



## Athletic Forms ADMIN Getting Started Guide

<p><b>1. Log in to your account</b></p>	<ul style="list-style-type: none"><li>• Go to <a href="https://studentcentral.bigteams.com/">https://studentcentral.bigteams.com/</a></li><li>• Log in with your email address and password sent to you from info@bigteams.com. If you have forgotten your password or need to reset your password, click the <i>Forgot Password</i> link on the sign in page.</li></ul>
<p><b>2. How do I find athletes' paperwork?</b></p>	<ul style="list-style-type: none"><li>• Once logged in, click the <b>Athletic Forms</b> button. <i>Note: If you do not see the Athletic Forms button, you do not yet have appropriate permissions for your school. Email <a href="mailto:support@bigteams.com">support@bigteams.com</a></i></li><li>• Type and select the student's name in the <b>Search for Students</b> search bar or view from the list of names in the grid.</li></ul>
<p><b>3. Reviewing forms completed by parents/students</b></p>	<ul style="list-style-type: none"><li>• Within Athletic Forms, if you are looking to approve the forms that need your attention, click the <b>Review Pending Staff Forms</b> link in the upper left corner.</li><li>• If you are wanting to locate forms regardless of status, use the Search for Students search bar to locate the student profile where their forms will show at the bottom, or click the + sign to the left of a student's name on the Athletic Forms grid.</li></ul>
<p><b>4. Approving or declining a form</b></p>	<ul style="list-style-type: none"><li>• <u>Approving a form</u>- once reviewed and ready to accept the form, click the <i>Approve and Finalize</i> button at the bottom of the page. This will mark the form status as Complete and digitally sign the form for you.</li><li>• <u>Declining a form</u>- if you need to decline a form, click the <i>Decline Form</i> button at the bottom of the page, type the reason you are declining it and click <i>Confirm</i>. This will send an **email/text message to the parent/student that will include the reason you declined the form. The form will be set back to awaiting parent/student signature so updates can be made and resubmitted for your approval.</li></ul>
<p><b>5. What if athletes have already turned in paper forms?</b></p>	<ul style="list-style-type: none"><li>• Once the student has created their account, select their name from the grid or search their name, click the form link that has a paper copy turned in and click the <i>Print or Upload</i> link near the top of the form. Choose an option:</li><li>• <u>Upload</u> button- scan or photograph the paper copy and upload to the site.</li><li>• <u>Accept Paper Copy</u> button- lets the system know you have this paper form on file and tracks the forms as if the form was completed online. Both options will then mark the form as complete.</li></ul>
<p><b>6. I don't see the student's name in the grid view?</b></p>	<ul style="list-style-type: none"><li>• If a student(s) name does not show in the grid view, use the <i>Search</i> to type in their name and select from their name from the list of choices. If their name does not show in the drop-down list that appears, they have not yet created an account OR they have not started on their form registration.. You are not able to upload documents without a student creating an account. If a student has not worked on their forms for 60 days, they will be hidden from your grid view. You can still search for these students.</li></ul>
<p><b>7. Quick Account Creation</b></p>	<p><b>Quick Account Instructions</b>- Each school has a unique code that can be texted to 69274. The system will text a link back, once clicked, the account creation page loads. Quick accounts can be done on the field during the first day of tryouts, on parent information night, in the classroom, etc. Click the Quick Account button/link to view the unique code for your school and print pre-loaded flyers to distribute.</p>