



Getting Started Guide

Administrators Vol. 1

Username:_____ **Password:**_____

Mission

Our business model is to NEVER stop developing our software, NEVER stop listening to suggestions, NEVER stop working with new ideas, and NEVER stop serving each and every school- no matter how big or small.


Welcome

C2CSchools.com is an innovative website created for Principals, Athletic Directors, Administrators, Coaches, Students, Parents, and Fans throughout the United States. The online site is a virtual one stop shop for all information regarding your school. When visiting your school site on C2C, you can find topics concerning schedules, game results, statistics, directions, weather and much more. Outside the athletic arena, you will find links to your school clubs and other interest groups that take place within your school environment.

C2C is a ground-breaking website to ensure your time is spent with your students, not inputting their data. This website was designed to help manage and fundraise for your school. Education, sports and clubs are the fundamentals of every school and we are here to help them prosper. From day one, C2C has listened to school personnel, students, parents, and sponsors to help define their needs in a realistic everyday atmosphere. C2C is extremely excited and looks forward to the partnership with each and every school!



Requirements

Below is a quick checklist of items that are required of all AHSAA member school users. C2C will be providing a rolodex of contact information that needs to be accurate. Be sure to look for the  throughout the guide for quick reference!

- ☐ Have a C2C **Username & Password**.
- ☐ Provide an up-to-date personal **Email Address**.
- ☐ Provide an up-to-date personal **Address**.
- ☐ Provide an up-to-date personal **Phone Number** (cell preferred).
- ☐ Upload a headshot **Picture** in **Your Profile** (for membership cards).
- ☐ Upload your **Digital Signature**.
- ☐ Make sure school information in **Group Settings** is complete and accurate.
- ☐ Populate your C2C athlete database through **INOW** or an **upload file**.
- ☐ Add your schools **Venues**.
- ☐ Complete your sports declarations in **Declare Teams**.

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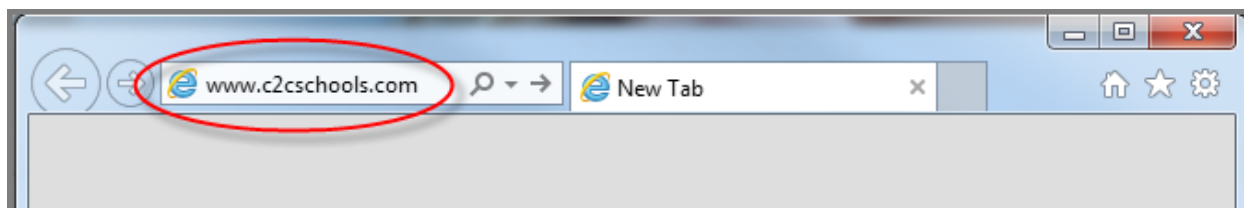
Step 1: Create an Account

If you do not yet have a C2C account, your first step will be to create an account with C2C. These free accounts will allow you to gain access to your group and manage your responsibilities.

NOTE: If you already have C2C login information, please skip to Step 2.

Access C2Cschools.com

Open up a web browser (C2C recommends Firefox, Chrome, Safari, and/or Internet Explorer 9/10) and type www.c2cschools.com in the address bar.



Create a Free Account

In the upper right side of the screen, click the "**Create a Free Account**" link. A registration form will load for you to fill out. Complete **ALL** fields on the form and click **Register** at the bottom.

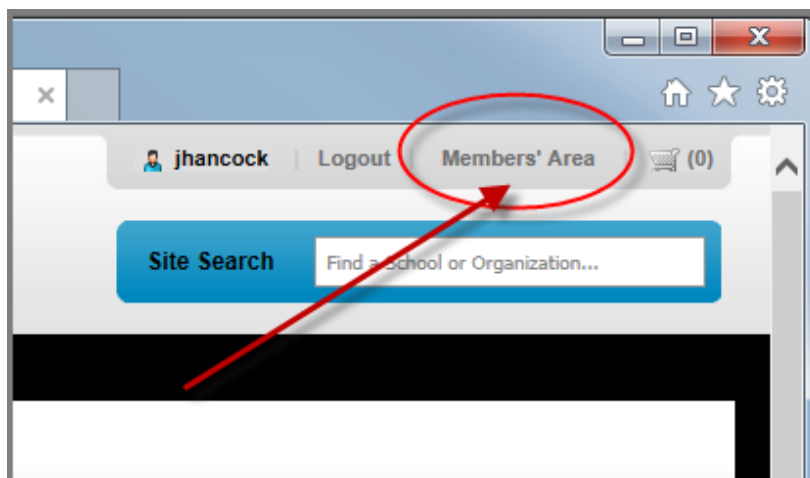
The initial password that you are assigned will be emailed to the email address listed during the registration process. This password is able to be updated at any time.

The screenshot shows the C2C Schools registration form. At the top right, the "Create a Free Account" link is circled in red. A yellow callout box with three steps is positioned over the form: "1. Click 'Create a Free Account'", "2. Fill out the Registration Form", and "3. Click Register at the bottom". Red arrows point from the callout to the "Create a Free Account" link and the "Register" button. The form itself has the title "Register" and the subtitle "Accounts are Fast, Easy, Spamless, and Free Forever". It contains fields for First Name (John), Middle / M.I. (L), Last Name (Hancock), Gender (Male), Zip Code (99999), Birthdate (01/01/1970), Email Address (jhancock@email.com), and Desired Username (jhancock). Below these fields is a section titled "Check all that apply: I am..." with a grid of checkboxes for various roles: A Principal / Headmaster, A Fan, A School System Admin, An Athletic Director, An Athlete, A Business Owner, A Coach (checked), A Recruiter, An Advertiser, A Secretary, An Official, A Student, A Club Admin, A Sanctioning Admin, A Parent, and A Teacher. At the bottom right of the form are "Register" and "Cancel" buttons.

1. Click "Create a Free Account"
2. Fill out the Registration Form
3. Click Register at the bottom

Enter the Members' Area

Upon clicking Register, access the **Members' Area** by clicking the link located in the upper right of the window.



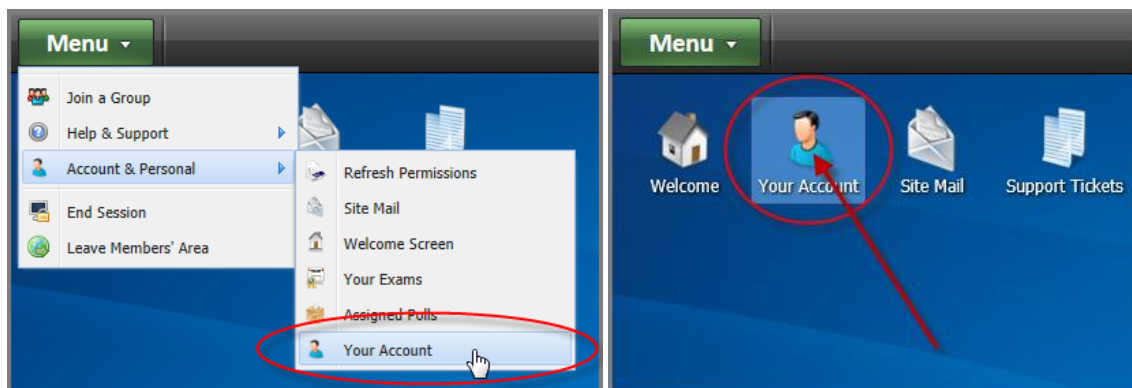
Step 2: Update Basic Account Information

2

First, check to ensure that the information we have about you is correct. Accurate information enables others who need to contact you to do so. It also helps us to identify you when we run certain operations.

