• Each Club Sport will have its own team page
• This is great for interested students to get an overall feel for the club.
• You can send messages (emails and texts) to individuals or the whole team.
• You can edit team description
Accessing Club Features

- Click on your club name

- To access team options.
• **To change team settings**

• You can auto accept member, looking for players, team description. Do no change team color, team name, page colors or logos.
• **To edit roster settings.**

• The roster page is a great way to see the status of everyone’s responses to required forms.

• You will notice that a person’s name is crossed out until all of their required forms are submitted. Any form that has not been submitted/verified is highlighted in red, and any form is submitted is highlighted in green, as shown below:
• **Invite members to join.** Do not add directly.
• **Check required forms before they participate**
• Change captain/co captain setting
• Do not remove members from this roster or official roster after the roster deadline, even if they quit.
• You can click on the box on the right hand side to see the responses that each person has submitted.
• You can label someone as a driver for that club, as well as whatever position they hold with the club (President, Vice President, etc.)
• You can get a “printable view” of the roster and see who’s eligible.
• To print out each person forms, click their forms, then export forms. To print all, just check mark each person and print all forms.
Form Submission

• Whenever a student is accepted onto a club team, they will see this prompt at the top of their own home page until all required forms are submitted.

• Students will also see a prompt on their home page when they first login if they have required forms to submit:

   Warning! You have forms that need to be completed, click here to access your forms.

• Students and officers can access all forms from the FORMS on their user home page tool bar.
To submit a club sport form, click on the individual form. It will pull up a blank form if first time filling out, or a filled form if you already filled out. Just change the information and submit for review.
• To see status of your forms, travel requests, or team forms

• When submitting, Travel Request, click yes