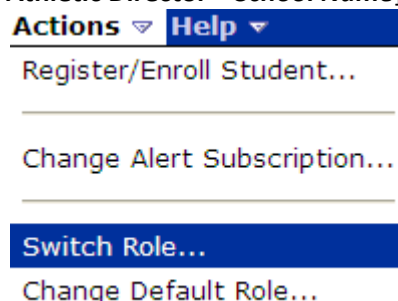




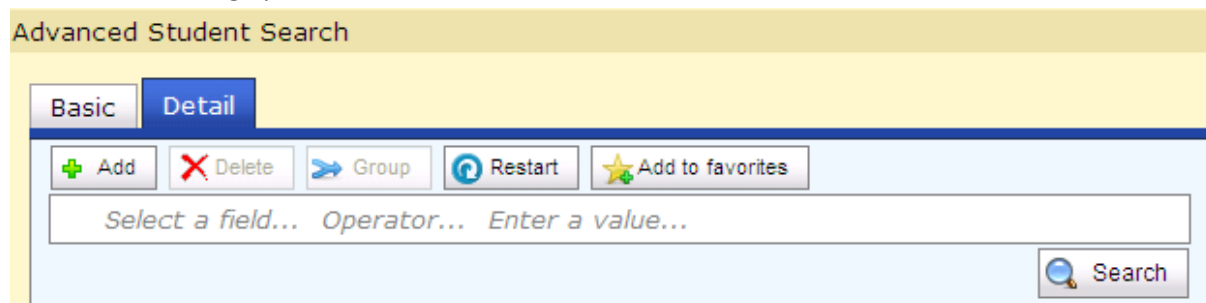
SCIAA SMS Athlete Tracking Program AD's Guide

SEARCHING FOR STUDENTS

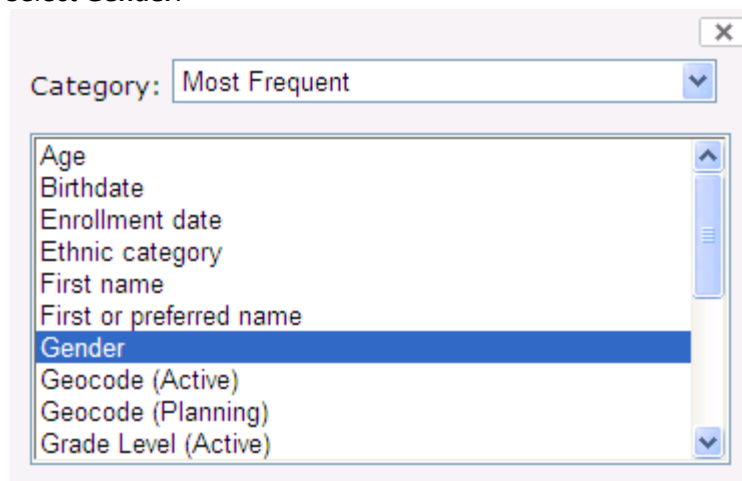
1. Switch Roles by selecting **Actions | Switch Roles** to your athletic director's role [AD – *School Name*; **Athletic Director – School Name**] and OK.





2. Click the **Advanced Search** link.
3. Click on the **Detail** tab.
4. Select the following options:



5. Click **Select a field...**
6. Select **Gender**.



7. The Operator will default to **equals**.
8. Click **Enter a value...**
9. Choose either **Male** or **Female**.
10. Click Search or if you want to add another criteria proceed with steps 11 through 15.
11. Next, click **Add** .
12. Click **Select a field...**
13. Select **Grade Level (Active)**.
14. The Operator will default to **equals**.
15. Select a grade level and click Search.

16. Select all students by click the  icon next to the Student Name column.
17. Your options are Select all records on the current page or Select up to 1000 records starting from the first page. Select the appropriate link.
18. Go to **Actions | Apply To Program**

Actions ▾ **Edit** ▾ **Help**


Quick Links ▶


Open Student ▶


Apply To Program


19. When the Apply To Program page appears, make the following selections:

Application


*Program category: After School Athletics  **Select After School Athletics.**

*Program: MS - Volleyball(7/1/2010 - 6/30/2035)  **Select the appropriate Program.**

*Program session: MS - Volleyball(7/1/2011 - 6/29/2012)  **The Program session will default to the Program that has been selected.**

*Location: Wooddale Middle  **The Location will default to your school.**

Miles from school:

*Queue: General  **Select General for Queue.**

20. Middle schools should complete the information for the four questions listed below.

Forms Received


Selected: 0 Total: 4

<input type="checkbox"/> Form Name	Received Date	Received By	Verified Date	Verified By
<input type="checkbox"/> MIAA - Does not violate the MS semester Rule				
<input type="checkbox"/> MIAA - Meets residence/tranfer requirements				
<input type="checkbox"/> MIAA - Required Documentation on file				
<input type="checkbox"/> MIAA - Student was Promoted				

21. Select **Continue**.
22. When the Manage Queues page appear, click on the number link under the column **# Applications**.

