



## Coaches View

Android Version

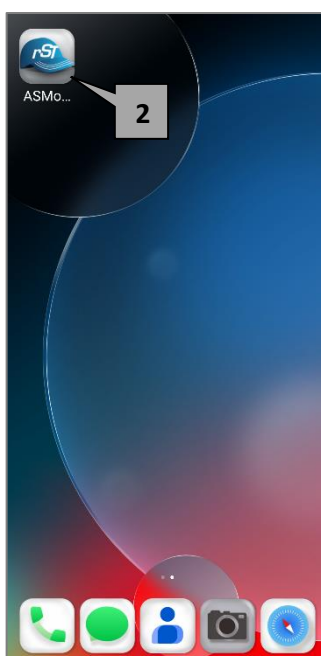
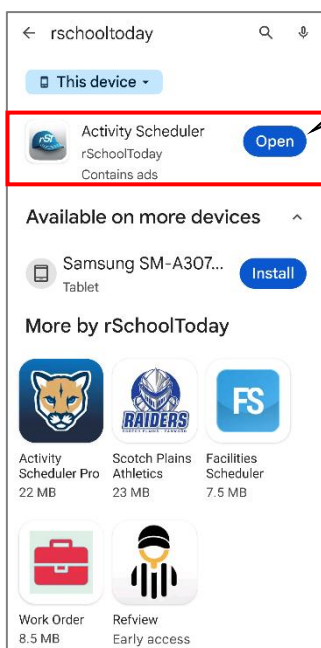
August 2023

The **Activity Scheduler Mobile App** allows Coaches to view **Students Information** and **Schedules**, add **Scores**, edit **Rosters**, and take **Attendance** for the assigned teams. Additionally, it can also be used to send **SMS messages or emails** via the **Message Center**.

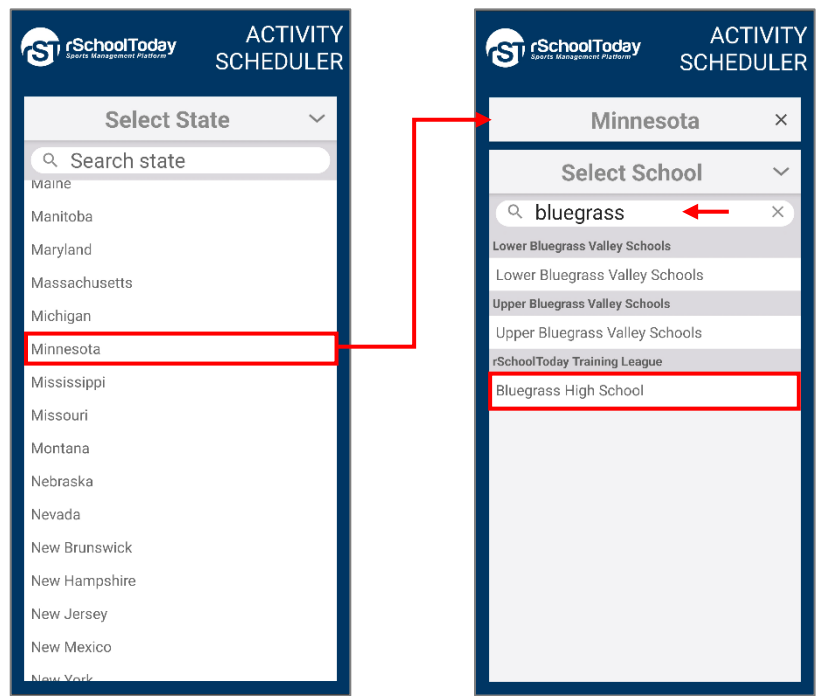
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### GETTING STARTED

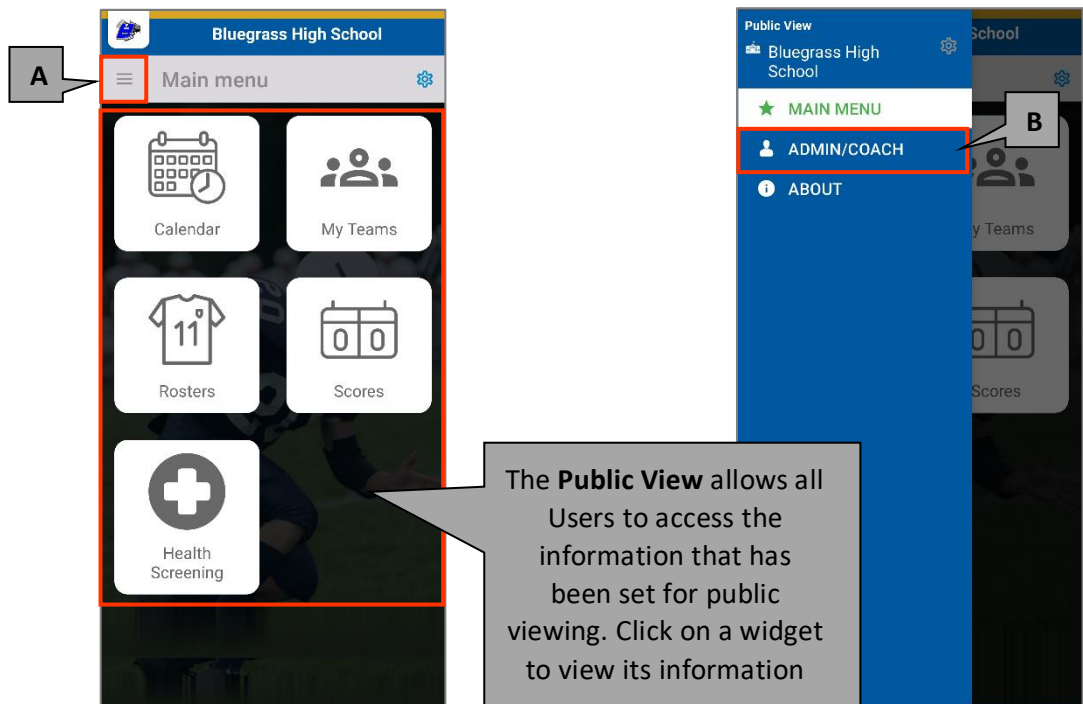
1. Download the **Activity Scheduler (AS) Mobile App** from the **Google Play Store** and click "**Open**" to launch it.
2. Alternatively, you can launch the app from your home screen after installation. Simply look for the icon and tap on it.