1. Click the "**Menu**" button in the top left.
2. Click the "**Your Account**" link.
3. Review the following and make any necessary changes.

This is also able to be accessed via double clicking on the "**Your Account**" Dashboard Shortcut.



Account Settings
Basic Account Information

Email Addresses
 Addresses
 Phone Numbers
 Security
 Profile
 Signature
 Notifications

Prefix: [Dropdown] First Name: John Middle: L Last Name: Hancock Suffix: [Dropdown]
 Birthdate: 01/01/1970 Gender: Male SSN/Tax ID: [Field]
 Time Zone: Eastern Time (New York, NY) Home Site (Realm): C2C Schools
 Personal URL: [Field]

☐ Save
 ☒ Save & Close
 ☐ Close


Email Address

Adding email addresses ensures C2C can contact you about important updates. You can add as many email addresses as you'd like as well as name these email addresses for those trying to contact you. (i.e. "Office", "Personal")

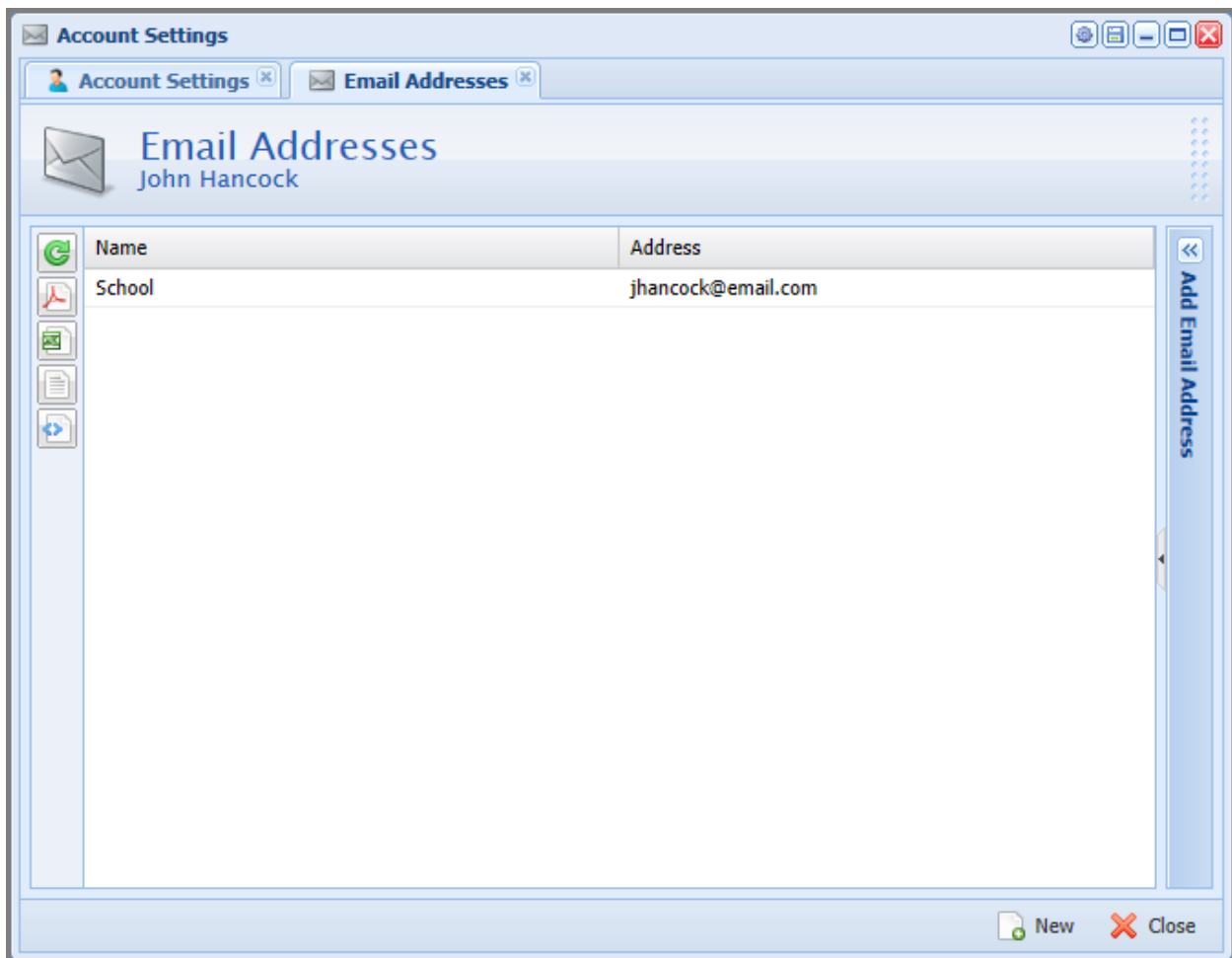
When C2C sends you notifications, it will duplicate the notice to each address you provide.

Click the **"Email Addresses"** icon.



 **NOTE:** You must have at least 1 email address in C2C attached to your account at all times.

If your email address needs to be updated, you must first click **"New"** at the bottom and enter your updated email address information. After you click **"Save"**, you will now see both email addresses. Select the incorrect email address and click **"Delete"** at the bottom.



The screenshot shows a web application window titled "Account Settings" with a sub-tab "Email Addresses". The main heading is "Email Addresses" with the user name "John Hancock" below it. A table lists the email addresses:

Name	Address
School	jhancock@email.com

On the right side of the table, there is a vertical button labeled "Add Email Address". At the bottom right of the window, there are two buttons: "New" (with a green plus icon) and "Close" (with a red X icon).



Address

C2C uses your address, principally, to determine your physical location. This helps us and those you interact with to differentiate between you and someone else who has the same first and last name. Addresses also tell us, and others, how to send mail to you or get directions to your location. To ensure your **Address** is up to date...

Click the "**Addresses**" icon.



Select the address that is listed and fill out any missing information on the right hand side form that may be missing. When finished, click "**Save**" at the bottom. Multiple **Addresses** may be added to an account.

Name	Type	Address
Primary	physical	Not Specified

Address Name		Type
Primary		Physical
Address / Address 2		
123 Example St.		
City	St	Zip
Cityville	FL	99999
Lat (Optional)	Lng (Optional)	

New Save Delete Cancel



Phone Number

Some organizations require that phone numbers be added to populate a rolodex for them. Adding phone numbers to your account also helps C2C to contact you, especially in the context of technical support. Cell phones are also a way in which notifications from our site can be received, via SMS text messages. For this to be possible you must setup a cell phone, and provide the carrier for your phone service.

Click the **"Phone Numbers"** icon.



To add your phone contact information, click **"New"** at the bottom and fill out the form on the right. When you are finished, click **"Save"** at the bottom.

Account Settings

Phone Numbers

John Hancock

Name	Type	A.C.	Number
John	cell	123	456-7890

Edit Number

Name/Alias: John Type: Cell

Area Code: 123 Number: 456-7890

Mobile/SMS Carrier: AT&T

Available Between: 7:00 AM and 11:00 PM

Additional Options:

- ☐ Emergency Only
- ☒ Used on weekends
- ☒ Allow support calls

New Save Delete Cancel

Password and Security

Initially, passwords are auto assigned and this section will allow you to change your password. You should also set a security question just in case you lose your password.

