**Entering Coaches Information into MyWIAA**

**Summary of Steps**

**STEP 1**: From MyWIAA screen, click on the ‘Verify Coaches’ tab. Located mid-way down the screen on the left hand side under **My Coaches.**

* All current and past coaches should be listed and if you have a new coach who is returning their information may already be listed so check the list before entering new coaches. If they are listed, simply change their status from not at this school or inactive to active and their information will repopulate.
* On the ‘Verify Coaches’ screen, click on ‘Add New Coach’ center screen in blue.
	+ You will need First Name, Last Name, Email and Phone #. IMPORTANT that this is correct or your coaches will not have access to required WIAA online training.
	+ You can enter a password or if left blank the system will generate an automated password.
	+ Permissions can be left blank or you can allow access to various places. Recommended to either leave blank or allow access to school directories only, too much access and you may find orders and games you didn’t know about. Check your policies to see who is in charge of completing the duties on the permissions screen.
	+ Click ‘Save Changes’ \*Provided email addresses are correct both you and your coach should receive a confirmation email with ID and Password.

**STEP 2:** In order to give coaches access to their sport specific training, you must identify the role they play as head or assistant coach and for what sport or sports. From the MyWIAA screen, you should be back there after clicking save changes for all your new coaches. Again go to the middle of the screen left hand side and under ‘**My Coaches’** click on ‘Verify Coaches’ Roles.’

* Sports are listed on the left of the screen, click on ‘Edit’ on the far right for the sport you wish to add a coach to. (NOTE: If it is the beginning of the school year you should verify for all sports to ensure all coaches are listed and in the proper role).
* Use the dropdown boxes to click on your coaches, be sure they are under the correct heading as head or assistant coach to ensure they have proper access. There is space for up to three head coaches and 5 assistant coaches and more can be added if needed. Click ‘Save Changes’ box at the bottom of the screen.
	+ NOTE: If a coach is missing from your dropdown list, go back and check ‘Verify Coaches’ screen to ensure they have the correct status listed as ‘Active’.
* Complete the process for each sport for which you wish to add a coach.

**STEP 3:** From the MyWIAA home screen (click on MyWIAA Home Page on the top of the page if in another screen). Under the ‘**My Coaches’** tab, click on ‘Coaches Coaching Standards’.

* All coaches should be listed alphabetically, again missing coaches? Go back to ‘Verify Coaches’. Here you can see all the coaches’ requirements across the top and who has completed requirements. The system will automatically update showing ‘yes’ and the date when the coach completed the requirement, but you will need to enter: Dates for completed CPR and First Aid, Coaches Level, Coaches Years of Experience, and Coaches Education Hours.
* To update a coaches’ profiles, click on the coach’s name highlighted in blue.
	+ Verify first that the correct role box is checked. Should be a checkmark in the box under their sport in the top section if they are a head coach or in the bottom section if they are an assistant (NOTE: If you have coaches who serve in both roles for different sports, both the top and bottom sections may be populated.
	+ Here you can enter dates for CPR/First Aid completion, Coaching Level, Years Coaching, and a check box for completing coaches’ education hours. Concussion Training and Sudden Cardiac Arrest training boxes will populate with the date after the coach completes their online training. **NOTE:** Make sure the little box above each entry has a checkmark in it, otherwise when you click save your date will disappear.
	+ Click ‘Save Changes’ and this will take you back to the individual coaches’ information screen. Click ‘Save Changes’ again. \*This will take you to a coaches’ information screen that is a summary of your coaches’ information. Clicking save does not bring you back to the ‘Coaches Coaching Standards’ screen, but by clicking on the coach’s name highlighted in blue will take you to their individual profiles as well to make changes.
	+ Once all entries are complete, click ‘My WIAA Home Page’ at the top of the screen to go back to the home page.

\*To verify entries, go back to the ‘Coaches Coaching Standards’ screen from the ‘**My Coaches’** menu to see changes. NOTE: I have found on occasion, if changes cannot be seen and you are sure you clicked save after each change, that logging off the system and then back on may populate the list. If the problem is due to neglecting to hit the save button you won’t lose anything anyway, it is already gone (sorry) but it may save you re-entering if it just needed to update.