

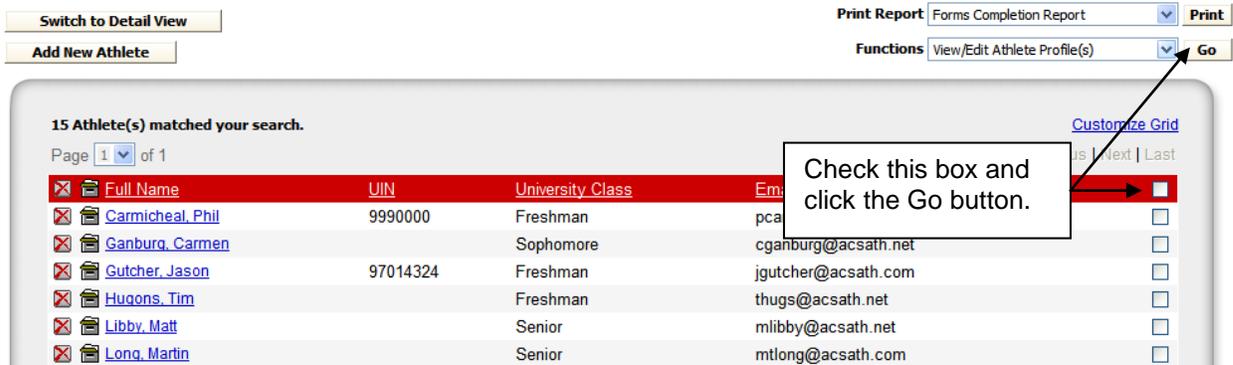
ACS ATHLETICS TEAM MANAGER
COACHES USER MANUAL

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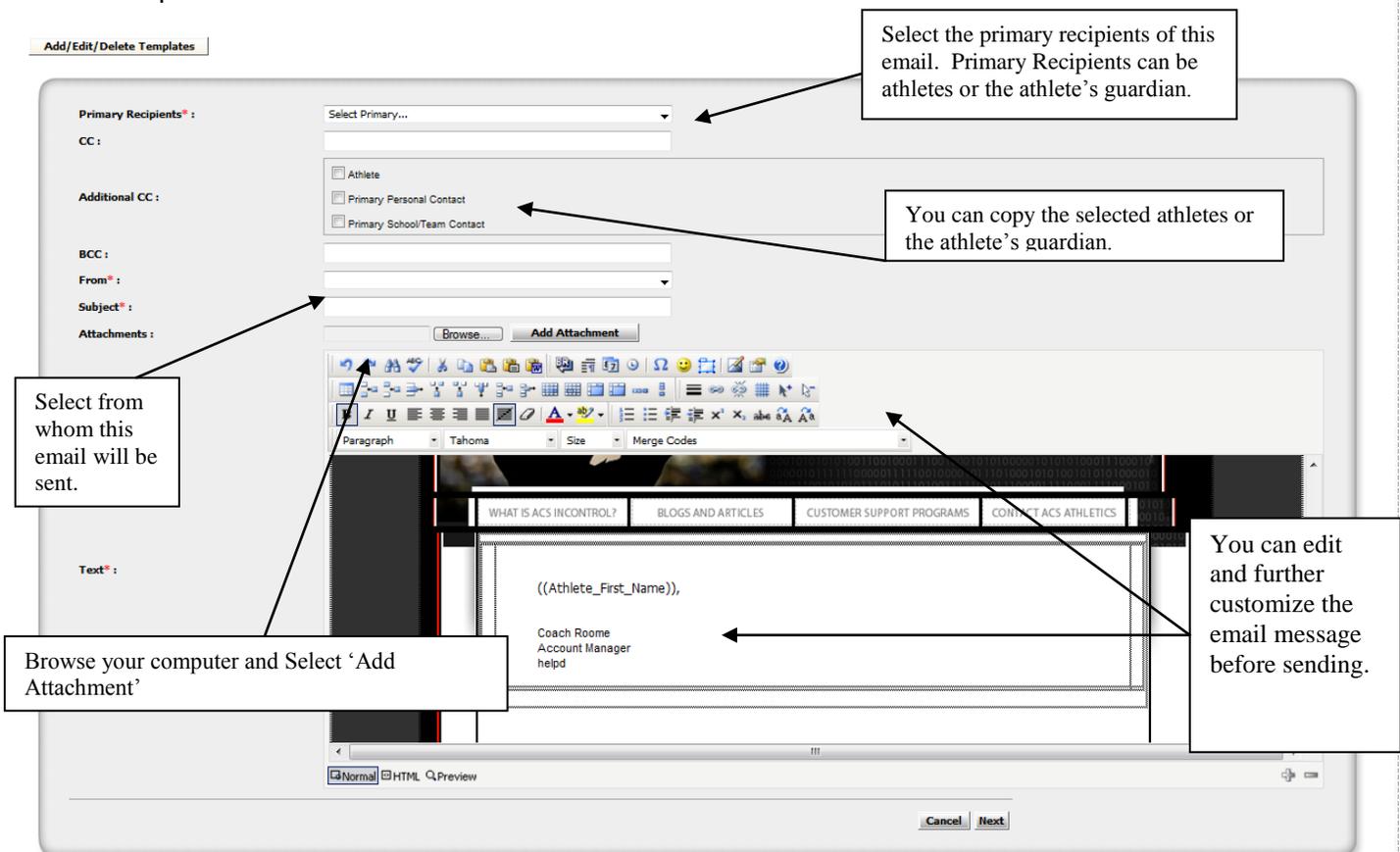
SEND A MASS EMAIL