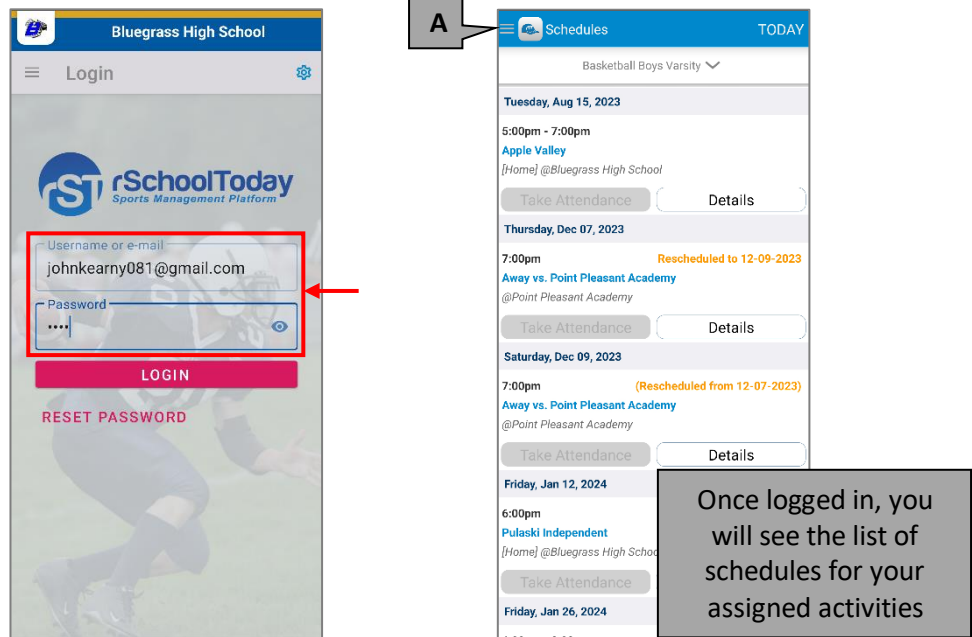
3. Select your **State** and School. You can use the search bars to find them.



4. To log in, open the **Main menu** (A) and select **ADMIN/COACH** (B).



5. On the **Login** screen, enter your **email address** and **password**, and tap on **LOGIN**. Please note that the email address (username) and password are the same as the ones you used when logging in to the Web Version. Open the **Main menu** (A) to select the modules.

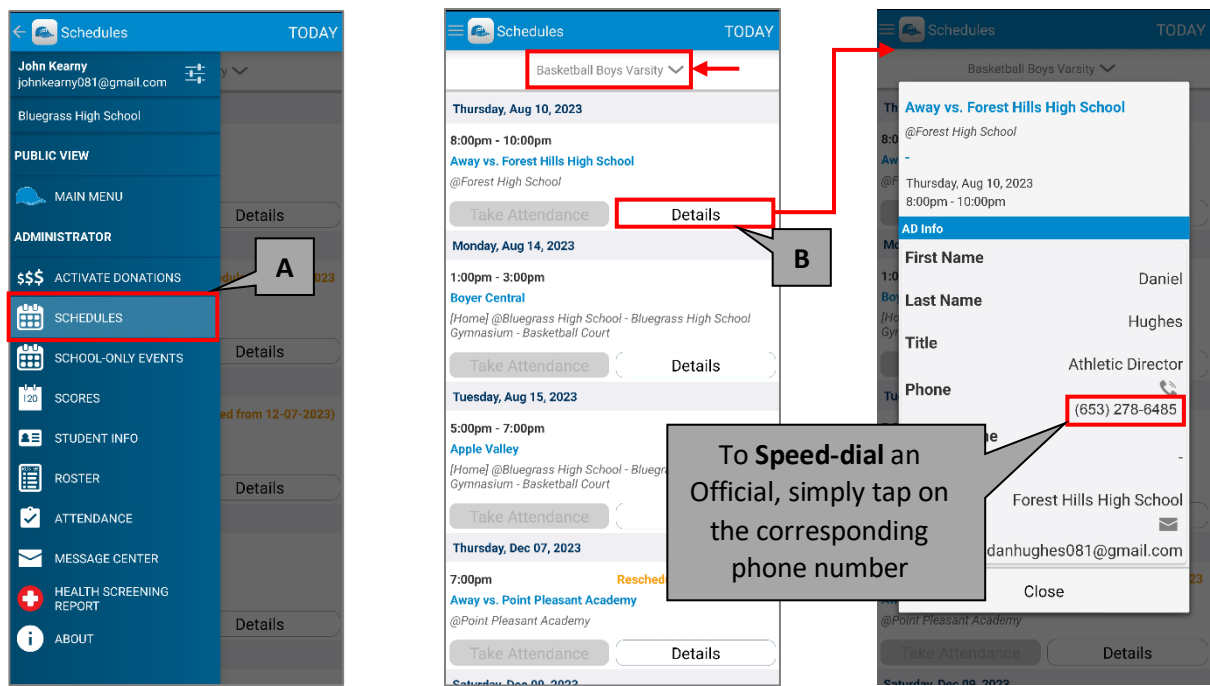


SCHEDULES

Open the **Main Menu** and select **Schedules (A)**. In the Activities dropdown menu of the **Schedules Screen**, you can find all your assigned activities. To view the event information, tap on the **Details (B)** button.

You can speed dial an Official by selecting his phone number. If you need to send him an email, tap on the listed email address.

