


Schools Page – Managing Team Information

The following outlines the functions available to teachers and mentors in the school’s page.

The Schools Page

The schools page is available to teachers and mentors and is used for general team management. Depending on the status of your team, different options will be available. Each team for which you are (a) a teacher or (b) a mentor will be listed on the dashboard. The following information is shown for each team: School Name, Team Name, Hub & Status, Students Registered, Post Season Surveys Completed, Address, Phone, NCES Number, Grade Levels, Team Number and Team Ticker.

SCHOOL / TEAM NAME	HUB / STATUS	STUDENTS REGISTERED	POST SEASON SRVY COMPLETED
 Sleep Hollow High Sleep Hollow High	East Alabama BEST Approved	0	0

You are the primary teacher for this school



Sleep Hollow Lane
 Tarrytown, NY
 ☎ (205) 111-1820

NCES No. 112233445566
 Grade Levels K-12
 Team Number #0100
 Team Ticker

As a teacher you can use this information to easily identify if all your students have registered and if they have completed their post season survey.

Use the ACTION BUTTON to access additional team functions.

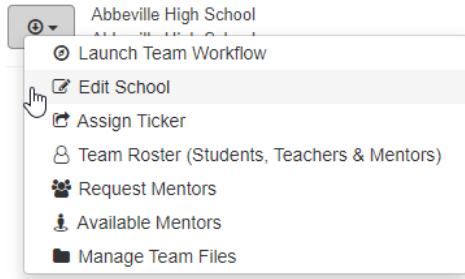
Launch Team Workflow

The Team Workflow, or Workflow, is a student accessible portal for team management. This function gives teachers and mentors the ability to access the workflow page from their own account. Students should be provided access to the Workflow since they are the primary developers and owners of the content. More details on Workflow can be found in its documentation.

Editing school profile

You may have the need to change information about your school. To change this information:

1. On the SCHOOLS page, click the ACTION BUTTON by the team you need to edit and select EDIT SCHOOL.



2. Under “School Profile”, change any field as required.
3. Click SAVE. A green alert at the top will state if the update was successful. You and the hub rep. will receive an email confirming that information has been updated.

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Hello Jacky Sampson,

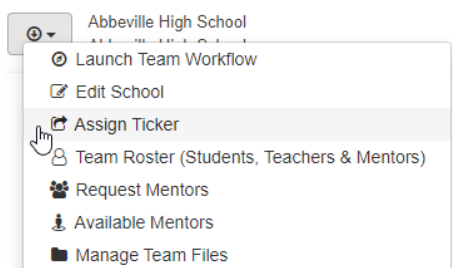
The school profile for Sleep Hollow High School has been updated.

4. Click Team in the Crumble to return to the TEAM page.

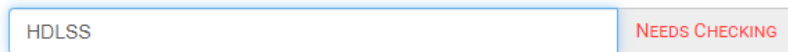
Assigning Ticker

Each team should have a Ticker symbol. This is a stock symbol type hashtag that can be used to promote your team on social media, at competition, and through other avenues. Teachers are the only one who can manage tickers to ensure that it does not arbitrarily get changed. To manage your team’s Ticker, follow these steps:

1. On the SCHOOLS page, click the ACTION BUTTON by the team you need to edit and select ASSIGN TICKER.



- If you already have a Ticker it will be displayed. In the box, type a (new) Ticker. Tickers are limited to 6 characters. Do not include the # (hashtag) symbol with your Ticker. “Needs Checking” will appear.



- Click CHECK AVAILABILITY. If the name is available, “Available” will be displayed in green. If the Ticker is “Taken”, try a different Ticker.

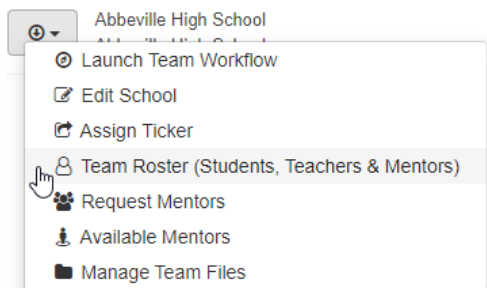


- If it is available, click CLAIM TICKER. The window will close, and the Ticker will be updated on the Team overview.

Managing the Team Roster

The team roster consists not only of Students but also Mentors on your team.