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'.



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.

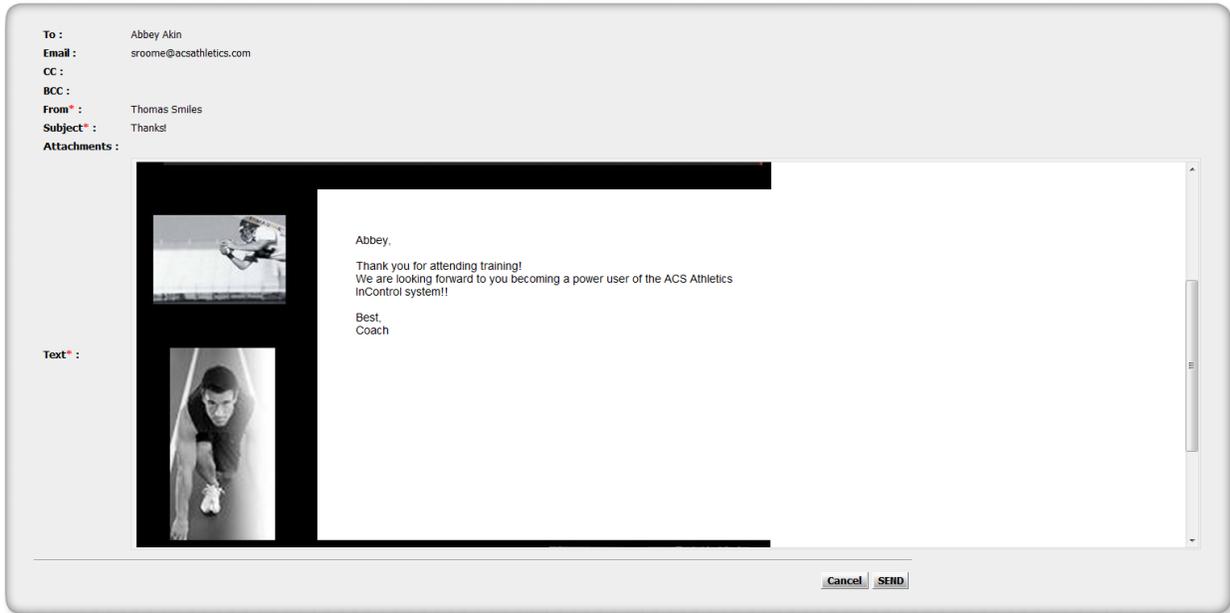


7. Click the **Next** button to preview the email before sending.

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

[Send Correspondence](#)

[Add/Edit/Delete Templates](#)



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.

