INSTRUCTIONS FOR MAKING CHANGES TO YOUR MEMBER SCHOOL INFO PAGE
ON THE NJSIAA WEBSITE

The Athletic Director's login is the only login that permits changes to the school's info page.

1. Log in to NJSIAA website using your username and password (www.njsiaa.org)
2. Click on Schools tab
3. Click Member Schools (on left side of screen)
4. Type school name (can be one or two words – not need full name). Hit red Apply button.
5. Click on your school from the search
6. Once on your school information page, see below

TO ADD A NEW PERSON
1. Click on Member's tab
2. Click Add New User button. *(Note-If a person has worked at another school and you are using their same email, you will need to click on add existing user because they will be in the master system)*
3. Enter required info. There are no rules for passwords and all people can have the same password if you want.
4. Click on assignable role (coach, principal, etc.)
5. Click Create New Account
6. It will bring you to a page that says "Antibot verification failed." On this page, re-enter your password, click "I'm not a robot" at the bottom of the page, and click Create New Account button again.
7. This will bring you to a page "Add School: Group membership". On this page, click on the appropriate role (coach, principal, etc.) If a coach, please select the sports the user coaches from the drop down in the sport section.
8. Once done, click the Add New User button. ==Important! Please proceed to Step 9 to add their name!==
9. Click on your school name above the name of the user you just added to go back to your school page. Click on the Members tab again, find your new user, click on red drop-down arrow on the right, and select Edit User from the drop down.
10. Add Name! - Scroll down to the personal information section and type your new person's name and phone number.
11. Done. You have successfully added a person to your school.

TO ADD A SPORT / ASSIGN A COACH TO THEIR SPORT
1. If the coach is already in your master database of people, go to the members tab. *If the coach not already in master database, you must add the coach first (with instructions above).*
2. Find coach name and click on red arrow button drop down on right of screen. From drop down, choose edit member.
3. Scroll down on page, and in sports section, choose the sport in the drop down where it says "please select"
4. Click save button.

TO DELETE A PERSON
1. Click on members' tab
2. Find the name you want to delete, then click on the red drop-down arrow by user's name and select Delete User from the drop down.
3. Select "Delete the account, its content and groups."
4. Click blue Cancel Account button.