Click the “**Security**” icon.



Passwords can be changed at any time by filling in the “**New Password**” and the “**Confirm Password**” fields and then clicking “**Save**”.



Your Profile

Profile information is shared with all users in the system. Providing profile information tells us, and others, things about yourself that may be relevant.

Click the “**Profile**” icon.



Some organizations require you to upload a picture of yourself (headshot) for membership card purposes. The other fields are optional and will eventually be used for different forum purposes.

Account Settings

Account Profile

Account Profile
John Hancock

Photograph

Biography

Forum Signature

Occupation

Save Save & Close Close

C2C allows users to sign and submit different documents (sports contracts, sanctioning organization documents, playoff rosters, etc...) electronically. If your digital signature will be required on any documents, you should upload a digital signature.

Click the **"Signature"** icon.



Print the Signature Form

First, the **"Signature Form"** must be downloaded and printed out. This is located at the top of the window with the PDF icon. Once it has opened, hover your mouse towards the bottom of the window and click on the **"Printer"** icon. You will need to sign this form and the directions are listed at the bottom of the form for uploading it back into C2C.

⚠ NOTE: Do not allow your signature to touch the black lines. Try to center your signature and use as much space as you can.

Upload the Digital Signature

Next, you will need to scan your digital signature back into your computer using one of the following file formats:

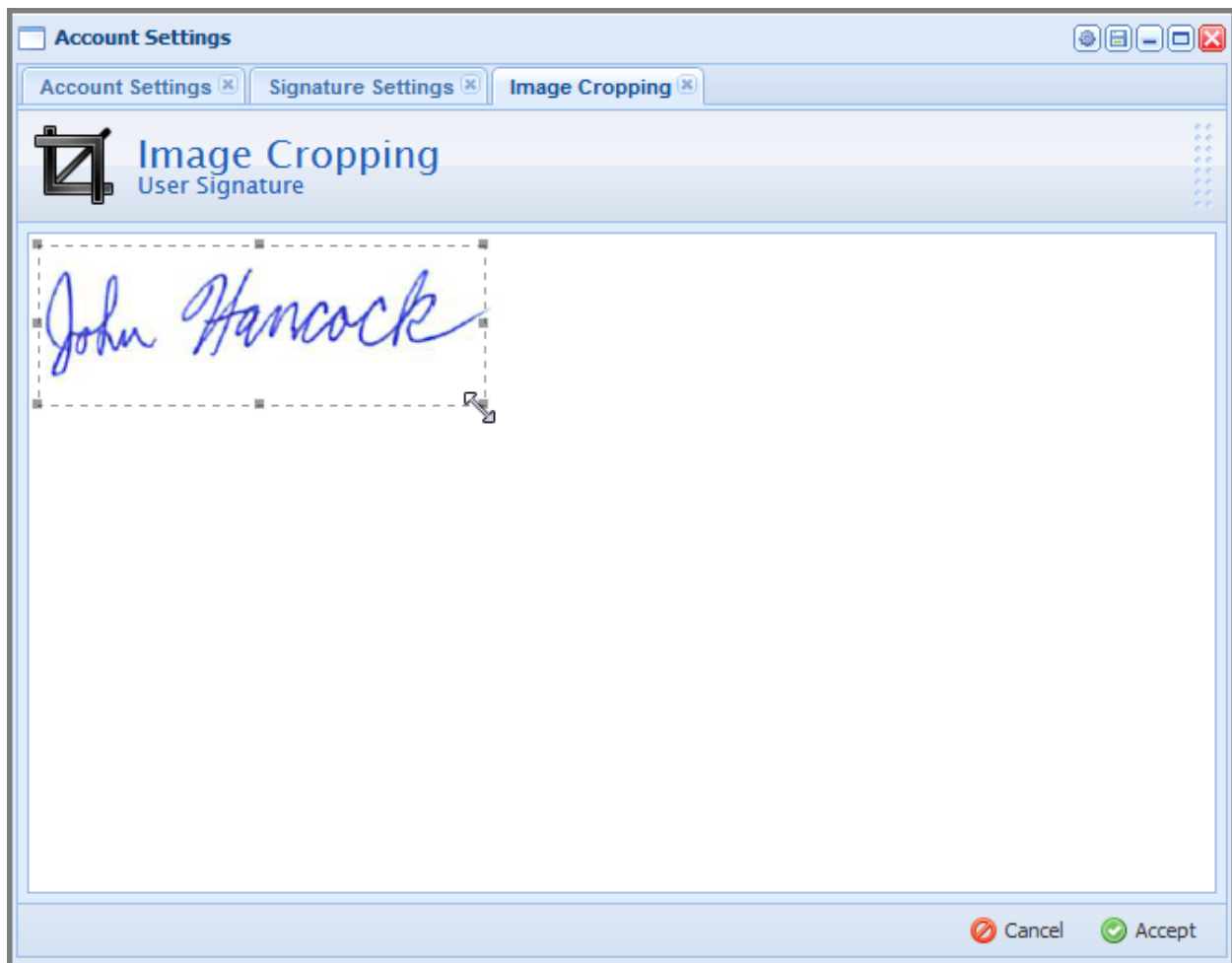
.PNG, .GIF, or .JPG

Back in the **"Signature Settings"** window, click the **"Upload"** button located at the bottom right. A **"Title"** will be needed for the file you are uploading and then click the **"Browse"** button to locate your signature file. Once you have located your signature file, click the **"Upload"** button at the bottom.

Crop the Digital Signature

The file that you uploaded will open in a new window where you can view the document. Here, you will click and drag a box around your signature. Once the initial box has been made, you can drag it to the appropriate area as well as resize the box as needed. If you would like to start over with your box, click anywhere in the grey area.

