

Student Login and Procedures

1. Go to <http://fpsonline.org> and login using the username and password given to you by your coach.
2. Once logged in go to, "View My Topics," or "My Topics." You will see the competition(s) that in which you are registered to participate. Click on the topic you are working on at this time.
3. If you were registered as a virtual booklet, click "Go To Virtual Booklet" to get started. Skip to step 6. **PLEASE NOTE: If this is a timed competition, the timer will start for the team and booklet as soon as you click, "Go To Virtual Booklet." Please be sure to coordinate with all team members to login and click, "Go To Virtual Booklet," simultaneously so that everyone is ready to work on the booklet once the timer starts.**
4. If you were registered as a traditional booklet, you will complete a paper booklet, scan it, and submit it as a PDF using the "Select Booklets" button on your Dashboard.
5. If completing a virtual booklet:
 - a. Click "Go To Virtual Booklet." The step and Future Scene links are in the left menu.
 - b. Begin completing your booklet by clicking on Step 1 and working through each step.
 - c. Once you have completed each step and all of the progress bars show 100%, click, "Dashboard" in the left menu. Check of the progress bar to be sure all steps have a green dot.
 - d. Once you are ready to submit your virtual booklet, click the green "Submit for Assessment" on the right side of the screen to submit your virtual booklet for evaluation.
 - e. Once the booklet has been evaluated, you will be able to login to your account and view the score sheet by logging in and clicking, "My Feedback" at the top of the page.
6. If completing a traditional booklet:
 - a. Once you have completed the booklet on paper, click, "Upload GIPS Booklet" and browse to the appropriate PDF or Zip file. Select it, and press, "Upload."
 - b. Check that the correct file has been uploaded by clicking on it to view it. If you uploaded the wrong file, click on the red "X" to remove it and upload the correct file.
 - c. Once you have confirmed that the correct file has been uploaded, you are done!
 - d. **Do not click "Submit for Assessment."** That is only for submitting Virtual Booklets.
 - e. Once the booklet has been evaluated, you will be able to login to your account and view the score sheet by logging in and clicking, "My Feedback" at the top of the page.
7. Viewing the Future Scene as Traditional Competitors:
 - a. Login and select the topic you are working on.
 - b. Click "Go To Virtual Booklet." Even though you are registered for a Traditional Booklet, this is where the Future Scene can be found. **PLEASE NOTE: If this is a timed competition. As soon as you click the "Go To Virtual Booklet" button, the timer will begin. You will not be able to view the Future Scene once it expires.**
 - c. Click, "Future Scene" in the left menu.
 - d. If this is a timed competition, the Future Scene will no longer be visible once the time expires.

Tips For Success when Completing a Virtual GIPS Booklet:

1. Step 5 (Evaluation Matrix/Grid): Be sure to coordinate with other team members as to who is going to work on each row or column so that no one is overwriting another's work.
2. Step 6 (Action Plan): It is suggested that competitors write the Action Plan on a collaborative document outside of FPSOnline (i.e. Google Docs, Word Online, etc.) Once it has been written, have **one person** copy and paste it into FPSOnline. If more than one student is writing in the Step 6 text area at once, one person's data will be overwritten and the step will be incomplete.
3. Step 6 (Action Plan): Make sure to click, "Submit" before the competition timer expires or the entered data will be lost.