**Note:** Canceled games will have a strike-through on the Activity Name.

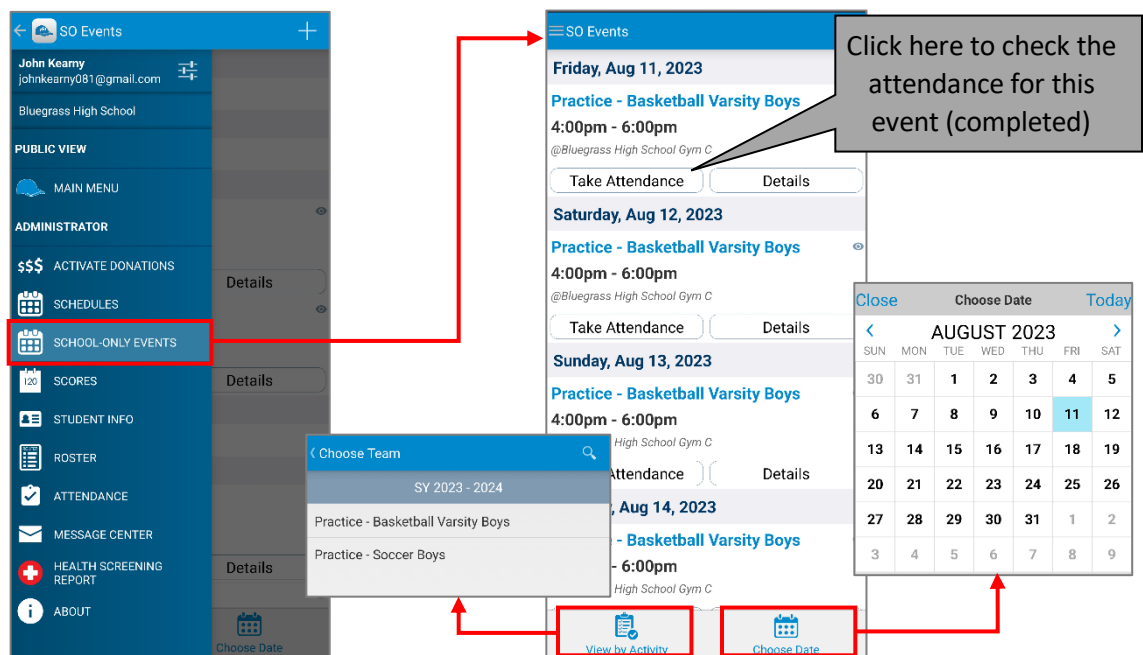


SCHOOL-ONLY EVENTS

View Schedules

Tap on the 'School-Only Events' module in the **Main menu** to view your assigned School Only (SO) activities, such as practices. At the bottom of your screen, you can tap 'View by Activity' or 'Choose a Date'.

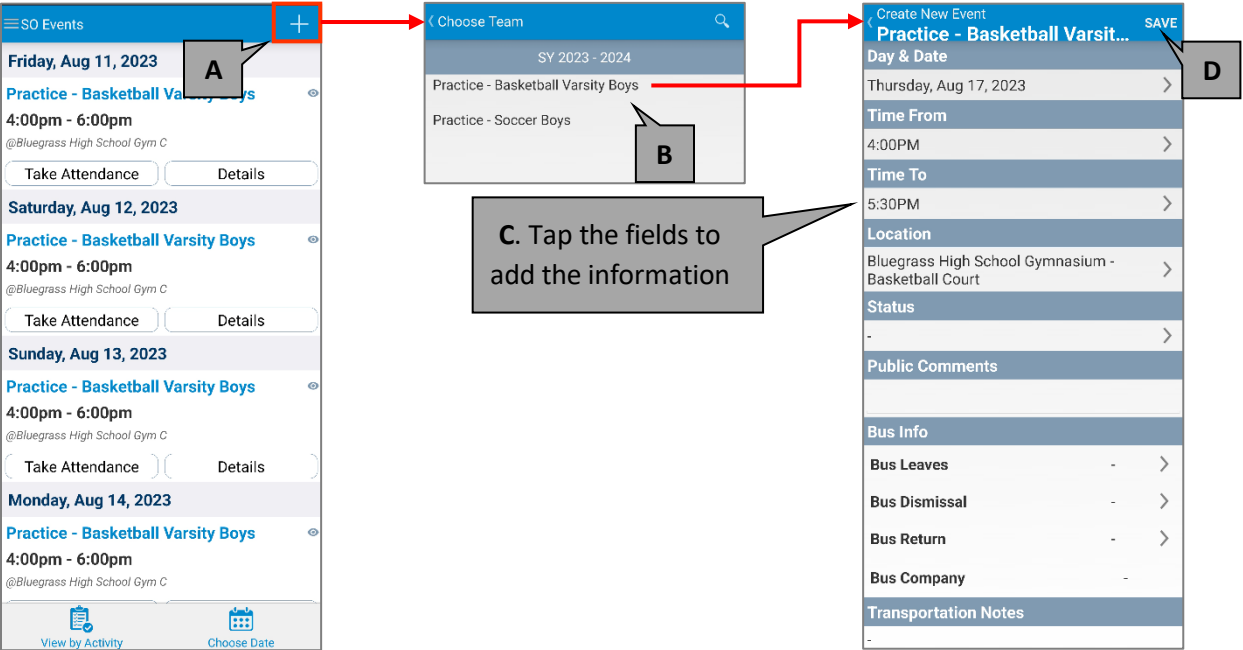
Coaches can also take attendance from here for completed events.



Adding an Event (Single)

Coaches can add a single event for School Only schedules in the Mobile App. They can add/edit recurring events using the Activity Scheduler Web program.

To add an event, click on the plus (+) sign (A), choose the Activity/Team (B), and complete the necessary information for the new event schedule (C). Tap **SAVE** (D) when done.

