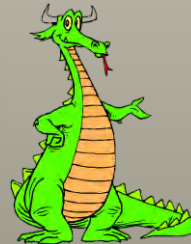


# Creating Profiles and Entering Student-Athletes into Mojave

Benefits Include:

- Accurate Participation Records
  - Numbers and Teams
- Easy Access to Verify Student Clearance
  - Physical Forms, Parent Permission, Emergency Cards, Fees
- USP End of Year reporting



# I. Creating A Profile



# Open Mojave



In the School box:

- Click on the drop down arrow
- Select your school

➤ Click on Student

Session Traditional Day School School Dodge Magnet (502) District Student Report School Security Refresh Print Help

By using resources belonging to TUSD, you agree to TUSD Policies EJA and EJC

Student Report School TUSD Educate the TSD! Security Email TS Help Desk

Student Course Request Student Exceptional Education

Find: Bing Google Dictionary Encarta Thesaurus Wikipedia CNN

Hide Mojave Bulletin Explore Mojave OnLine Demos PAGnet Virtual Earth Refresh Help Close

- **Your school's Feeder records are ready for review. Please review and correct your feeder records as needed.**  
Posted: Monday, November 18, 2013  
Feeder records are based off of the feeder grades in your school's Mojave-School-Configuration.

**Bullets from Dodge Magnet (Traditional Day School)**  
No School bullets at this time.

MOJAVE  
Designed for TUSD by TUSD

# Open Mojave Profiler



- Click on ADD/EDIT/DELETE Profiles

Navigator

2013 - 2014 \* [Select a Profile] Save ... [Select a Block] Reset

Minimize Up Down Print Help **STUDENT SEARCH - SEARCH and SELECT a STUDENT!**

Find Limit  
[ ] 10 Search  Inactive  Graduated  Pre-enrolled [District]  Hide [Enroll/New]

*Please select criteria and press buttons to search for student(s) at [School], [District], [Enroll / New] or [Course]*

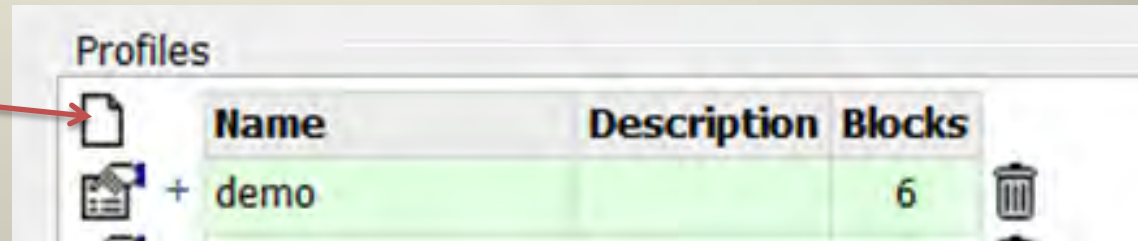
Minimize Up Down Print Refresh Help **STUDENT DEMOGRAPHIC**

No Selection

A red arrow originates from the top right of the page and points to the three-dot menu button in the top navigation bar of the application interface.

# Create a New Profile

➤ Click on New



# Name your Profile

- Type New Profile Name



Mojave Profiler - Webpage Dialog

Profile Name Description

Available (41) Included (0)

- Student 504
- AMS High School Information
- Language Acquisition
- Absences
- CTE Information
- Career Cluster
- Confidential
- Contact
- Course Requests
- Course Request View
- Custodial
- Data Verification
- Dropout Prevention

Block Description

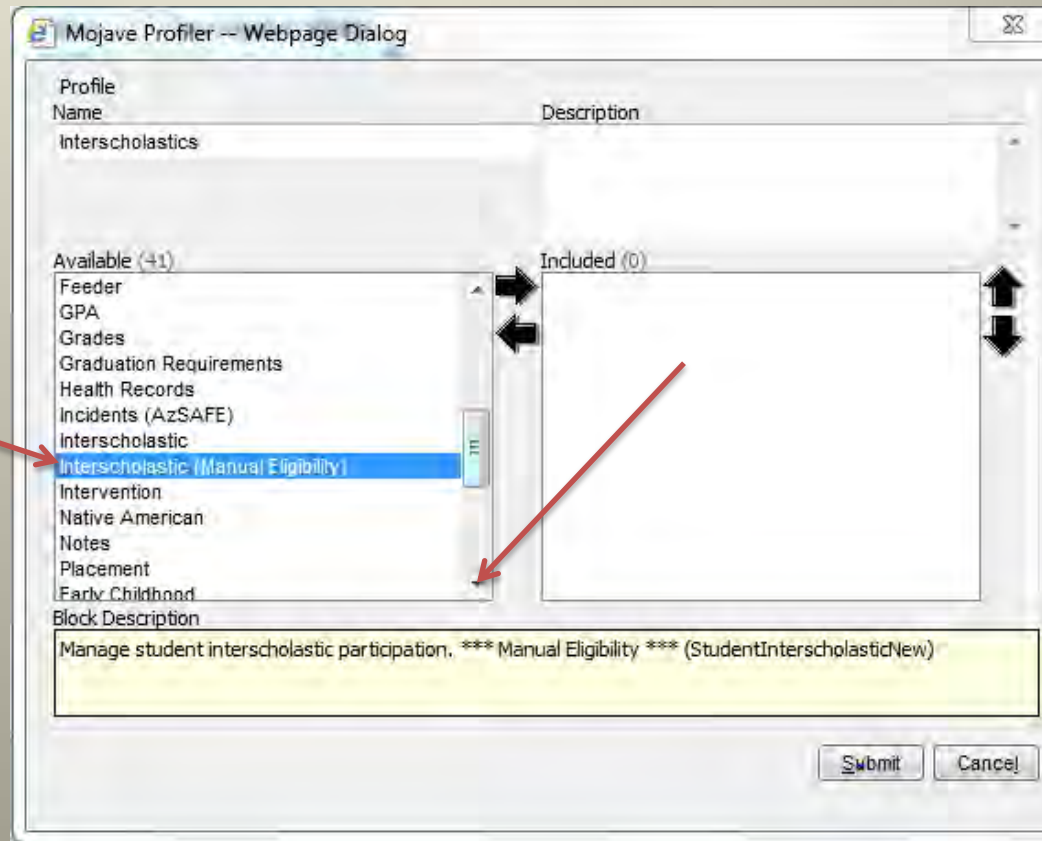
Manage student interscholastic participation. \*\*\*\* Manual Eligibility \*\*\*\* (StudentInterscholasticNew)

