



AMBER MUELLER
ADMINISTRATOR

ADD STUDENT/ATHLETE

Amber M Mueller

Administrator

Amber M Mueller Information

JOINED TEAMS

You have not yet joined any teams of Jefferson City High School.

UPDATE

Administrator Account

MANAGE TEAMS

ORGANIZATION ROSTER

MANAGE STAFF

REPORTS

ORGANIZATION SETTINGS

MESSAGES 9

When you log on, your screen should look similar to this. You should see the tab in gray that says "Add Student/Athlete" – Select that tab and create your students profile

Home / Add Member

ADD MEMBER

This is the "Add Member" screen that you will add your students information to.

First Name*

John

Middle Initial

J

Last Name*

Doe

Date of Birth*

Month ▾

Day ▾

Year ▾

Gender*

Male

Female

ADD MEMBER

CANCEL



AMBER
MUELLER
ADMINISTRATOR



JOHN
DOE
STUDENT/ATHLETE



ADD
STUDENT/ATHLETE

John J Doe

Student/Athlete

SUBMISSION INCOMPLETE

[CLICK HERE FOR DETAILS](#)

Clearance Status

PENDING



John J Doe Information

JOINED TEAMS

You have not yet joined any teams of Jefferson City High School.

UPDATE

INCOMPLETE

PERSONAL DETAILS

0%

START

PRE-PARTICIPATION HISTORY FORM

INCOMPLETE

START

PARENT PERMISSION FORM

INCOMPLETE

START

STUDENT AGREEMENT FORM

INCOMPLETE

START

Once they is added, the page will refresh, and you will have to click on their name. It will appear white if they are selected. This is where you will complete the information. Once you have joined the teams they want to be on, and complete all details, the "Submission Incomplete" button will turn green, and say "Completed"