Queues

Selected: 0 Total: 4

<input type="checkbox"/> Queue Name	Capacity	% Over Allowed	# Spaces Taken	# Spaces Available	# Applications	Queue Close Date	Queue Elig. Rules
<input type="checkbox"/> General	0	0%	3	Unlimited	3 		No

Click the number to see the list of students.

23. The Manage Applicants page appears.
24. Select the **Semester 1 (Sem 1) Eligibility** rule if you are a high school or the **Participation** rule if you are a middle school by placing a check in the box.
25. Select the students that appear in the list below.
26. Go to **Actions | Calculate Eligibility...**

Actions ▾ **Edit** ▾ **Help**

Quick Links ▶

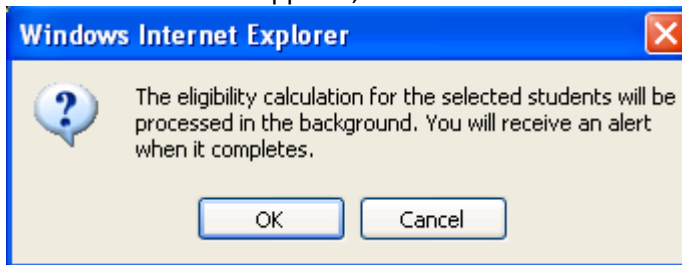
Edit Applicants...

Move/Copy Applicants

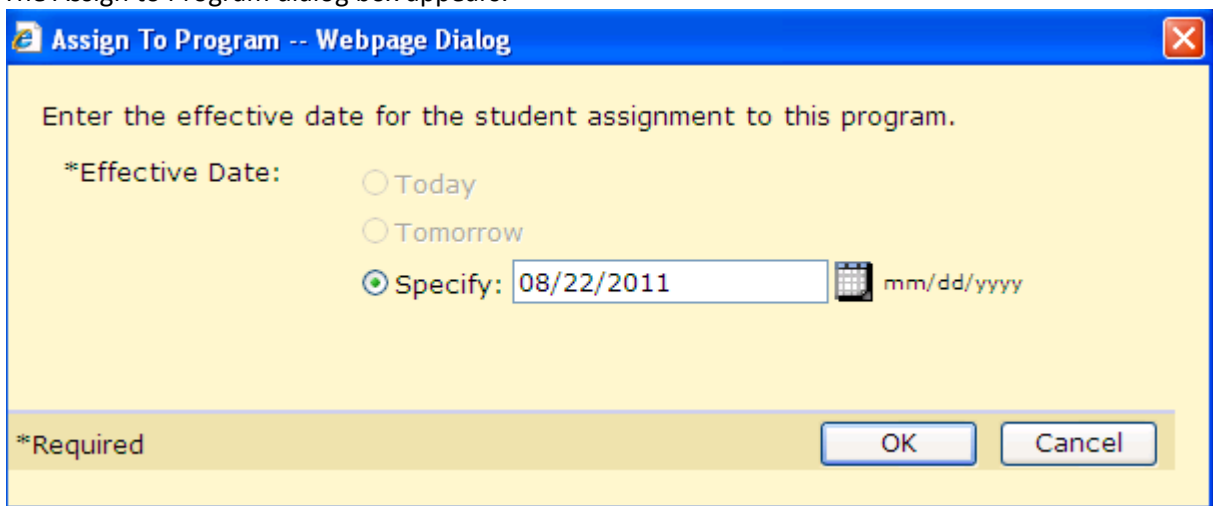
Calculate Status...

Calculate Eligibility...

27. When the box below appears, click OK.



28. The students' eligibility status changes from Not Calculated to Eligible or Not Eligible. You can refresh the screen if the data has not changed.
29. Place a check next to the students whose status is Eligible and assign them to the program. Go to **Actions | Assign to Program**.
30. The Assign to Program dialog box appears.



31. Select an appropriate effective date.
32. You can review the Ineligible student's data by clicking on the Ineligible hyperlink to reveal the reason.
33. Repeat the steps above for other after school athletic programs.

REVIEWING PARTICIPANTS

- From the Home page, go to **School | Manage Programs**.
- Enter the appropriate information listed below on the Program Search page and click Search.

Program Search

Basic Detail

Search by:

Program Category	equals	After School Athletics
Program Group	equals	Middle School

Program Category: After School Athletics

Program Group: Middle School

Fall Sports
High School
Spring Sports
Winter Sports

Choose from one of the selections under Program Group.

- A list of program sessions will appear.

<input type="checkbox"/>	Session	Start Date	End Date	Student Capacity	# of Participants	# of Applicants
MS - Spring Cheerleading						
<input type="checkbox"/>	MS - Spring Cheerleading	07/01/2011	06/29/2012	0	0	
MS - Volleyball						
<input type="checkbox"/>	MS - Volleyball	07/01/2011	06/29/2012	0	3	
MS - Winter Cheerleading						
<input type="checkbox"/>	MS - Cheerleading	07/01/2011	06/29/2012	0	0	

- You can click on the number listed under the **# of Participants** column to view a list of students.

REMOVING PARTICIPANTS VIA THE MANAGE PROGRAMS

- From the Home page, go to **School | Manage Programs**.
- Enter the appropriate information listed below on the Program Search page and click Search.

