

# ACS ATHLETICS TEAM MANAGER COACHES USER MANUAL

# CONTENTS

SEND A MASS EMAIL	2
Send a Mass Text Message via Quick Message Text	4
REVIEW ATHLETE HISTORY	5
VIEW/EDIT AN ATHLETE PROFILE	5
VIEW PRACTICE/COMPETITION ELIGIBILITY	6
VIEW THE ACTIVE ROSTER AND ENTIRE ROSTER	7
ADD/EDIT EVENTS TO COMPETITION SCHEDULE	8
SUBMIT SCHEDULE FOR APPROVAL	9
IDENTIFY COMPETITION/TRAVEL SQUAD	0
TRACK AND SUBMIT PARTICIPATION TO COMPLIANCE1	2
TRACK CARA/PRACTICE LOGS AND SUBMIT WEEKLY TO COMPLIANCE	3



## SEND A MASS EMAIL

- 1. Login to ACS (https://incontrol.acsathletics.com).
- 2. Click on the Team Manager tab and then select Athletes.
- 3. When the athlete list appears, search for the athletes you wish to email. Once you have searched, use the check box to select all the athletes matching your search.
- 4. Click the checkbox in the last column of the list to select all athlete OR use individual checkboxes for the athletes you wish to email and select "Send Email" from the Functions dropdown menu and click 'Go'.

Switch to Detail View				Print Report Forms Completion F	Report V Print
Add New Athlete				Functions View/Edit Athlete P	rofile(s) Go
15 Athlete(s) matched your search.					Customize Grid
Page 1 🗸 of 1			[	Check this box and	us Next   Last
🔀 着 Full Name	<u>UIN</u>	University Class	<u>Em</u> ;	click the Go button	
🔀 着 Carmicheal, Phil	9990000	Freshman	pca	click the Go button.	
🔀 音 <u>Ganburg, Carmen</u>		Sophomore	cgar	nburg@acsath.net	
🔀 音 <u>Gutcher, Jason</u>	97014324	Freshman	jguto	cher@acsath.com	
🔀 着 <u>Hugons, Tim</u>		Freshman	thug	s@acsath.net	
🔀 着 Libby, Matt		Senior	mlib	by@acsath.net	
🔀 着 Long, Martin		Senior	mtlo	ng@acsath.com	

5. When asked if you would like to use your personal template, select 'Yes' like to use your default email template.

6. On the next screen you will provide the information needed to send an email to your selected recipients.

Add/Edit/Delete Templates		Select the primary recipients of this email. Primary Recipients can be athletes or the athlete's guardian.
Primary Recipients* :	Select Primary	
CC :		
Additional CC :	Athlete Primary Personal Contact Primary School/Team Contact	You can copy the selected athletes or the athlete's guardian
BCC :		the adhete's guardian.
From* :		
Subject* :		
Attachments :	Browse Add Attachment	
Select from whom this email will be sent.	Image: State of the state	STOMER SUPPORT PROGRAMS CONT ACS ATHLETICS TO A CONTRACT OF A CONTRACT O
Browse your computer and Sele Attachment'	ect 'Add	before sending.
	<	
	LieNormal CHTML CPreview	

7. Click the **Next** button to preview the email before sending.

8. On the next screen you can view what the email will look like once it is sent to the selected recipients.



Click the **SEND** button to send the email.

On the next screen the system will confirm that the email you just created has been sent to the selected recipients.

Add/Edit/Delete Templates

 Thank you. Your Email has been sent.

 Finish

 Click this button to return to the athlete list.

# SEND A MASS TEXT MESSAGE VIA QUICK MESSAGE TEXT

- 1. Login to ACS (https://incontrol.acsathletics.com).
- 2. Click on the Team Manager tab and then select Athletes.
- 3. When the athlete list appears, click the checkbox in the last column of the list and select "View/Edit Athlete Profile(s)" from the Functions dropdown menu and click 'Go'.

