

Adding participants to your activity roster.

The next logical step to use the Coach/Advisor app is to add people to your rosters. You've done all the hard work! You've already entered coaches and assigned them to activities. Now it's time to tell the system which jmc students are involved in your activity.

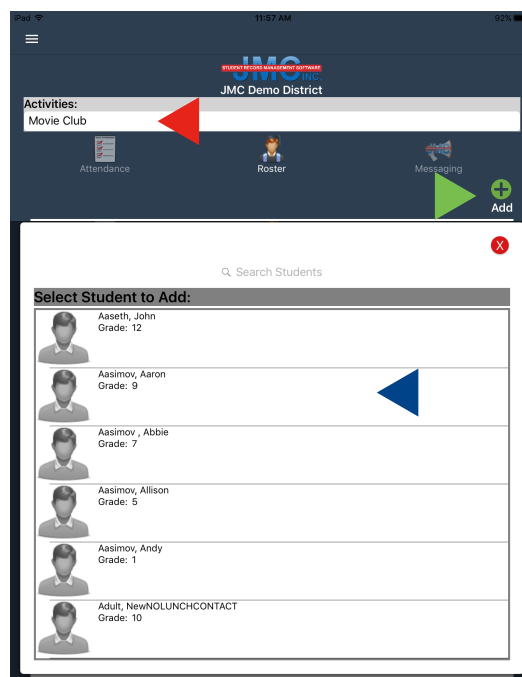
- **Coaches can maintain their own rosters or office staff can manage them.**
- **Either way, make sure contact information is complete in Edit > Student Data.**
- **Keep in mind, you can add adults to your roster if they are in jmc!**

Step 1:

Coaches can add to their roster in the app! Click "Add".

Note:

Make sure the correct Activity is being edited.



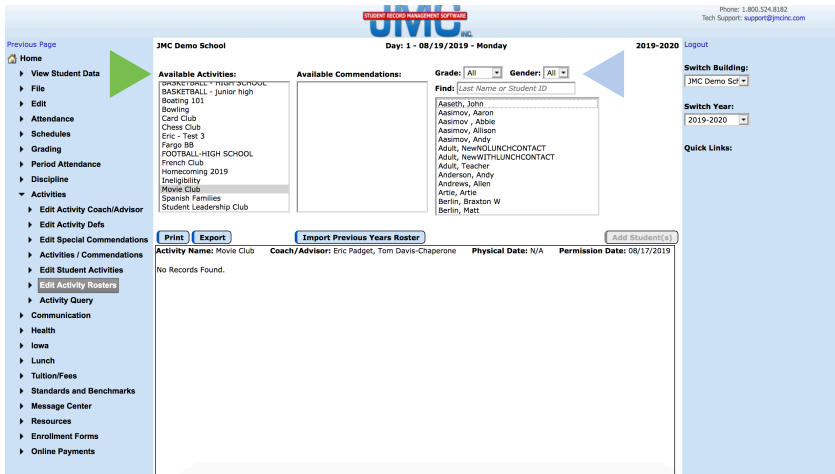
Step 2:

A list of students will appear. Touch to add to your roster!

Note:

Repeat the steps to add more participants.

Helpful Tip: If you need to add participants of different ages and they don't appear, make sure the activity was created at the District level.



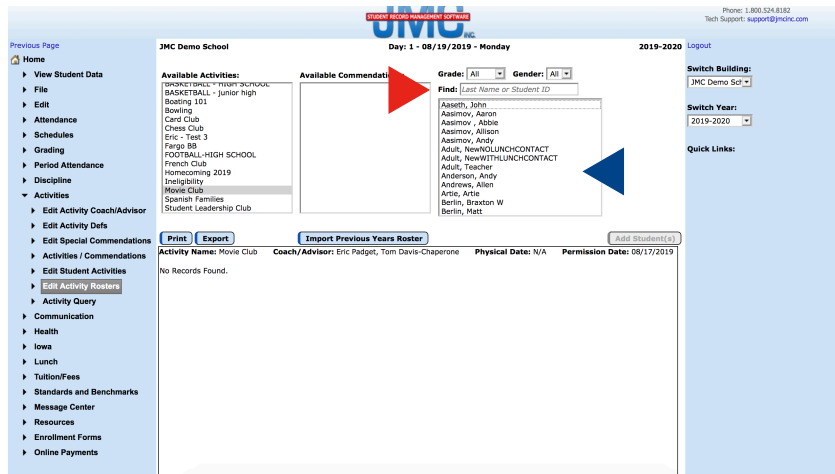
Step 1:

Choose your activity.

Step 2:

Filter the list by Grade and/or Gender.

Helpful Tip: If this activity existed last year, you can “Import Previous Years Roster” to make this step very easy!



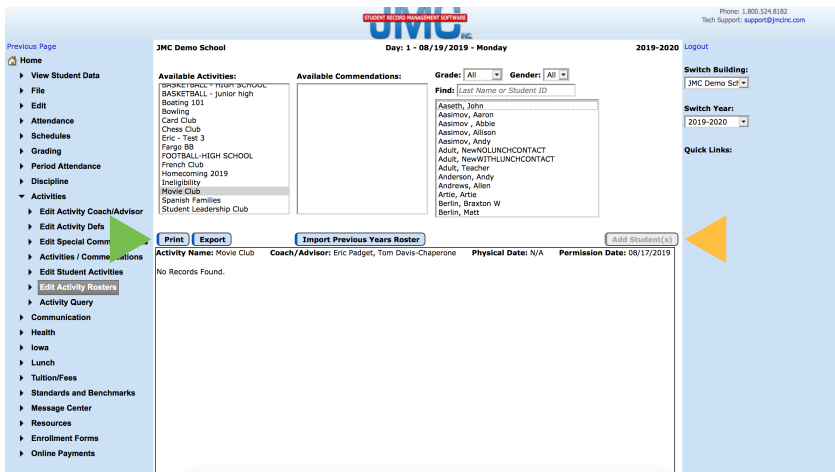
Step 1:

You can type a name if you want to search for a specific student.

Step 2:

The filtered list of students will appear here.

Helpful Tip: You can select multiple students at once by holding down your CMD key (Mac) or CTRL key (Windows).



Step 1:

Click “Add Students”. Congrats! You have added to your roster!

Step 2:

Now that you have a roster, you can Print or Export the list.