

GHSA On-Line School Directory – School User’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. School contact personnel at each school should have access to the directory forms. After logging into the GHSA website (use the Login link at the top right corner of the home page) you should see the following items on the left side menu – School Directory Info and School Staff Roster:



The ensuing sections of this document include instructions for performing updates 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.)

Verify School Directory Info

To verify your school information, click the *School Directory Info* link on the left side menu. The following form should be displayed – the form should contain the information for the school for which you have been given access:

School Info - Upson-Lee

This information needs to be verified - please review, update as needed and check Verify below.

School Info

School:
Upson-Lee High School

Address: *
288 Knight Trail

City: * **State:** * **Zip:** *
Thomaston GA 30286

Phone: * **AD Phone:**
706-647-8171 706-647-2219
Format: 999-999-9999 Format: 999-999-9999

Band Director Phone: **Fax:**
706-647-5617 706-647-3708
Format: 999-999-9999 Format: 999-999-9999

School Web Site:
www.ulhsathletics.com
[Visit Web Site](#)

Email:
lcaldwell@upson.k12.ga.us
This is the school email address we will publish in the CHSA Directory

School Colors:
Black, Silver & Purple

School Mascot:
Knights

[Update History](#)
Information has not been verified

Verify

By checking this box, you are verifying that this is the information that is to be published in the CHSA directory for this school. Note: No changes can be made once the information is verified, so make sure the information is accurate BEFORE VERIFYING.

Verify that the information in each field is correct for your school. This is the information that the GHSA will publish in the annual GHSA Directory for your school. Once you are satisfied that the information is correct – check the Verify checkbox and click the *Save School Info* button. If you need to update some information now and some later, you can click *Save School Info* without checking the Verify checkbox, then come back and verify later.

In addition, there is a checkbox that will let you indicate if you would like three (3) printed directories shipped (at no charge) to your school when they are available. Be sure to check this box if you are interested in printed directories.

Once the information is verified, a notification will be sent to the GHSA office. No further action is necessary.

Make sure the information is accurate as you will no longer be able to update this form once the information has been verified.

Verify School Personnel Roster

To begin the process of verifying your school athletic personnel roster that will be registered with the GHSA, click the *School Staff Roster* link on the left side menu. The following form will be displayed – again you should see the roster for the school for which you have access:

School Staff - Upson-Lee

Roster needs to be verified - please review, update as needed and press Verify below when the roster is ACCURATE and COMPLETE.

Find Staff Members

List Operations

[Add School Staff](#) [Print Roster \(PDF\)](#)

| Name | Duties | Pass | Lay Coach | Status | Operations |
|-----------------------|--|------|-----------|--------|-------------|
| Shelley Majors Austin | - Head Cheerleading Coach | | | | edit delete |
| Travis Barber | - Football Coach | | | | edit delete |
| Danny Bentley | - Boys Soccer Coach | | Y | | edit delete |
| Matt Bentley | - Head Boys Soccer Coach | | | | edit delete |
| Stephen Boyd | - Girls Soccer Coach - Head Cross Country Coach | | | | edit delete |
| Tracy Caldwell | - Principal | | | | edit delete |

Personnel may be added, deleted, or updated. To update an existing staff member, click the name or the *edit* link – the edit form will be displayed:

Edit School Staff Member - Upson-Lee

[Return to Staff Roster](#)

Staff Member Info

First Name: MI: Last Name: Suffix:

Lay Coach Info

All community coaches must have registered with the CHSA, complete the Coaches Education Program and received proof of certification before he/she is eligible to coach for your school.