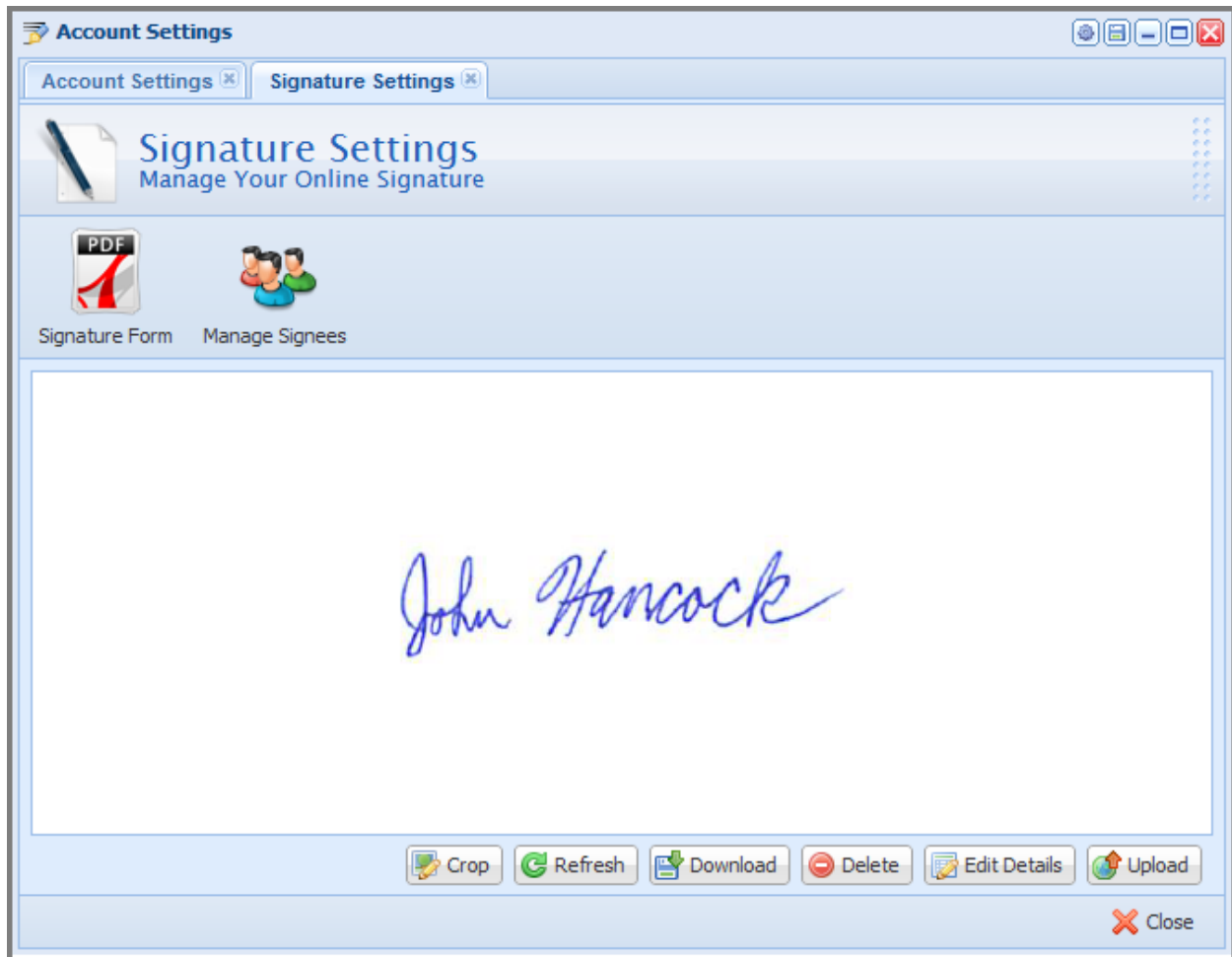
Once the box is positioned correctly around the digital signature, click the **"Accept"** button at the bottom.



⚠ NOTE: The box should not contain any of the black lines. Make the box as small as possible still getting the entire signature and not touching any of the black lines.

View the Digital Signature

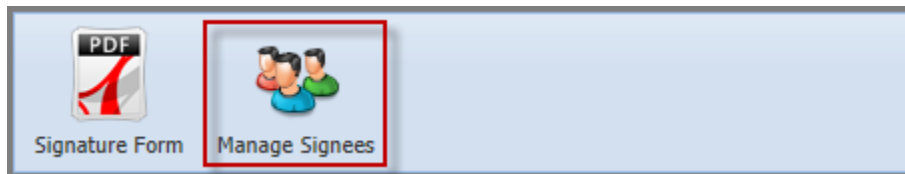
In the Signature Settings window, your Digital Signature will be displayed. You have the ability to crop the signature again for any blemishes. Here you can also Delete the signature totally and Upload a new one.



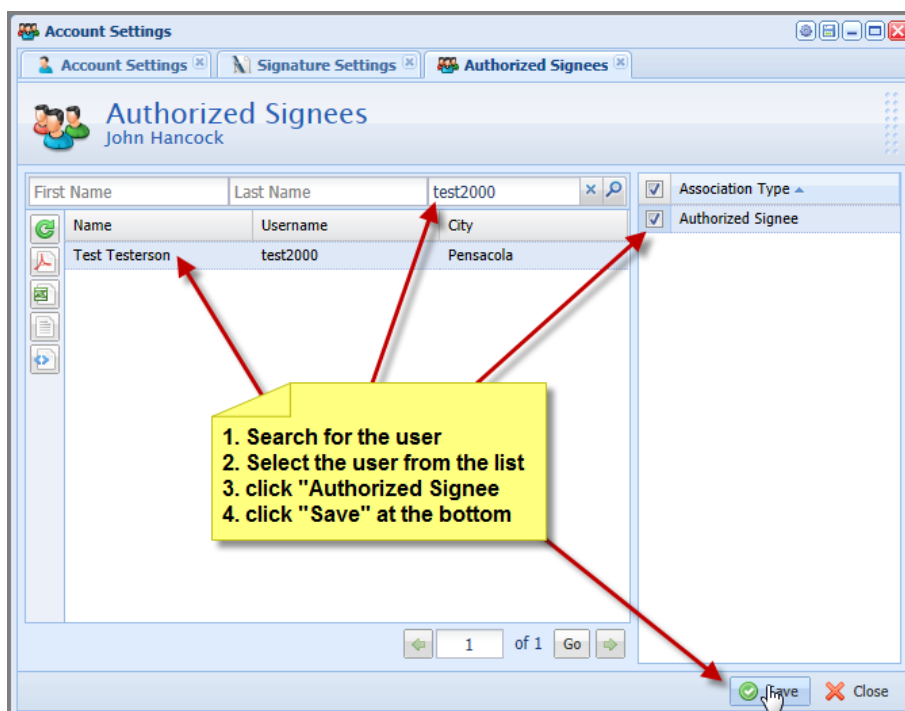
Signature Signees

C2C offers users the ability to give other users the ability to sign documents on your behalf. For example, if a document requires a Principals signature, a Principals Secretary may sign the form on behalf of the Principal. To give a user the ability to sign documents for you...

On the "**Signature Settings**" window, click the "**Manage Signees**" icon in the top menu.



Next, fill in the search boxes and click the search icon to pull up the name that you are looking for. Find the correct user in the results and click on the user's name you are looking for. Then over to the right, click the box for "**Authorized Signee**" and click "**Save**" at the bottom. To delete users, simply click on a user and uncheck the "**Authorized Signee**" option and "**Save**".



Notifications

The “**Notifications**” section allows the user to specify different types of alerts they would like to receive. It also allows the user to specify how they would like to receive the notification. You have the ability to select one or more ways of being notified of certain C2C site actions.

Click the “**Notifications**” icon.




Any boxes filled in with a blue box are defaulted to be selected. Most boxes are able to be tuned on or off. There are a few that are not able to be altered and will stay selected. The “**Mail**” column will send you the notification by email and site mail, the “**SMS**” column will send you the notification via a text message (standard text message rates apply), and lastly the “**Alert**” column will send you the notification via a site alert.

Name	Mail	SMS	Alert
Athlete Updated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Client Data Import Result	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Competition Contract Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Document Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Document Received	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eligibility Recursion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Event Deleted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Account Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Group Creation Request Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Creation Request Rejected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Request Created	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Join Request Created	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Join Request Received	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Join Request Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3

Step 3: Gain access to your Group

Since the majority of data in C2C is sensitive student information, we have to take certain precautions in terms of who is given access, so there may be a few steps and a short delay before you can join a group. The most common problem we run into is users who have an account but cannot do much with it because they do not belong to a group.


 **NOTE:** We use the term 'group' universally to represent schools, teams, sanctioning organizations, and any other collection of people with rights to certain data in C2C.