Switch to Detail View			Print Report Forms Completion	Report V Print
Add New Athlete			Functions View/Edit Athlete P	rofile(s) Go
15 Athlete(s) matched your search.				Customize Grid
Page 1 🕐 of 1			Check this box and	us Next   Last
<ul> <li>Full Name</li> <li>Carmicheal, Phil</li> </ul>	<u>UIN</u> 9990000	<u>University Class</u> Freshman	click the Go button.	
🔀 <del>च</del> <u>Ganburg, Carmen</u>		Sophomore	cganburg@acsath.net	
🔀 <del>च</del> <u>Gutcher, Jason</u>	97014324	Freshman	jgutcher@acsath.com	
🔀 🗎 <u>Hugons, Tim</u>		Freshman	thugs@acsath.net	
🔀 🗃 Libby, Matt		Senior	mlibby@acsath.net	
🔀 🖀 Long, Martin		Senior	mtlong@acsath.com	

 On the left side of the next screen, search for the athletes you wish to text message. Once you have searched, use the check box to select all the athletes matching your search.
 Athlete Profile

Last Name C	hange View : My View 🗸 Add Note	< Previous Athlete Next Athlete >
Classification		
My Search Search Search	Phil Carmicheal 8213 Shoal Creek Blvd. O Phone: 512-343-8811 1: 512-434-1188	Customize this View Send Email
	Using the checkboxes, pcar@acsathletics.com	Send Text Message
Send email to checked athletes	select the athletes to	
Send text msg to checked athletes	Fir receive the text e Phone: 512-434-1188	
Athletes	La message and click the s. 512-343-8811	
Carmicheal, Phil	Ad 'Send text msg to pcar@acsathletics.com	n
Ganburg, Carmen	Ad checked athletes'	
Gutcher, Jason	cit button.	
Hugons, Tim	States	
Libby, Matt	Zip: 78757	
Long, Martin	Country: USA	
Longfellows, Mike		
Page 1 ♥ of 3 <<   ≤   ≥   >>	Date Created: 3/17/2008	

- 5. After checking the athletes, select the **Send text msg to checked athletes** button.
- 6. In the text message window that opens, select to send the mass text message to the Athlete or the Primary Personal Contact (parents) using the To dropdown at the top of the box.
- 7. Fill in the Message and hit Send.

# **REVIEW ATHLETE HISTORY**

1. To review emails and text messages sent to an athlete, select Athlete History from the Change View dropdown.

Athlete Profile				г					
Last Name Classification My Searches Sear	rch	Change V	iew : Athlete History Phil C 8213 Si Bivd. Austin,	Phil Carmiche Blvd. O Austin, TX 78757		is ew t t to	< Previous Athlete Next Athlete       Send Email       Send Text Message		
Send email to ch	ecked athletes								
Send text hisg to d	checked athletes	F	Page 1 💌 of 1					First Previous	Next Last
Athletes			🛛 <u>Туре</u>	Activity Date	<u>Subject</u>	<u>Activity</u> Status	<u>Printable</u> Forms	Created Date	<u>Created</u> By
<u>Carmicneai, Phil</u> Ganburg, Carmen			🛛 WebMail	<u>6/20/2008</u> 12:14:00 PM	Need your forms	Sent		6/20/2008 12:14:00 PM	Kirk Long
<u>Gutcher, Jason</u> Hugons, Tim		C	Athlete Contact	5/13/2008 2:41:00 PM	Athlete Contact Info	Completed		5/13/2008 2:41:00 PM	Ū
Libby, Matt		(	Athlete Contact	5/6/2008 10:59:00 PM	Athlete Contact Info	Completed		5/6/2008 10:59:00 PM	
<u>Long, Martin</u> Longfellows, Mike		C	Athlete Contact	4/29/2008 10:11:00 PM	Athlete Contact Info	Completed		4/29/2008 10:11:00 PM	
Page 1 💙 of 3	<< < > >>	(	Athlete Contact	3/18/2008	Athlete Contact Info	Completed		3/18/2008 11:13:00 AM	

2. To view an email sent by yourself or another coach on staff, click the link for the email date to open a copy of the email in a new window.

### VIEW/EDIT AN ATHLETE PROFILE

- 1. Login to ACS (https://incontrol.acsathletics.com).
- 2. Click on the Team Manager tab and then select Athletes.
- 3. When the athlete list appears, select the name of the athlete you would like to view or edit to access the Athletes Profile.
- 4. Once at the Athlete Profile you can view the information listed or update the fields. When updates are made select 'Save/Update My View'.