Community Coach? Certification Date: ID Number/SSN:
Format: mm/dd/yyyy

Staff Member Duties

Indicate all duties for this staff member

| | | |
|--|--|---|
| <input type="checkbox"/> Headmaster | <input type="checkbox"/> Football Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Principal | <input type="checkbox"/> Girls Basketball Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Assistant Principal | <input type="checkbox"/> Golf Coach | <input type="checkbox"/> Head? Gender? <input type="text"/> |
| <input type="checkbox"/> Band Director | <input type="checkbox"/> Gymnastics Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Literary Coordinator | <input type="checkbox"/> Lacrosse Coach | <input type="checkbox"/> Head? Gender? <input type="text"/> |
| <input type="checkbox"/> One-Act Play | <input checked="" type="checkbox"/> Soccer Coach | <input checked="" type="checkbox"/> Head? Boys <input type="text"/> |
| <input type="checkbox"/> Athletic Director <input type="checkbox"/> Head? | <input type="checkbox"/> Softball Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Air Rifle Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Swimming Coach | <input type="checkbox"/> Head? Gender? <input type="text"/> |
| <input type="checkbox"/> Athletic Trainer | <input type="checkbox"/> Tennis Coach | <input type="checkbox"/> Head? Gender? <input type="text"/> |
| <input type="checkbox"/> Baseball Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Track Coach | <input type="checkbox"/> Head? Gender? <input type="text"/> |
| <input type="checkbox"/> Boys Basketball Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Volleyball Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Cheerleading Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Wrestling Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Cross Country Coach <input type="checkbox"/> Head? Gender? <input type="text"/> | | |

[Save Staff Member Info](#) [Return to Staff Roster](#)

Make any changes necessary – check the box next to each administrative or athletic responsibility that this staffer member will be responsible during the season. Click the *Save Staff Member Info* button to

save your changes. Note for Lay Coaches: you must indicate if the staff member is a lay coach (not an administrator or certified teacher employed by the school.) If the staff member is a lay coach the certification date field must also be completed. It is also suggested that you provide at least some portion of the SSN. This information is required so that we can verify that the individual is a certified community coach. Remember also that lay coaches cannot be listed as head coaches.

Entering Administrative Personnel

The organizational hierarchy of some member schools contain other administrators in addition to the traditional school principal. In order to allow for this, an Administrator duty has been created:



The screenshot shows a form titled "Staff Member Duties" with the instruction "Indicate all duties for this staff member". There are two rows of checkboxes. The first row has a checked checkbox for "Administrator", a text input field containing "President" with the label "Title (Required)" below it, and a dropdown menu showing "3" with the label "Order" below it. The second row has an unchecked checkbox for "Principal".

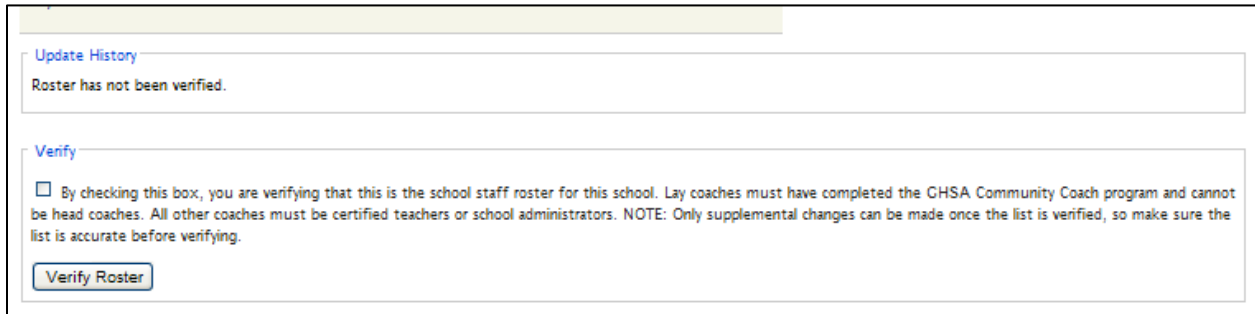
This item should be used for such titles as: Headmaster, Asst. Headmaster, President, Head of School, Asst. Head of School, etc. For these administrators, check the Administrator checkbox and enter the administrator's title in the field provided. The Order field is used to place the administrator in the proper hierarchal order in the school's organizational listing in the online and printed member school directory. Administrators are always listed before the Principal, in the order specified, with the title provided. As with other school personnel listed in the GHSA directory, these administrators must be responsible for grades 9-12.

You may use your browser's back button or click the *Return to Staff Roster* link to return to the staff roster page.

To add a new staff member, click the *Add Staff Member* button on the roster page – a blank staff member edit form will be displayed. Enter the individual’s name and duties as well as lay coach information (if necessary) and click the *Save Staff Member Info* button at the bottom of the form. The new staff member will be added to your school roster.