Contact a Group Administrator

Locate the C2C Administrator for your group and provide them with your account information and they will be able to get you the appropriate C2C access.

Open a Support Ticket

If you are still unable to gain access to a group and/or you do not know the appropriate person to talk to, feel free to contact C2C. Submit a support ticket and we will gladly get you pointed in the right direction.

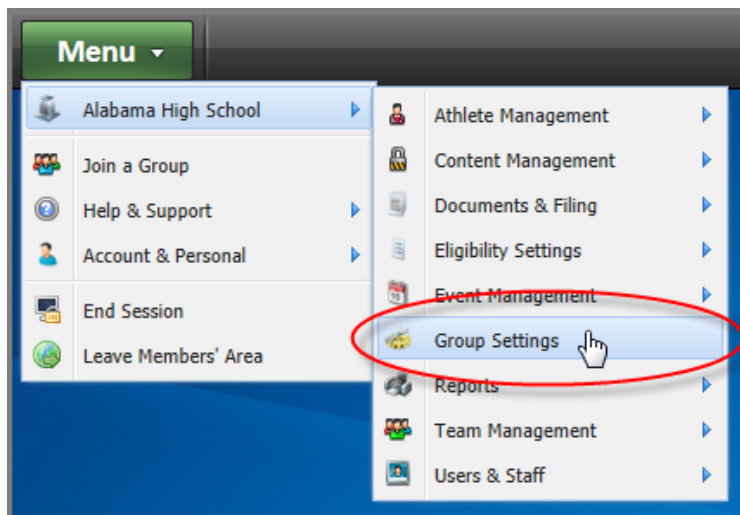
 **NOTE:** In most cases, C2C will NOT be able to actually provide a user access to a group but can get them connected to the appropriate person that can.

Step 4: Update School Information

4

It is extremely important your school information is up-to-date and accurate. This data is used to populate a number of different interfaces throughout C2C and we want to ensure we are displaying correct information. Most of this data has already been entered for you. However, please double check it and verify everything is correct. To update your school information...

1. Click the "**Menu**" button in the top left.
2. Hover your mouse over your school.
3. In the menu that opens, click "**Group Settings**".
4. Review the following and make any necessary changes.



Group Management

Group Settings

Group Settings
Alabama High School

Basic Info | School Settings | Email Addresses | Addresses | Phone Numbers | Logo

Name
Alabama High School

Abbreviation | **Common Name**
AHS |

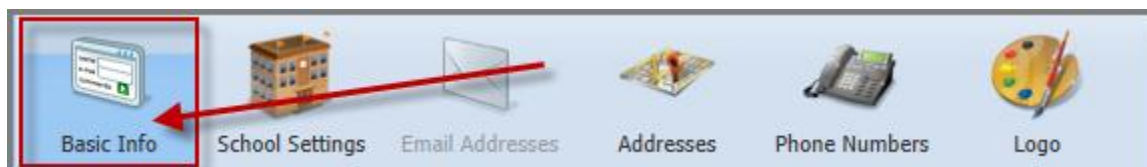
Official Website URL
http://www.bamahighschool.org

Group ID
78F29C76195C1B420E2E662974192D3F

Save Basic Info Close

Basic Info

The “**Basic Info**” tab contains information about how C2C will address the name of your school. The “**Name**” field is the official name of your school. If your school may be known as a shortened version of that name, you can enter it into the “**Common Name**” field. For example, your official school name may be “The Hartford School of Technology” but is commonly known as “Hartford School”. To access this **Basic Info**...



NOTE: You must click “Save” at the bottom of each window after all updates have been made or all changes will be lost.



School Settings

In the “**School Settings**” tab identify some more specific information about your school. To access this window, click “**School Settings**”...



Here, you will be setting a number of different fields relating to how your school operates. Be sure the “**Academic Schedule Type**” field is set correctly to ensure that athlete grades averages are correctly computed for eligibility.

Group Management

Group Settings

Group Settings
Alabama High School

Basic Info | **School Settings** | Email Addresses | Addresses | Phone Numbers | Logo

School District Name **Private/Public**

School Type **Min Grade** **Max Grade**

Academic Schedule Type

☒ Save School Settings ☐ Close



C2C uses the school address to determine your physical location. Addresses also tell others how to send mail to you or get directions to your location. To ensure your **Address** is up to date...

Click the "**Addresses**" icon.



Select the address that is listed and fill out any missing information on the right hand side form that may be missing. When finished, click "**Save**" at the bottom. If your school has a different mailing address other than the physical address, please list that here as well.

Group Management

Group Settings | Addresses

Addresses

Alabama High School

Name	Type	Address
mailing	mailing	P.O. Box 242367
Office	physical	7325 Halcyon Summit Dr.

Edit Address

Address Name: Office | Type: Physical

Address / Address 2: 7325 Halcyon Summit Dr.

City: Montgomery | St: AL | Zip: 36117

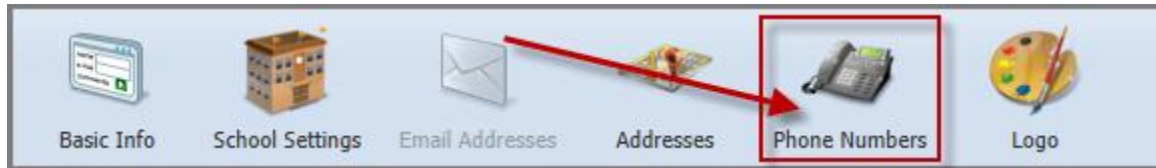
Lat (Optional): 0 | Lng (Optional): 0

New Save Delete Cancel



Phone Numbers

Enter the main school contact phone number here. Adding phone numbers to your account also helps C2C to contact you, especially in the context of technical support.



You may also list other direct lines to things like “Athletic Office” and “Guidance Department”.

Group Management

Phone Numbers
Alabama High School

Name	Type	A.C.	Number
Guidance	work	334	263-7535
Athletics	work	334	263-7530
Main	work	334	263-7523

Edit Number

Name/Alias: Type:

Area Code: Number:

Mobile/SMS Carrier:

Available Between: ..and..

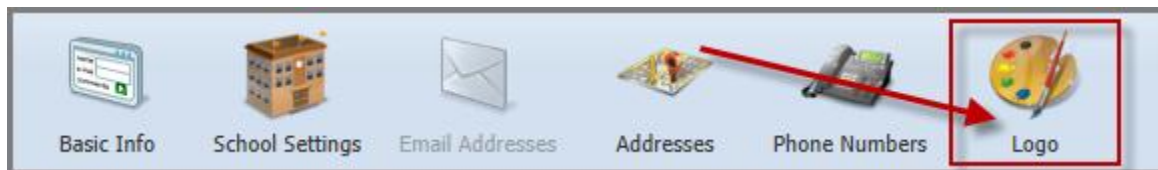
Additional Options:

- ☐ Emergency Only
- ☐ Used on weekends
- ☒ Allow support calls

New Save Delete Cancel

Logo

It is important to have a school logo uploaded into C2C as it will be displayed on any report that is printed out as well as schedules and rosters. It will also be displayed on the public view of the website any time a reference is made to your school.



Upload the Logo

You will need to get a digital school logo file in one of the following file formats:

.PNG, .GIF, .JPG, or .JPEG

In the "**Logo**" window, click the "**Upload**" button located at the bottom right. Then click the "**Browse**" button to locate your logo file on your computer. Once you have located your signature file, click the "**Upload**" button at the bottom.



