GHSA On-Line School Directory – Principal&Headmaster's Guide

Purpose

The GHSA has implemented a web-based system for the reporting of school information and school personnel that are involved in high-school athletics and are to receive GHSA passes. This system will replace the following paper forms:

- GHSA Information Sheet for Passes and Directory

- List of Community Coaches (Lay Coaches)

- Supplemental Staffing Form

- Supplemental Staffing Form for Community Coaches

Please discontinue the use of these forms.

System Overview

The collection of school information is divided into two phases: Initial Verification and Supplemental Updates.

Initial Verification begins during the summer – the school information and final personnel rosters from the previous season are captured and copied into the new directory. The new directory is opened and member schools are then allowed to make revisions to school information and personnel for next season. Once the information and rosters are finalized, school will indicate to us that verification is complete. The school principal or headmaster must then approve the school personnel roster. Once this is done, the GHSA will process the roster and issue passes for the upcoming season.

The Supplemental Update phase begins once the initial rosters have been entered and verified as described above. During this phase (which will continue until the end of the season) updates to school personnel are tracked more closely – for instance:

- Name changes are not allowed – personnel must be deleted and then added with the name change

- All staff additions and deletions require principal or headmaster approval

- Any changes in staff responsibilities (sport(s) coached) require principal or headmaster approval

Supplemental updates will be processed by the GHSA as they are received and new passes issued – if necessary.

Instructions – Initial Verification Phase

Access to school directory information is restricted – users must login to the GHSA website in order to access the directory forms. Principals or headmasters at each school should have access to the directory forms used for approving rosters and roster updates. After logging into the GHSA website (use the Login link at the top right corner of the home page) you should see the following item on the left side menu – School Staff Roster:

The ensuing sections of this document include instructions for approving your school roster during this phase of the GHSA directory data collection. (Note: Some forms displayed in this document may have minor differences to the forms displayed on the website - due to late program changes.)

Approve School Personnel Roster

Once the GHSA administrative and athletic roster for your school has been finalized, it will be necessary for the principal or headmaster of the school to approve the initial staff roster for the school. This must be done before the GHSA can process the roster and issue GHSA passes. To begin, click the *School Staff Roster* link on the left side menu. The following form will be displayed – you should see the roster for the school for which you have access:

At the bottom of the roster is a checkbox and button to approve the roster:

Check the approve checkbox and click the Approve *Roster* button.

Once you have approved your roster, the GHSA office will be notified and will begin processing your roster and issuing passes for the upcoming season. The deadline for initial approval is August 1.

Instructions – Supplemental Update Phase

Once a school's roster is initially verified and approved, all further staff changes must be made on a supplemental basis and each must be approved by the school principal or headmaster. As updates to staff members are requested, a "pending" list of updates awaiting approval is built on the school roster page. When you are ready to approve updates (you should be notified via email when updates are made), click on the *School Staff Roster* link on the left side menu to call up the school roster:

School Staff - Upson-Lee

Pending Staff Changes

Update options

Choose an option ▼ [Update]

☐	Name	Duties	Lay Coach	Status	Operations
☐	Shelley Majors Austin	· Head Cheerleading Coach		Deleted/Pending	
☐	Travis Barber	· Soccer Coach		Updated/Pending	Delete: Football Coach Add: Soccer Coach
☐	John Doe	· Football Coach		Added/Pending	

▸ Find Staff Members

List Operations

[Print Roster (PDF)]

Name	Duties	Pass #	Lay Coach	Status	Operations
Danny Bentley	· Boys Soccer Coach		Y	Approved	

If there are any changes awaiting approval, they will appear at the top of the roster under Pending Staff Changes. Each one will list a reason for which need approval – deleted, update, or added. Those that have been updated (duties only) will list the updates to the individual's duties.

When you are ready to approve one or more pending changes, check the box next to the staff member, pull down the Update Options list and select Approve Selected:

School Staff - Upson-Lee

Pending Staff Changes

Update options

| Approve Selected ☑ | Update |

Choose an option
Approve Selected

☑ Name	Duties	Lay Coach	Status	Operations
☑ Shelley Majors Austin	· Head Cheerleading Coach		Deleted/Pending	
☑ Travis Barber	· Soccer Coach		Updated/Pending	Delete: Football Coach Add: Soccer Coach
☑ John Doe	· Football Coach		Added/Pending	

(Note: to select all entries, check the box on the title bar.)

Once the lines have been selected, click the *Update* button. At this time, all pending updates will be performed – staff members will be added or removed from the list. The GHSA office will also be notified that the updates have been approved and the items can be processed.

Staff Roster Filter/Search

The staff roster page also contains a filter/search feature – the form can be expanded by clicking the *Find Staff Members* link at the top of the staff roster page:

The Find Staff Member form should be displayed:

Searches can be performed by entering a full/partial last name, by lay coach/non-lay coach, or duty. Perform the search by clicking the *Find* button. The search/filter form can be cleared by clicking the *Reset* button.

Searches can be done by partial last name:

School Staff - Upson-Lee

▼ Find Staff Members

Last Name:
bent
Show only matching last names
(may be partial name).

Display:
All ▾

Duty:
Air Rifle Coach
Assistant Principal
Athletic Director
Athletic Trainer
Use Ctrl+Click to select multiple items.

[Find] [Reset]

List Operations
[Request to Add School Staff] [Print Roster (PDF)]

Name	Duties	Pass #	Lay Coach	Status	Operations
Danny Bentley	· Boys Soccer Coach		Y	Approved	request delete request update
Matt Bentley	· Head Boys Soccer Coach			Approved	request delete request update

Or the list can be filtered to list only lay coaches or only non-lay coaches:

School Staff - Upson-Lee

▼ Find Staff Members

Last Name:

Show only matching last names
(may be partial name).

Display:
CC Only ▾

Duty:
Air Rifle Coach
Assistant Principal
Athletic Director
Athletic Trainer
Use Ctrl+Click to select multiple items.

[Find] [Reset]

List Operations
[Request to Add School Staff] [Print Roster (PDF)]

Name	Duties	Pass #	Lay Coach	Status	Operations
Danny Bentley	· Boys Soccer Coach		Y	Approved	request delete request update
Gilbert Downton	· Swimming Coach		Y	Approved	request delete request update
Brandon Mallory	· Wrestling Coach		Y	Approved	request delete request update
Charles Jay Strange	· Football Coach		Y	Approved	request delete request update
Sherry Banks Strange	· Cross Country Coach		Y	Approved	request delete request update
Anthony Thornton	· Football Coach		Y	Approved	request delete request update
Troy Woodard	· Football Coach		Y	Approved	request delete request update

Or the list may be filtered to list staff members with a certain duty:

School Staff - Upson-Lee

▾ Find Staff Members

Last Name:

Show only matching last names
(may be partial name).

Display:
All

Duty:
Baseball Coach
Boys Basketball Coach
Cheerleading Coach
Cross Country Coach
Use Ctrl+Click to select multiple items.

[Find] [Reset]

List Operations
[Request to Add School Staff] [Print Roster (PDF)]

Name	Duties	Pass #	Lay Coach	Status	Operations
Shelley Majors Austin	· Head Cheerleading Coach			Approved	request delete request update
Bobby Childs	· Cheerleading Coach			Approved	request delete request update
Jodie Day	· Cheerleading Coach			Approved	request delete request update
Crystal Hammack	· Cheerleading Coach			Approved	request delete request update

(More than one duty can be selected by holding down the Ctrl key while clicking with the mouse)