

# The Coach’s Guide to Athletix

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## Introduction

This tutorial is designed to help Coaches learn more about how to use the Athletix.us and how it can help manage coaching information and rank officials.

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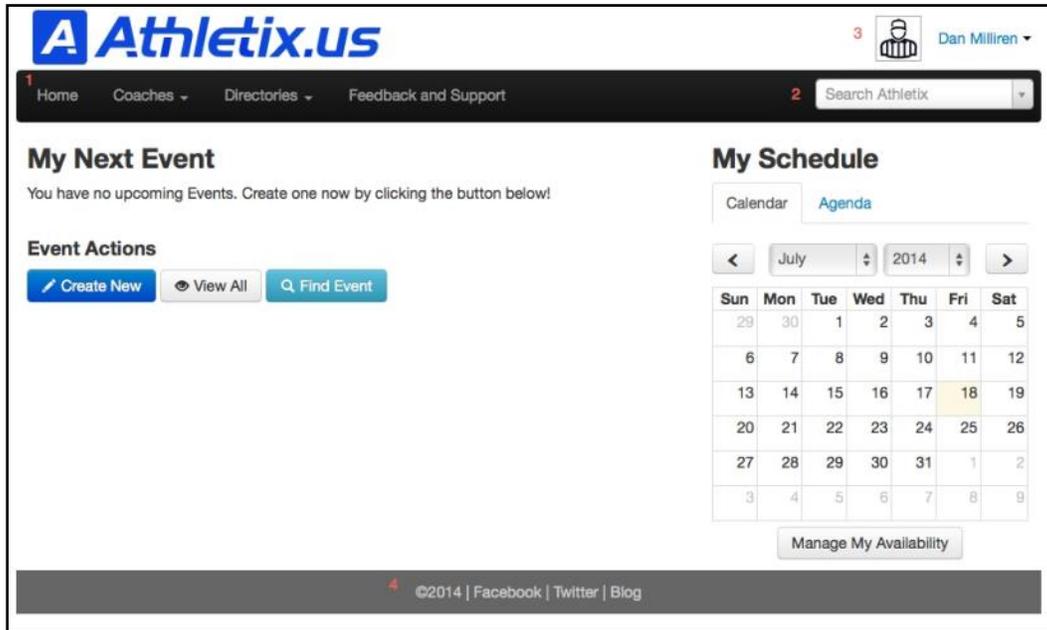
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## Part 1 – How to Use Your Home Page

The screenshot below shows the typical home page for a Coach. It is broken down into several smaller sections.

### Section 1 – The Menu Bar

Here's where you get to everything.



#### Home Button

No matter where you are in Athletix, you will always see the Home button. Clicking “Home” will take you back to this Home page, and you can find your way to other pages from here.

#### Coaches Menu

This menu contains all the tools available to Coaches. We’ll cover these options in the “Coaches Menu” part of this tutorial.

#### Directories

This is where you can search the Athletix directories for a user or an event.

#### Feedback and Support

Have feedback or a question? Here is where you can contact us.

### Section 2 – Search

Just like a Google search, type anything into the Search box, and Athletix will search the whole site for content that matches your search and display the first several results in a list below. The search allows you to type only part of a word, so typing “Bad” will return “Badger” and “Mike Baddin”, for example.

### Section 3 – Your User Profile

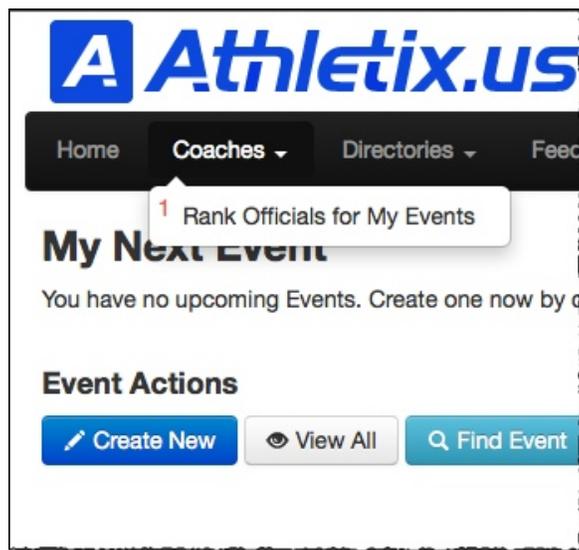
Here is where you can manage your personal information, change your password, upload a profile picture, or sign out.

## Section 4 – Social Media

These links will bring you to our Facebook, Twitter, and blog pages. These sites update you as we improve the site.

## Part 2 – Coaches Menu

This menu contains all the tools available to Coaches. Here's a screenshot of the menu's options and below describes what each option can do for you.