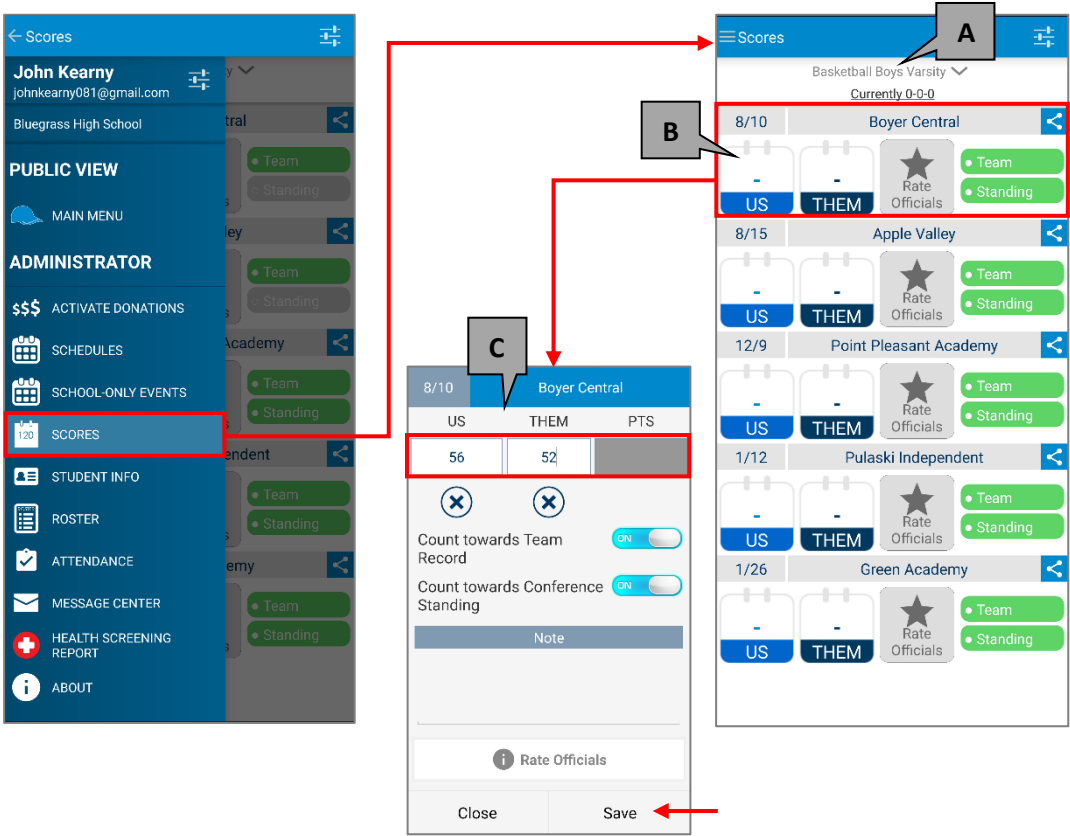


SCORES

Add Scores

Tap on the **Scores** module from the Main menu and select your **Team (A)** from the dropdown menu. Listed on the **Scores Screen** are all your Scheduled Opponents and the Scores for each Game. To add/edit the score, tap the **US/THEM (B)** boxes.

On the pop-up, enter the **Scores (C)** and **Notes**. Click on **Save** once done.



**Note:** You can make the **Team Records** and **Conference Standings** visible in the Activity Scheduler Public View.

Now, users (Public or Administrators View) can track the Teams and Opponents Standings available in the Scores module/widget within the App.

The screenshot displays three screens from the Basketball Boys Varsity app:

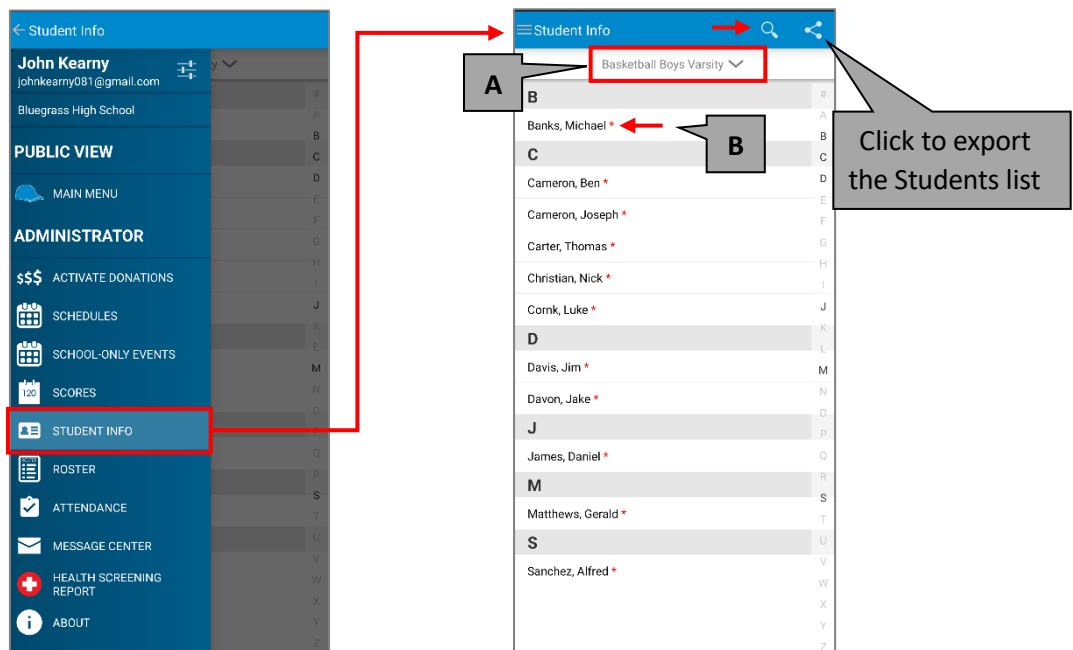
- Scores Screen:** Shows a list of games for Basketball Boys Varsity. The current record is **Currently 1-0-0**. Games listed include 8/10 vs Boyer Central (US 56, THEM 52), 8/15 vs Apple Valley, 12/9 vs Point Pleasant Academy, 1/12 vs Pulaski Independent, and 1/26 vs Green Academy. Each game entry includes a calendar icon, a star icon, and buttons for Team and Standing.
- Score Settings Screen:** Shows options for Track Points, Scores Determine Standings (selected), Points Determine Standings, and Show Simplified Power Ranking. A Save Changes button is at the bottom.
- Standing Detail Screen:** Displays a table of game results:
 

Date	Opponent	W/L/T
8/10	Boyer Central	W
8/15	Apple Valley	-
12/9	Point Pleasant Academy	-
1/12	Pulaski Independent	-
1/26	Green Academy	-

