

## Registration Instructions for Group Coordinators

**General Instructions** – Before you start scheduling students to come on particular days you must have contacted a scheduler to get your days, number of students, and what they will be doing approved. We need to have this information so that we can make sure we have enough and the appropriate type of instructors available.

**New Group** – Ignite Adaptive Sports will already have entered some basic information so that you can create a log-in to manage your group. We will have entered your first and last name and linked you to the Group you will be bringing up. When we do this you will receive an email with instructions. If you do not receive this email please check your SPAM or JUNK folder. Your mail provider may not recognize our address. Click on the link provided in the email.

Follow the instructions to create a log-in with a user name and password Click on Register.

This will take you to a page where you can do several things.

**Returning Group** – Your Log-in as Group Coordinator is the same as last year. If you have any problems logging in please contact [admin@igniteadaptivesports.org](mailto:admin@igniteadaptivesports.org)

**My Profile:** As the Group Coordinator and our contact person for the group we need to have you complete only the Contact Section of the Profile. Be aware that you will appear as an active member of the group so that you have the access to manage your group.

**Manage “Group Name”:** This is where you will actually manage your group and request lessons. You will be able to create new students for your group as well as change the status of students.

At the top of this screen there is information about how many lessons you can schedule for your group and the maximum number of students you can bring any particular day. You cannot exceed the maximum number of student spaces you have requested on anyday. There is a “Quick Create” Button and below this are three Tabs:

[Active Students](#)                      [Inactive Students](#)                      [Schedules](#)

[Active Students](#) This are the students which you will be having attend this season. If you had students who were in the program last year but will not be there this year you can make them inactive. If they then are going to participate you can make them active again. Please do not inactivate a student who has attended at all this year as it can cause problems with record keeping. To make a student inactivate you simply need to uncheck the active box.

[Inactive Students](#) These are the students which have participated with your group in the past that are in our system but are not currently participating. If you have a student who will be participating but does not appear as an active student you should check the Inactive Students and make them active rather than duplicating them in the system.

[Schedule](#) This is where you can schedule lessons by the day and indicate which students are coming.

With Active Students, you can view and update information on either the Active Student or the Schedules Tabs. Inactive Students must be made active to view or update any information.

“Quick Create” Button – This is how you will create a new student for your group. Click on the Quick Create Button and complete the form. Be sure to enter the students correct birthdate including year, and a valid email address. By clicking on the box to “Send email account information to student” an email will automatically be generated so that the student and create an account and complete their profile.

After completing the basic information you should also complete Steps 1 and 2 if possible. As a basic rule, one instructor is required for all activities except Slider, Bi-ski, Mono-Ski, Nordic Slider, and Nordic Bi-Ski. These activities require 2 Instructors. You can input their individual schedule here if you choose too you can do Schedules by the day under the “Schedule” Tab. You also have the ability to create/update their profile as the Group Admin or Coordinator, it is up to you how much you do versus how much your students complete, however it is your responsibility to review what your students enter to make sure it is complete and correct.

Please complete as much of this page as you can including what they will be doing, etc. Be sure to click the

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“Add Student” or “Cancel” buttons at the bottom of the page when you are finished.