Submit Cancel

# Select Blocks to Add

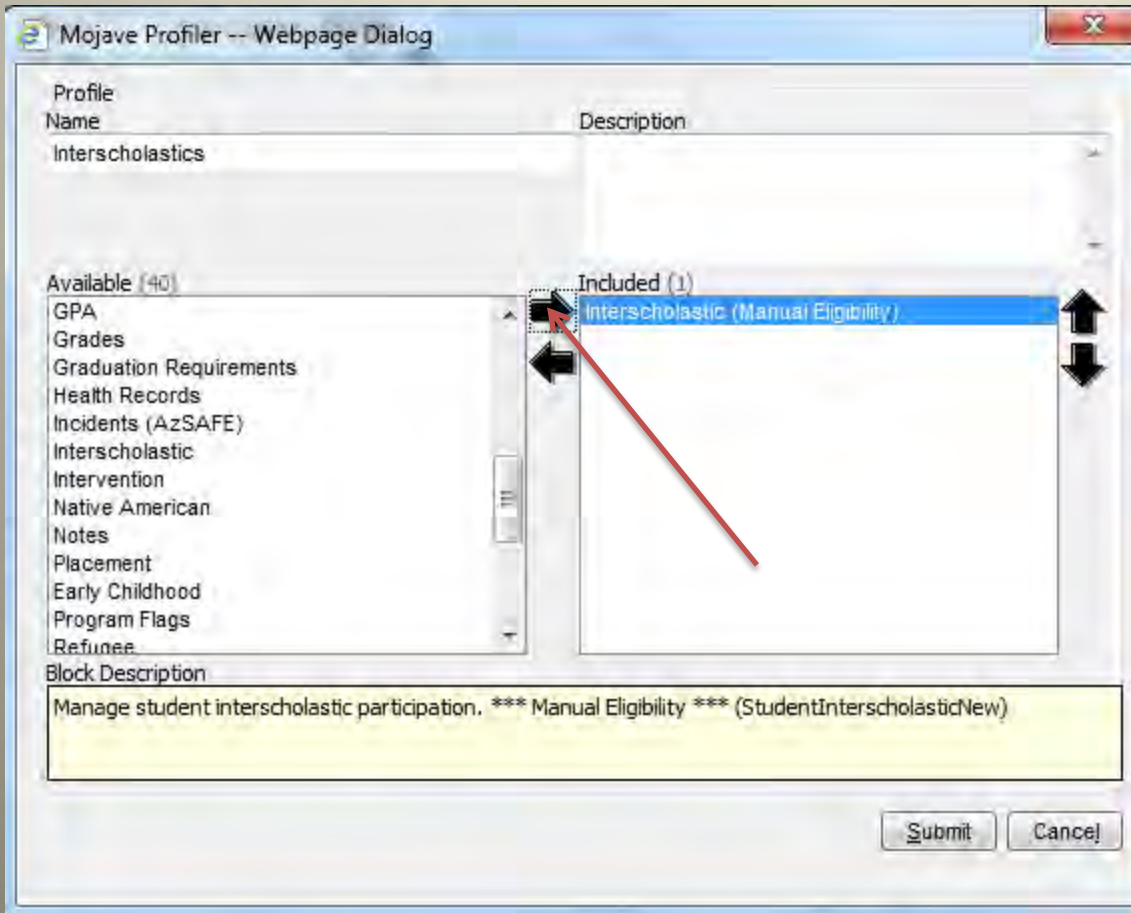


- Select Interscholastic (Manual Eligibility)