Last Name	Change View	ew : My View 🗸	Add Note	- <	Previous Athlete Next Athlete >
Classification	×				
My Search	thietes	Phil Carmicheal 8213 Shoal Creek Blvd. Austin, TX 78757	Phone: 512-343 Mobile: 512-43 Email: pcar@ac	3-8811 4-1188	Customize this View Send Email Send Text Message
Send text msg to checked	athletes Fire	rst Name: Phil	Mobile Phone:	512-434-1188	
Athletes	La:	st Name: Carmicheal	Phone:	512-343-8811	
Carmicheal, Phil	Ad	ddress 1: 8213 Shoal Creek Blvd.	Email:	pcar@acsathletics.com	
Ganburg, Carmen	Ad	ddress 2:			
Gutcher, Jason	Cit	ty: Austin	_		
Hugons, Tim	Sta	ate: TX 🛛			
Libby, Mail	Zip	p: 78757			
Longfellows, Mike		ountry: USA			
Page 1 🗸 of 3 🔗	<  <   ≥   <u>&gt;&gt;</u> Dat	te Created: 3/17/2008			

#### Athlete Profile



# VIEW PRACTICE/COMPETITION ELIGIBILITY

To view the competition and practice eligibility status of student athlete select the Athletes Submenu under the Team Manager tab.

			Demo University					
Home F	orms	Recruiti	ng Coordinator	Team Manager				
		<u>Athletes</u>	Correspondence	Competition Schedu	le <u>Comp</u>	Tickets - Event List	Comp Ticket - Guest List	CARA/Pract
Home								

Using the search criteria at the top of the page you can search for either 'Practice Eligible' or 'Competition Eligible' athletes.

ice Eligible : Name :
i

View the Practice and Competition Eligibility status in the Athlete list.

Add New Athlete			Functions Vie	ew/Edit Athlete Profile(s)	G
Academic Year: 2008-2009			1	Quetamiza Cri	id
Page 1 v of 1		<		Eirst Previous I Next I as	<u>iu</u> st
🕅 🚍 🕅 Eull Name	Practice Eligible	Competition Eligible	Email		
X a Athlete-20, Student	No	No			]
X 🗃 🔕 Athlete-21, Student	Yes	No			j
🔀 🗃 👸 <u>Athlete-22, Student</u>	No	No			J
🔀 🗃 👸 <u>Athlete-23, Student</u>	No	No			]

Next to each student-athlete's name is a Practice Eligible column and a Competition Eligible column. The chart below outlines the student-athlete's eligibility for practice and competition.

Practice Eligible Column	Competition Eligible Column	Student-Athlete Status for Practice and Competition
No	No	Student-athlete can't practice or compete.
Yes	No	Student-athlete can practice, but NOT compete.
Yes	Yes	Student-athlete can practice and compete.



# VIEW THE ACTIVE ROSTER AND ENTIRE ROSTER

As student-athletes are cut, dismissed, graduating, etc the athlete roster status will be updated by the Compliance Office with the reason they have been removed from the Active Roster.

Next to each student-athlete's name is a Roster Status column. The chart below outlines the Roster status Labels.

Roster Status Column	Definition
Pending	Student-athlete's practice eligibility has not been accessed.
Pending with Issues	Student-athlete's practice eligibility has been accessed.
Active	Student-athlete is competition eligible.
Inactive	Student-athlete is no longer on active roster.

To view the roster status information select the Athletes Submenu under the Team Manager tab.

		Demo University				
Home Forms	Recruiti	ng Coordinator	Team Manager			
	<u>Athletes</u>	Correspondence	Competition Schedule	Comp Tickets - Event List	Comp Ticket - Guest List	CARA/Pract
Home						

Switch to Detail View Switch to Active Roster			View only the Act	ive Roster	
Academic Year: 2009-2010 29 Athlete(s) matched your search. Page 1   of 1					
🕺 🖶 🙋 Full Name	UIN	Practice Eligible	Competition Eligible	Roster Status	<u>Email</u>
🔀 🗃 🙆 Adams, Flozell		Yes	No	Pending, With Issues	klong@acsathletics.com
🔀 着 🙆 <u>Alex, Charles</u>	9990000	Yes	No	Pending, With Issues	mburrus@gmail.com
Allan, Tray Inactive - Reason : (Cut/Dismissed, 2/2/2010)		No	No	Inactive	kcinqmars@yahoo.com
Alworth, Lance Inactive - Reason : (Medical Exception, 2/1/2010)	8880000	No	No	Inactive	rrutledge@acsathletics.co
Angelle, Caleb		No	No	Inactive	sroome@acsathletics.con
Image: Solution of the second seco		View the re Roster Stat	eason the Athlete us from your At	e is Inactive and v hlete List	view the acsathletics.co

To view *only* the Active Roster select the **Switch to Active Roster** button on the left side of the screen.



