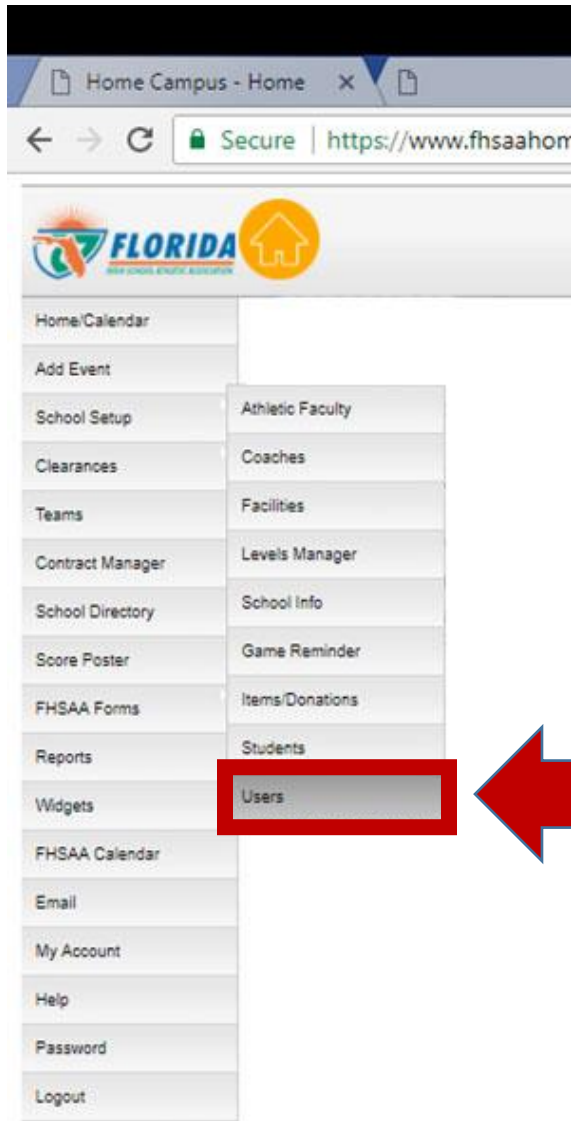








How to Change You Home Campus Active Year



Step 1:
School Setup → Users

User Manager

 Add New
Status: Active

| Name | Username | Position | Sport Permissions | User Type | Status | Edit | Delete |
|--------------|---------------------|-----------------------|-------------------|----------------------|--------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Wes Carty | wes@home-campus.com | Principal/Head Master | Baseball | Administrator | Active |  |  |
| Test User | Test@FHSAAHome.org | Athletic Director | Baseball | School Administrator | Active |  |  |
| test testing | test@test.com | Head Coach | Baseball | School User | Active |  |  |

Step 2: Click on the EDIT Folder of your Account



Sport Permissions

Official FHSAA Sports Select All

| | |
|----------------------------------------------------------|---------------------------------------------------------|
| <input checked="" type="checkbox"/> Baseball | <input checked="" type="checkbox"/> Basketball, Boys |
| <input checked="" type="checkbox"/> Basketball, Girls | <input type="checkbox"/> Cross Country, Boys |
| <input type="checkbox"/> Cross Country, Girls | <input checked="" type="checkbox"/> Flag Football |
| <input checked="" type="checkbox"/> Football (11 man) | <input checked="" type="checkbox"/> Golf, Boys |
| <input checked="" type="checkbox"/> Golf, Girls | <input checked="" type="checkbox"/> Soccer, Boys |
| <input checked="" type="checkbox"/> Soccer, Girls | <input checked="" type="checkbox"/> Softball |
| <input checked="" type="checkbox"/> Spring Football | <input checked="" type="checkbox"/> Swimming, Boys |
| <input checked="" type="checkbox"/> Swimming, Girls | <input checked="" type="checkbox"/> Tennis, Boys |
| <input checked="" type="checkbox"/> Tennis, Girls | <input checked="" type="checkbox"/> Track & Field, Boys |
| <input checked="" type="checkbox"/> Track & Field, Girls | <input checked="" type="checkbox"/> Volleyball, Girls |
| <input checked="" type="checkbox"/> Wrestling, Boys | |

Step 3: Click on the **Sport boxes** that you have added. In this example – Check the boxes for Cross Country Boys and Girls.

School Information:

User Manager:

Email:

Levels Manager:

Eligibility & Compliance:

Expiration Email:

User Active Year: *

Status:

Terms of Use

I acknowledge this information

2018-19

2019-20

2018-19

2017-18

Step 4a: Click on the **Dropdown box for active Year** Folder of your Account – Chose the year (2018-19) for Next year's Sport Assignments.

Active Year

I shall not give account login information to any other company or entity. Any and all data scrapping for commercial use is prohibited

I agree

I Agree

Step 4b: Click on the **"I Agree" Box**

Go Back

Save

SAVE

Step 4c: Click **"SAVE"**