# Add Blocks to Profile

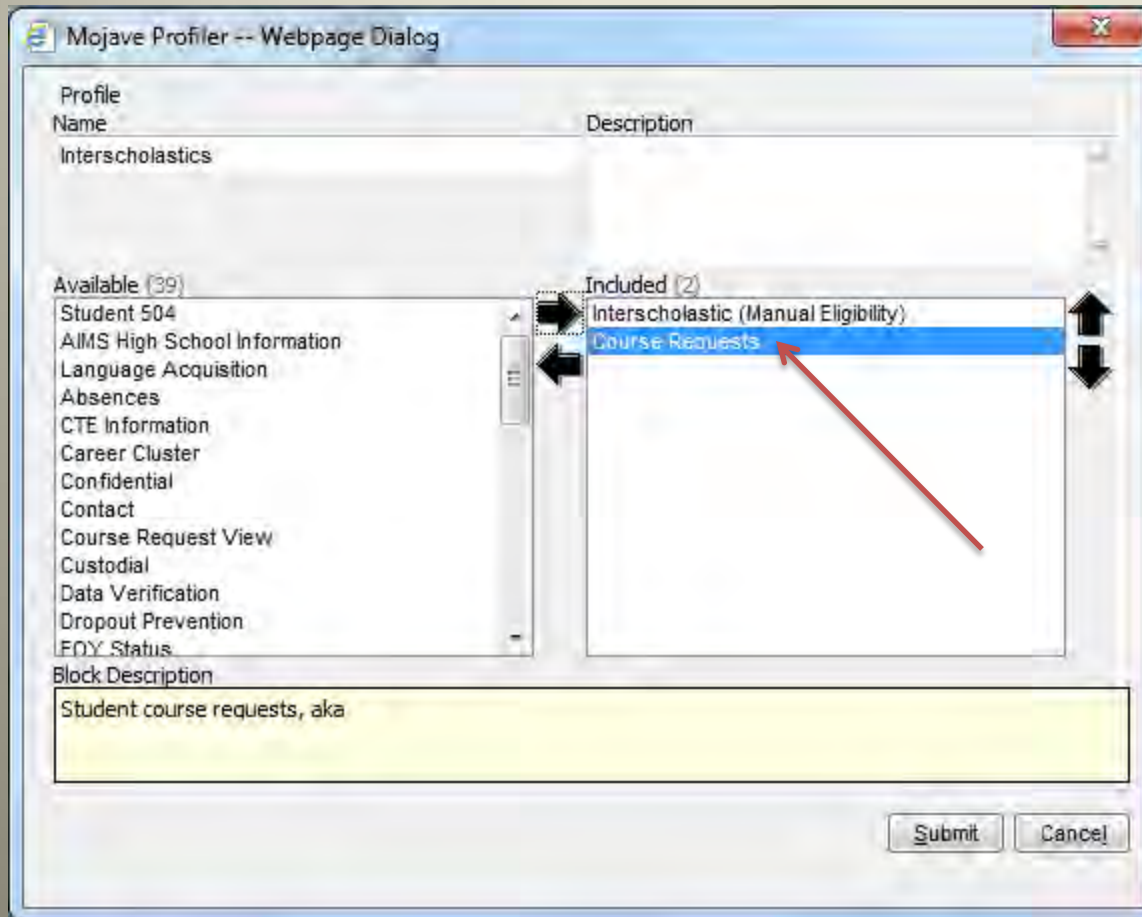


➤ Click on Arrow to Add to Profile

➤ Repeat to add Additional Blocks

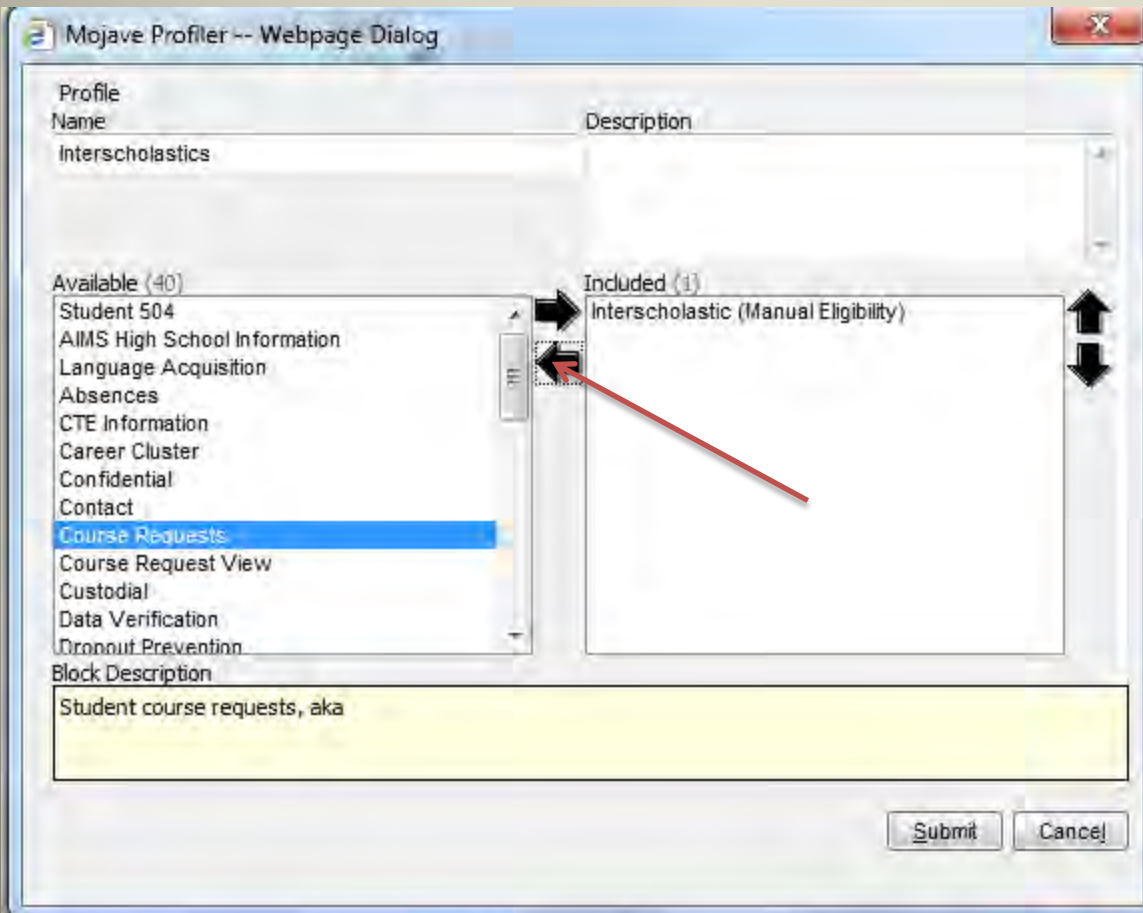


# Select Blocks to Remove



➤ Select Block to Remove

# Remove Block from Profile



➤ Click Arrow to Remove

# Finalize Profile

A screenshot of a web browser window titled "Mojave Profiler -- Webpage Dialog". The window displays a profile configuration interface. At the top, there is a table with columns "Profile Name" and "Description". Below this, there are two main sections: "Available (40)" and "Included (1)". The "Available" section contains a list of items: Student 504, AIMS High School Information, Language Acquisition, Absences, CTE Information, Career Cluster, Confidential, Contact, Course Requests, Course Request View, Custodial, Data Verification, and Dropout Prevention. The "Included" section contains one item: Interscholastic (Manual Eligibility). There are arrows indicating the movement of items between these sections. At the bottom of the window, there is a "Block Description" field with the text "Please select a block in any of the above select boxes." and two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.

➤ Click on Submit

## II. Entering Season & Coaches

Select your school

Session: Traditional Day School | School: Gridley (511)

By using resources belonging to TUSD, you agree to TUSD Policies [EIA](#) and [EJC](#)

Student | Report | School | Security | Email TS Help Desk

Student Course Request | Student Exceptional Education

Find:

**Hide Mojave Bulletin**

- **Site Contact Processing is available.** [View Details](#)  
Site Contact Processing is available, and will remain available until August 15, 2014.  
[More...](#)
- **Transportation block now supports Sibling Ridership requests.** [View Details](#)  
It uses the same link to MapNet as Alternate Addresses.  
[More...](#)

**Bullets from Gridley (Traditional Day School)**  
*No School bullets at this time.*

Click on School

Session Traditional Day School School Gridley (511)

By using resources belonging to TUSD, you agree to TUSD Policies [EJA](#) and [EJC](#)

Student Report School TUSD District Security Email TS Help Desk

Student Course Request Student Exceptional Education

Find:  Bing Google Di

**Hide Mojave Bulletin**

- **Site Contact Processing is available.** [View Details](#)  
Site Contact Processing is available, and will remain available until August 15, 2014.  
[More...](#)
- **Transportation block now supports Sibling Ridership requests.** [View Details](#)  
It uses the same link to MapNet as Alternate Addresses.  
[More...](#)

**Bullets from Gridley (Traditional Day School)**  
No School bullets at this time.

Click on Select a Block

2014 - 2015 \* [Select a Block] [Reset]

Minimize Up Down Print Help **SCHOOL DEMOGRAPHIC**

Name	Address	Server	Grades	In District?	Phone(s)
Gridley (511) [Middle School]	350 South Harrison Road Tucson, AZ 85748	GRIDLEY	6 - 8	Y	Attendance: 731-4602 Health: 731-4617 Main: 731-4600

Select Interscholastic (Manual Eligibility)

2014 - 2015 \* Interscholastic (Manual Eligibility) [Reset]

Minimize Up Down Print Help **SCHOOL DEMOGRAPHIC**

Name	Address	Server	Grades	In District?	Phone(s)
Gridley (511) [Middle School]	350 South Harrison Road Tucson, AZ 85748	GRIDLEY	6 - 8	Y	Attendance: 731-4602 Health: 731-4617 Main: 731-4600

Minimize Up Down Print Refresh Help **SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)**

School Activities  District Coach Manager

# Enter Season of Sport

Click on Edit School Activity

Minimize Up Down Print Refresh Help **SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)**

School Activities  District Coach Manager

		Colors				District Activity Information									
	School Name	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
+	MS Basketball Boys			Fall 1	0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+	MS Volleyball Girls				0	1	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+	MS Basketball Girls				0	0	MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+	MS Volleyball Boys				0	0	MS Volleyball Boys	MS Voll B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+	MS Soccer Boys				0	0	MS Soccer Boys	MS Soc B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+	MS Soccer Girls				0	0	MS Soccer Girls	MS Soc G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+	MS Track Boys				0	0	MS Track Boys	MS Track B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+	MS Track Girls				0	0	MS Track Girls	MS Track G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

Click Select

4 Minimize Up Down Print Refresh Help SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities  District Coach Manager

Colors						District Activity Information									
School Name	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status	
+ MS Basketball Boys			Fall 1	0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active	
+ MS Volleyball Girls				0	1	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active	
+ MS Basketball Girls				0	0	MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active	
+ MS Volleyball Boys				0	0	MS Volleyball Boys	MS Voll B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active	
+ MS Soccer Boys				0	0	MS Soccer Boys	MS Soc B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active	
+ MS Soccer Girls				0	0	MS Soccer Girls						Interscholastics Sports	Non High School	Active	
+ MS Track Boys				0	0	MS Track Boys						Interscholastics Sports	Non High School	Active	
+ MS Track Girls				0	0	MS Track Girls						Interscholastics Sports	Non High School	Active	

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

School Interscholastic Activity Properties -- We...

