

# **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.



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

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									rear support: support@jincinc.com
Previous Page			JMC Demo School			Day: 1 - 08/19/2019 - Monday		2019-2020	Logout
🚰 Home			Add Coach/Adv	disor					
View Student Data		View Student Data							Switch Building:
	→	File	First Name	Last Name	Username		Email	Phone	JMC Demo Scr •
	•	Edit	Joe	Shmoe	Jschmoe				Switch Year:
	•	Attendance	PaulF	Freid	PaulF		paul@jmcinc.com		2019-2020 -
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	•	Discipline	Chris	н	Chris	\$knat1516	chris@jmcinc.com		
	•	Activities	Tom	Davis	tdavis	bouncepass			
		Edit Activity Coach/Advisor							
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		Edit Special Commendatic	Teacher	•	1				
		Activities / Commendation	First Name:						
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**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.

## Step 1:

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

### Step 2:

Click "Add Coach/ Advisor" button.

#### Step 1:

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

#### Step 2:

Click "Update".

