

Understanding Your Account Summary

Operators

If you chose the Operator path, when you login you will see a list of all application activity for the current year. You can view previous years by changing the Event Year in the drop down menu and hitting the Refresh button.

The screenshot shows the 'Activity Operator Main' page. At the top is a blue header with the text 'Activity Operator Main'. Below it is the section 'ACTIVITY APPLICATIONS SUMMARY' with a sub-note: 'A new Activity Application row is added by clicking the Create Activity button.' The main part of the page is a table with the following data:

Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
Testing Insurance Upload	Event	Men's	S	04/01/2009	Denied	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	Not Submitted	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	Submitted	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	Approved	Submitted

Below the table is a red-bordered box containing an 'Event Year' dropdown menu set to '2009' and a 'Refresh' button. A vertical arrow points from the top of the page down to the dropdown menu, and a horizontal arrow points from the dropdown menu to the right.

Use the hyperlinks in the Application Status and Event Review Status columns to access the paperwork for each event.

Coaches

If you chose the Coach path, when you login you will see a list of the teams registered on the account during this calendar year.

The screenshot shows the 'Coach Admin Main Page' with the section 'TEAMS SUMMARY' and a sub-note: 'A check of the checkbox selects the Team described in that row for Print or Export. A new Team row is added by clicking the Create Team button.' The table has the following data:

Print or Export	Team Name	Registration Date	Official Address
<input type="checkbox"/>	test 2007	03/07/2007	test, test, Alabama, 11111
<input type="checkbox"/>	test team	03/06/2007	100, Physics Ave, atln, Alaska, 46204

Below the table is a red-bordered box containing three buttons: 'Create Team', 'Export', and 'Print'. To the left of the table are two buttons: 'Select All' and 'Select None'. A vertical arrow points from the top of the page down to the 'test 2007' link, and a diagonal arrow points from the 'Select All' button to the 'test 2007' link.

You will use the hyperlinks in the Team Name column to access the information for each team.

You can also select teams with the check boxes in the Print or Export column and then hit either the [Print Button](#) or [Export Button](#) at the bottom of the page.

If you select a team and click Print, you will get printer friendly rosters:

Print Team Rosters									
test team						123 test street, Indianapolis, Indiana, 46204			
Coach Name	Duty	Address			Phone	Email	Approval Number	BBCS Approval	
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206			317 917 6222	testteam2@ncaa.org	NOT NEEDED	No	
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204					TEST	No	
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
4	test athelte4		2009					test address, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201	111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207	555 555 5555

If you select Export, a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are available online.

[Open a TXT document in Excel](#)

[Open a TXT document in Word](#)