"MS Basketball Boys / MS Basketball Boys" (Edit)

School Title: MS Basketball Boys

Season: [Select] ▼

Home Colors: \_\_\_\_\_

Away Colors: \_\_\_\_\_

[Save] [Cancel]



Boy's Basketball/Girl's Volleyball  
 Girl's Basketball/Boy's Volleyball  
 Boy's/Girl's Soccer  
 Boy's/Girl's Track

Fall 1  
 Fall 2  
 Winter  
 Spring

Choose Season

SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities District Coach Manager

School Name		Home	Away	Season	CC	PC
+ MS Basketball Boys				Fall 1	0	0
+ MS Volleyball Girls					0	1
+ MS Basketball Girls					0	0
+ MS Volleyball Boys					0	0
+ MS Soccer Boys					0	0
+ MS Soccer Girls					0	0
+ MS Track Boys					0	0
+ MS Track Girls					0	0

Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
MS Volleyball Boys	MS Voll B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
MS Soccer Boys	MS Soc B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
MS Soccer Girls						Interscholastics Sports	Non High School	Active
MS Track Boys						Interscholastics Sports	Non High School	Active
MS Track Girls						Interscholastics Sports	Non High School	Active

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

School Interscholastic Activity Properties -- We...  
 "MS Basketball Boys / MS Basketball Boys" (Edit)  
 School Title: MS Basketball Boys  
 Season: Fall 1  
 Home Colors:   
 Away Colors:   
 Save Cancel

Click Save

# Choose Coach

Choose sport and click on +

2014 - 2015 \* Interscholastic (Manual Eligibility) Reset

---

Minimize Up Down Print Help **SCHOOL DEMOGRAPHIC**

Name	Address	Server	Grades	In District?	Phone(s)
Gridley (511) [Middle School]	350 South Harrison Road Tucson, AZ 85748	GRIDLEY	6 - 8	Y	Attendance: 731-4602 Health: 731-4617 Main: 731-4600

---

Minimize Up Down Print Refresh Help **SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)**

School Activities  District Coach Manager

School Name	Colors		Season	CC	PC	District Activity Information								
	Home	Away				Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
+ MS Basketball Boys				0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Volleyball Girls				0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Girls				0	0	MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Volleyball Boys				0	0	MS Volleyball Boys	MS Voll B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Boys				0	0	MS Soccer Boys	MS Soc B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Girls				0	0	MS Soccer Girls	MS Soc G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Track Boys				0	0	MS Track Boys	MS Track B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Track Girls				0	0	MS Track Girls	MS Track G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

Click on Add School Activity Coach

Minimize Up Down Print Refresh Help SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities  District Coach Manager

School Name	Colors		Season	CC	PC	District Activity Information								
	Home	Away				Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
MS Basketball Boys				0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
Coaches (0) <input type="checkbox"/> <b>No coaches assigned.</b>														
+ MS Volleyball Girls				0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Girls				0	0	MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Volleyball Boys				0	0	MS Volleyball Boys	MS Voll B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Boys				0	0	MS Soccer Boys	MS Soc B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Girls				0	0	MS Soccer Girls	MS Soc G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Track Boys				0	0	MS Track Boys	MS Track B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Track Girls				0	0	MS Track Girls	MS Track G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

Type in Coach's Last Name

Minimize Up Down Print Refresh Help SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities District Coach Manager

Colors				District Activity Information										
School Name	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
MS Basketball Boys				0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
Coaches (0) No coaches assigned.														
MS Volleyball Girls				0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
MS Basketball Girls				0	0								Non High School	Active
MS Volleyball Boys				0	0								Non High School	Active
MS Soccer Boys				0	0								Non High School	Active
MS Soccer Girls				0	0								Non High School	Active
MS Track Boys				0	0								Non High School	Active
MS Track Girls				0	0								Non High School	Active

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

Coach Manager Employee Picker -- Webpage Dialog

Find:  Search

Please enter what you are looking for and click search.

OK Cancel

Click Search

## Select Coach

The screenshot shows a software interface for managing school activities. A dialog box titled "Coach Manager Employee Picker -- Webpage Dialog" is open, displaying a search for "wharam" and a list of school coaches found. The "OK" button is highlighted with a red arrow.

**School Activities Table:**

School Name	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
MS Basketball Boys				0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
MS Volleyball Girls				0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
MS Basketball Girls				0	0									
MS Volleyball Boys				0	0									
MS Soccer Boys				0	0									
MS Soccer Girls				0	0									
MS Track Boys				0	0									
MS Track Girls				0	0									

**Season Begin End Table:**

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

**Coach Manager Employee Picker -- Webpage Dialog:**

Find: wharam

School Coaches Found

Select	Type	ID	Name	Gnd.	Eth.
<input checked="" type="checkbox"/>	Employee	004546	Wharam, Stephen	Male	White

OK Cancel

Click OK

Proceed to slide #33

If coach was not on the list  
continue with the next slide.

# Coach Not On List

1) Select Interscholastic (Manual Eligibility)

2) Click District Coach Manager

2014 - 2015 \*  Interscholastic (Manual Eligibility)  Reset Stude

---

Minimize Up Down Print Help **SCHOOL DEMOGRAPHIC**

Name	Address	Server	Grades	In District?	Phone(s)
Gridley (511) [Middle School]	350 South Harrison Road Tucson, AZ 85748	GRIDLEY	6 - 8	Y	Attendance: 731-4602 Health: 731-4617 Main: 731-4600

---

Minimize Up Down Print Refresh Help **SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)**

School Activities  District Coach Manager

School Name	Colors		Season	CC	PC	District Activity Information								
	Home	Away				Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
+ MS Volleyball Girls			Fall 1	0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Girls				0	0	MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Volleyball Boys				0	0	MS Volleyball Boys	MS Voll B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Boys				0	0	MS Soccer Boys	MS Soc B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Girls				0	0	MS Soccer Girls	MS Soc G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Track Boys				0	0	MS Track Boys	MS Track B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Track Girls				0	0	MS Track Girls	MS Track G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Boys			Fall 1	0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

# Coach Not On List

2014 - 2015 \*  Interscholastic (Manual Eligibility)

Minimize Up Down Print Help **SCHOOL DEMOGRAPHIC**

Name	Address	Server	Grades	In District?	Phone(s)
Gridley (511) [Middle School]	350 South Harrison Road Tucson, AZ 85748	GRIDLEY	6 - 8	Y	Attendance: 731-4602 Health: 731-4617 Main: 731-4600

Minimize Up Down Print Refresh Help **SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)**

School Activities  District Coach Manager

Add an Employee or a Non-Employee  Add a coach to the district.