Athlete Database

5

C2C will need all of your schools athletes in order to determine their eligibility status with the AHSAA. Depending on your school type, you will populate athletes in C2C one of two ways. Public schools will denote all of their athletes in INOW and Private Schools will complete a upload a file with the appropriate information.



Public Schools

If you are a public school, you will need to denote all of your athletes in INOW. These students will automatically be added to your athlete database in C2C (*please allow up to 24 hours for athletes to show up in C2C from INOW*).

⚠ NOTE: Any student denoted as an “Athlete” in INOW will be added to the schools catastrophic insurance list.

Denoting an “Athlete” INOW

These instructions will only work if you have rights to add information in the “Custom” tab for students. If you do not have rights to add information, you will need to have someone who does have rights to add the information or speak to the person from your system who can give you rights to the “Custom” tab.

Add Athletes in One Class

If you have a class that contains all of your athletes...

1. Select "Classroom" from the left side menu.
2. Select "Grade Book" from the list.
3. Select the proper course.

The screenshot shows the 'Grade Book' interface. On the left is a sidebar menu with options: Home, Students, Fees, Attendance, Discipline, Scheduling, Grades, Staff, Classroom, Grade Book, Attendance, Grades, Roster, Textbook, Reports, Setup, Census, and School/District. The 'Classroom' option is circled in red, with an arrow pointing to it. Below 'Classroom', the 'Grade Book' option is also circled in red, with an arrow pointing to it. The main content area is titled 'Grade Book' and has a 'Sections' tab selected. It displays 'Active Date: 03/25/2013' and 'Grading Period: Fourth Nine Weeks'. Below this is a table with a header 'Course.Section' and several rows of course numbers. The row '832.02' is circled in red, with an arrow pointing to it.

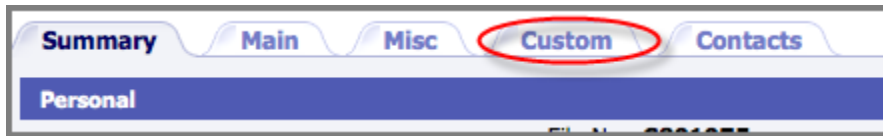
Course.Section
900.44
832.01
832.02
832.03
832.04
832.05
282.03

4. Click the name of the first athlete.

The screenshot shows a table with two columns: 'ent' and 'Student Name'. The first row is highlighted in blue, and an arrow points to the name 'Akhtar, Brian'.

ent	Student Name
34	Akhtar, Brian
42	Ambrey, Jacob
86	Berry, Sara E
19	Belcher, Grant
17	Carmichael, J

5. In the new window, click on the “**Custom**” tab on top of the window.



6. Scroll down until you see the “**Personal**” section of the “**Custom**” tab. Put a check in the “**Athlete**” box.

A screenshot of the 'Personal' section within the 'Custom' tab. It contains several input fields and checkboxes. The 'Athlete' checkbox is checked and circled in red. Other checkboxes include 'Immigrant No Formal Schooling', 'SES Program Title I', 'Advanced Diploma', 'Learn and Serve', 'School Choice', 'Career Tech', 'Nom Phlote', 'Single Parent', '21st CCLC', 'Career Advanced', and 'Other Educational Barrier'. There are also fields for 'Age Equivalency', 'CEIS Date' (with a date format 'mm/dd/yyyy' and a dropdown arrow), and 'Resident District'.

7. Select “**OK**” at the bottom of the window.
8. Repeat until all athletes have been checked.

NOTE: If “**OK**” is grayed out, then you do not have proper access to activate athletes. In that case, your registrar or someone with administrative rights will have to add each athlete (see step xx). You can also talk to the person in charge of **INOW** for your system to see if you can be given the proper rights to activate athletes in the “**Custom**” tab.

Add Athletes Individually

In order to search for and add individual athletes...

1. Select “**Students**” from the left side menu.
2. Type in athlete’s last name or any other information needed to search for the athlete.
3. Select “**Search**” at the bottom of the window.

Students

- Student Maintenance
- Reports
- Setup
- Fees
- Attendance
- Discipline
- Scheduling
- Grades
- Staff
- Classroom
- Census
- School/District
- Health
- Mgmt Console
- Reports
- System Preferences
- Preferences

Search

Criteria

First Name:

Last Name:

Student Number:

Date of Birth:

Social Security Number:

Gender:

Phone:

State ID Number:

Grade Level:

Homeroom: [Find](#)

Section Number: [Find](#)

☒ Currently Enrolled Students

Filter

Student Filter:

[Search](#)

4. Select the "File No." next to the proper student.

<input type="checkbox"/>	File No.	Name
<input type="checkbox"/>	S891213	Smith,
<input type="checkbox"/>	S891925	Smith,
<input type="checkbox"/>	S891289	Smith,
<input type="checkbox"/>	S887146	Smith,
<input type="checkbox"/>	S891558	Smith,
<input type="checkbox"/>	S886726	Smith,

5. In the new window, click on the "Custom" tab on top of the window.

Summary **Main** **Misc** **Custom** **Contacts**

Personal

6. Scroll down until you see the "Personal" section of the "Custom" tab. Put a check in the "Athlete" box.

Personal			
Age Equivalency: <input type="text"/>	CEIS Date: <input type="text" value="mm/dd/yyyy"/> ...	Resident District: <input type="text"/>	<input type="checkbox"/> 21st CCLC
<input checked="" type="checkbox"/> Athlete	<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Career Tech	<input type="checkbox"/> Career Advanced
<input type="checkbox"/> Immigrant No Formal Schooling	<input type="checkbox"/> Learn and Serve	<input type="checkbox"/> Nom Phlote	<input type="checkbox"/> Other Educational Barrier
<input type="checkbox"/> SES Program Title I	<input type="checkbox"/> School Choice	<input type="checkbox"/> Single Parent	

7. Select "OK" at the bottom of the window.
8. Repeat until all athletes have been checked.

⚠ NOTE: If "OK" is grayed out, then you do not have proper access to activate athletes. In that case, your registrar or someone with administrative rights will have to add each athlete (see step xx). You can also talk to the person in charge of **INOW** for your system to see if you can be given the proper rights to activate athletes in the "Custom" tab.

Creating a "Class" of Athletes

It may be easier for a school Registrar to create a class with all of the athletes at your school. To add this class...

1. Select "Classroom" from the left side menu.
2. Select "Grade Book" from the list.
3. Select the proper teacher, then refresh the page.
4. Select the proper course.
5. Follow **steps 5-8** in the **Add Athletes in One Class** section.



Private Schools

Private schools will need to create an upload file(s) of all of their athletes with certain data. The upload will be serving 2 main purposes, first to create athlete records for all of your athletes and second to upload their class and grade data to compute their AHSAA eligibility.

Most schools will be able to create one file with all of the necessary information but there will be some schools that may have to upload two files. A template file is available for schools to review and try and match the data. It does not matter what order the data is in the columns as you will be identifying each column during the upload process.

Creating Student Records

There are a certain number of required fields in order for an athlete's account to be created in C2C. The following are those required fields...