- On the SCHOOLS page, click the ACTION BUTTON by the team you need to edit and select TEAM ROSTER.

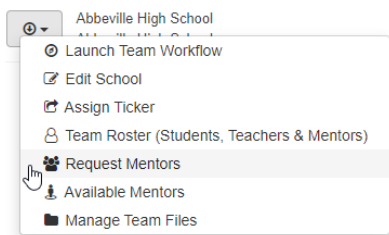


- Follow the help guide “Working with Team Roster” for available actions on the team roster.

Request Mentors

Your team can request mentor assistance.

- On the SCHOOLS page, click the ACTION BUTTON by the team you need mentor(s) and select REQUEST MENTORS.



2. Type a number required and check the boxes by the assistance needed.

NUMBER OF MENTORS NEEDED

2

ASSISTANCE REQUESTED

? ROBOT DESIGN AND CONSTRUCTION

ROBOT PROGRAMMING

MARKETING PRESENTATION DEVELOPMENT/EXECUTION

TEAM EXHIBIT DESIGN, CONSTRUCTION, INTERVIEWS

SPIRIT/SPORTSMANSHIP PLANNING

COMMUNITY AWARENESS ACTIVITIES

ENGINEERING NOTEBOOK DEVELOPMENT

WEB DESIGN OR APP DEVELOPMENT

NONE APPLY

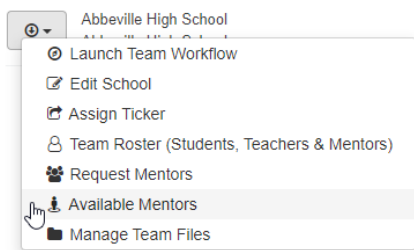
3. Click UPDATE REQUEST

You can return to this page at any time to update your mentor needs. Simply change any of the two entries and click UPDATE REQUEST. To complete remove the request, click CANCEL REQUEST.

Available Mentors

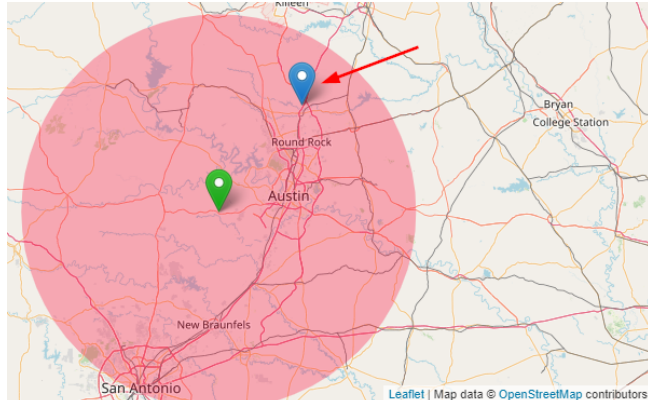
Mentors can register as “undecided” which means they are available to assist a team. You can search through these profiles to find mentors in your area that meet the needs of your team.

1. On the SCHOOLS page, click the ACTION BUTTON by the team you need mentor(s) and select AVAILABLE MENTORS.



2. Adjust the “Distance from School” to meet your needs.
3. Blue markers denote available mentors. Click on the MARKER on the map to view the mentor’s profile. The profile will show in the right-hand side. Review the mentors “skill set”. If this meets your teams needs: CONTACT

THEM via email or phone.



Distance from School

DISTANCE: 10 60 80

Mentor's Profile

You should contact this mentor via email or phone before assigning them to your team.

NAME: Greg Y

EMAIL: mentor@bestrobotics.org

PHONE: (555) 555-5555

ADDRESS: Georgetown TX 78628

SKILL SET:
 Robot Programming
 Web design or App development

[Assign to My Team](#) [Close](#)

4. If they agree to assist your team, click the ASSIGN TO MY TEAM button. They will be assigned to your team.

Note: When you assign a mentor to your team, they are automatically “APPROVED” and have access to your teams’ roster and team information. Always vet a mentor before you assign them to your team!

Managing Files

Each team has a space to upload files for the competition. By default, a team can upload their logo files for inclusion on this site and use by their hub. Once your team logo is uploaded, it will be shown on the TEAM and WORKFLOW pages. See the help guide “Working with Team Files” for information.

To access your team files from the TEAM dashboard.

1. Click the ACTION BUTTON by the team you need to edit and select MANAGE FILES.