Type	Coach Name	Gender	Ethnicity	AC
+ Employee	Shelton, Randall	Male	Black	1
+ Employee	Cisneros, Angela	Female	Hispanic of any race	1
+ Employee	Lopez, Dale	Male	Hispanic of any race	1
+ Employee	Mejia, Daniel	Male	Hispanic of any race	1
+ Employee	Langford, Victor	Male	Black	1
+ Employee	Barr, Carrie	Female	White	1
+ Employee	Williams Jr., Melvin	Male	Black	1
+ Employee	Yocum, Ivan	Male	White	1
+ Employee	Adkins, Janna	Female	White	1
+ Employee	Ybarra, Mario	Male	Hispanic of any race	1
+ Employee	Quijada, Amy	Female	White	1
+ Employee	Wharam, Stephen	Male	White	1
+ Employee	Franklin, Lauren	Female	Black	1
+ Employee	Dusz, Brett	Male	White	1
+ Employee	Stallworth Jr, Leon	Male	Black	1
+ Employee	Jorgenson, Melvin	Male	White	1
+ Employee	Gutierrez, Jodi	Female	White	1
+ Employee	Renner, Stacy	Female	White	1
+ Employee	Rodriguez, George	Male	Hispanic of any race	1
+ Employee	Carrillo, Roberto	Male	Hispanic of any race	1
+ Employee	Beckwith, Marvin	Male	Black	1
+ Employee	Waldorf, Scott	Male	White	1
+ Employee	Shelton, Randall	Male	Black	0

If a district employee click here

If not a district employee click here

# Coach Not On List

If you chose Employee

1) Type Last Name

2) Click Search

SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities  District Coach Manager

Add an Employee or a Non-Employee as a coach to the district.

Type	Coach Name	Gender	Ethnicity	AC
+ Employee	Shelton, Randall	Male	Black	1
+ Employee	Cisneros, Angela	Female	Hispanic of any race	1
+ Employee	Lopez, Dale	Male	Hispanic of any race	
+ Employee	Mejia, Daniel	Male	Hispanic of any race	
+ Employee	Langford, Victor	Male		
+ Employee	Barr, Carrie	Female		
+ Employee	Williams Jr., Melvin	Male		
+ Employee	Yocum, Ivan	Male		
+ Employee	Adkins, Janna	Female		
+ Employee	Ybarra, Mario	Male		
+ Employee	Quijada, Amy	Female		
+ Employee	Wharam, Stephen	Male		
+ Employee	Franklin, Lauren	Female		
+ Employee	Dusz, Brett	Male		
+ Employee	Stallworth Jr, Leon	Male		
+ Employee	Jorgenson, Melvin	Male		
+ Employee	Gutierrez, Jodi	Female		
+ Employee	Renner, Stacy	Female		
+ Employee	Rodriguez, George	Male	Hispanic of any race	1
+ Employee	Carrillo, Roberto	Male	Hispanic of any race	1
+ Employee	Beckwith, Marvin	Male	Black	1

Coach Manager Employee Picker -- Webpage Dialog

Find:  Search

Please enter what you are looking for and click search.

OK Cancel



# Coach Not On List

If you chose Employee

1) Select Employee

SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities  District Coach Manager

Add an Employee or a Non-Employee as a coach to the district.

Type	Coach Name	Gender	Ethnicity	AC
+ Employee	Shelton, Randall	Male	Black	1
+ Employee	Cisneros, Angela	Female	Hispanic of any race	1
+ Employee	Lopez, Dale	Male	Hispanic of any race	
+ Employee	Mejia, Daniel	Male	Hispanic of any race	
+ Employee	Langford, Victor	Male		
+ Employee	Barr, Carrie	Female		
+ Employee	Williams Jr., Melvin	Male		
+ Employee	Yocum, Ivan	Male		
+ Employee	Adkins, Janna	Female		
+ Employee	Ybarra, Mario	Male		
+ Employee	Quijada, Amy	Female		
+ Employee	Wharam, Stephen	Male		
+ Employee	Franklin, Lauren	Female		
+ Employee	Dusz, Brett	Male		
+ Employee	Stallworth Jr, Leon	Male		
+ Employee	Jorgenson, Melvin	Male		
+ Employee	Gutierrez, Jodi	Female		
+ Employee	Renner, Stacy	Female		
+ Employee	Rodriguez, George	Male	Hispanic of any race	1

Coach Manager Employee Picker -- Webpage Dialog

Find:

Employees Found

Select	ID	Name	Gnd.	Eth.
<input checked="" type="radio"/>	015222	Morrow, Steven D	Male	White/Caucasian

2) Click OK  
VIII-8, p.25

# Coach Not On List

If you chose Employee

Minimize Up Down Print Refresh Help SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities District Coach Manager

Add an Employee or a Non-Employee as a coach to the district.

Type	Coach Name	Gender	Ethnicity	AC
Employee	Shelton, Randall	Male	Black	1
Employee	Cisneros, Angela	Female	Hispanic of any race	
Employee	Lopez, Dale	Male	Hispanic of any race	
Employee	Mejia, Daniel	Male	Hispanic of any race	
Employee	Langford, Victor	Male	Black	
Employee	Barr, Carrie	Female	White	
Employee	Williams Jr., Melvin	Male	Black	
Employee	Yocum, Ivan	Male	White	
Employee	Adkins, Janna	Female	White	
Employee	Ybarra, Mario	Male	Hispanic of any race	
Employee	Quijada, Amy	Female	White	
Employee	Wharam, Stephen	Male	White	
Employee	Franklin, Lauren	Female	Black	
Employee	Dusz, Brett	Male	White	
Employee	Stallworth Jr, Leon	Male	Black	
Employee	Jorgenson, Melvin	Male	White	
Employee	Gutierrez, Jodi	Female	White	
Employee	Renner, Stacy	Female	White	
Employee	Rodriguez, George	Male	Hispanic of any race	1
Employee	Carrillo, Roberto	Male	Hispanic of any race	1
Employee	Beckwith, Marvin	Male	Black	1
Employee	Waldorf, Scott	Male	White	1
Employee	Shelton, Randall	Male	Black	0
Employee	Cisneros, Angela	Female	Hispanic of any race	0
Employee	Kutzmer, Mark	Male	White	1
Employee	Romero, Monique	Female	Hispanic of any race	1
Employee	Currán, Justin	Male	Hispanic of any race	1
Employee	Miller, Pamela	Female	American Indian or Alaska Native	1
Employee	Mejia, Daniel	Male	Hispanic of any race	0
Employee	Lopez, Dale	Male	Hispanic of any race	0
Employee	Rashad, Sonya	Female	Black	1

Coach Manager Properties -- Webpage Dialog

"Morrow, Steven D" (Add)

Coach

Last Name: Morrow First Name: Steven

Female  Male

Race/Ethnicity

Hispanic/Latino

White

Black

Asian

NativeAmerican

PacificIslander

Employee Save Cancel

Click Save

# Coach Not On List

1) Select

Fill out coaches information.  
Complete all fields

If you chose Non-Employee

SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities  District Coach Manager

Add an Employee or a Non-Employee as a coach to the district.