Program Search

Basic Detail

Search by:

Program Category equals After School Athletics

Program Group equals Middle School

- Click the number under the heading **# of Participants**.
- Place a check in the box of the students you want to remove.
- Go to Actions | Remove from Program...

Actions

Calculate Eligibility...

Remove from Program...

Manage Queues & Applicants...

Move/Copy Participants as Applicants

Print

- The Remove from Program dialog page appears.

Remove from Program - Webpage Dialog

To remove the selected student(s) from the following program, enter the date the withdrawal takes effect.

Program category: After School Athletics

Program: MS - Volleyball

Program session: MS - Volleyball

*Exit date: 09/16/2011

Parent request
Sport ended
Other school year end
Eligibility change
Test out of program on ini
Classified incorrectly

Transferred

Additional details: Student moved out of town.

*Required

OK Cancel

An exit date is required. Select an appropriate withdrawal reason from the available choices. You may add additional information in the additional details box.

ADDING & REMOVING INDIVIDUAL STUDENTS

Adding Individual Student

1. Open a student's record.
2. Select **Program Profile** in the Control Bar.
3. Select **Actions | Apply to Program...**
4. The Apply To Program page appears.
5. Complete the required fields.
6. Answer the four questions that appear if you are a middle school and click **Continue**.
7. Click on the 1 (one) under # Applications.
8. Select the student's name by placing a check in the box.
9. Select the appropriate rule.
10. Go to **Actions | Calculate Eligibility...**
11. Press F5 to refresh your page. This can be done several times until you see a change in the eligibility status.
12. If the student is eligible, assign the student to the program.
13. Go to **Actions | Assign To Program....**
14. The Assign To Program dialog box appears.
15. Put in appropriate date and click **OK**.
16. Click **Program Profile** in the Control Bar to see the student's assigned program.

Removing Individual Student

1. Open the student's record.
2. Select **Program Profile** in the Control Bar.
3. Place a check in the box next to the program you want to remove.
4. Go to **Actions | Remove from Program**.
5. When the Remove from Program dialog box appears, complete the exit date and other appropriate information and click **OK**.

ADDING THE FOUR REQUIRED QUESTIONS FOR MIDDLE SCHOOL WHEN MISSING

1. Open the student's record.
2. Select **Program Profile** in the Control Bar.
3. Click the hyperlink for the specific program you need to add or verify the questions are listed.
4. If the four questions are not listed under the Forms panel, go to **Actions | Add Row > Forms**. Repeat an additional three times.
5. Click in the box under Form Name and select the appropriate question (s).
Your information should appear as follows:

Forms				
Selected: 0				Total: 4
<input type="checkbox"/> Form Name	Date Received	Received By	Date Verified	Verified By
<input type="checkbox"/> MIAA - Student was Promoted				
<input type="checkbox"/> MIAA - Does not violate the MS semester Rule				
<input type="checkbox"/> MIAA - Meets residence/transfer requirements				
<input type="checkbox"/> MIAA - Required Documentation on file				

6. Place a date and your name/initials where applicable.
7. Click **OK**.
8. Proceed to the next student (if applicable) and complete the above steps.

Frequently Asked Questions

- Question: I have logged into SMS but do not have the option to change my role to Athletic Director. What do I do?
- Answer: You have not been granted AD access. You cannot do anything in the SCIAA SMS Program without AD access. Your principal must notify Ms. Cheryl Brown that you are the Athletic Director for your school and request access in your PowerSchool account.
- Question: I am logged in to SMS but my screen doesn't look like the guide. What am I doing wrong?
- Answer: You may have not switched roles to AD. Switch roles to AD and you should be able to continue.
- Question: I have misplaced my SCIAA SMS Users Guide. Where can I get a replacement?
- Answers: All SCIAA SMS Information can be found online at:
<http://sciaa.digitalsports.com/academics-compliance/sms-athlete-tracking-program/>
- Question: I have entered all of my boys' baseball team but my 9th graders are listed as ineligible. Why are my freshmen ineligible?
- Answer: All freshmen will show ineligible because they were promoted from the 8th grade and will not have 5 credits.
- Question: What do I do with my freshmen who are listed ineligible?
- Answer: You must override all freshmen because they show as ineligible. When you override them in SMS, please put 9th grader in the comment section so that you can remember why you did the override.
- Question: I just do not have time to enter all of my athletes. Can I get someone else to do it?
- Answer: You, as the Athletic Director, are the only person who can have the AD role for your school.

Best Practices

- It is best to enter SMS prior to entering eligibility in the TSSAA/TMSAA system. PowerSchool SMS checks the eligibility, saving you a lot of time. Once SMS states that an athlete is eligible you know that they have met the 5 credit rule from the TSAA and there will be no need to check report cards.
- PowerSchool SMS does not check transfer eligibility. The TSSAA/TMSAA transfer eligibility must be checked by the AD.
- Be careful not to override any 10-12th grade athlete with proper documentation. Check last year's report card to be sure that 5 classes were passed. Remember, you will be held responsible for any and all overrides.