- **Student ID**- should uniquely identify athlete and never change
- **Frist Name**
- **Middle Name** (optional)
- **Last Name**
- **Gender**
- **Birthdate**
- **Current Grade/Graduation Year**- either one will work
- **Race** (optional)

C2C accepts data in a number of different formats for each these fields. If you notice that the importer did not upload one of these fields correctly, please immediately submit a "**Support Ticket**" explaining the issue.

Importing Athlete Grade Data

Grade data for each athlete is needed for C2C to determine that students AHSAA eligibility. The AHSAA needs the previous 2 semesters of class and grade data. Please take have a look at the template file while going over this section. It will help answer some additional questions you may have. Here are the things C2C must understand about a grade...

- **Who did the grade belong to?**
As long as you have a Student ID or Name and Birthdate next to each course/grade, C2C will be able to attach that class/grade to the appropriate athlete.
- **What course the grade was for?**
You can do this by either a Course ID and/or a Course Name. The Course ID is a short, unique, identifying number or code for the course. The Course Name is the name of the actual course
- **The weight or importance of that course?**
C2C will need to determine whether or not the course was a Core Course. Most private schools do not have this option available and C2C is working on a way for schools to identify Core classes after the upload has completed.
- **The course grade?**
The numeric grade is absolutely required and it must be a value from 0 (zero) to 100 (one hundred). Values less than zero will be set to zero and values greater than one hundred will be set to one hundred. Anything other than a number will be interpreted as zero.
- **When the grade occurred?**
C2C needs to determine the school year, semester and grading period the grade was received in.

There is more detailed information regarding the importing of athlete grades at...

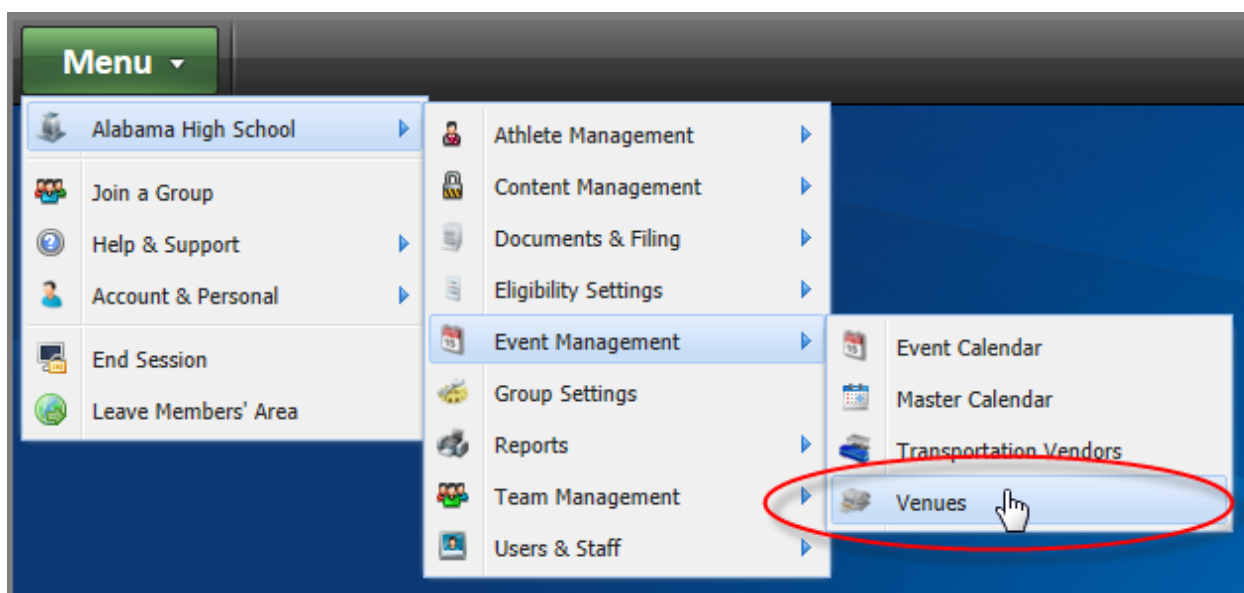
http://help.c2cschools.com/index.php/Importing_Student_Grades

6

Adding Venues

A venue represents a building, field, arena, or any other place where events at your school will take place. There are many benefits to entering each of your venues. C2C will not prohibit but will warn you of double booking a venue and provide parents and fans driving directions for competitions and events.

1. Click the "**Menu**" button in the top left.
2. Hover your mouse over your school.
3. In the menu that opens, click "**Event Management**".
4. Select "**Venues**" from the list.



Most of you will have a blank list of venues so your first step will be to add in your school venues. Sometimes schools will use other schools venues. For example, School A may host Swim meets at School B's pool. In that case, School A must list School B's swimming pool as one of their venues.



Adding a Venue

At the bottom of the “**Manage Venues**” window, click “**New**”. The first step will be to enter the “**Venue Name**” and the “**Zip Code**” and then click “**Next**” at the bottom. Information provided in this step will be used to see if the venue already exists in C2C for quick adding.

Venue Management

Manage Venues Add a Venue

Add a Venue
Alabama High School

Step 1 Give us the basics.

Venue Name
Birmingham Convention

Zip Code
35203

Information provided in this step will be used to see if the item already exists in our database.

Next Cancel

In **Step 2**, check the list of venues to see if any of them are the venue you are looking for. If you find the venue in the list, double click on it and it will be added to your schools list of venues. If you do not find it in the list, click “**Next**” at the bottom and continue to **Step 3**.

Venue Management

Manage Venues Add a Venue

Add a Venue
Alabama High School

Step 2 Check the list.

Name	City	State	Zip
Birmingham-Jefferson Con...	Birmingham	AL	35203

Look through the list of possible matches in the grid above. If you find a match, double click it. Otherwise, click next.

Back Next Cancel

Enter any additional information that may be needed about the new venue in **Step 3**. Ensure the address portion has been filled out so that maps and driving directions will work properly.

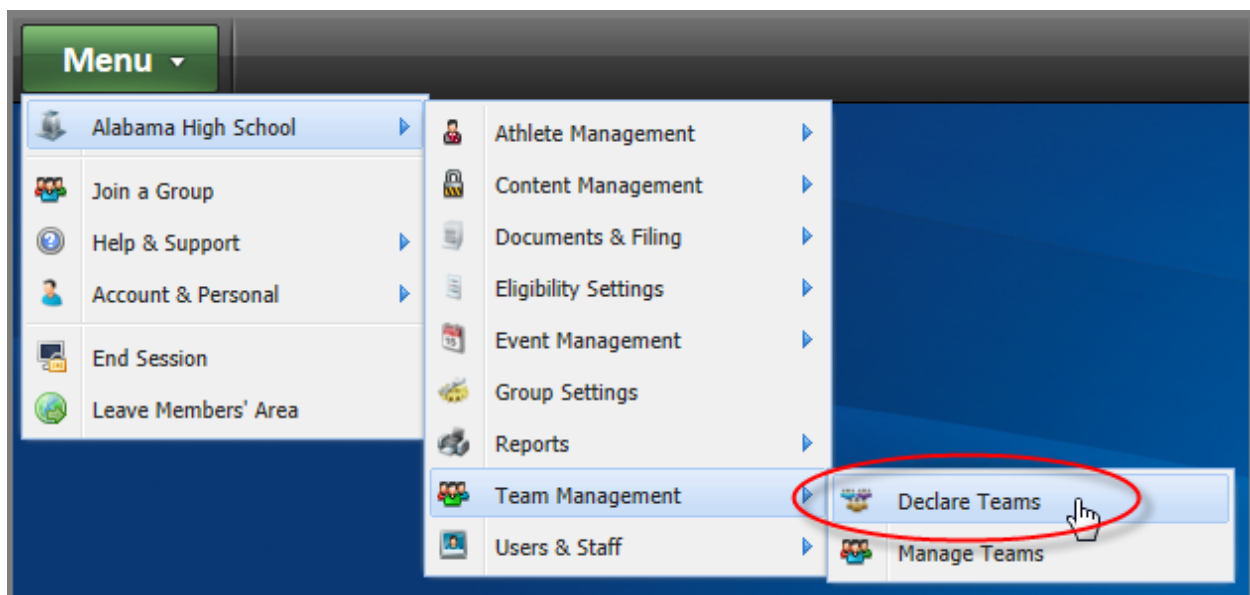
Repeat the above directions for any additional venues you may have at your school. If you need to edit and details about a venue, simply click on a venue in your list and use the top icons to edit those details.