# ADD/EDIT EVENTS TO COMPETITION SCHEDULE

ACS Team Manager<sup>™</sup> allows Coaches to create and submit Competition Schedules with minimal effort. If event details change and the event has not been submitted to Compliance for approval, the coach can edit the event. Coaches cannot modify the event type, applicable days or annual exemption fields.

To add an event to the Competition Schedule select the Competition Schedule sub-menu under the Team Manager Tab.

I	l Demo University
	Home Forms Recruiting Coordinator Team Manager
	Team Manager Athle Competition Schedule Comp Tickets - Event List Comp Ticket - Guest List CARA/Pract
	Home

To add a new event to your Competition Schedule select the **Add Event** button located on the left side of your screen.

From the Add Event screen you can enter up to ten events at a time. Note: The End Date of the event is not required, but is available if you have a multiple day meet or tournament.

Once you have added the Events you can select 'Save Events' or 'Save Events and Add More' if you need to enter additional events for the Competition Schedule.

If your Compliance department has added the PPS Calendar you will also be able to view using the 'View Declared PPS Calendar' link on the left side of the screen.

Competition Schedule: Add	d Events	View Declared PPS Calendar here	Cancel Save Events and Add More Save Events
Event Name		Event Date/Time	End Date Event Location
	+	12 · 00 · AM ·	Home Away Other     Home Away Other
		12 × 00 × AM ×	• Home • Away Select Save Events to
Add event		12 • 00 • AM •	Home Away Home Away Schedule or Save and
information here		12 × 00 × AM ×	Home Away Add More to enter
		12 • 00 • AM •	Home Away     additional events
		12 • 00 • AM •	Home     Away     Other
		12 •: 00 • AM •	◎ Home ◎ Away ◎ Other



## SUBMIT SCHEDULE FOR APPROVAL

New functionality has been added to track the submission and approval of Competition Schedules. Sport programs can submit schedule changes on a per event basis. An event can only be modified by Compliance or an Administrator after the event has been submitted. Events can be cancelled and re-scheduled and a reason for cancellation can be tracked.

To submit your Competition Schedule to Compliance for Approval select the Competition Schedule sub-menu under the Team Manager Tab.

Demo University				
Home Forms Recruiting Coordinator	Team Manager			
Team Manager Ath	Competition Schedule	Comp Tickets - Event List	Comp Ticket - Guest List	CARA/Pract

#### Home

Use the Checkboxes to the right of the screen to select the Events you would like to submit to Compliance for Approval and select 'Submit Events' from the Functions dropdown and select the GO button.

Total Individual	Total Outside/Unattached	Total Team/Individual			View Declared P	PS Calendar
dates of Competition :	dates of	dates of Competition : 1	Pri	rint Report		Print
0		competition . 1		Functions	Submit Events	🕳 Go

Add Event Archive Current Schedule Email Active Schedule

Page 1 🔔 o	f1								First P	revious Next	Last
X Cancel	Event Name	Event Date	Event Status	Participation Log Status	Athletes Participated	Event Type	Applicable Days	Annual Exemptions	Created By	Modified By	
X Cancel	Jays vs ]Yankees (Away)	7/20/2010 8:00:00 AM	Not Submitted	<u>Not</u> Submitted	0	Individual	0		CARAcomp CARAcomp	CARAcoach CARAcoach	V
X Cancel	Jays vs Cubs (Home)	6/29/2010 6:00:00 PM	Not Submitted	Not Submitted	0	Team/Individual	0		CARAcomp CARAcomp	CARAcomp CARAcomp	V
Cancel	Raptors vs. ]76ers (Away)	7/14/2010 12:00:00 AM	Not Submitted	Not Submitted	0	Outside/Unattached	10		CARAcomp CARAcomp	CARAcomp CARAcomp	V
X Cancel	Raptors vs. Magic	7/29/2010 12:00:00	Not Submitted	Not Submitted	0	Individual	0	Foreign Competition	CARAcoach CARAcoach	CARAcomp CARAcomp	<b>V</b>



# IDENTIFY COMPETITION/TRAVEL SQUAD

ACS Team Manager<sup>™</sup> allows users to easily build a Competition/Travel Squad. Identification of the Competition/Travel Squad increases efficiency in the participation logging process by automatically indicating that each student-athlete participated that is included on the Competition/Travel Squad.

To submit your Competition Schedule to Compliance for Approval select the Athletes sub-menu under the Team Manager Tab.