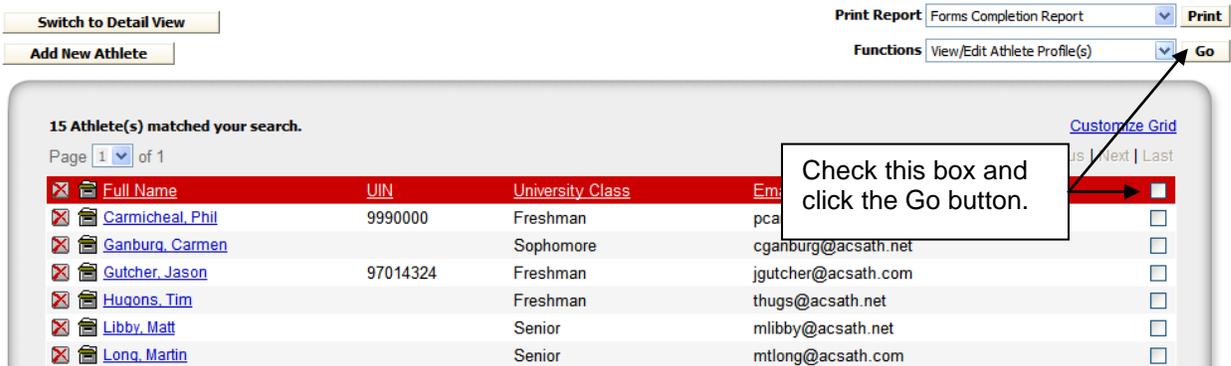
[Add/Edit/Delete Templates](#)



Click the **Finish** button to return to the athlete list.

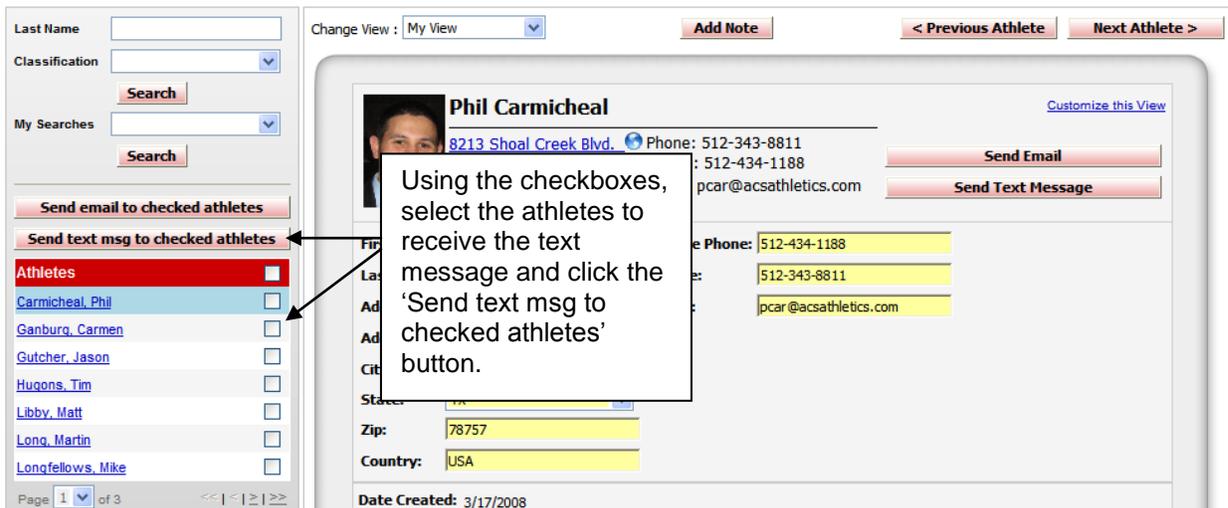
SEND A MASS TEXT MESSAGE VIA QUICK MESSAGE TEXT

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'.