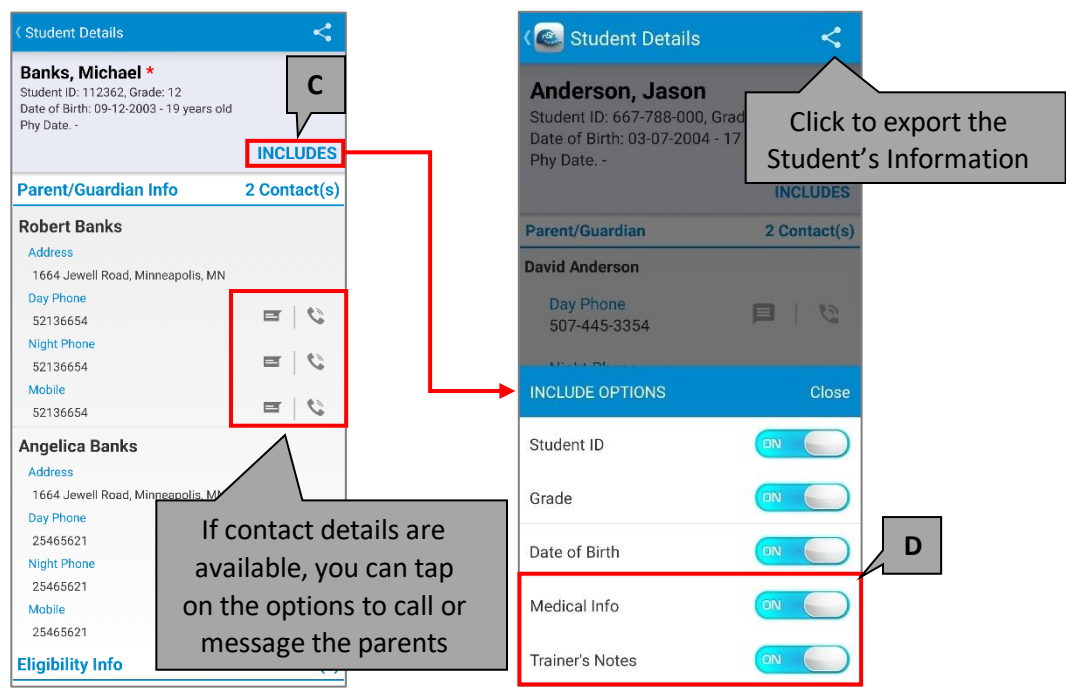
 At the bottom, it shows **Total: 1-0-0** and **Conference Record: 1-0-0**.

Red arrows indicate the flow from the Scores screen to the Score Settings and Standing Detail screens. A callout box highlights the 'Currently 1-0-0' record on the Scores screen. Another callout box highlights the 'Date, Opponent, and Results are displayed' in the Standing Detail screen. A third callout box highlights the 'Total: 1-0-0' and 'Conference Record: 1-0-0' at the bottom of the Standing Detail screen.

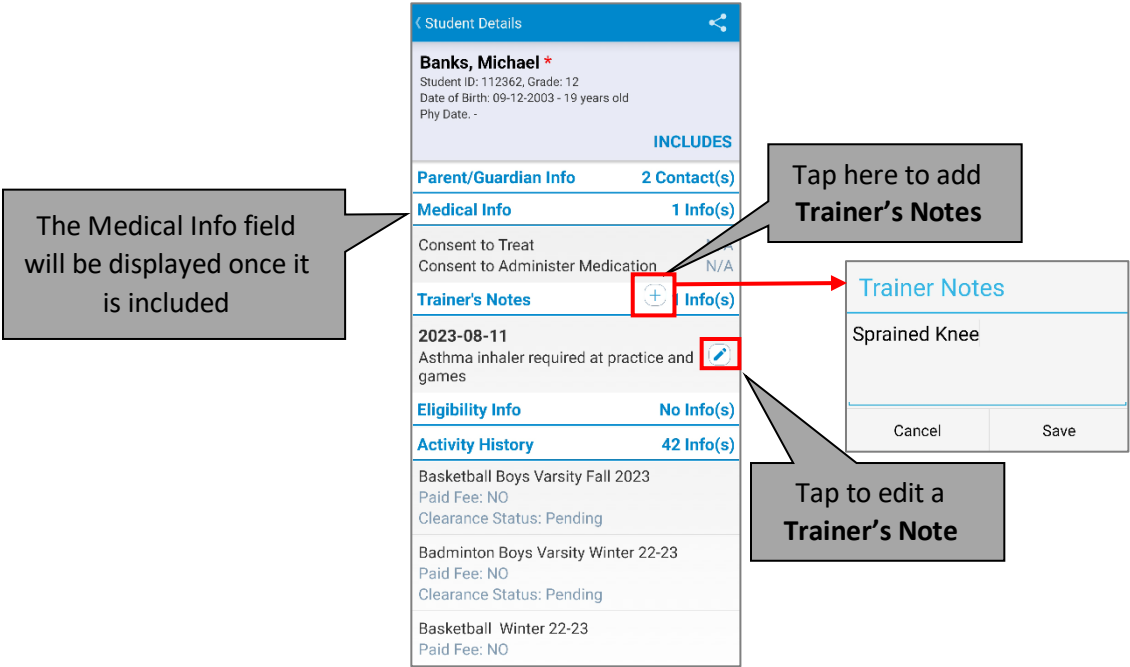
Open the **Main Menu** and tap on **Students Info** module. You can search (click on search icon) for a particular student or filter by **Activity (A)**. Tap on the **Student's name (B)** to view the **Student Details** screen.



On the **Student Details** screen, Coaches can make the Trainer's Notes and Medical Info visible, by tapping on **Include Options (C)** and switching on the toggles **(D)**.



On this screen, the Coaches will have the option to view the **Medical Information** field and add/edit the **Trainer's Notes**.