Demo University
Home Forms Recruiting Coordinator Team Manager
Athletes Correspondence Competition Schedule Comp Tickets - Event List Comp Ticket - Guest List CARA/Pract
Home

Check off the applicable student-athletes on the roster and select Mass Update Competition/Travel Squad from the Functions dropdown on the right side of the screen and select the GO button.

nearry source spasss									
Sort This List: First By	<ul> <li>Then By.</li> </ul>	••	▼ Then By	•			Save Search?	Clear	Search
						Print Report	Athlete Mailing Labels (5160)	•	Print
Switch to Detail View	Switch to Entire	Roster				Functions	View/Edit Athlete Profile(s)	-	Go
							View/Edit Athlete Profile(s)		
							Add Note		
							DELETE		
Academic Year: 2010-20	JII +						Log Hours		
31 Athlete(s) matched v	our search.						Mass Update Custom Fields	vel Squad	
, instance (							Send Email	ivel Squau	
Page 1  of 1							Send Letter		
🖾 🚔 🕅 Eul Nama	LIINI	Dractice Eligible	Compatition Eligible	Deates Clature	Email	Mehile Dhene	Send Text Message		
	UIN	Practice Eligible		Roster Status	<u>emaii</u>	Mobile Phone	Competition/ navel Squad	<b>1</b>	
🔀 🖀 👸 Adams, Floz	ell	No	No	Pending	klong@acsathletics.com	222-222-2222	Yes		
🔀 🖀 🔯 Alex, Charles	9990000	No	No	Pending	mburrus@gmail.com		Yes		
🔀 🚖 🔯 Allan, Tray		No	No	Pending	kcinqmars@yahoo.com	519-000-1283	No	V	

At the Change to Competition Travel Squad page you will be able to verify Practice and Competition eligibility and update the athletes using the mass function at the top of the screen or one by one using the radio buttons next to each athlete's name.

Once all athletes have been updated you can select the **Update Athletes** button to return to the athlete list and save your changes.

#### Change to Competition/Travel Squad

Competition/Travel Squad : 🛛 🔊	Yes 💿 NoUpdate All		Update Athlet
Athlete Name	Competition/Travel Squad	Practice Eligible	Competition Eligible
Adams, Flozell		No	No
Alex, Charles	● Yes ◎ No	Select Under	te Athletes to
Allan, Tray	○ Yes ● No	save and retu	urn to the
Alworth, Lance	● Yes ◎ No	Athlete List	
Angelle, Caleb		NO NO	140
Arnold, Will	Use the mass update function or	No	No
Arp, Rodney	the radio buttons next to each	No	No
Athenes, Jason	athlete to change the	No	No
Batttle, Damien	Competition/Travel Squad status	No	No
Destautite Dessa		N-	¥1-

You can add 'Competition/Travel Squad to your Athlete Search options or Athlete Grid by selecting the blue customize link.