Type	Coach Name	Gender	Ethnicity	AC
+ Employee	Shelton, Randall	Male	Black	1
+ Employee	Cisneros, Angela	Female	Hispanic of any race	
+ Employee	Lopez, Dale	Male	Hispanic of any race	
+ Employee	Mejia, Daniel	Male	Hispanic of any race	
+ Employee	Langford, Victor	Male	Black	
+ Employee	Barr, Carrie	Female	White	
+ Employee	Williams Jr., Melvin	Male	Black	
+ Employee	Yocum, Ivan	Male	White	
+ Employee	Adkins, Janna	Female	White	
+ Employee	Ybarra, Mario	Male	Hispanic of any race	
+ Employee	Quijada, Amy	Female	White	
+ Employee	Wharam, Stephen	Male	White	
+ Employee	Franklin, Lauren	Female	Black	
+ Employee	Dusz, Brett	Male	White	
+ Employee	Stallworth Jr, Leon	Male	Black	
+ Employee	Jorgenson, Melvin	Male	White	
+ Employee	Gutierrez, Jodi	Female	White	
+ Employee	Renner, Stacy	Female	White	
+ Employee	Rodriguez, George	Male	Hispanic of any race	1
+ Employee	Carrillo, Roberto	Male	Hispanic of any race	1
+ Employee	Beckwith, Marvin	Male	Black	1
+ Employee	Waldorf, Scott	Male	White	1

Coach Manager Properties -- Webpage Dialog

Coach

Last Name: Doe First Name: John

Street Address: 123 Any St.

City: Anywhere State: AZ Zip Code: 12345

Phone: 123 Comment: 456-7890

Female  Male

Race/Ethnicity

Hispanic/Latino

White

Black

Asian

NativeAmerican

PacificIslander

Employee Save Cancel

Click Save

# Entering Coach

Select School Activities

Click on + next to the appropriate sport

Minimize Up Down Print Refresh Help SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities  District Coach Manager

	School Name	Colors		Season	CC	PC		Name	Abbr.	Age	Grac
		Home	Away								
+	MS Volleyball Girls			Fall 1	0	0		MS Volleyball Girls	MS Voll G	10 - 14	6 -
+	MS Basketball Girls				0	0		MS Basketball Girls	MS Bask G	10 - 14	6 -
+	MS Volleyball Boys				0	0		MS Volleyball Boys	MS Voll B	10 - 14	6 -
+	MS Soccer Boys				0	0		MS Soccer Boys	MS Soc B	10 - 14	6 -
+	MS Soccer Girls				0	0		MS Soccer Girls	MS Soc G	10 - 14	6 -
+	MS Track Boys				0	0		MS Track Boys	MS Track B	10 - 14	6 -
+	MS Track Girls				0	0		MS Track Girls	MS Track G	10 - 14	6 -
+	MS Basketball Boys			Fall 1	0	0		MS Basketball Boys	MS Bask B	10 - 14	6 -

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

# Entering Coach

Click on Add School Activity Coach

Type in Coach's Last Name

SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities District Coach Manager

School Name	Colors	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
- MS Basketball Boys					0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
Coaches (0)							No coaches assigned.								
+ MS Volleyball Girls					0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Girls					0	0									
+ MS Volleyball Boys					0	0									
+ MS Soccer Boys					0	0									
+ MS Soccer Girls					0	0									
+ MS Track Boys					0	0									
+ MS Track Girls					0	0									

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

Coach Manager Employee Picker -- Webpage Dialog

Find: | Search

Please enter what you are looking for and click search.

OK Cancel

Click Search

# Entering Coach

Select Coach

Minimize Up Down Print Refresh Help SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities District Coach Manager

Colors

School Name	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
- MS Basketball Boys				0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
Coaches (0) <i>No coaches assigned.</i>														
+ MS Volleyball Girls				0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Girls				0	0									
+ MS Volleyball Boys				0	0									
+ MS Soccer Boys				0	0									
+ MS Soccer Girls				0	0									
+ MS Track Boys				0	0									
+ MS Track Girls				0	0									

Season Begin End

All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

Coach Manager Employee Picker -- Webpage Dialog

Find: wharam Search

School Coaches Found

Select	Type	ID	Name	Gnd.	Eth.
<input checked="" type="checkbox"/>	Employee	004546	Wharam, Stephen	Male	White

OK Cancel

Click OK  
VIII-8, p.30

Select Head Coach, Assistant Coach, Sponsor or Volunteer

Click on Function

SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities District Coach Manager

School Name	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
- MS Basketball Boys				0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
Coaches (0) No coaches assigned.														
+ MS Volleyball Girls				0	0	MS Volleyball Girls	MS VOLL G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Girls				0	0	MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Volleyball Boys				0	0	MS Volleyball Boys	MS VOLL B	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Soccer Boys				0	0	MS Soccer Boys	MS SOCC B	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Soccer Girls				0	0	MS Soccer Girls	MS SOCC G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Track Boys				0	0	MS Track Boys	MS TRCK B	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Track Girls				0	0	MS Track Girls	MS TRCK G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active

Season Begin End

All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

School Interscholastic Activity Coach Properties ...

"Wharam, Stephen" (Add)

Activity Coach

Function [Select] Start Date 08/08/2013 End Date 10/03/2013

Coach Save Cancel

Select Head Coach

Minimize Up Down Print Refresh Help SCHOOL INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activities District Coach Manager

Colors				District Activity Information										
School Name	Home	Away	Season	CC	PC	Name	Abbr.	Age	Grade	Male	Female	Eligibility	Type	Status
- MS Basketball Boys				0	0	MS Basketball Boys	MS Bask B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
Coaches (0)						<i>No coaches assigned.</i>								
+ MS Volleyball Girls				0	0	MS Volleyball Girls	MS Voll G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Basketball Girls				0	0	MS Basketball Girls	MS Bask G	10 - 14	6 - 8	No	Yes	Interscholastics Sports	Non High School	Active
+ MS Volleyball Boys				0	0	MS Volleyball Boys	MS Voll B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Boys				0	0	MS Soccer Boys	MS Socce B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Soccer Girls				0	0	MS Soccer Girls	MS Socce G	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Track Boys				0	0	MS Track Boys	MS Track B	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active
+ MS Track Girls				0	0	MS Track Girls	MS Track G	10 - 14	6 - 8	Yes	No	Interscholastics Sports	Non High School	Active

Season	Begin	End
All Year	07/31/2014	05/21/2015
Fall 1	08/04/2014	10/02/2014
Fall 2	10/13/2014	12/11/2014
Spring	03/02/2015	04/25/2015
Winter	12/15/2014	02/24/2015

School Interscholastic Activity Coach Properties ...