4. 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



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

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

Athlete Profile

Change View : Athlete History

Select Athlete History from this dropdown to view emails and text messages sent to the athlete.

Send Email
Send Text Message

Type	Activity Date	Subject	Activity Status	Printable Forms	Created Date	Created By
WebMail	6/20/2008 12:14:00 PM	Need your forms	Sent		6/20/2008 12:14:00 PM	Kirk Long
Athlete Contact Info	5/13/2008 2:41:00 PM	Athlete Contact Info	Completed		5/13/2008 2:41:00 PM	
Athlete Contact Info	5/6/2008 10:59:00 PM	Athlete Contact Info	Completed		5/6/2008 10:59:00 PM	
Athlete Contact Info	4/29/2008 10:11:00 PM	Athlete Contact Info	Completed		4/29/2008 10:11:00 PM	
Athlete Contact Info	3/18/2008 11:13:00 AM	Athlete Contact Info	Completed		3/18/2008 11:13:00 AM	

- 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

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

Athlete Profile

Change View : My View

Phil Carmicheal
8213 Shoal Creek Blvd.
Austin, TX 78757

Phone: 512-343-8811
Mobile: 512-434-1188
Email: pcar@acsathletics.com

Send Email
Send Text Message

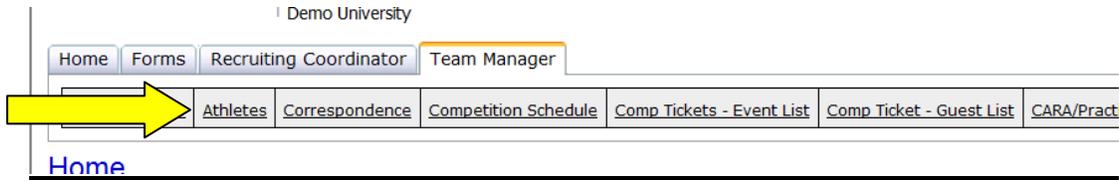
First Name: Phil
Last Name: Carmicheal
Address 1: 8213 Shoal Creek Blvd.
Address 2:
City: Austin
State: TX
Zip: 78757
Country: USA

Mobile Phone: 512-434-1188
Phone: 512-343-8811
Email: pcar@acsathletics.com

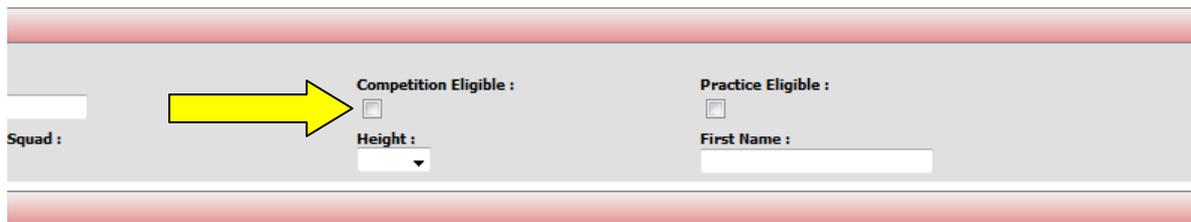
Date Created: 3/17/2008

VIEW PRACTICE/COMPETITION ELIGIBILITY

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



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



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



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.

