discussion Title**, type the words "Test". This is your email message. In future messages, 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.
7. When ready to post, click on the blue **Post Discussion** button at the bottom of the page. Everyone who is a member of the forum will receive an e-mail with a link that takes them directly to your post. You should receive your own message now, and all messages going forward.

EDITING SCHOOL INFORMATION PAGE

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1. Log in.
2. To go to School Manager, scroll your curser over the **Schools** tab, and select **School Manager** from the dropdown menu. After clicking on School Manager you will be brought to a screen labeled School Manager.
3. Begin to enter school name in **Enter School Name** box. Don't type the full school name, just type the first few letters. As you start to type in the name you are looking for, the program will suggest schools. Click on the school you want. Then click on the **Search** button. The next window you see should be your school's Information Page. 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.

EDITING SCHOOL DETAIL SECTION

Click on **Edit** to make changes to any of fields in this section. If you change a field be sure to click on the **Submit** key at the bottom of section when done editing.

EDITING SUPERINTENDENT SECTION

To change the superintendent contact information, just like above, click on the **Edit** button. This will allow you to edit every field. Any changes will be saved only if click on the **Submit** button at the bottom of screen.

EDITING PEOPLE & SPORTS TAB

EDITING PEOPLE TAB - The program defaults to the People view where you see a list of people with their titles. Alongside each person is a Select and Delete button. 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, so 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. *If you are replacing a staff person, delete the person leaving and add the new person. Do not edit the old person with the new person contact information*. *See below for adding a new staff person.*

ADD NEW PERSON ON PEOPLE TAB – On people tab, scroll to bottom and click on blue button, titled **Add Person.** When you do, a **blank Person Details Edit** pane opens. For coaches you must complete the following fields:

1. First Name
2. Last Name
3. User Name (this is the first and last name together without a space like DonDanser)
4. Select "Coach" from the dropdown title list (or whatever title is applicable to new entry)
5. School Phone Number (is optional but recommended)
6. Cell Phone Number
7. Email (coach's e-mail)

All other fields are optional. Once completed, click on **Submit**. If you refresh your screen, the new person should now appear on the staff list, under the People Tab.

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EDITING SPORTS TAB - Go to the top of the People/Sports pane and click on the **SPORTS** tab. Now you can see your coaches and the sports you offer. The **Delete** button will delete the sport. To change the coach under each sport, click on the **Edit** button for the sport you wish to revise, go to bottom of screen, and choose the new coach's name from the **Dropdown menu titled Coach**. Then click submit.

PLEASE NOTE: If a new coach is hired, they must be added under the People tab first, so they show up in the Coach dropdown menu.

ADD NEW SPORT ON SPORTS TAB

Click **Add Sports** when you want to add a sport not already in your list. **A dropdown box labeled "Sport"** will appear. System defaults to Baseball Men. Choose the new sport you want to add from the dropdown menu. Under **box labeled "Coach"**, choose new coach name from drop down menu. Once a coach is chosen, click on submit button. If a coach's name doesn't show up on the dropdown menu, you have to add the new staff on the People tab. Go back to the "People" view of this pane and click on the **Add Person. *(Instructions to add new person detailed on second page).***