Website Information and User Instructions

www.ahsaa.org
Arkansas Activities Association
3920 Richards Road
North Little Rock, AR 72117
Phone: 501-955-2500
Fax: 501-955-2600
www.ahsaa.org
Like us on Facebook
Follow us on Twitter @ArkActAssnAAA

Hours
Monday - Thursday  7:30 a.m. to 4:00 p.m.
Friday  7:30 a.m. to 3:30 p.m.

Visit our website at www.ahsaa.org

Administrative Staff
Lance W. Taylor.................................................................Executive Director
Dr. Joey Walters...............................................................Deputy Executive Director
Nick Lasker .................................................................Associate Executive Director
Don Brodell .................................................................Associate Executive Director
Steve Roberts .................................................................Associate Executive Director
Derek Walter .................................................................Assistant Executive Director
Amber Balboa.................................................................Assistant Executive Director

Support Staff
Christyal Holloway ..........................................................Executive Assistant
Kristy Clark ..................................................Administrative Assistant to Don Brodell/AOA Secretary
Nicole Cunningham ........................................ Administrative Assistant to Wadie Moore/Media Secretary
Gabriel Foreman ........................................ Administrative Assistant to Nick Lasker/AHSAAA Secretary
Julia Harvey ..........................................................Administrative Assistant to Joey Walters/AHSCA Secretary
Jennifer Mays ........................................................ Administrative Assistant to Amber Balboa
Michelle Langley ............................................................Receptionist
TABLE OF CONTENTS

General Information and Website Design ................................................................. 4
Member Area—General Overview .............................................................................. 7
Your Forms .................................................................................................................. 9

USER INSTRUCTIONS
School Information .................................................................................................... 10
District Information ................................................................................................. 10
Student and Team Information ............................................................................... 10
Eligible Students ..................................................................................................... 10
Edit SIP Information ............................................................................................... 11
SIP Students ............................................................................................................. 11
Sports Team Information ....................................................................................... 11
Rosters ..................................................................................................................... 11
Schedules (includes how to update scores) ............................................................ 12
Head Coach Photo .................................................................................................. 12
Team Photo ............................................................................................................. 12
Member and User Information ................................................................................ 13
Create New Website User ...................................................................................... 13
Manage Website Users ......................................................................................... 14
Renew AOA Membership ..................................................................................... 14
Online Rules Meetings ........................................................................................... 14
Edit Your Profile .................................................................................................... 15
Edit Your Coaching Information ............................................................................ 15
Edit Your Officials Information ............................................................................. 15
Post to Bulletin Board ............................................................................................. 15
Log Out .................................................................................................................... 15
GENERAL INFORMATION AND WEBSITE DESIGN

Please visit the Arkansas Activities Association website (www.ahsaa.org). Our goal is for our site to be informational, easy to use and easy to navigate.

Let’s begin with the home page of our site. An illustration of the home page is shown on the next page. The elements of the page are described below.

1. **Site login**: Although most of the website information is open for all users, there are some areas that are only for our members and member schools. These areas are for collecting and distributing member information. If you are a member of the AOA and/or AHSCA, you will be issued a username and password by the AAA. If you are NOT a member of the AOA and/or AHSCA, your username and password will be issued by your school. The **username** is your email address. The **password** is initially assigned during user setup. If you do not know your password, please click on “forgot your password? Click here.” You will be asked to enter your email address. If your email address is in the user’s list, your password will be emailed to you.

2. **Main Menu Bars**: Clicking on any of these headings will take you to the most often used pages of our website. To view a list of the pages accessed from these menus, go to the Menu Layout page at the end of these instruction pages.

3. **Now Due**: A list of deadlines and due dates are shown here.

4. **Quick Links**: Links to pages within our site and also other websites that are currently relevant.

5. **Upcoming Events**: Upcoming tournaments and test dates according to the AAA calendar.

6. **Post Season Brackets**: All post season brackets can be viewed here.

7. **Latest News**: Links to the most recent news articles that have been posted to the website.

8. **Scoreboard**: The scrolling scoreboard shows the scores for games that have been entered on sports schedules via the website.
Once you navigate away from the home page, you will notice that other pages of our website are formatted in a slightly different manner. Below is an example of how other pages are formatted. The menu bars are visible on any page of our website.

