

Registering Teams

Coach Login Page: <http://fpsonline.org/coaches/logon.php>

1. Login with the username and password given to you by your Affiliate Director.
2. Go to “Register New Teams” in the left menu.
 - a. Select the teams and individuals that you wish to register. **Please note** that when selecting a program for GIPS, you will have to choose “Internet” or “Traditional.”
 - i. **Internet** teams work in FPSOnline and submit a virtual booklet.
 - ii. **Traditional** teams write their booklets on paper and the coach uploads them into FPSOnline for evaluation.
 - b. Make sure that you have selected the correct type of team as well as the correct division. Scroll down and click, “Continue.” This will bring you to a new page.
 - c. Ensure that all of your information is correct and complete the payment information. When you have completed everything, click, “Register,” at the bottom of the page.
 - i. Admin will review and approve your teams/individuals, which creates the accounts within your coach control panel.
 - d. Once admin has verified and approved everything, you should be able to view your competitors under the “Teams” page in the left menu, including Individual competitors. If any are missing, please contact your admin ASAP and let them know.

The screenshot displays the FPS Coach Dashboard interface. On the left is a dark sidebar with the FPSPI logo and a 'TEACHER MODULE' header. The sidebar menu includes: Dashboard, Toolbox, Teams, Students, View Work, View Evaluations, and Register New Teams. The 'Register New Teams' item is highlighted with a red arrow. The main content area is titled 'FPS Coach Dashboard' and features several sections: 'TEST COACH ACCOUNT' with a profile icon and a 'Challenges:' list (SW Virtual IC 2020, IC 2020 - GIPS Team, IC 2020 - GIPS MAGIC - PRACTICE); 'FPS TOOLBOX' with a 'Welcome' message and a 'Go to Toolbox' button; and a 'CALENDAR' showing dates for Sun, Mon, and Tue. Below the challenges, there is a 'SELECT CHALLENGE' dropdown menu set to 'SW Virtual IC 2020' and a 'Step 1' progress indicator with two items: 'JT-123' (green dot) and 'JT-122' (red dot).

Adding a Student Manually

Before you begin, be sure to check with your competition admin to see if students have already been added to the system.

Begin by clicking, “Students” in the left menu.

Click “Add New Student” and complete the fields as follows:

- Student Name:** It does not matter if you use first and last, but it is suggested that you do.
- Student Email:** The student’s direct email; if they don’t have one, use the coach’s email or the email of a parent/guardian.
- Student Grade:** This is important as it determines their division.
- Student Age**
- Student Username:** This can be random or follow a pattern, though it is suggested that you make it easy for students to remember.
- Student Password:** Autogenerated by FPSOnline, but can be changed.
- Team Code:** Select the team that this student will be a part of so that they will only have access to their team’s work.

Click, “Add” at the bottom of the page.

The screenshot shows the FPSPI Teacher Module interface. The left sidebar contains navigation links: Dashboard, Toolbox, Teams, Students, View Work, View Evaluations, and Register New Teams. The main content area is titled "Students" and includes a user profile icon for "test". Below the title, there is a message: "You have 3 student(s) currently recorded in the database. Click on a student username to edit registration details or the assigned team(s). Using this page, you may also edit student usernames and passwords." A warning message states: "Please note: Deletion of a student account is non-reversible." Below this, there is an "Add New Student" button (highlighted with a red box), an "Import students:" section with a "Browse..." button and "No file selected." text, and a "CSV file with user name,password,name,e-mail,age,grade[,team code]" label. A "Sort students by:" section shows "Student name" selected in a dropdown, "Ascending" in another, and a "Send!" button. Below this is a table with 3 students. At the bottom, there are buttons for "Select All", "Deselect All", "With selected:", "Print", "Go", "Print Table", and "Export To" (with a "CSV" dropdown).

	#	User name	Password	Student name	Team code(s)	Actions
<input type="checkbox"/>	1	teststudent		teststudent	JT-123, JT-5555	
<input type="checkbox"/>	2	teststudent2		teststudent2	JT-122, JT-5151	
<input type="checkbox"/>	3	teststudent3		teststudent3	JT-122, JT-5151, JT-5555	

View Team Information

Click, "Team" in the left menu. All Team details will be listed there.

Please ignore the Team Password field and column as that is not used.

The screenshot displays the 'Teams' management interface. On the left is a dark sidebar with the FPSP logo and 'TEACHER MODULE' header, and a menu with options: Dashboard, Toolbox, Teams (highlighted), Students, View Work, View Evaluations, and Register New Teams. The main content area is titled 'Teams' and shows a notification: 'You have 4 team(s) currently recorded in the database. Click on a team code to edit its corresponding team.' Below this is a sorting section: 'Sort teams by: Team Code' (dropdown), 'Ascending' (dropdown), and a 'Send!' button. A red arrow points to the text 'Page: 1'. The table below has columns: #, Team Code, Team Password, Coach, Actions, and Chat. It lists four teams with IDs 1 through 4 and codes JT-122, JT-123, JT-5151, and JT-5555. At the bottom are buttons for 'Select All', 'Deselect All', 'Print Table', and 'Export CSV with selected teams'. A user profile icon for 'testc' is in the top right.

	#	Team Code	Team Password	Coach	Actions	Chat
<input type="checkbox"/>	1	JT-122	:	testcoach		<input type="checkbox"/>
<input type="checkbox"/>	2	JT-123	:	testcoach		<input type="checkbox"/>
<input type="checkbox"/>	3	JT-5151	:	testcoach		<input type="checkbox"/>
<input type="checkbox"/>	4	JT-5555	:	testcoach		<input type="checkbox"/>