Texas Math and Science Coaches Association

Web Application – Alpha Version

Coach Help Documentation

Version 0.1a -22 Jan 2013
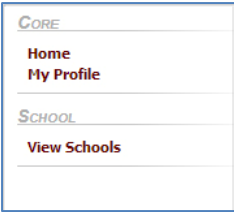
Author Jamison Johnson

#1. Point your web browser to http://www.tmsca.org/application

#2. Use the login form and the credentials you were provided by TMSCA to log in to the web application.

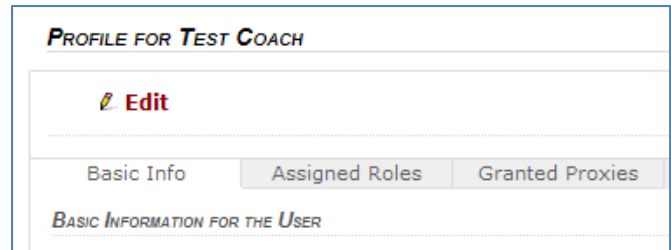| Username: | Password: | Login |

CORE

Home
My Profile

SCHOOL

View Schools

#3. After successful login, check your left sidebar to verify it looks something like this. If it doesn't, contact TMSCA.

#4. Click on the "My Profile" link to view your user information.

#5. Glance over your information. If there is any that needs to be modified or added, click the "Edit" link at the top of your profile.
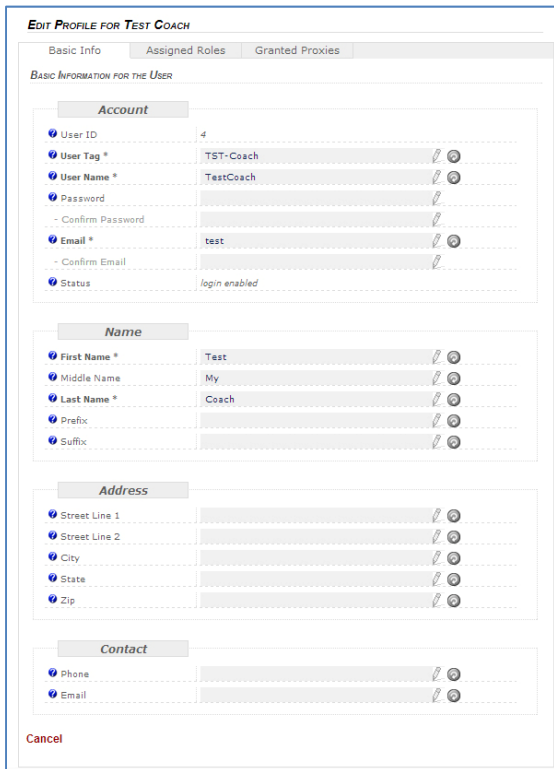
PROFILE FOR TEST COACH

✎ **Edit**

| Basic Info | Assigned Roles | Granted Proxies |

BASIC INFORMATION FOR THE USER

EDIT PROFILE FOR TEST COACH

| Basic Info | Assigned Roles | Granted Proxies |

BASIC INFORMATION FOR THE USER

Account

User ID	4	
User Tag *	TST-Coach	
User Name *	TestCoach	
Password		
- Confirm Password		
Email *	test	
- Confirm Email		
Status	login enabled	

Name

First Name *	Test	
Middle Name	My	
Last Name *	Coach	
Prefix		
Suffix		

Address

Street Line 1		
Street Line 2		
City		
State		
Zip		

Contact

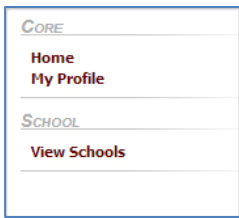|		
Phone		
Email		

Cancel

#6. Alter your user profile to fit your personal information. You may alter just about any of your information; however, we do not really recommend changing your UserTag or username unless absolutely necessary.

We do, however, recommend changing your password to something more personal and more difficult to guess. To do so, you must provide the new password and confirm it below to eliminate issues with typos. Password changes are not required, so you may change your other info without entering a password or confirmation.