te Search Options								
ame :	UIN :			Competition Eligible :	Practice Eligible	: Competi	ition/Travel Squad :	Cu
e Archived Athletes? :								
ty Search Options								
is List: First By	Then By	Then By		~			Save Search?	Clear Se
						Print Penort CA	• Studente	
witch to Detail View								
dd New Athlete						Functions	w/Edit Athlete Profile(	s) 💉
Academic Year: 2009-2010 11 Athlete(s) matched your se Page 1 of 1	arch. Practice	Competition L	Jniversity	Ourselan Distance	Freed	M. D. Die	<u>C</u> First   Previous Competition/Tr	ustomize Grid :   Next   Last avel
Academic Year: 2009-2010 V 11 Athlete(s) matched your se Page 1 V of 1 C C C C C C C C C C C C C C C C C C C	arch. <u>UIN Practice</u> <u>Eligible</u>	<u>Competition L</u> Eligible C	<u>University</u> <u>Class</u>	Counter Status	Email	<u>Mobile Phone</u>	Ci First   Previous Competition/Tr Squad	ustomize Grid   Next   Last avel
Academic Year: 2009-2010 V 11 Athlete(s) matched your se Page 1 V of 1 Academic Year Section 2010 Academic Yea	arch. UN Practice Eligible 258585874 Yes	<u>Competition L</u> Eligible <u>C</u> Yes S	<u>University</u> <u>Class</u> Sophomore	<u>Counter Status</u> Counter	Email doug@acsathletics.com	<u>Mobile Phone</u>	C First   Previous Competition/Tr Squad Yes	ustomize Grid   Next   Last avel
Academic Year: 2009-2010 V 11 Athlete(s) matched your se Page 1 V of 1 Control Control Cont	arch. UIN <u>Practice</u> Eligible 258585874 Yes 258586673 Yes	Competition L Eligible C Yes S Yes S	<u>University</u> <u>Class</u> Sophomore Sophomore	<u>Counter Status</u> Counter Counter	Email doug@acsathletics.com pengle@acsathletics.com	<u>Mobile Phone</u>	C First   Previous Competition/Tr Squad Yes Yes	ustomize Grid   Next   Last avel
Academic Year: 2009-2010 V 11 Athlete(s) matched your see Page 1 V of 1 Comparison of 1	arch.           UIN         Eractice           258585874 Yes         258585873 Yes           2588585873 Yes         2588585878 Yes	Competition L Eligible C Yes S Yes S Yes S	University Class Sophomore Sophomore Sophomore	<u>Counter Status</u> Counter Counter Counter	Email doug@acsathletics.com pengle@acsathletics.com beck@acsathletics.com	<u>Mobile Phone</u> ■ - 512-680-2432 ■ - 512-656-9939 ■ - 512-656-9939 ■ - 512-958-8588	Circle First   Previous Competition/Tr Squad Yes Yes Yes Yes	ustomize Grid
Academic Year: 2009-2010 V 11 Athlete(s) matched your see Page 1 V of 1 V 2 0 <u>Cull Name</u> N 2 <u>Cull Adams, Doug</u> N 2 <u>Cull Adams, Doug</u> N 2 <u>Cull Adams, Tray</u> N 2 <u>Cull Becker, Kevin</u> N 2 <u>Cult Review</u>	arch.           UIN         Practice Eligible           258585674 Yes         258585873 Yes           258585878 Yes         258585879 Yes	Competition L Eligible S Yes S Yes S Yes S Yes S	University Class Sophomore Sophomore Sophomore	Counter Status Counter Counter Counter Counter	Email doug@acsathletics.com pengle@acsathletics.com beck@acsathletics.com ablack@acsathletics.com	<u>Mobile Phone</u>	Circle Competition/Tr Squad Yes Yes Yes Yes	ustomize Grid
Academic Year: 2009-2010 V 11 Athlete(s) matched your see Page 1 V of 1 Comparison of 1	arch.           UIN         Practice Eighbe           258568674 Yes         258585873 Yes           258585878 Yes         258585879 Yes           258585876 Yes         258585876 Yes           258585876 Yes         258585876 Yes	Competition         L           Eligible         S           Yes         S	University Class Sophomore Sophomore Sophomore Sophomore Freshman	Counter Status Counter Counter Counter Counter Counter	Email doug@acsathletics.com pengle@acsathletics.com beck@acsathletics.com ablack@acsathletics.com sroome@acsathletics.com	Mobile Phone           ■ - 512-680-2432           ■ - 512-656-9939           ■ - 512-988-8588           ■ - 512-858-9699           ■ - 512-858-9699           ■ - (512) 289.1023           ■ - (512) 289.0032	First   Previous First   Previous Competition/Tr Squad Yes Yes Yes Yes Yes Yes Yes	ustomize Grid
Academic Year: 2009-2010 V 11 Athlete(s) matched your se Page 1 V of 1 S 3 6 Adams, Doug S 3 6 Adams, Doug S 3 6 Adams, Doug S 3 6 Adams, Coug S 3 6 Adams, Coug S 3 6 C Attern Bake S 3 6 Carter, Blake S 3 6 Cutcher, Jason	arch. <u>UIN</u> <u>2585685874 Yes</u> <u>258585873 Yes</u> <u>258585873 Yes</u> <u>258565879 Yes</u> <u>258565876 Yes</u> <u>258565871 Yes</u> <u>258565871 Yes</u> <u>258565871 Yes</u>	Competition L Eligible S Yes S Yes S Yes S Yes F Yes F Yes S Yes F	University Class Sophomore Sophomore Sophomore Sophomore Freshman Sophomore Freshman	Counter Status Counter Counter Counter Counter Counter Counter	Email doug@acsathletics.com pengle@acsathletics.com beck@acsathletics.com ablack@acsathletics.com robm@acsathletics.com robd@acsathletics.com	Mobile Phone           ■ < 512-680-2432/	Competition/Ir Squad Ves Ves Ves Ves Ves Ves Ves Ves Ves Ves	ustomize Grid
Academic Year: 2009-2010 V 11 Athlete(s) matched your se Page 1 V of 1 S 3 5 Adams, Doug S 3 6 Adams, Doug S 3 6 Adams, Doug S 3 6 Adams, Tray S 3 6 Becker, Kevin S 3 6 Becker, Kevin S 3 6 Carter, Blake S 3 6 Carter, Blake S 3 6 Cutcher, Jason S 3 6 Cutcher, Jason S 3 6 Cutcher, Jason	arch. <u>UIN</u> <u>Practice</u> Eligible 2585585873 Yes 258585873 Yes 258585879 Yes 258585876 Yes 258585871 Yes 97014324 Yes 97014324 Yes	Competition L Eligible S Yes S Yes S Yes S Yes F Yes F Yes S Yes S Yes S	University Class Sophomore Sophomore Sophomore Freshman Sophomore Freshman Sophomore	Counter Status Counter Counter Counter Counter Counter Counter Counter Counter	Email doug@acsathletics.com pengle@acsathletics.com beck@acsathletics.com ablack@acsathletics.com robd@acsathletics.com jgutcher@acsathletics.com	Mobile Phone           ■ - 512-680-2432           ■ - 512-680-2432           ■ - 512-988-8588           ■ - 512-858-9699           ■ - (512) 289-1032           ■ - 512-828-9788           ■ - 512-422-2633           ■ - 512-422-833	Competition/Ir Squad Ves Ves Ves Ves Ves Ves Ves Ves Ves Ves	ustomize Grid
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## TRACK AND SUBMIT PARTICIPATION TO COMPLIANCE