"Wharam, Stephen" (Add)

Activity Coach

Function: Head Coach

Start Date: 08/08/2013 End Date: 10/03/2013

Coach Save Cancel

Click Save





DO NOT PROCEED UNTIL ALL PREVIOUS STEPS ARE COMPLETE

- ✓ **Creating Profile**
- ✓ **Choose Sport**
- ✓ **Enter Season**
- ✓ **Enter Coach**

# III. Entering Student-Athletes

Select Your School

By using resources belonging to TUSD, you agree to TUSD Policies [EJA](#) and [EJC](#)

Student Report School TUSD District Security Email TS Help Desk

Student Course Request Student Exceptional Education

Find:  [Bing](#) [Google](#) [Dictionary](#) [En](#)

**Hide Mojave Bulletin**

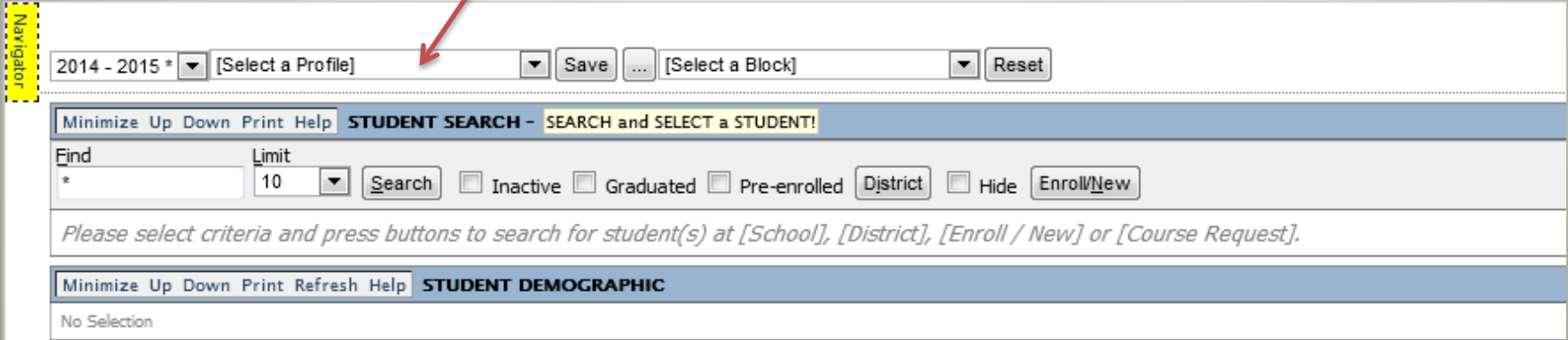
- **Site Contact Processing is available.** [More...](#)  
Site Contact Processing is available, and will remain available until August 15, 2014.
- **Transportation block now supports Sibling Ridership requests.** [More...](#)  
It uses the same link to MapNet as Alternate Addresses.

**Bullets from Gridley (Traditional Day School)**  
*No School bullets at this time.*

Click on Student



Click on Select a Profile



2014 - 2015 \* [Select a Profile] Save ... [Select a Block] Reset

Minimize Up Down Print Help **STUDENT SEARCH - SEARCH and SELECT a STUDENT!**

Find \* Limit 10 Search  Inactive  Graduated  Pre-enrolled  District  Hide

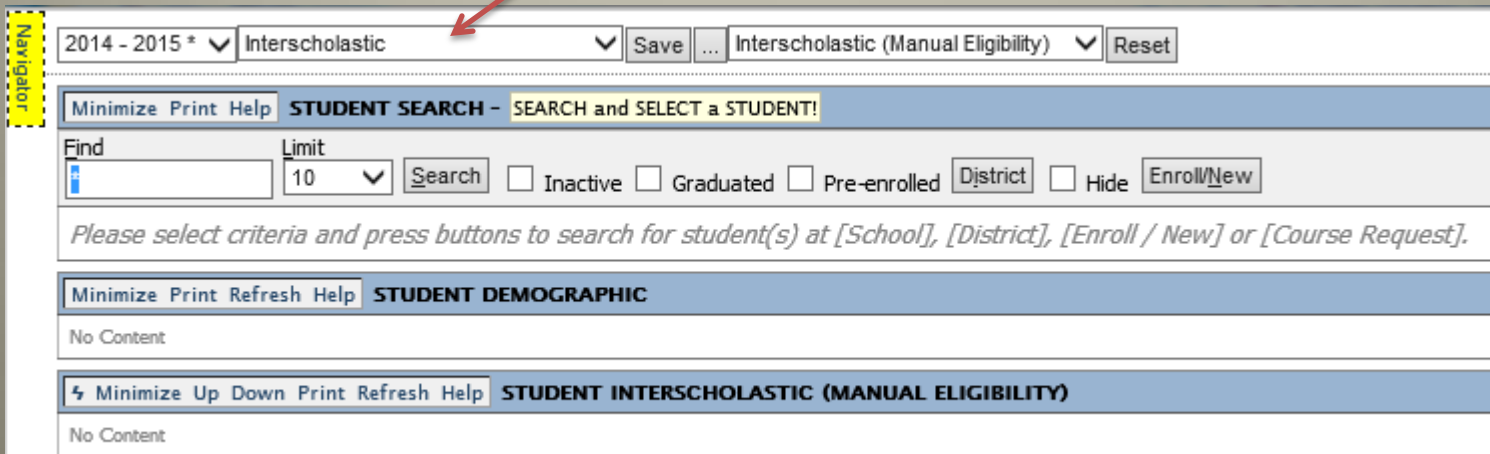
Please select criteria and press buttons to search for student(s) at [School], [District], [Enroll / New] or [Course Request].

Minimize Up Down Print Refresh Help **STUDENT DEMOGRAPHIC**

No Selection



Choose Interscholastic



2014 - 2015 \* Interscholastic Save ... Interscholastic (Manual Eligibility) Reset

Minimize Print Help **STUDENT SEARCH - SEARCH and SELECT a STUDENT!**

Find [i] Limit 10 Search  Inactive  Graduated  Pre-enrolled  District  Hide

Please select criteria and press buttons to search for student(s) at [School], [District], [Enroll / New] or [Course Request].

Minimize Print Refresh Help **STUDENT DEMOGRAPHIC**

No Content

Minimize Up Down Print Refresh Help **STUDENT INTERSCHOLASTIC (MANUAL ELIGIBILITY)**

No Content

Type in Student Name

2014 - 2015 \* Interscholastic Save ... [Select a Block] Reset

Minimize Up Down Print Help **STUDENT SEARCH**

Find Doe, Jane Limit 10 Search  Inactive  Graduated  Pre-enrolled   Hide

Click Search



2014 - 2015 \* Interscholastic Save ... [Select a Block] Reset

Minimize Print Help **STUDENT SEARCH**

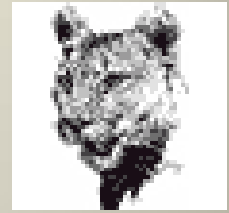
Find Doe, Jane Limit 10 Search  Inactive  Graduated  Pre-enrolled   Hide

**School** search found 1 student  
Matching "morrow, cassidy", Status(A)

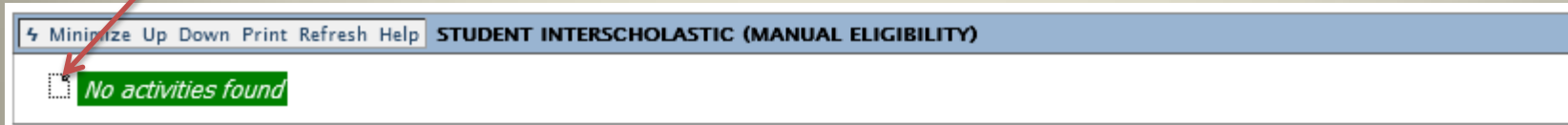
Student	SAIS ID	Name	BirthDate	Age	Gen.	Ethnicity/Race	Sts.	Grd.
1234567890	1234567	Doe, Jane	02/04/2003	11	F	Hispanic of any race	A	6