To delete an existing staff member from your roster, click the *delete* link. A page will be displayed to verify you wish to delete the individual – click the *Delete* button to proceed.

Once all update to your initial roster are complete, there is a verify checkbox at the bottom of the roster form:



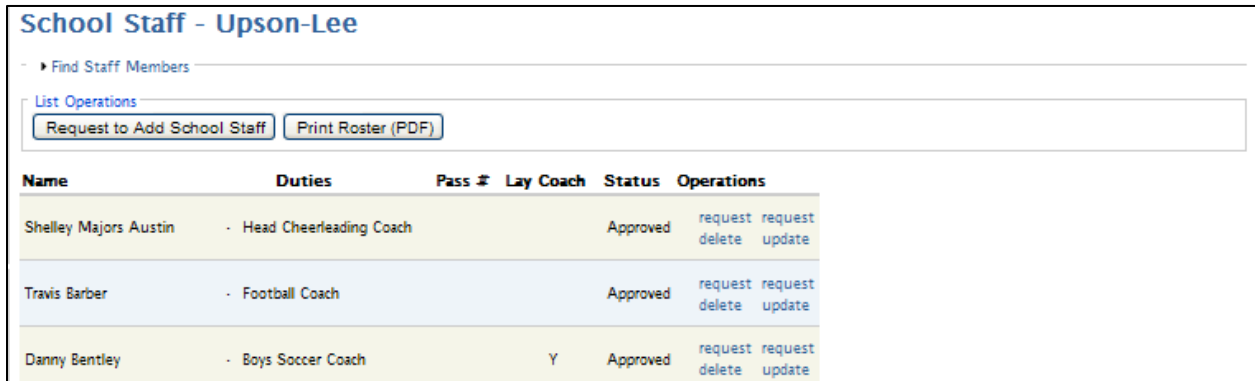
The screenshot shows a web form with two main sections. The first section is titled "Update History" and contains the text "Roster has not been verified." The second section is titled "Verify" and contains a checkbox followed by the text: "By checking this box, you are verifying that this is the school staff roster for this school. Lay coaches must have completed the CHSA Community Coach program and cannot be head coaches. All other coaches must be certified teachers or school administrators. NOTE: Only supplemental changes can be made once the list is verified, so make sure the list is accurate before verifying." Below this text is a button labeled "Verify Roster".

Check the verify checkbox and click the *Verify Roster* button. Note: do not verify your initial roster until it is as **complete and accurate** as possible. Once the roster is verified and approved by your principal or headmaster, further updates must be made via Supplemental Changes. Changes can be made to your roster over several sessions – verifying the roster at a later time. However, no passes will be sent to the school until your roster is verified and approved.

Once you have verified your roster, a notification will be sent to your principal or headmaster asking for them to approve the roster. When the roster is approved, the GHSA office will be notified and will be processing your roster and issuing passes for the upcoming season. The due date for initial verification and 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 change must be approved by the school principal or headmaster. When you view the school staff roster (by clicking the School Staff Roster link on the left side menu), some of the links will have changed:



The screenshot shows a web interface titled "School Staff - Upson-Lee". At the top, there is a search bar labeled "Find Staff Members" and a "List Operations" section containing two buttons: "Request to Add School Staff" and "Print Roster (PDF)". Below this is a table with the following columns: Name, Duties, Pass #, Lay Coach, Status, and Operations. The table lists three staff members: Shelley Majors Austin (Head Cheerleading Coach), Travis Barber (Football Coach), and Danny Bentley (Boys Soccer Coach). Each row has "request delete" and "request update" links in the Operations column.

| Name | Duties | Pass # | Lay Coach | Status | Operations |
|-----------------------|---------------------------|--------|-----------|----------|-------------------------------|
| Shelley Majors Austin | - Head Cheerleading Coach | | | Approved | request delete request update |
| Travis Barber | - Football Coach | | | Approved | request delete request update |
| Danny Bentley | - Boys Soccer Coach | | Y | Approved | request delete request update |

The next few sections give instructions for requesting updates to the GHSA directory during the Supplement Updates phase.