Declaring Teams

7

In compliance with AHSAA, member schools must declare all of their sports teams. The "Declare Teams" interface in C2C will facilitate you in denoting all of your schools sports teams.

1. Click the "**Menu**" button in the top left.
2. Hover your mouse over your school.
3. In the menu that opens, click "**Team Management**".
4. Select "**Declare Teams**" from the list.



NOTE: The AHSAA sets deadlines and will inform member schools of a date when all of a schools teams must be declared.



Declaring Teams

Each AHSAA sport will have section containing a series of teams. Put a checkmark next to any sports team that your school will have for the ensuing year. Please uncheck any sports teams that you do not have. When you are finished, click "**Save & Close**" at the bottom.

Team Management

Declare Teams

Declare Teams
Alabama High School

Baseball

<input checked="" type="checkbox"/> Varsity Boys Baseball	<input checked="" type="checkbox"/> JV Boys Baseball	<input checked="" type="checkbox"/> Junior High Boys Baseball
<input type="checkbox"/> Middle Boys Baseball	<input type="checkbox"/> 9th Grade Boys Baseball	<input type="checkbox"/> 8th Grade Boys Baseball
<input type="checkbox"/> 7th Grade Boys Baseball		

AHSAA
ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

Basketball

<input checked="" type="checkbox"/> Varsity Boys Basketball	<input checked="" type="checkbox"/> Varsity Girls Basketball	<input type="checkbox"/> JV Boys Basketball
<input checked="" type="checkbox"/> JV Girls Basketball	<input checked="" type="checkbox"/> Junior High Boys Basketball	<input type="checkbox"/> Junior High Girls Basketball
<input type="checkbox"/> Middle Boys Basketball	<input type="checkbox"/> Middle Girls Basketball	<input checked="" type="checkbox"/> 9th Grade Boys Basketball
<input checked="" type="checkbox"/> 9th Grade Girls Basketball	<input type="checkbox"/> 8th Grade Boys Basketball	<input type="checkbox"/> 8th Grade Girls Basketball
<input type="checkbox"/> 7th Grade Boys Basketball	<input type="checkbox"/> 7th Grade Girls Basketball	

AHSAA
ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

Cheerleading

<input checked="" type="checkbox"/> Varsity Cheerleading	<input checked="" type="checkbox"/> JV Cheerleading	<input type="checkbox"/> Junior High Cheerleading
<input type="checkbox"/> Middle Cheerleading	<input type="checkbox"/> 9th Grade Cheerleading	<input type="checkbox"/> 8th Grade Cheerleading
<input type="checkbox"/> 7th Grade Cheerleading		

AHSAA
ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

History Save **Save & Close** Close

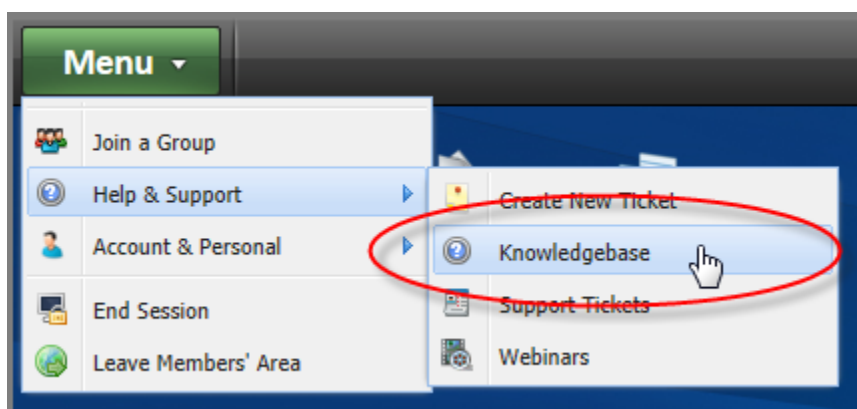
Getting Help

C2C offers a number of different ways on getting your questions answered. We keep a big “**Knowledgebase**” or simply, a User’s Guide, of information for you at any time. If you are unable to locate your particular issue, you can always submit a “**Support Ticket**” and one of our technical support representatives will assist you. Support tickets are the easiest and most efficient way of getting in touch with a C2C representative.

Knowledgebase

A collection of all information regarding C2C and all of its many features is stored in a wiki. The wiki contains step by step information on how to complete certain tasks, user guides, frequently asked questions and various “how-to” articles. To view the knowledgebase...

1. Click the “**Menu**” button in the top left.
2. Hover over “**Help & Support**”.
3. Select “**Knowledgebase**”.

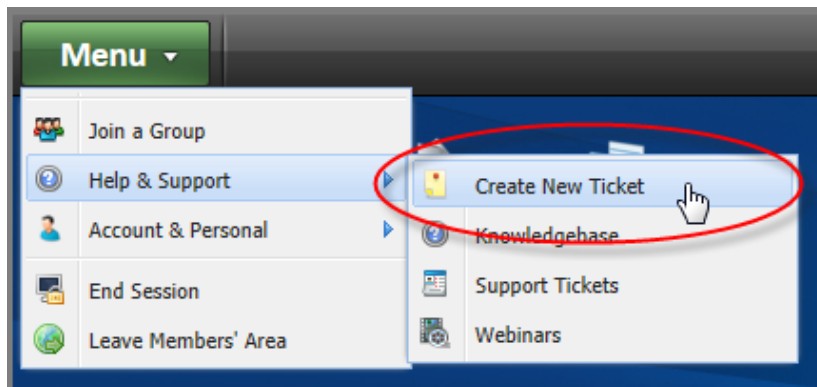



Support Ticket

C2C offers its users the ability to submit “**Support Tickets**” that allow you to ask a simple question, report a bug, or send a feature request. Support tickets are the fastest and most reliable way to receive help from one of our site administrators.

We welcome all tickets, for any reason, and encourage users to provide any type of feedback they would like through the ticket system. Be extremely specific when reporting tickets as it helps our support staff narrow down your issue as quickly as possible. To create a ticket...

4. Click the “**Menu**” button in the top left.
5. Hover over “**Help & Support**”.
6. Select “**Create New Ticket**”.



 **NOTE:** Tickets are the easiest and quickest way to receive assistance.

Toll-Free Phone

If you are not able to find an answer in either of the first 2 avenues, feel free to give us a call. The toll-free phone number is...

866.C2C.Game
(866.222.4263)