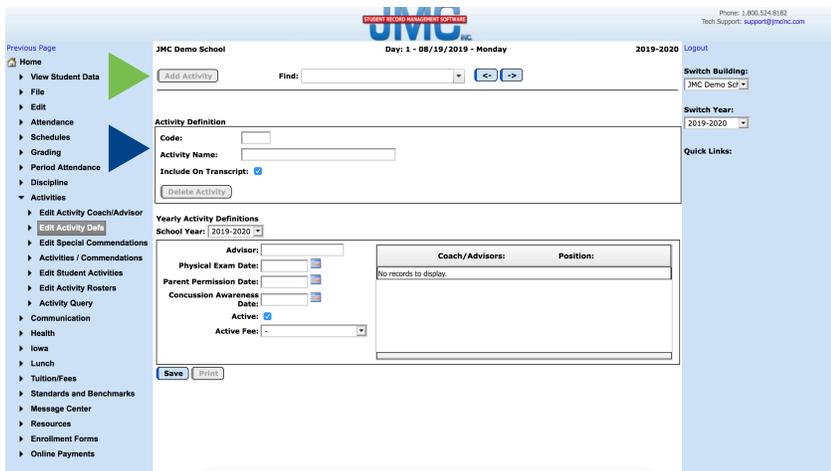


# Defining Activities

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.
- Teachers can use it for field trips.
- Try adding social groups or clubs.
- Adult groups can be used too!



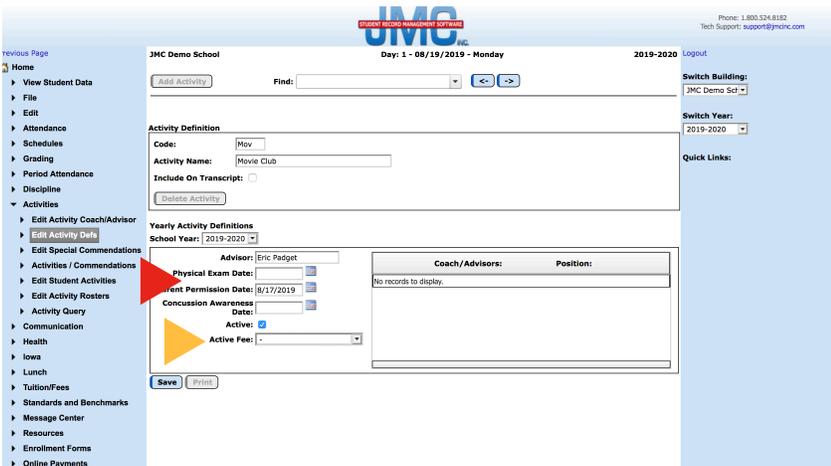
## Step 1:

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

## Step 2:

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

**Helpful Tip:** Activities can be included on the student's transcript by clicking the radio button under "Activity Definition".



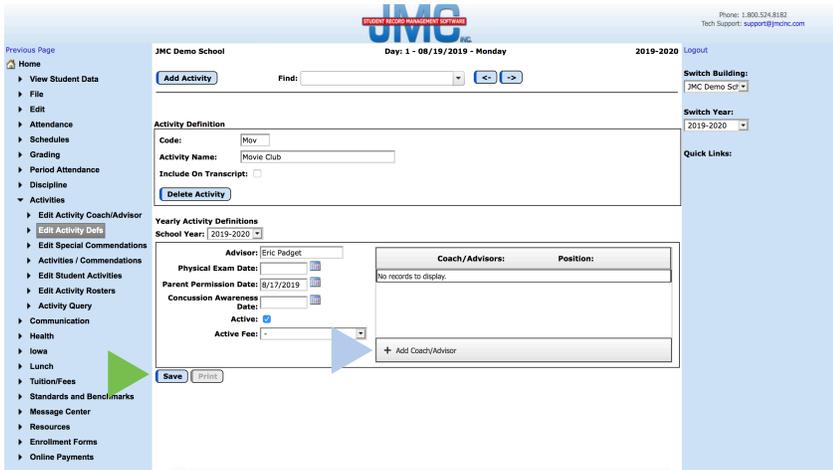
## Step 1:

Enter details under "Yearly Activity Definitions".

## Step 2:

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

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

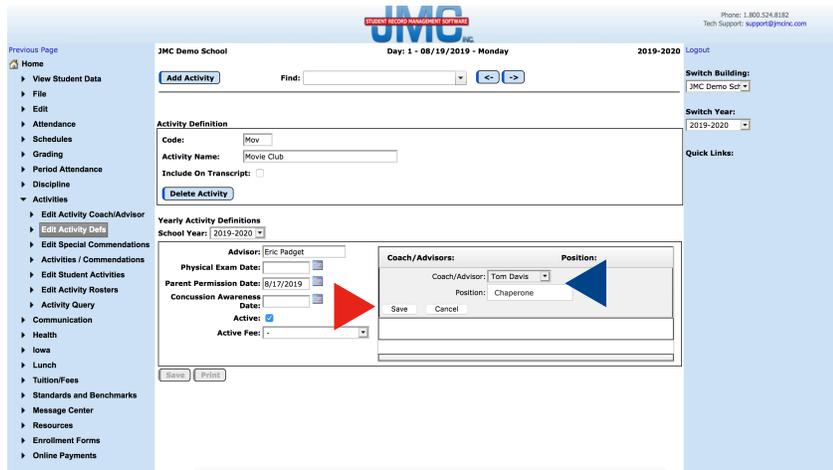


### Step 1:

Hit "Save"!

### Step 2:

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



### Step 1:

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

### Step 2:

Click "Save" again. You're done!