Request to Add School Staff

Click the *Request to Add School Staff* button to request to add a school staff member – the Add School Staff Member form will be displayed:

Add School Staff Member - Upson-Lee

[Return to Staff Roster](#)

Staff Member Info

First Name: * MI: Last Name: * Suffix:

Lay Coach Info

All community coaches must have registered with the CHSA, complete the Coaches Education Program and received proof of certification before he/she is eligible to coach for your school.

Community Coach? Certification Date: ID Number/SSN:
Format: 06/05/2012 (mm/dd/yyyy)

Staff Member Duties

Indicate all duties for this staff member

| | | |
|---|---|--|
| <input type="checkbox"/> Headmaster | <input type="checkbox"/> Football Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Principal | <input type="checkbox"/> Girls Basketball Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Assistant Principal | <input type="checkbox"/> Golf Coach | <input type="checkbox"/> Head? Gender? ▾ |
| <input type="checkbox"/> Band Director | <input type="checkbox"/> Gymnastics Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Literary Coordinator | <input type="checkbox"/> Lacrosse Coach | <input type="checkbox"/> Head? Gender? ▾ |
| <input type="checkbox"/> One-Act Play | <input type="checkbox"/> Soccer Coach | <input type="checkbox"/> Head? Gender? ▾ |
| <input type="checkbox"/> Athletic Director <input type="checkbox"/> Head? | <input type="checkbox"/> Softball Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Air Rifle Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Swimming Coach | <input type="checkbox"/> Head? Gender? ▾ |
| <input type="checkbox"/> Athletic Trainer | <input type="checkbox"/> Tennis Coach | <input type="checkbox"/> Head? Gender? ▾ |
| <input type="checkbox"/> Baseball Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Track Coach | <input type="checkbox"/> Head? Gender? ▾ |
| <input type="checkbox"/> Boys Basketball Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Volleyball Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Cheerleading Coach <input type="checkbox"/> Head? | <input type="checkbox"/> Wrestling Coach | <input type="checkbox"/> Head? |
| <input type="checkbox"/> Cross Country Coach <input type="checkbox"/> Head? Gender? ▾ | | |

[Return to Staff Roster](#)

Enter the staffer's name and check all of the administrative and/or athletic duties that the individual will perform for the school during the season. At least one duty is required. Note for Lay Coaches: you must indicate if the staff member is a lay coach (not an administrator or certified teacher employed by the school.) If the staff member is a lay coach the certification date field must also be completed. It is also suggested that you provide at least some portion of the SSN. This information is required so that we can verify that the individual is a certified community coach. Remember also that lay coaches cannot be listed as head coaches.

Press the *Save Staff Member Info* button to save the staff member information and generate the request for the addition.

You may return to the Staff Roster page using the browser’s back arrow or by clicking the Return to Staff Roster link. The pending staff addition will now be displayed at the top of the staff roster:

School Staff - Upson-Lee

Pending Staff Changes

| Name | Duties | Lay Coach | Status | Operations |
|----------|------------------|-----------|---------------|---|
| John Doe | - Football Coach | | Added/Pending | edit cancel request |

Find Staff Members

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 |
| Travis Barber | - Football Coach | | | Approved | request delete request update |

The staff addition must now be approved by the school principal or headmaster before the individual will be added to the school’s staff roster. While the staffer member addition is pending, the request can be edited (to correct a misspelling or add/remove a duty) by clicking the *edit* link. The addition request can also be canceled by clicking the *cancel request* link – this will remove the addition from the pending list. Once the addition is approved, the staff member will be moved to the roster and the addition will be processed by the GHSA.

Request to Delete Staff Member

To remove a school staff member, click the *request delete* link. A page will be displayed requiring you to verify the deletion request – press the *Submit Delete Request* button to continue. When you are returned to the staff roster page, you will notice the delete request on the pending list:

School Staff - Upson-Lee

Delete Request has been generated.