A. **Page Description**: This area gives some general information about the sport, activity, or group.

B. **Related Pages**: Packets or other pages that give additional information about the sport, activity, or group.

C. **Important Documents**: General information and other documents that pertain to the sport, activity or group.

D. **Quick Links**: Links to pages within our site and also other websites that relate to the sport, activity or group.

E. **Latest News**: Links to the most recent news articles that relate to the sport, activity or group.
MEMBER AREA—GENERAL OVERVIEW
To access the member area, the user must log in with their username and password.

The **username** is your email address. The **password** is initially assigned during user setup. If you do not know your password, please click on “Forgot Password?” You will be asked to enter your email address. If your email address is in the user’s list, your password will be emailed to you.

If you are a member of the AOA and/or AHSCA, you will be issued a username and password by the AAA. If you are NOT a member of the AOA and/or AHSCA, your username and password will be issued by your school.

Once you have successfully logged in, you will see the member dashboard area. Your dashboard will look similar to the sample. Appearance will vary depending on your user role.

This page displays the actions that are available to you. The actions that are available are dependent on your user role. Some examples of user roles are coach (school coach and AHSCA), official (AOA), superintendent, district administrator, school administrator and web coordinator.
If a user is set up as a superintendent, district administrator, web coordinator or school administrator, their dashboard will look similar to this:

The left-hand section allows administrators to update a school’s general contact information, update coaching staffs and non-athletic advisors, declare or undeclare for sports and update email addresses. The right-hand section allows users that are set up as administrators to make sure all online requirements have been met for the school(s) listed. Schools will be fined if requirements are not met by stated deadlines. Deadlines for specific sports can be found in the online sports packets.

If a user is set up as a coach, and there is a school associated with his/her profile, their dashboard will look similar to this:

The left-hand section will allow the user to view the online rules meeting and post to the bulletin board. The user’s AHSCA information can be updated by clicking “Edit Your Coaching Information.” Clicking on “Edit Your Profile” will allow the user to update/change their username and password.
If a user is set up as an official (AOA member), their dashboard will look similar to this:

The left-hand section will allow the user to renew their AOA membership. The user can also view the online rules meeting and post to the bulletin board. The user’s AOA information can be updated by clicking “Edit Your Officials Information.” Clicking on “Edit Your Profile” will allow the user to update/change his/her username and password. The user can see his/her AOA reminders and AOA requirements for the prior year and current year on the right-hand side. The user may submit Ejection and Game reports by making the appropriate selection under “Your Forms.”

**Your Forms**

All users should make sure to review items listed under Your Forms. The Officials Directory by Sport lists registered AOA members. Coaches should consult this directory to make sure their officials are AOA members for the current year. Official’s game report forms, official’s ejection report form and AHSCA ballots will also be listed here.
USER INSTRUCTIONS
As described earlier in this manual, the AAA website allows a user to do many things. Actions that a user is or is not allowed to complete are directly related to their user role. This section will instruct a user how to complete various requirements. If you do not see an option listed on your dashboard, please see your district administrator or web coordinator first. If you need further assistance, please call the AAA office.

School Info
Shown to users set up as superintendents, district administrators, school administrators and web coordinators

Users may make changes to school information, coach and advisor information, declarations and email addresses for the online directory. Changes made by August 1 annually will be reflected in the printed directory. Fall/winter sport declarations must be made by June 1 annually and spring sport declarations must be made by December 1 annually. It is important for designated school personnel to keep all information up-to-date.

District Information
Shown to users set up as superintendents, district administrators and web coordinators

Users may make changes to school district information for the online directory. Changes made by August 1 annually will be reflected in the printed directory.

Student and Team Information

Eligible Students
Shown to users set up as superintendents, district administrators, school administrators, web coordinators and coaches

Users set up as superintendents, district administrators, school administrators, and web coordinators are able to add, edit and delete eligible students in their school. This is also where you can view the eligible students of other AAA schools. USERS THAT ARE SET UP AS COACHES CANNOT ADD/EDIT ELIGIBLE STUDENTS.

Students who are eligible to participate in sports should be entered and changed here. Students should only be entered once per year. Students do not need to be entered for each sport they participate in. At the beginning of the next school year, seniors will have been deleted and one grade level will have been added to the remaining students. You should review the list and make any other additions, changes and updates to the list.

