



Defining Activities

After you add a new coach or advisor it is time to assign him or her to an activity! We're in the Office Module for this one. Start by clicking "Edit Activity Defs" in the menu tree on the left. Easy peasy.

- Can be used for more than just athletics.
- Try adding social groups or clubs.

| | | 57 | INTEL DECIMAL WARM CONTRACT CONTRACTOR | Phone: 1.800.524.8182 |
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| | | | | tech support: supportgymonc.com |
| Pr | evious Page | IMC Damo School | Davi 1 - 08/18/2018 - Monday 2019-202 | a Logout |
| 0 | Home | | | - |
| 1 | View Student Data | Add Activity Find: | · · ·> | Switch Building: |
| | b File | | | JMC Demo Sct • |
| | ▶ Edit | | | Cultab Vara |
| | Attendance | Activity Definition | | Switch Year: |
| | h Schedules | Code | | 2019-2020 |
| | ► Grading | | | Ouick Links: |
| | Period Attendance | Activity name: | | - |
| | Discipline | Include On Transcript: 💟 | | |
| | • Activities | Delete Activity | | |
| | Edit Activity Coach/Advisor | | | - |
| | Edit Activity Date | Yearly Activity Definitions | | |
| | Edit Special Commendations | School Year: 2019-2020 - | | - |
| | Activities / Commendations | Advisor: | Coach/Advisors: Position: | |
| | Edit Student Activities | Physical Exam Date: | No records to display | |
| | Edit Activity Bosters | Parent Permission Date: | no records to supply. | |
| | Activity Query | Concussion Awareness | | |
| | Communication | Active: | | |
| | h Health | Active Fee: | | |
| | b lowa | | | |
| | Lunch | | | |
| | Tuition/Fees | Save Print | | |
| | Standards and Benchmarks | | | |
| | Message Center | | | |
| | Resources | | | |
| | Enrollment Forms | | | |
| | Online Payments | | | |
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Helpful Tip: Activities can be included on the student's transcript by clicking the radio button under "Activity Definition".

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Helpful Tip: If you have activities or groups that span multiple buildings, be sure to define the activity under your District!

- Teachers can use it for field trips.
- Adult groups can be used too!

Step 1:

Click on "Add Activity" and the screen will go blank. Don't panic.

Step 2:

Enter a "Code" (anything you want) and "Activity name".

Step 1:

Enter details under "Yearly Activity Definitions"

Step 2:

Do you want the activity to be active now? Is there a fee?



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| Previous Page | IMC Demo School | Day: 1 - 08/18/2018 - Monday | 2019-2020 Logout |
| C Home | | buy, 1 00/13/2013 Honday | 1010 1010 |
| View Student Data | Add Activity Find: | • • • | Switch Building: |
| ▶ File | | | JMC Demo Sct - |
| ▶ Edit | | | Switch Year: |
| Attendance | Activity Definition | | 2019-2020 💌 |
| Schedules | Code: Mov | | |
| Grading | Activity Name: Movie Club | | Quick Links: |
| Period Attendance | Include On Transcript: | | |
| Discipline | | | |
| Activities | Delete Activity | | |
| Edit Activity Coach/Advisor | Yearly Activity Definitions | | |
| Edit Activity Defs | School Year: 2019-2020 * | | |
| Edit Special Commendations | Adulean Frie Dudeet | | |
| Activities / Commendations | Dhuniari Europ Datas | Coach/Advisors: Position: | |
| Edit Student Activities | Provent Description Protocol | No records to display. | |
| Edit Activity Rosters | Concussion Awareness | | |
| Activity Query | Date: | | |
| Communication | Active: 🗹 | | |
| ▶ Health | Active Fee: - | · | |
| ▶ Iowa | | + Add Coach/Advisor | |
| + Lunch | Paux Daint | | |
| Tuition/Fees | save | | |
| Standards and Benchmarks | | | |
| Message Center | | | |
| Resources | | | |
| Enrollment Forms | | | |
| Online Payments | | | |

Step 1:

Hit "Save"!

Step 2:

After you hit save, a new button appears. Click "Add Coach/Advisor".

| Previous Page | IMC Demo School | | 2019-2020 | Phone: 1.800.524.8182 Tech Support: support@jmcinc.com |
|---|---|---|-----------|---|
| A Home | She ballo school | Day. 1 - 00/19/2019 - Honday | 2019-2020 | |
| View Student Data File Edit | Add Activity Find: | • • • | | Switch Building: JMC Demo Sct - |
| Attendance | Activity Definition | | | 2019-2020 T |
| Schedules Grading Period Attendance Discipline | Code: Mov Activity Name: Movie Club Include On Transcript: Delete Activity | | | Quick Links: |
| Activities Edit Activity Coach/Advisor Edit Activity Defs Edit Special Commendations | Yearly Activity Definitions School Year: 2019-2020 • | | | |
| Activities / Commendations Edit Student Activities Edit Activity Rosters Activity Query Communication | Physical Exam Date: 9/17/2019 Concusion Awareness Date: Active: 2 | Coach/Advisors: Coach/Advisor: Tom Davis * Position: Chaperone Save Cancel | Position: | |
| Health lowa | Active Fee: - | | | |
| Tuition/Fees Standards and Benchmarks | Save | | | |
| Message Center Resources Enrollment Forms | | | | |
| Online Payments | | | | |

Step 1:

Use the drop-down to select a coach or advisor and assign a position.

Step 2:

Click "Save" again. You're done!