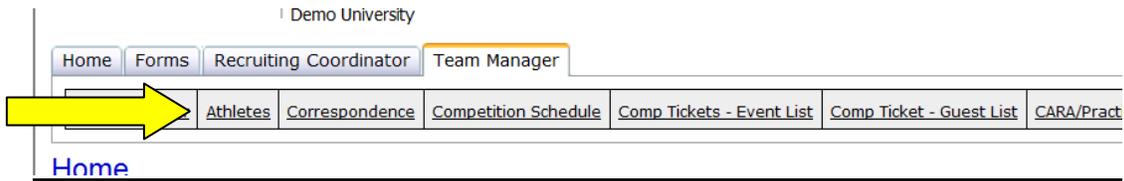
VIEW THE ACTIVE ROSTER AND ENTIRE ROSTER

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 <i>not</i> 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.



Switch to Detail View Switch to Active Roster

View only the Active Roster

Academic Year: 2009-2010

29 Athlete(s) matched your search.

Page 1 of 1

Full Name	UIN	Practice Eligible	Competition Eligible	Roster Status	Email
Adams, Flozell		Yes	No	Pending, With Issues	klong@acsathletics.com
Alex, Charles	9990000	Yes	No	Pending, With Issues	mburris@gmail.com
Allan, Tray <i>Inactive - Reason: (Cut/Dismissed, 2/2/2010)</i>		No	No	Inactive	kcinqmars@yahoo.com
Alworth, Lance <i>Inactive - Reason: (Medical Exception, 2/1/2010)</i>	8880000	No	No	Inactive	rutledge@acsathletics.co
Angelle, Caleb <i>Inactive - Reason: (Quit, 2/3/2010)</i>		No	No	Inactive	sroome@acsathletics.con
Arnold, Will					acsathletics.c
Arp, Rodney					sathletics.cor

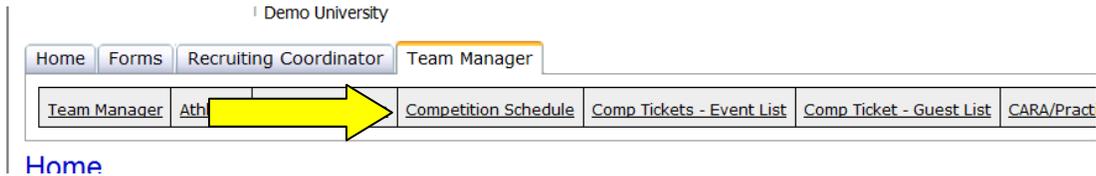
View the reason the Athlete is Inactive and view the Roster Status from your Athlete List

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

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.



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 dates of Competition : 0
 Total Outside/Unattached dates of Competition : 2
 Total Team/Individual dates of Competition : 1

[View Declared PPS Calendar](#)
 Print Report:

Functions:

Academic Year: 2009-2010

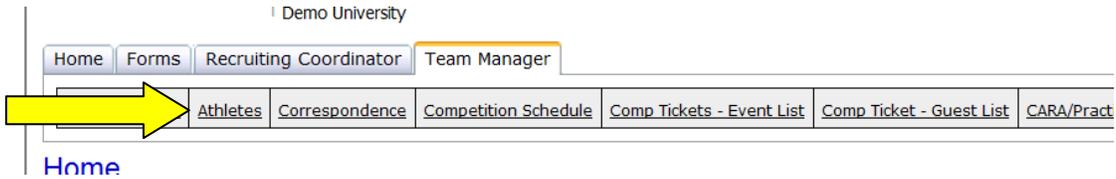
Page 1 of 1

<input type="checkbox"/>	Event Name	Event Date	Event Status	Participation Log Status	Athletes Participated	Event Type	Applicable Days	Annual Exemptions	Created By	Modified By	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Jays vs Yankees (Away)	7/20/2010 8:00:00 AM	Not Submitted	Not Submitted	0	Individual	0		CARAcamp	CARAcamp	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Jays vs Cubs (Home)	6/29/2010 6:00:00 PM	Not Submitted	Not Submitted	0	Team/Individual	0		CARAcamp	CARAcamp	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Raptors vs. 76ers (Away)	7/14/2010 12:00:00 AM	Not Submitted	Not Submitted	0	Outside/Unattached	0		CARAcamp	CARAcamp	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Raptors vs. Magic (Away)	7/29/2010 12:00:00 AM	Not Submitted	Not Submitted	0	Individual	0	Foreign Competition	CARAcamp	CARAcamp	<input checked="" type="checkbox"/>