The following are the fields of information to be completed for each student:
- **First Name**: Student’s first name
- **MI**: Student’s middle initial
- **Last Name**: Student’s last name
- **Gender**: Select male or female from the dropdown box
• **Grade:** The student’s current grade level
• **DOB:** The student’s date of birth should be entered in the following format: MM/DD/YYYY, such as 10/10/1995.

**USERS THAT ARE SET UP AS COACHES CANNOT ADD/EVENT ELIGIBLE STUDENTS.**
To add a student, click “Add Eligible Student” and enter the information, then click “Save.” To change information of a student in the list, click in the appropriate field, change the information and click “OK.” To delete a student from the list, click “Delete.”

**Edit SIP Information**
Shown to users set up as superintendents, district administrators, school administrators and web coordinators

Users will use this section to edit information about your school’s Supplemental Instruction Program. The fields on this form are Coordinator Name, Coordinator Email, Coordinator Phone, No participants, and Semester Start Date.

**SIP Students**
Shown to users set up as superintendents, district administrators, school administrators and web coordinators

The following information should be entered for each new SIP student:
• **First Name:** Student’s first name
• **Last Name:** Student’s last name
• **Grade:** The student’s grade level upon entering SIP
• **Start GPA:** The student’s GPA upon entering SIP

At the end of the semester the following information should be updated for each SIP student:
• **GPA 1st:** Student’s GPA at the end of his/her first semester in SIP
• **Status 1st:** Select the student’s SIP status for their first semester in SIP from the dropdown list.
• **GPA 2nd:** Student’s GPA at the end of his/her second semester in SIP
• **Status 2nd:** Select the student’s SIP status for their second semester in SIP from the dropdown list.

To add a student click “Add SIP Student” and enter the information, then click “Save.” To change a student’s information, click on the information, change the information and click “OK.” To delete a student from the list select “Dropped” in the Status field. To print a list of the SIP students in the selected school, click “Print” at the top of the page.

**Sports Team Information**
Shown to users set up as superintendents, district administrators, school administrators, web coordinators and coaches
Sports team information is to be entered on the website. To enter and maintain your sports team information, roster and schedule, please use these instructions.

**Rosters**  
Rosters should be entered on MaxPreps website: www.maxpreps.com

Instructions on how to enter rosters on the MaxPreps website can be found here: http://support.maxpreps.com/hc/en-us/articles/202055534-How-to-Enter-Your-Roster

**Schedules**  
Schedules should be entered on the MaxPreps website: www.maxpreps.com

Instructions on how to enter schedules on the MaxPreps website can be found here: http://support.maxpreps.com/hc/en-us/articles/202055604-How-to-Enter-Your-Schedule

Your schedules should be updated with game scores after games have been played. Instructions on how to enter game scores can be found here: http://support.maxpreps.com/hc/en-us/articles/202055644-How-to-Enter-or-Report-a-Score

**Head Coach Photo**  
We no longer require head coach photos.

**Team Photo**  
Team photos should be uploaded on the MaxPreps website: www.maxpreps.com

Instructions on how to enter team photos can be found here: http://support.maxpreps.com/hc/en-us/articles/202085924-Upload-a-Team-Photo

**Member and User Info**  
The headings in this section will vary depending on your user role. Here you may do things such as editing your AOA or AHSCA contact information, editing your profile by updating your email address or changing your password or view the online rules meetings. Additional information is listed under the headings that follow.

**Create New Website User**  
This heading is only shown to users who are authorized to create new website users. Authorization was assigned when the profile was initially set up. All superintendents are authorized to create new website users.

The following is the information required to create a new website user. Each person who logs in to the site should have his/her own username and password. To create a new website user, the following fields must be completed:

- **First Name**: User’s first name
- **Last Name**: User’s last name
- **Title**: User’s primary position at the school such as Athletic Director or Coach
• **Email:** The user’s email address will be his/her username. Each one must be unique. Please make sure the email address is entered correctly. If it is not entered correctly, the user will not receive notification that their profile has been set up.

• **Password:** A password must be selected for each user. Once he/she logs in, the user may change his/her password. When this entry is submitted, the user will receive an email that gives him/her the username and password you have selected.

• **School:** If the user is only allowed to maintain records for one school in your district, select the school name. If the user can make changes for all schools in the district, select “Not applicable.”

• **Sports:** If a user is responsible for maintaining rosters and schedules for a sport, select the sport. More than one may be selected.