Participation can easily be tracked and submitted to Compliance. When logging participation, the system will automatically generate a list of all athletes who were active on the day of the competition even if they are no longer active on the day participation is logged. In addition, all athletes on the Competition/Travel Squad will have his/her participation status defaulted to Yes.

To submit Participation Logs to Compliance select the Competition Schedule sub-menu under the Team Manager Tab.

Tan Managa Attention Constition Chadde Comp Tidate Trent Link Comp Tidate Creat Link	Home Forms	Recruiting Coordinator	Team Manager			
	Team Manager	Att	Competition Schedule	Comp Tickets - Event List	Comp Ticket - Guest List	CARA/Pract

#### Home

From your event list select the 'Not Submitted' link next to the event for which you would like to submit your Participation log.

Cancel Monroe College vs. Westchester (Home)	7/27/2010 12:00:00 AM Approved	Submitted	13	ACS Demo Comp Account	ACS Demo Comp Account	
Cancel Demo U v Big Game (Home)	8/1/2010 12:00:00 AM Not Submitte	d <u>Submitted</u>	15	Bob Carter	Bob Carter	
Cancel Jonestown High School v Madison (Away)	8/2/2010 7	Not Submitted	0	Bob Carter	Bob Carter	
Cancel Demo vs. Texas (Home)	9/20/2010 9:00:00 AM Approved	Not Submitted	0	Bob Carter	ACS Demo Comp Account	

At the Participation Log screen you can verify Practice and Competition eligibility and the Competition and Travel squad and update the athletes using the mass function at the top of the screen or one by one using the radio buttons next to each athlete's name. Note: The Competition and Travel Squad will default to 'Yes' in the Participation Log.

Once all athletes have been updated you can select the <u>Save and Return</u> button to return to the Competition Schedule and save your changes OR the <u>Save and Submit to Compliance</u> to submit the Participation Log to compliance.

update Participation Log							
Participated in Event:	Update Values						
eclared PPS Calendar	١				Print Report		• P
	\				Fave and Beturn	Fave and Submit to Complia	
	· · · · · · · · · · · · · · · · · · ·				Save and Keturn	Save and Submit to Compilar	ice
cipation in Event Jor	nestown High School v	Madison on 8/2/2010					
Athlete Name	Practice Eligible	Competition Eligible	Counter Status	Competition/T	ravel Squad	Participation Log	
Adams, Flozell	No	No	Counter	Yes		Yes O No	
Alex, Charles	No	No	Counter	Yes		Yes O No	
Allan, Tray	Na	No	Counter	No		Yes No	
Alworth, Lance	No	No	Counter	Yes		Yes      No     No	
Angelle, Caleb	No	No	Counter	Yes		● Yes ◎ No	
Arnold, Will	No	No	Counter	Yes	/	● Yes ◎ No	
Arp, Rodney	No	No	Counter	Yes		Yes O No	
		Use t radio upda	he mass update fur buttons next to each te the Participation	nction or th ch athlete t Log	ne to		



## TRACK CARA/PRACTICE LOGS AND SUBMIT WEEKLY TO COMPLIANCE

ACS Team Manager<sup>™</sup> allows for practice times to be tracked to the exact minute. Logs can be configured by Compliance to track by duration or time (e.g. Practice, 2-4pm OR 2 hours). Logs are configured by Compliance to begin at the Start Day of the week requested per sport and can be updated for each segment.