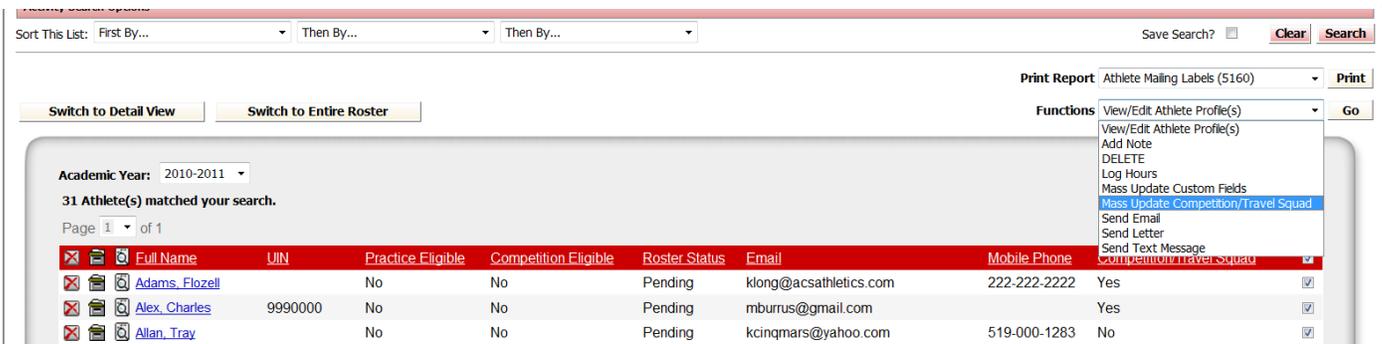
IDENTIFY COMPETITION/TRAVEL SQUAD

ACS Team Manager™ 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.



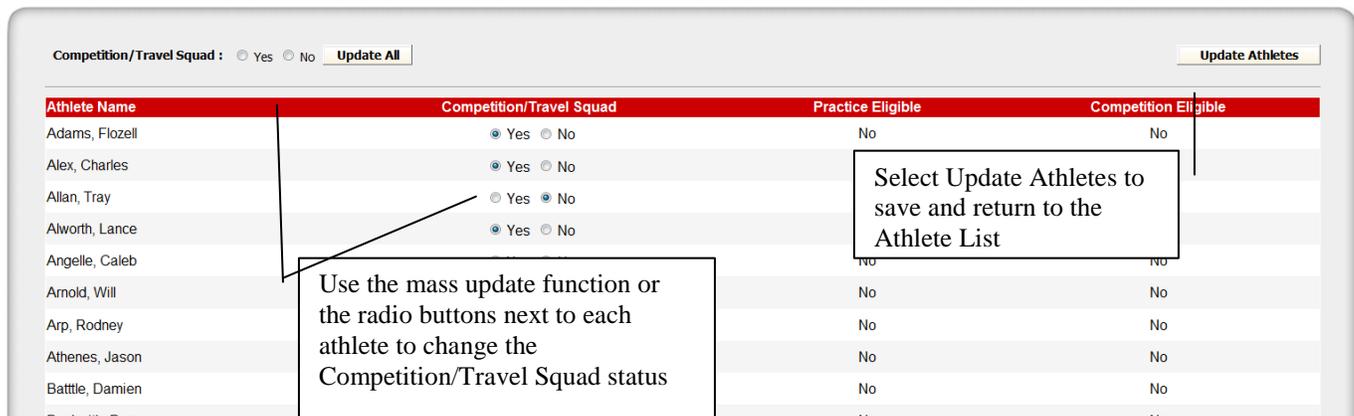
Check off the applicable student-athletes on the roster and select Mass Update Competition/Travel Squad from the Functions dropdown on the right side of the screen and select the GO button.