Select Student

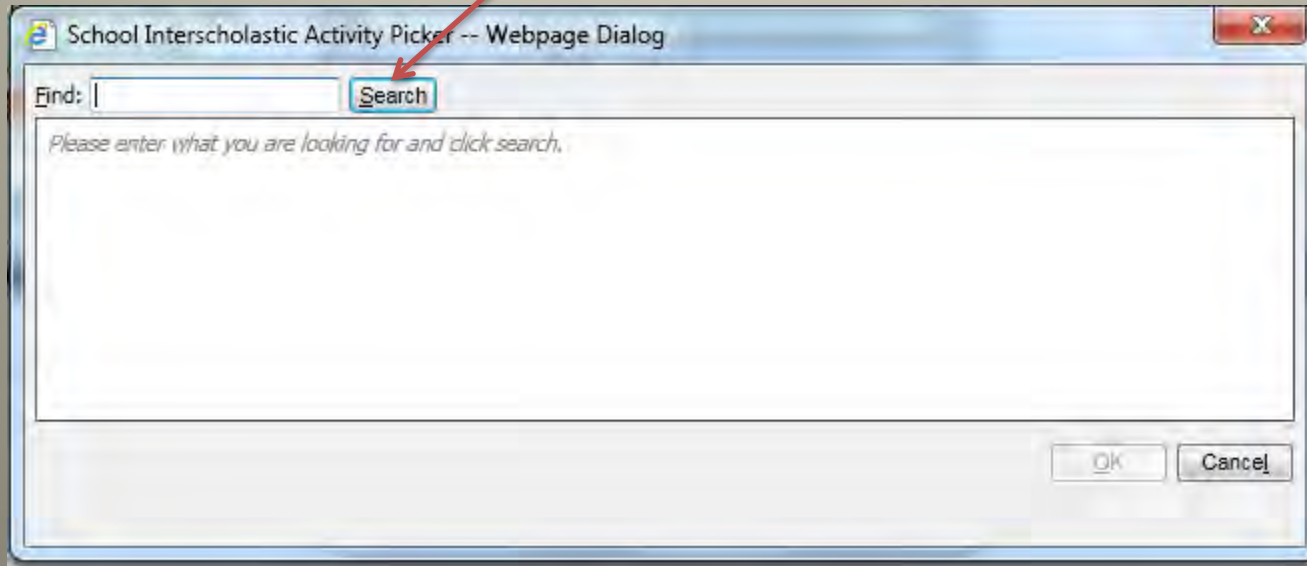
# Choose Activity



Click on Add Student Participation



Click Search



# Select Sport



IF SPORT OR ACTIVITY IS NOT LISTED, CONTACT INTERSCHOLASTICS AND WE WILL APPROVE AND CREATE THE ACTIVITY.

Click on appropriate sport



Click OK

# Enter Data

School Interscholastic Activity Participant P...

"MS Volleyball Girls (MS Volleyball Girls)" (Add To)

Registered	Cancelled	Type
08/21/2014		Participant

Settings

- Fees Paid
- Physical Complete
- Birth Certificate on File
- Permission Slip on File
- Emergency Card on File

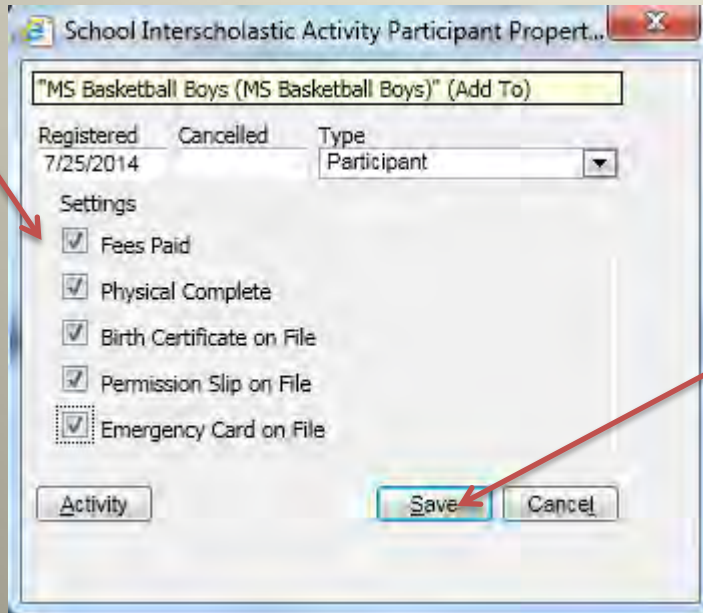
Activity Save Cancel

Select Type  
Participant or Manager



# Enter Data

Click items when Submitted



School Interscholastic Activity Participant Propert...

"MS Basketball Boys (MS Basketball Boys)" (Add To)

Registered	Cancelled	Type
7/25/2014		Participant

Settings

- Fees Paid
- Physical Complete
- Birth Certificate on File
- Permission Slip on File
- Emergency Card on File

Activity Save Cancel

Click Save

**DO NOT ENTER STUDENTS INTO MOJAVE UNTIL ALL PAPERWORK IS COMPLETE AND FEES ARE COLLECTED.**



# Review Data

STUDENT INTERSCHOLASTIC (MANUAL ELIGIBILITY)									
Minimize Up Down Print Refresh Help									
	Colors								
	School Activity	Home	Away	Season	District Activity	Abbr.	Eligibility	Type	Status
+	MS Basketball Boys			Fall 1	MS Basketball Boys	MS Bask B	Interscholastics Sports	Non High School	Yes

Click on +



# Complete and Cleared

Student packet completed should look like this



## Activity Information

4 Minimize Up Down Print Refresh Help STUDENT INTERSCHOLASTIC (MANUAL ELIGIBILITY)

School Activity	Home	Away	Season	District Activity	Abbr.	Eligibility	Type	Status
MS Basketball Boys			Fall 1	MS Basketball Boys	MS Bask B	Interscholastics Sports	Non High School	Yes

Participation Information

Type	Registered	Cancelled
Participant	08/04/2014	

Eligibility Flags

Fees Paid	Yes
Physical Complete	Yes
Birth Certificate On File	Yes
Permission Slip On File	Yes
Emergency Card On File	Yes

School Activity Coach Information

Coach	Function	Begin	End	Type
Wharam, Stephen	Head Coach	08/04/2014	10/02/2014	E

Participation Eligibility  
*No eligibility records found*

Participation Type

Paperwork and fees

Coach Information

# Deleting Record

THE ONLY TIME TO DELETE A RECORD IS IF YOU ENTER THE WRONG SPORT. **DO NOT DELETE IF A STUDENT DROPS OR QUILTS.**



Click on Trash Can

STUDENT INTERSCHOLASTIC (MANUAL ELIGIBILITY)										
		Colors								
	School Activity	Home	Away	Season	District Activity	Abbr.	Eligibility	Type	Status	
+	MS Basketball Boys			Fall 1		MS Basketball Boys	MS Bask B	Interscholastics Sports	Non High School	Yes
+	MS Soccer Boys			Winter		MS Soccer Boys	MS Soc B	Interscholastics Sports	Non High School	Yes

Confirm Delete

Do you really want to delete this activity participant?  
" / MS Basketball Boys"

OK Cancel

Click OK to Confirm

Thank you  
Any Questions  
Contact Interscholastics 232-8650