• **User Role:** This field will determine what a user is allowed to do. The roles are:
  * Coach: Access to view and print eligible students, attend online rules meetings, add/edit schedules, add/edit rosters, upload photos and modify their user information. **Users set up as coaches may not enter eligible students.**
  * District Admin: Access to add or change all information (including eligible students) for all schools in your district.
  * Official: Designated for members of the AOA only!
  * School Admin: Access to add or change all information (including eligible students) for just the one school selected.
  * Score Reporter: Limited access. May enter postseason scores only. The game must already be on the schedule for the score reporter to enter the game score.
  * Superintendent: Access to add or change information (including eligible students) for all schools in your district. May add and delete website users.
  * Web Coordinator: Access to add or change information (including eligible students) for all schools in your district. May add and delete website users.

• **Can add new user profiles for other school personnel:** You may check this box for administrators who can also add new users.

• **Click “Submit.” MAKE SURE TO READ THE MESSAGE AFTER YOU CLICK SUBMIT!** If the username (email address) is already in the system, you will receive this message, “This user account is already registered! Click HERE to update this user.” This may happen because the user is already set up as an AHSCA or AOA member. Click the word “HERE” and you may add your school district and school and change the user role for this person. If you see this message, you will only update the user’s district, school and user role. Passwords will not be updated/changed.

**Manage Website Users**

Only shown to superintendents and web coordinators

If your user role is superintendent or web coordinator, you will see a list of users for your district. You may edit the information of these users. To remove a user, click “Delete” beside the user’s information. It is important to review this list annually so that you can keep unauthorized access to a minimum by deleting users who are no longer employed by your district.
**Renew AOA Membership**  
Shown to officials (members of the AOA)

Membership in the AOA can be renewed and sports added here. Payment must be made with a credit card. Renewing members must submit a background check release form via fax or mail when required. Background checks are completed a minimum of every five years.

New members are not able to register online and must complete a paper registration form and background check release form.

**Online Rules Meetings**  
Shown to all users

Online rules meetings can be viewed on the website. When a user clicks “Online Rules Meeting,” the user will then select the rules meeting they wish to view. After making their selection, they will need to select a role of Official and/or Coach. If Coach is selected, the user must select a school that will receive credit. Schools are given credit based on AAA Handbook rules.

If the user selects “Coach” and there are no schools connected to his/her profile, he/she will receive the following message, “Attention School Personnel: If you do not have any or the wrong schools listed, please contact your school's AAA web coordinator.” The user should contact his/her district administrator or web coordinator to add a school to his/her user profile.

For a school/official to be given credit for the rules meeting attendance, check the box next to “Check here to validate that you have viewed the entire rules meeting video and understand the rules presented,” then click “Certify.” A certificate of completion will appear. Please print the certificate for your records. The user and/or school whose name appears will be given credit for the rules meeting. Schools are given credit based on AAA Handbook rules. Schools that do not have someone view the rules meetings by the deadline date will be fined accordingly. The deadline for a specific sport can be found in the sport packet online.

**Edit Your Profile**  
Shown to all users

A user may change or correct the information associated with their user profile at any time. The changeable items include first name, last name, title, email and password. **Be aware that changes made here are not updated in your AHSCA and AOA record.** Those changes are made under “Edit Your Coaching Information” or “Edit Your Officials Information.”

**Edit Your Coaching Information**  
Shown to members of the AHSCA

Members of the AHSCA can update their records here.
Edit Your Officials Information
Shown to members of the AOA

Members of the AOA can update their records here.

Post to Bulletin Board
Shown to all users

Information you wish to have displayed on the bulletin board is entered here. The posting is reviewed by a AAA staff member before being posted, so it may take up to 24 hours before it is displayed.

To submit a bulletin board post, the following fields must be completed:
- **Post Title:** The heading for your post should be entered here. It should be concise, but contain the most pertinent information, such as school name and event date.
- **Category:** Choose a category from the dropdown list. If it does not fit one of the categories, choose “Other.”
- **End Date:** Enter the date that the post should be removed from the Bulletin Board in the following format MM/DD/YYYY. If it is later decided that the post should be removed at an earlier date, simply call or email the AAA office to have it removed.
- **Description:** Enter all of the information for the post here. Make sure to include contact information.

Click “Save” to complete the entry.

Log Out
Shown to all users.

Click here to log out from the member area of the site.