Pending Staff Changes

| Name | Duties | Lay Coach | Status | Operations |
|-----------------------|---------------------------|-----------|-----------------|---|
| Shelley Majors Austin | - Head Cheerleading Coach | | Deleted/Pending | cancel request |
| John Doe | - Football Coach | | Added/Pending | edit cancel request |

The delete request must be approved by the principal or headmaster before it is processed. Once approved, the staff member is removed from the school roster. The individual’s pass should be returned as soon as possible. In order to cancel the delete request, click the *cancel request* link – this will remove the individual from the pending list and restore them to the staff roster.

Request a Staff Member Update

The duties of a staff member can be updated by clicking the *request update* link on the school roster page.

Request Staff Member Update - Upson-Lee

Request that the duties of the following staff member of this school be updated.

Staff Member Info

Name: Travis Barber

Staff Member Duties

Indicate all duties for this staff member

| | |
|---|---|
| <input type="checkbox"/> Headmaster <input type="checkbox"/> Principal <input type="checkbox"/> Assistant Principal <input type="checkbox"/> Band Director <input type="checkbox"/> Literary Coordinator <input type="checkbox"/> One-Act Play <input type="checkbox"/> Athletic Director <input type="checkbox"/> Head? <input type="checkbox"/> Air Rifle Coach <input type="checkbox"/> Head? <input type="checkbox"/> Athletic Trainer <input type="checkbox"/> Baseball Coach <input type="checkbox"/> Head? <input type="checkbox"/> Boys Basketball Coach <input type="checkbox"/> Head? <input type="checkbox"/> Cheerleading Coach <input type="checkbox"/> Head? <input type="checkbox"/> Cross Country Coach <input type="checkbox"/> Head? <input type="text" value="Gender?"/> | <input checked="" type="checkbox"/> Football Coach <input type="checkbox"/> Head? <input type="checkbox"/> Girls Basketball Coach <input type="checkbox"/> Head? <input type="checkbox"/> Golf Coach <input type="checkbox"/> Head? <input type="text" value="Gender?"/> <input type="checkbox"/> Gymnastics Coach <input type="checkbox"/> Head? <input type="checkbox"/> Lacrosse Coach <input type="checkbox"/> Head? <input type="text" value="Gender?"/> <input type="checkbox"/> Soccer Coach <input type="checkbox"/> Head? <input type="text" value="Gender?"/> <input type="checkbox"/> Softball Coach <input type="checkbox"/> Head? <input type="checkbox"/> Swimming Coach <input type="checkbox"/> Head? <input type="text" value="Gender?"/> <input type="checkbox"/> Tennis Coach <input type="checkbox"/> Head? <input type="text" value="Gender?"/> <input type="checkbox"/> Track Coach <input type="checkbox"/> Head? <input type="text" value="Gender?"/> <input type="checkbox"/> Volleyball Coach <input type="checkbox"/> Head? <input type="checkbox"/> Wrestling Coach <input type="checkbox"/> Head? |
|---|---|

Only staff member duties can be updated. (Note: For name changes, you must first delete the staff member, and then add the staff member back with the new name.)

Make any necessary changes by checking and unchecking the appropriate checkboxes and then click the *Submit Update Request* button. As with other requests, the update will be added to the pending update list for approval by the school principal or headmaster:

School Staff - Upson-Lee

Update Request has been generated

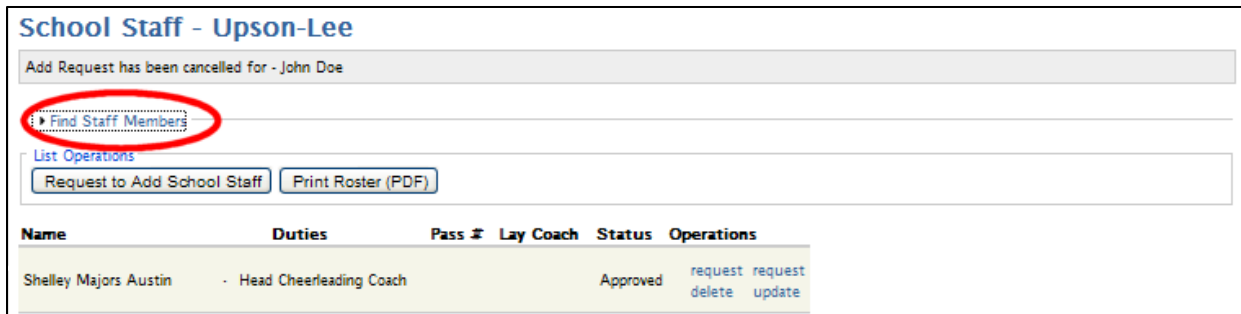
Pending Staff Changes

| Name | Duties | Lay Coach | Status | Operations |
|-----------------------|---------------------------|-----------|-----------------|--|
| Shelley Majors Austin | - Head Cheerleading Coach | | Deleted/Pending | cancel request |
| Travis Barber | - Track Coach | | Updated/Pending | Delete: Football Coach Add: Track Coach cancel request |
| John Doe | - Football Coach | | Added/Pending | edit cancel request |

Once the update is approved, the updates will be applied to the staff member and the individual will be returned to the staff roster. As with the other requests, an update request can be cancelled by clicking the *cancel request* link – the staff member updates will be removed and the individual will be restored to the staff roster.

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:



School Staff - Upson-Lee

Add Request has been cancelled for - John Doe

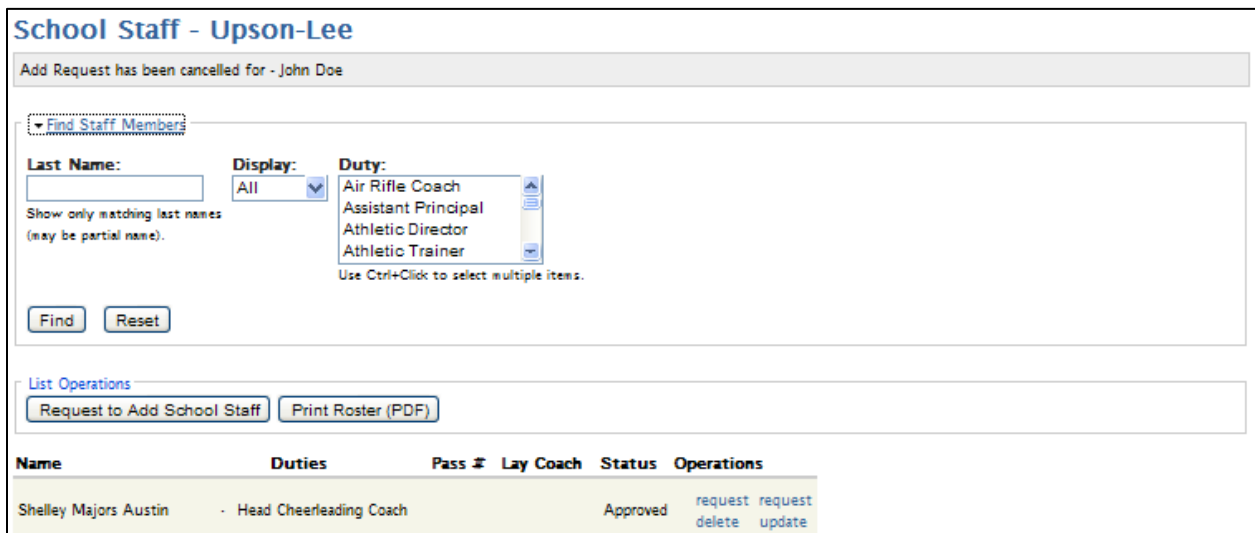
[Find Staff Members](#)

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 request delete update |

The Find Staff Member form should be displayed:



School Staff - Upson-Lee

Add Request has been cancelled for - John Doe

[Find Staff Members](#)

Last Name:

Display:

Duty:

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

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 request delete update |

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: **Display:** All **Duty:** Air Rifle Coach, Assistant Principal, Athletic Director, Athletic Trainer

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

Use Ctrl+Click to select multiple items.

List Operations:

| 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: **Display:** CC Only **Duty:** Air Rifle Coach, Assistant Principal, Athletic Director, Athletic Trainer

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

Use Ctrl+Click to select multiple items.

List Operations:

| 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: Display: All ▼ Duty:
Show only matching last names (may be partial name).
 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)