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



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

Athlete List

My Searches: ▼ Search

Athlete Search Options

Last Name: UIN: Competition Eligible: Practice Eligible: Competition/Travel Squad: [Customize](#)

Include Archived Athletes?:

Activity Search Options

Sort This List: First By... Then By... ▼ Then By... ▼ Save Search? Clear Search

Switch to Detail View
Add New Athlete

Print Report CA: Students Print

Academic Year: 2009-2010 ▼

11 Athlete(s) matched your search.

Page 1 of 1

[Customize Grid](#)
First | Previous | Next | Last

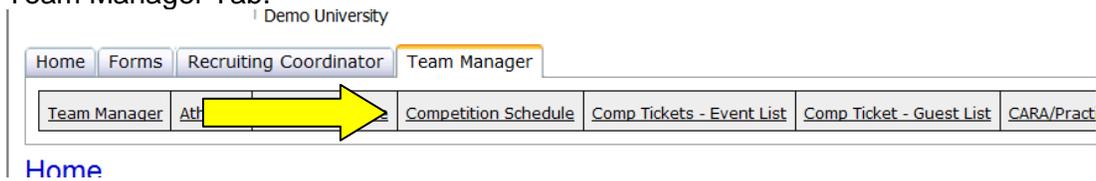
		Full Name	UIN	Practice Eligible	Competition Eligible	University Class	Counter Status	Email	Mobile Phone	Competition/Travel Squad	
<input checked="" type="checkbox"/>		Adams, Doug	258585874	Yes	Yes	Sophomore	Counter	doug@acsathletics.com	512-680-2432	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Allan, Tray	258585873	Yes	Yes	Sophomore	Counter	pengle@acsathletics.com	512-656-9939	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Becker, Kevin	258585878	Yes	Yes	Sophomore	Counter	beck@acsathletics.com	512-998-8588	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Black, Andrew	258585879	Yes	Yes	Sophomore	Counter	ablack@acsathletics.com	512-858-9699	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Carter, Blake	258585876	Yes	Yes	Freshman	Counter	sroome@acsathletics.com	(512) 289 1032	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Deposta, Rob	258585871	Yes	Yes	Sophomore	Counter	robd@acsathletics.com	512-888-9878	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Gutcher, Jason	97014324	Yes	Yes	Freshman	Counter	jjgutcher@acsathletics.com	512-422-2633	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Gutcher, Jeff	01245889	Yes	Yes	Sophomore	Counter	jeffg@acsathletics.com	512-989-8758	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Kopp, Jason	258585870	Yes	Yes	Sophomore	Noncounter, No Athletically-Related Aid	kopper@acsathletics.com	512-252-6365	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Marsh, Ryan	01245888	Yes	Yes	Sophomore	Counter	marsh@acsathletics.com	512-999-6987	Yes	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Mees, Jim <i>Inactive - Reason: (Quit, 5/5/2010)</i>	052547889	No	No	Sophomore	Noncounter, No Athletically-Related Aid	jim@acsathletics.com	512-888-8588	No	<input type="checkbox"/>

Page 1 of 1 First | Previous | Next | Last

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.



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

Cancel	Event	Date/Time	Status	Action	Count	Account	Account	Checkbox
Cancel	Monroe College vs. Westchester (Home)	7/27/2010 12:00:00 AM	Approved	Submitted	13	ACS Demo Comp Account	ACS Demo Comp Account	<input type="checkbox"/>
Cancel	Demo U v Big Game (Home)	8/1/2010 12:00:00 AM	Not Submitted	Submitted	15	Bob Carter	Bob Carter	<input type="checkbox"/>
Cancel	Jonestown High School v Madison (Away)	8/2/2010		Not Submitted	0	Bob Carter	Bob Carter	<input type="checkbox"/>
Cancel	Demo vs. Texas (Home)	9/20/2010 9:00:00 AM	Approved	Not Submitted	0	Bob Carter	ACS Demo Comp Account	<input type="checkbox"/>

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 **Save and Return** button to return to the Competition Schedule and save your changes OR the **Save and Submit to Compliance** to submit the Participation Log to compliance.