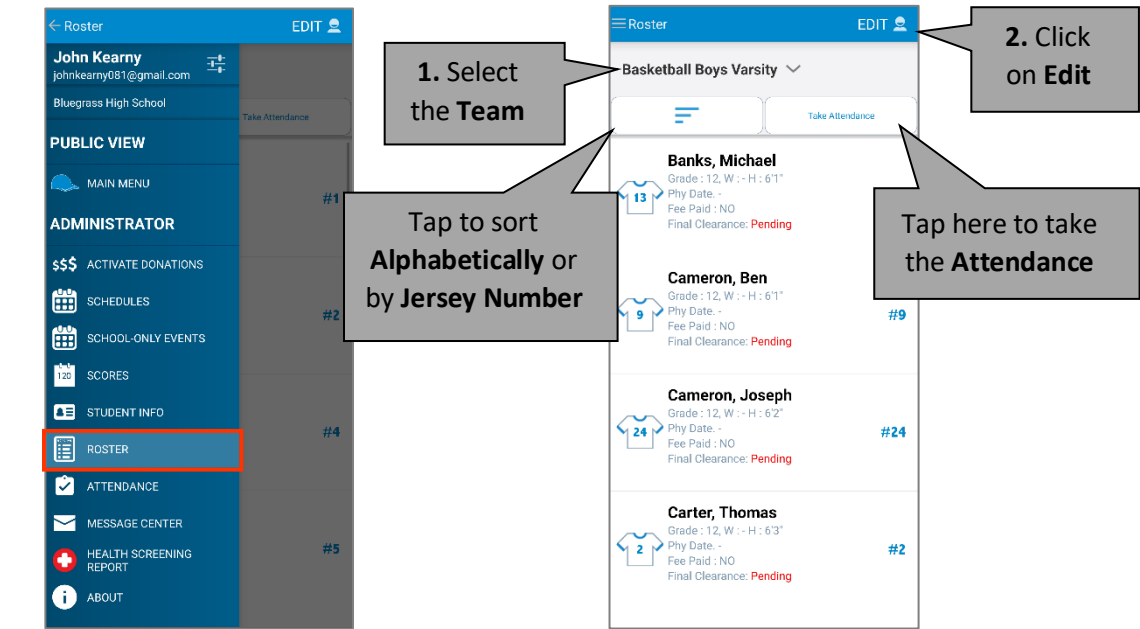


**Note:** The student's general information and contact data are shown on the Student Details screen. Administrators can access the "**Consent to Treat**" and "**Consent to Administer Medication**" fields in the Student Information module.

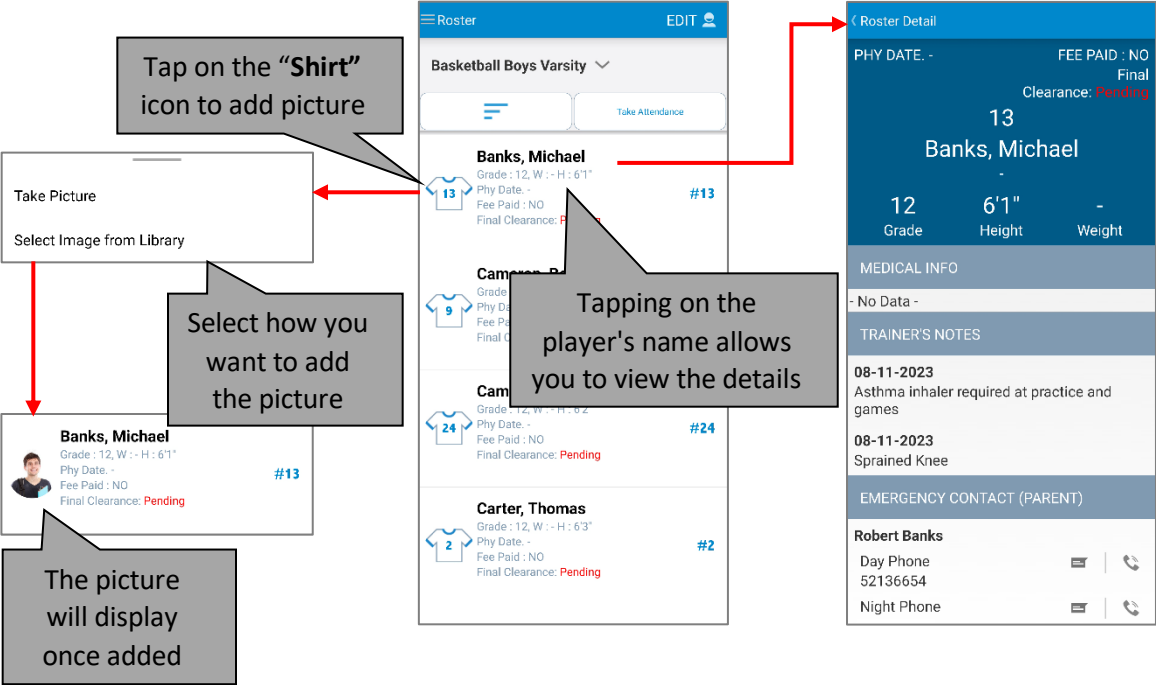
ROSTER

Edit a Roster

In the Main Menu, select the **Roster** module, then choose the roster of the Team that you would like to view and edit.



Here’s how to view the Players’ information and add/edit their picture:



To add a new Player to your Roster:

1. Tap Edit to begin

EDIT

2. Tap here to add more players

+

3. Choose how to display the students' list

Registered for this Activity

5. Tap to add the selected students

ADD

4. Check off the selected students or tap Check All to select all the names

Check All

To delete/ remove a student from your Roster:

1. Tap Edit

EDIT

3. Tap here to continue

Trash icon

4. Select Next Step or Save & Exit

Next Step

5. Choose to send a reminder or skip it

Skip

The final step/screen displays the Personnel screen, where you can add or edit them.

Tap DONE to save and return to the Roster screen

DONE

Personnel screen

Head Coach: John Kearny, George Willow

Assistant Coach: Paul Carter

Team Captains:

Managers:

Athletic trainer(s):

Cheerleaders:

Cheerleading advisors:

Statisticians:

Mascot(s):

