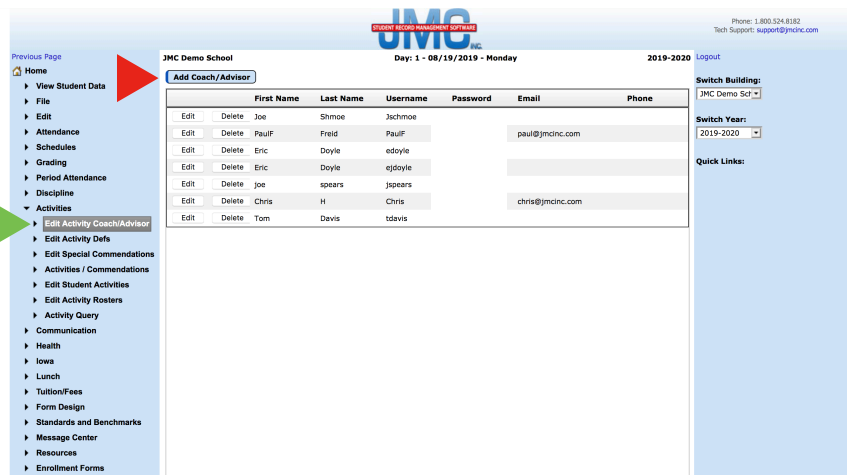


Creating Coaches & Advisors

Have coaches and advisors that are ready to use the app? That's awesome. But first we need to set up a couple things in the Office Module. Let's start by creating coaches or advisors that will be using the app.

To follow along, log in to the jmc Office Module and click on "Activities" in the menu tree.



The screenshot shows the JMC Office Module interface. On the left is a menu tree with 'Activities' expanded. A red arrow points to the 'Add Coach/Advisor' button at the top of the main content area. The main content area displays a table of existing coaches/advisors.

	First Name	Last Name	Username	Password	Email	Phone
Edit Delete	Joe	Shmoe	Jschmoe			
Edit Delete	Paul	Freid	PaulF		paul@jmcinc.com	
Edit Delete	Eric	Doyle	edoyle			
Edit Delete	Eric	Doyle	edoyle			
Edit Delete	Joe	Spears	jsears			
Edit Delete	Chris	H	Chris		chris@jmcinc.com	
Edit Delete	Tom	Devis	tdavis			

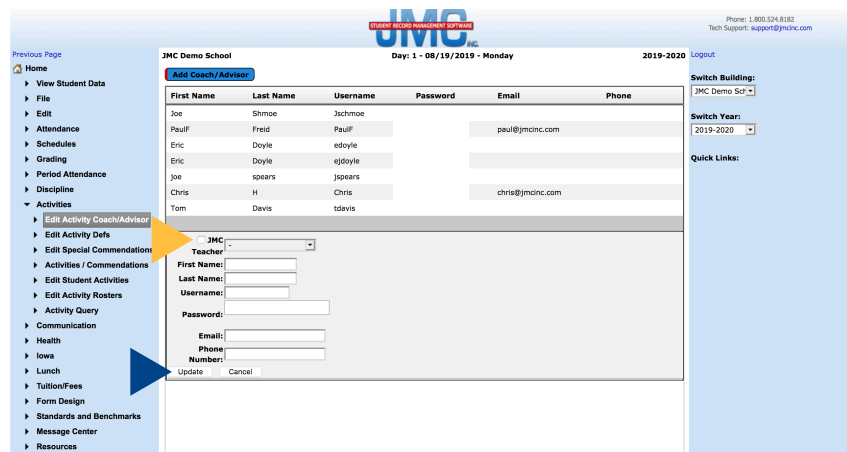
Step 1:

Under "Activities", select "Edit Activity Coach/Advisor".

Step 2:

Click "Add Coach/Advisor" button.

Helpful Tip: You want to get coaches and advisors set up here before you turn them loose on the app.



The screenshot shows the 'Edit Activity Coach/Advisor' form. A yellow arrow points to the 'JMC' dropdown menu. The form includes fields for First Name, Last Name, Username, Password, Email, and Phone. There are also checkboxes for 'Teacher' and 'Non-Teacher'.

Step 1:

Select an existing teacher or enter info about a non teacher.

Step 2:

Click "Update".

Helpful Tip: Almost every district has a coach that does not teach in the system. jmc has you covered! Non teachers can use the app too.