You do, however, have to provide a confirmation of your email address as a means to doubly ensure that you wish to alter your profile in the way you have indicated on the screen.
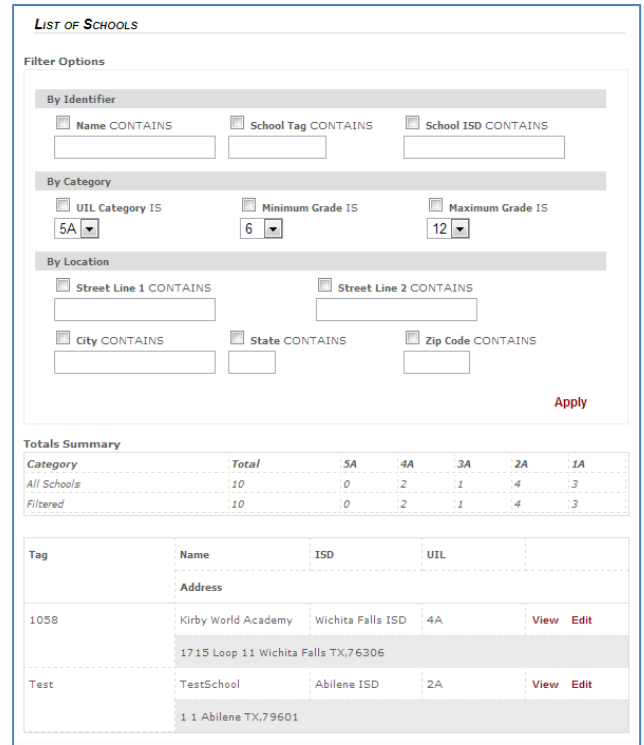
When done, click the "Save" button.

#7. Once done with updating your profile, you now need to do the same for your school and your students.

#8. On the left sidebar, click the "View Schools" link.

#9. The "View Schools" link will take you to the list of schools in the system. However, since you are restricted to the role of School Coach, you will only be presented with the list of schools for which you are a coach.

#10. The top options allow the administrators the filter the list of hundreds of schools to a more manageable list using search criteria to include school name, tag, ISD, characteristics, or address. This most likely will not be utilized by you as most Coaches will only be assigned one school.

#11. Click the "Edit" button by your school entry.

LIST OF SCHOOLS

Filter Options

By Identifier

☐ Name CONTAINS   ☐ School Tag CONTAINS   ☐ School ISD CONTAINS

By Category

☐ UIL Category IS   ☐ Minimum Grade IS   ☐ Maximum Grade IS
5A ▼   6 ▼   12 ▼

By Location

☐ Street Line 1 CONTAINS   ☐ Street Line 2 CONTAINS

☐ City CONTAINS   ☐ State CONTAINS   ☐ Zip Code CONTAINS

Apply

Totals Summary

Category	Total	5A	4A	3A	2A	1A
All Schools	10	0	2	1	4	3
Filtered	10	0	2	1	4	3

Tag	Name	ISD	UIL		
	Address				
1058	Kirby World Academy	Wichita Falls ISD	4A	View	Edit
	1715 Loop 11 Wichita Falls TX,76306				
Test	TestSchool	Abilene ISD	2A	View	Edit
	1 1 Abilene TX,79601				

EDIT SCHOOL TestSchool

Basic Info   Students   Registrations   View School List

BASIC INFORMATION FOR THE SCHOOL

Descriptor

ID   2
Tag *   Test
Name *   TestSchool
ISD *   Abilene ISD

Classification

UIL Category *   2A ▼
Maximum Grade *   12 ▼
Minimum Grade *   9 ▼

Address

Street Line 1   1
Street Line 2   1
City   Abilene
State   TX
Zip   79601

Principal

Name   Not Provided
Email   Not Provided
Phone   Not Provided

Primary Contact

Name   Not Provided
Email   Not Provided
Phone   Not Provided

Emergency Contact

Name   Not Provided
Phone   Not Provided

Cancel

#12. Review and edit the school information to give TMSCA the most up to date information about your school. It is advised not to change the SchoolTag. You may use the blue "reload" button if you change a field value that you do not intend to change. It will reload just that field's value will leaving your other changes in place.

#13. When done, click on the "Save" button. The "Save" button will appear and the view will be locked to the current tab once you begin editing information to keep users from "wandering off" to another area and forgetting to save their changes.

#14. After saving the information, the system will return back to the edit school screen.

#15. Click on the "Students" tab at the top to begin entering info for your students.

#16. Enter the basic information for your students. I believe TMSCA has set the convention for constructing the Student Tag as SchoolTag[Incremented Value]. So the third student entered for a school with Tag 1001 is 10013. Once a student's data is entered or modified, the "Save" button will appear.

#17. Once done, click the "Registrations" tab at the top.

NOTE: Some of these screens may contain slight differences

#18. Find the section for the meet for which you intend to register students.

#19. The dropdown will contain the list of your students who have not yet been registered for the meet. Select the student and the events you wish to register them for and click "Save".

This is the extent of the system functionality for coaches in the **Alpha Version** of the TMSCA application. Once the product enters the **Beta Version** testing phase, there may be additional support documentation made available.