Roster screen

Banks, Michael

Cameron, Ben

Cameron, Joseph

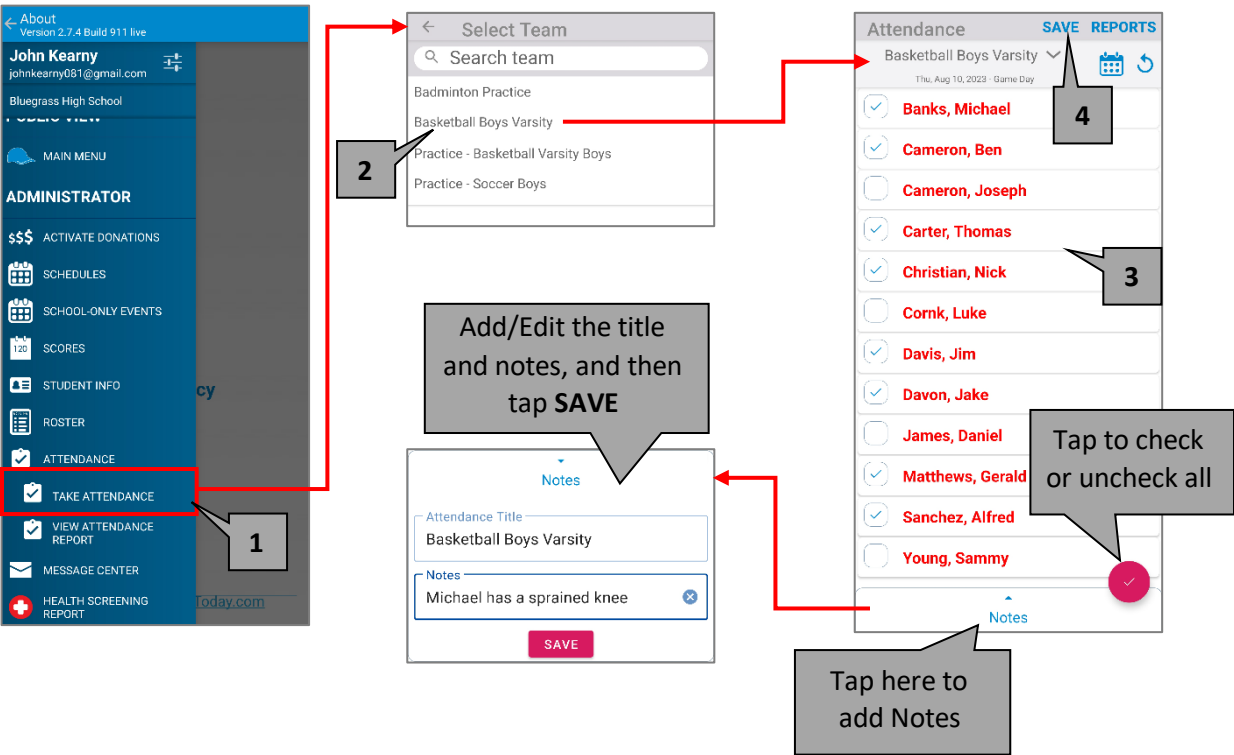
Carter, Thomas

ATTENDANCE

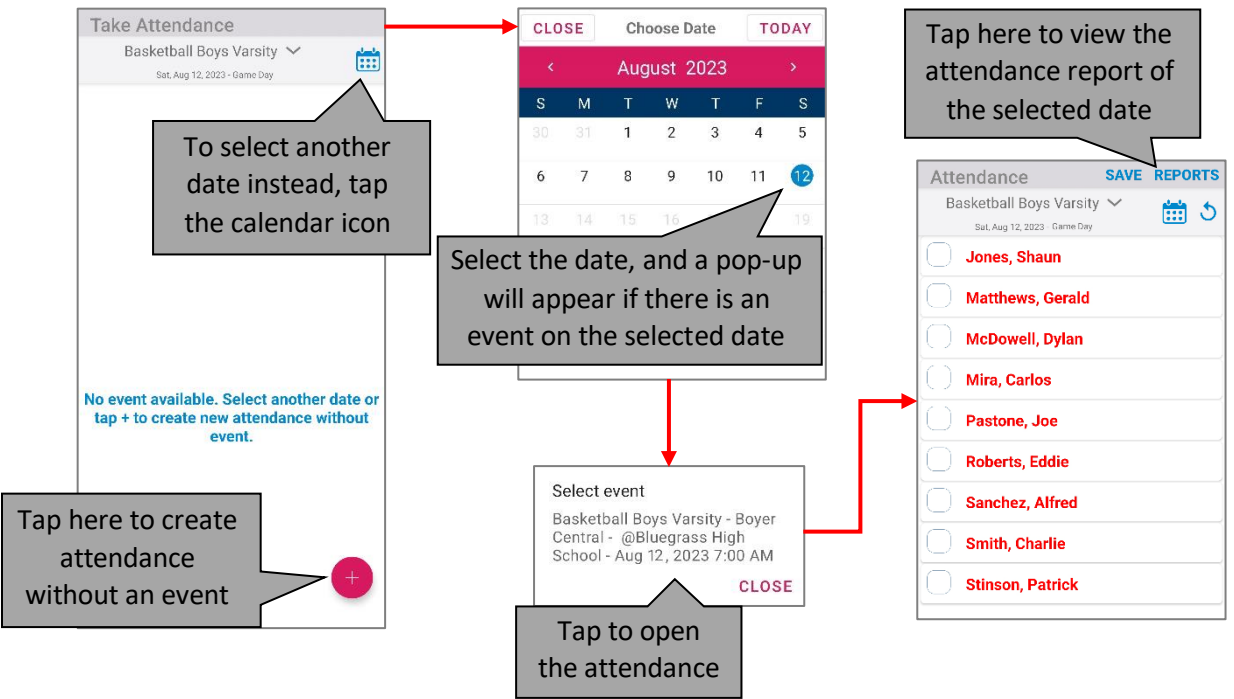
Coaches can take attendance for their assigned activities, with or without an event scheduled. They can also edit Attendance records and generate Attendance reports.

To take Attendance

Tap the 'Attendance' module from the Main menu and select 'Take Attendance' (1). Choose the Activity/Team (2) and begin taking attendance by checking off the names of the students (3). Tap 'Save' (4) once you're done.

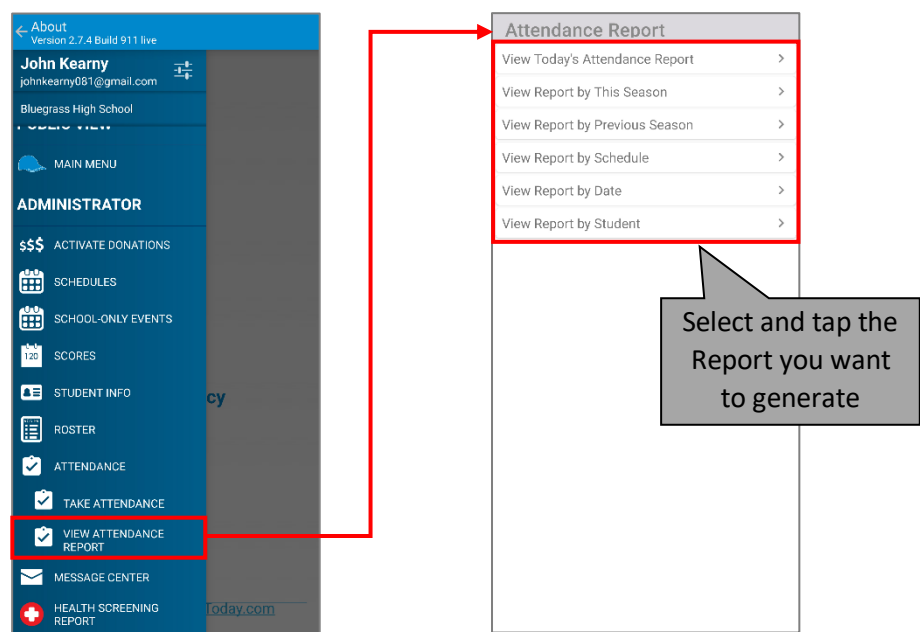


Taking attendance without an event schedule:



