Registering Teams


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.
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:

a. Student Name: It does not matter if you use first and last, but it is suggested that you do.

b. 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.

c. Student Grade: This is important as it determines their division.

d. Student Age

e. Student Username: This can be random or follow a pattern, though it is suggested that you make it easy for students to remember.

f. Student Password: Autogenerated by FPSOnline, but can be changed.

g. 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.
View Team Information

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