Participation Log

Mass Update Participation Log

Participated in Event:

[View Declared PPS Calendar](#) Print Report

Participation in Event Jonestown High School v Madison on 8/2/2010

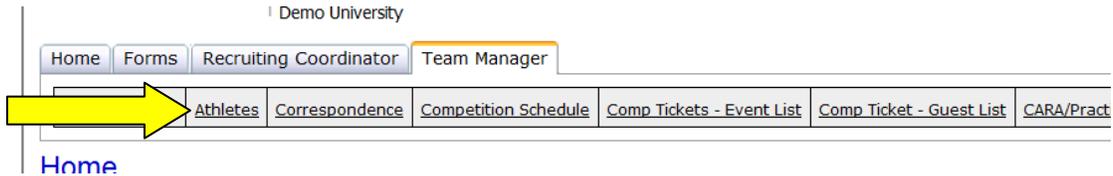
Athlete Name	Practice Eligible	Competition Eligible	Counter Status	Competition/Travel Squad	Participation Log
Adams, Flozell	No	No	Counter	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Alex, Charles	No	No	Counter	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allan, Tray	No	No	Counter	No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Alworth, Lance	No	No	Counter	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Angelle, Caleb	No	No	Counter	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Arnold, Will	No	No	Counter	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Arp, Rodney	No	No	Counter	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No

Use the mass update function or the radio buttons next to each athlete to update the Participation Log

TRACK CARA/PRACTICE LOGS AND SUBMIT WEEKLY TO COMPLIANCE

ACS Team Manager™ 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.



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 [Customize](#)

Include Archived Athletes? : Last Name : Competition Eligible : Practice Eligible : Qualifier Status Posted? :

Email : Competition/Travel Squad : Height : First Name :

Activity Search Options

Sort This List: First By... Then By... Then By... Save Search? **Clear** **Search**

Switch to Detail View **Switch to Entire Roster**

Print Report Athlete Mailing Labels (5160) **Print**

Functions View/Edit Athlete Profile(s) **Go**

View/Edit Athlete Profile(s)
Add Note
DELETE
Log Hours
Mass Update Custom Fields
Mass Update Competition/Travel Squad
Send Email
Send Letter
Send Text Message
Competition/Travel Squad

Academic Year: 2010-2011

31 Athlete(s) matched your search.

Page 1 of 1

<input type="checkbox"/>	<input type="checkbox"/>	Full Name	UIN	Practice Eligible	Competition Eligible	Roster Status	Email	Mobile Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adams, Flozell		No	No	Pending	klong@acsathletics.com	222-222-2222	Yes <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alex, Charles	9990000	No	No	Pending	mburru@gmail.com		Yes <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allan, Tray		No	No	Pending	kcinqmars@yahoo.com	519-000-1283	No <input type="checkbox"/>

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.

Log CARA/Practice Hours



Athlete Name	5/7/2010	5/8/2010	5/9/2010	5/10/2010	5/11/2010
Allan, Tray	Practice 0.00	Film 0.00	Competition 0.00	Off 0.00	Individual Skill Instruction 0.00
	Exercise 0.00	Total 0.00	Total 0.00	Total 0.00	Total 0.00
	Total 0.00				
Gutcher, Jason	Practice 0.00	Film 0.00	Competition 0.00	Off 0.00	Individual Skill Instruction 0.00
	Exercise 0.00	Total 0.00	Total 0.00	Total 0.00	Total 0.00
	Total 0.00				

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

Apply Changes to Displayed Athletes

Apply practice hours in grid to ALL

displayed athletes in list

Apply Changes to Selected Athletes

Apply practice hours in grid to only athletes

who are selected using the checkboxes

Review Logs for this Week

Review Practice logs prior to submitting to

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.