

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

TO MAKE CHANGES TO YOUR 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 – full name not needed). Hit red "Apply" button.
5. Click on your school from the search.
6. Once on your school information page, see below.

TO ADD, CHANGE, OR DELETE A PERSON – Please email Anne Marie Walters at awalters@njsiaa.org

TO ADD A SPORT

1. Go to the "Edit" tab on your school's page.
2. Scroll down on page, and in sports section, choose the sport in the drop down where it says "please select."
3. Click "Save" button.
4. Once you add the sport, you should go to the members tab and assign the head coach to the sport (Instructions above).

TO DELETE A SPORT

1. Go to the "Edit" tab on your school's page.
2. Scroll down on page, and in sports section, find the sport listed you want to delete and click on "remove" button (to the right).
3. Click "Save" button.