**Note:** Coaches can only access their assigned Activities.

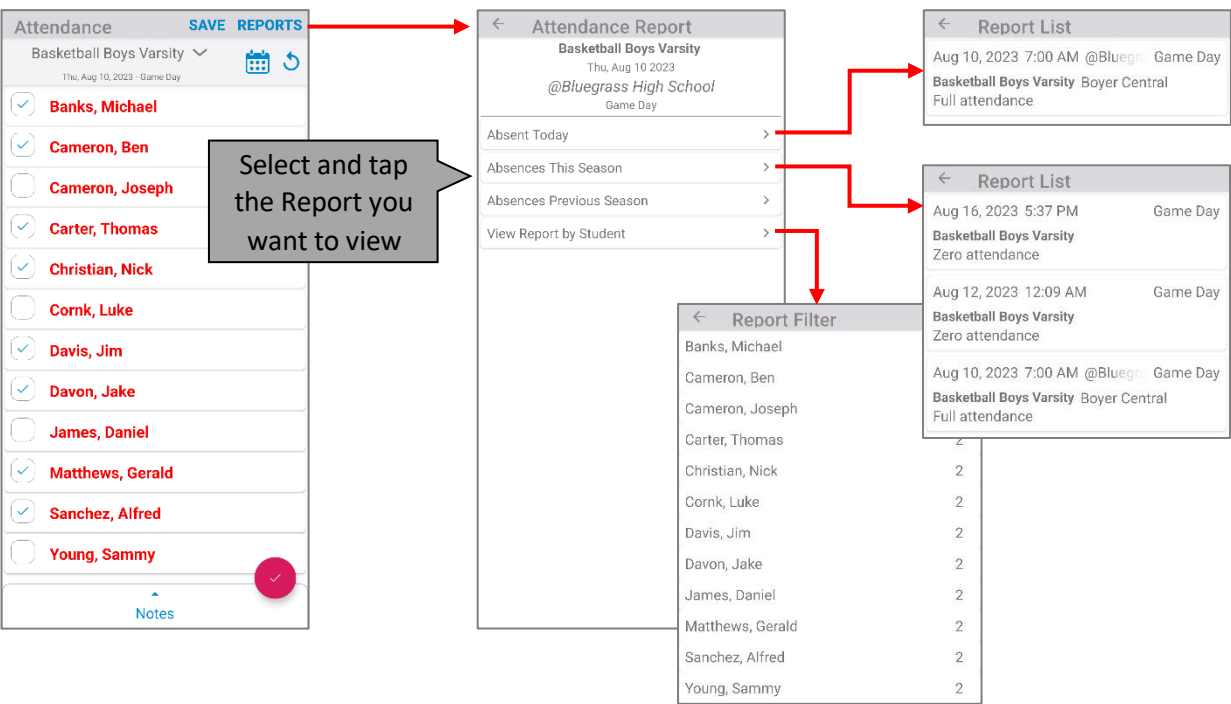
**To view the Attendance Reports**  
Select '**View Attendance Report**' from the **Attendance** module and choose the type of report from the list.



Examples of generated Reports:

Today's Attendance Report	Report by this Season	Report by Student
<div><div>Report List</div><div><div>Aug 16, 2023 5:37 PM</div><div>Game Day</div><div>Basketball Boys Varsity</div><div>Full attendance</div></div></div>	<div><div>Report List</div><div><div>Aug 16, 2023 5:37 PM</div><div>Game Day</div><div>Basketball Boys Varsity</div><div>Zero attendance</div></div><div><div>Aug 12, 2023 12:09 AM</div><div>Game Day</div><div>Basketball Boys Varsity</div><div>Zero attendance</div></div><div><div>Aug 12, 2023 12:17 AM</div><div>Practice Day</div><div>Practice - Soccer Boys</div><div>Zero attendance</div></div><div><div>Aug 12, 2023 12:17 AM</div><div>Practice Day</div><div>Practice - Soccer Boys</div><div>Zero attendance</div></div><div><div>Aug 10, 2023 7:00 AM @Bluegrass High School</div><div>Game Day</div><div>Basketball Boys Varsity Boyer Central</div><div>Full attendance</div></div></div>	<div><div>Report Filter</div><div><div>Banks, Michael</div><div>2</div></div><div><div>Cameron, Ben</div><div>2</div></div><div><div>Cameron, Joseph</div><div>2</div></div><div><div>Carter, Thomas</div><div>2</div></div><div><div>Christian, Nick</div><div>2</div></div><div><div>Cornk, Luke</div><div>2</div></div><div><div>Davis, Jim</div><div>2</div></div><div><div>Davon, Jake</div><div>2</div></div><div><div>James, Daniel</div><div>2</div></div><div><div>Jones, Shaun</div><div>2</div></div><div><div>Matthews, Gerald</div><div>4</div></div><div><div>McDowell, Dylan</div><div>2</div></div><div><div>Mira, Carlos</div><div>2</div></div><div><div>Pastone, Joe</div><div>2</div></div><div><div>Roberts, Eddie</div><div>2</div></div><div><div>Sanchez, Alfred</div><div>4</div></div><div><div>Smith, Charlie</div><div>2</div></div><div><div>Stinson, Patrick</div><div>2</div></div><div><div>Young, Sammy</div><div>2</div></div></div>

Viewing Reports from the Attendance screen:



**Note:** Coaches can only access their assigned Activities.

## MESSAGE CENTER

The Mobile App Message Center allows Athletic Directors, **Coaches**, and Administrators to:

- Send **Emails** or **SMS** messages to the member types listed in '**Notify Me**' on the Public View.
- Select all recipients under 'Notify Me' and 'Other Contacts'.

From the **Main Menu**, select '**Message Center**'. Then, tap '**All**' (**A**) and choose '**SHOW**' (**B**) to view the **Contact Report**. You can send messages to all contacts by tapping '**Message All**' or '**Email All**' (**C**), or you can select individual contacts to send messages to (**D**).