## Section 1 – Rank Officials for My Events

Ranking the officials of your events is an easy process. Click here to make all your rankings. See **Part 3 – Rank Officials for My Events** below for more information on rankings.

## Part 3 – Rank Officials for My Events

Ranking the officials of your events is an easy process. Below is a screenshot of what your ranking page will look like.

### Section 1 – Ranking Filters

Use the drop down filters to narrow down the list of rankings you see. You can filter by sport, year, or rankings.

### Section 2 - Rank an Official

To rank an official, click the “Rank” button.

**Athletix.us** Dan Milliren

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### My Rankings

Boys Football 2013 All Rankings

Event Name	Opponent Name	Official Name	Ranking
9/13/2013	Marinette High School	Ken Havener	Rank 2
9/13/2013	Marinette High School	Randy Marcelle	Rank
9/13/2013	Marinette High School	Tim Marquart	Rank
9/13/2013	Marinette High School	Raymond Schauer	Rank
9/13/2013	Marinette High School	Randy Tews	Rank
9/20/2013	Hortonville High School	Robert Delzer	Rank
9/20/2013	Hortonville High School	Bob Fletcher	Rank
9/20/2013	Hortonville High School	Robert Krueger	Rank
9/20/2013	Hortonville High School	Michael Knoespel	Rank
9/20/2013	Hortonville High School	Tony Radichel	Rank

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### Event Details

Date: 07/13/2014 Time TBD  
Activity: Boys Varsity Football  
Name: Oconto Falls High School at Owen-Withee High School  
Location: Owen-Withee High School

### Official

Dan Milliren

### My Ranking

Ranking: 0 - N/A

Comments: Add a comment

Comments required for ranking lower than 3

Cancel Submit

### Section 3 – Event Details

Here you can view the event details for the event the official worked.

### Section 4– Official’s Information

Clicking an official’s name will direct you to their profile.

### Section 5 – Choose a Ranking

Select a ranking (1-6) using the drop down box.

### Section 6 – Comments

Comments must be made if you give a ranking of lower than 3. They are optional for rankings equal to or greater than 3.

#### Notes:

- You may rank an official 36 hours after the start of an Event.
- Once you save a ranking, you can come back to edit it. Just click the ranking next to the official’s name.

The screenshot shows a 'Comments' form. At the top, the word 'Comments' is displayed in bold. Below it is a text input field with the placeholder text 'Add a comment'. Underneath the input field, the text 'Comments required for ranking lower than 3' is shown in red. A black 'Cancel' button is positioned below the red text. At the bottom of the form, a red error message states: 'Ranking cannot be saved until 36 hours after event'.

## Part 4 – Directories

To search the site for officials and events, use the directories to locate just what you're looking for.



### Section 1 – Search for Officials

Use as many of the search filters as necessary to find the officials you are looking for. You can click on the official's name to view their profile.

The screenshot shows the 'Search For Officials' form. The form has several filters: 'Whose name contains...' (Johnson), 'Who officiate...' (Basketball), 'Who are members of...' (empty), 'Who live in...' (City), 'Who are available on...' (Date), 'At a Min WIAA Level of...' (Level 4), 'In my Officials List...' (empty), and 'In District' (4). There are 'Clear' and 'Search' buttons. Below the form is a table with the following data:

Name	Location	District	Level
<a href="#">Doug Johnson</a>	Howards Grove, WI	4	M
<a href="#">Rick Johnson</a>	De Pere, WI	4	L5

### Section 2 – Search for Events

Use as many of the search filters as necessary to find the event you're looking for.

The screenshot shows the 'Event Search' form. The form has several filters: 'Date' (12/19/2014), 'End Date' (Date), 'Gender' (Boys / Men's), 'Team' (Select sport, gender and LOC), 'Location' (Search for a Location), 'Sport' (Basketball), 'Organization' (Select Organization), 'Only Contracted?' (checkbox), 'Include Cancelled?' (checkbox), 'Level' (Select Level), and 'Conference' (Fox Valley Association). There are 'Clear' and 'Search' buttons. Below the form is a table with the following data:

Date	Entered By	Activity	Event	Location
12/19/2014 Time TBD	Official	Boys Varsity Basketball	Kimberly High School at Appleton East High School	Appleton East High School <a href="#">Add me</a>
12/19/2014 05:40 PM	Assignor	Boys Freshman Basketball	TBD at Fond du Lac High School	Fond du Lac High School

## Part 5 – Managing Your User Profile

To update your profile, click on your name in the top right corner of the page.



If you click “Edit Profile”, you will be able to edit your personal information, upload a profile picture, or change your password.

## Part 6 – Feedback and Support

If you have any support issues or feedback, please contact us at [support@athletix.us](mailto:support@athletix.us) or by using the option in the menu bar or the side tab.