To log your CARA/Practice hours select the Athletes sub-menu under the Team Manager Tab.

			Demo University					
Home	Forms	Recruiti	ng Coordinator	Team Manager				
		Athletes	Correspondence	Competition Sched	<u>ule</u>	Comp Tickets - Event List	Comp Ticket - Guest List	CARA/Pract
Home	, ,		·					

Use the search criteria to find the group of athletes to log CARA/Practice hours. Select all athletes in the roster list or search results by clicking the checkbox in the last column of the athlete list and select 'Log Hours' from the Functions dropdown.

#### Athlete List

							My Searches:	•	Search
Athlete Search Options									
Include Archived Athletes? : Email :	Last Comp	Name : petition/Travel Squad :		Competition Eligible : Height :	Practice Eligible :		Qualifier Status Posted? :	!	Customize
Activity Search Options									-
Sort This List: First By	<ul> <li>Then B</li> </ul>	y	▪ Then By	•			Save Search?	Clear	Search
Switch to Detail View S	witch to Entire	e Roster				Print Report Functions	Athlete Mailing Labels (5160) View/Edit Athlete Profile(s) View/Edit Athlete Profile(s) Add Note	•	Print Go
Academic Year: 2010-2011 • 31 Athlete(s) matched your sear Page 1 • of 1	ch.						DELETE Log Hours Mass Update Custom Fields Mass Update Competition/Trav Send Email Send Letter	vel Squad	
🔀 葍 🙆 <u>Full Name</u>	<u>UIN</u>	Practice Eligible	Competition Eligit	ole Roster Status	<u>Email</u>	Mobile Phone	Send Text Message	M	
🔀 🗃 🙆 Adams, Flozell		No	No	Pending	klong@acsathletics.com	222-222-2222	Yes		
🔀 🗃 🙆 <u>Alex, Charles</u>	9990000	No	No	Pending	mburrus@gmail.com		Yes		
🛛 🖀 🔯 <u>Allan, Tray</u>		No	No	Pending	kcinqmars@yahoo.com	519-000-1283	No	$\checkmark$	



From the Log Cara/Practice Hours screen select the appropriate week from the 'Select Week' dropdown.

When the days of the week appear select from the dropdowns available the reason for Practice and the appropriate time or duration.

5/7/2010 Inseason				5/8/20	10 Insea			5/9/2010 Inse Comp - Demo U vs V	5/10/2010 Inseason Vacation					5/11/									
Practice	~	2	٠	00	۷	Film	¥	4	*	00	۷	Competition 💌	0	<b>J</b> ~	00	۷	off 💌	0	٧	00	۷	Ind	nidual Skill Ins
Exercise	×	2	٧	00	¥		Y	0	۷	00	٣	×	1	0 .~	00	×	~	0	*	00	×		100 million (1990)
	~	0	۷	00	4		4	0	~	00	~		9	0.~	00	Y	×	0	*	00	~		
	M	0		00			200	0		00		X	115	0 •	00	M		0	M	00	M		
ete Name						5/7/2010 Practice 0.00	_	5/8 Film	(20)	10		579/2010 Competition 0.00				-	/10/2010 Off 0.00		In	dvie	5 tual t	/11/2 Sell by	010 struction 0.00
ulları, Tray						Exercise 0.00 Total 0.00	1	Tota	si 0.	00		Total 0.00				1	Total 0.00		Te	stal			0.00
						Practice 0.00		Film	0.	00		Competition 0.00					Off 0.00		In	dvk	tual :	Skill Sne	struction 0.00
						222022222																	

When complete for the Day or the Week you can select from the below options:

Apply Changes to Displayed Athletes displayed athletes in list Apply practice hours in grid to ALL

Apply Changes to Selected Athletes

Apply practice hours in grid to only athletes

who are selected using the checkboxes

**Review Logs for this Week** Compliance. Note: this will not apply any changes that are in the grid. The user MUST select the Apply Changes buttons to save any practice hours in the grid.

Once Review Logs is selected the user will be able to confirm all applied practice hours.

To submit the hours to Compliance select the **Submit Hours to Compliance** button.