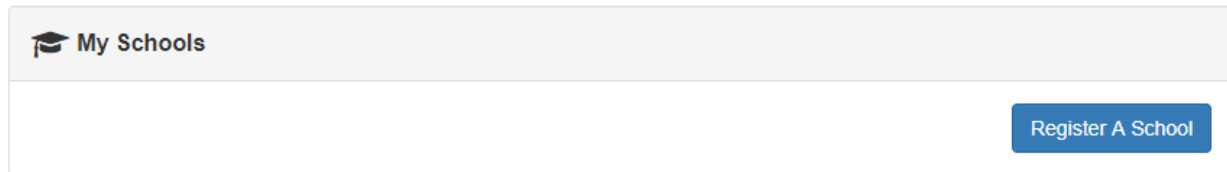


Registering as a Secondary Teacher

1. Login to the Registry website.
2. Click School in the navigation bar.
3. Click REGISTER A SCHOOL in the My Schools panel.



4. For “Which hub are you registering with?”, select the hub that your school wishes to participate in for the selected season. (Example. As a teacher I may register Sleepy Hollow High to Capitol BEST). Upon hub selection, a blue alert will show the capacity of the hub you have selected. If the hub is over capacity, you should contact the hub before registering.
 - a. The state the hub resides in will be selected by default. You can change this in the Filter By State drop down.
5. Scroll down the page and locate your school. A gray “Register As Assistant Teacher” button will be shown. Click on this button.

Assistant Teacher Profile

Which hub are you registering with?

Which school are you a secondary/support teacher with?

Do you want to receive email pertaining to this school?

6. On the Register page, the Hub and School should be automatically selected. Verify they are correct.
7. Complete the “Do you want to receive email pertaining to this school?” and Acknowledgements.
8. Click the REGISTER button.

The primary teacher will receive email communication that you have registered. You will not see the school/team on your SCHOOLS page until the primary teacher has approved you.

[continued next page]

How does the primary teacher approve me?

The primary teacher must visit the TEAM ROSTER page accessible from the SCHOOLS page. On that page there are two tables. The “Teacher & Mentors” table presents all teachers and mentors registered to a team. The primary teacher should click the APPROVED CHECKBOX next to your name.

Teachers & Mentors

You can approve/revoke mentors from your team by checking or unchecking the box located in the “Mentor Approved” column. Click the + to view additional information on an individual.

	NAME	POSITION	PRIMARY TEACHER	APPROVED	CAN MENTOR MANAGE TEAM
<input type="checkbox"/>	Sampson, Jacky	Teacher	Yes	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Teacher, Secondary	Teacher	No	<input type="checkbox"/>	
<input type="checkbox"/>	Counselor, Dax	Mentor	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assistant teachers have all of the same access rights as primary teachers except for modifying the school information.