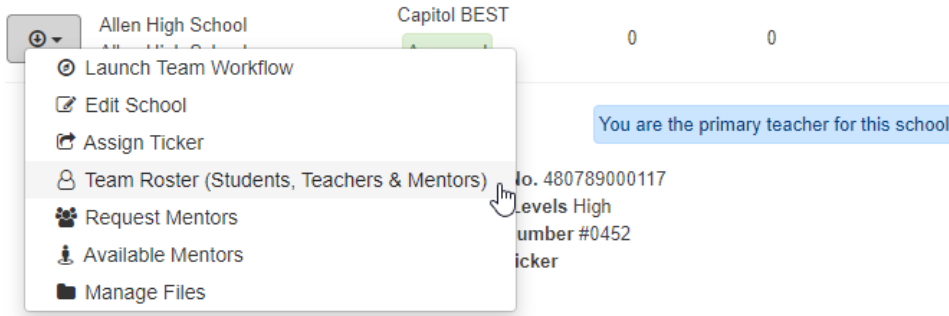


This guide assumes you already have a BEST Robotics Registry account and are currently logged in.

Follow these steps to manage your team’s roster. The team roster includes students, mentors and teachers.

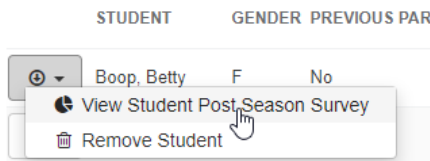
1. Click on SCHOOLS in the menu at the top.
2. In the MY SCHOOLS group, click the ACTION BUTTON next to the team name and click TEAM ROSTER.



## STUDENTS

### VIEW POST SEASON SURVEY

1. Click on the ACTION BUTTON beside the student’s name and click VIEW STUDENT POST SEASON SURVEY.

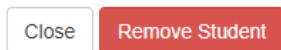


2. To hide the survey, click the CLOSE button.

### TO REMOVE A STUDENT

1. Click on the ACTION BUTTON beside the student’s name and click REMOVE STUDENT.
2. UNDERSTAND that removing a student deletes their student profile for the season! Click the REMOVE STUDENT button and accept the warning.

If this student is no longer participating with your team, you can remove him or her below. Please remember, removal is permanent and cannot be undone. You should only remove a student if you know for certain he or she will not be returning to the team. If you remove them and they return, the parent or guardian will need to re-register the student through their account.



## MARKING GAME DAY ATTENDANCE

All students who are planning to attend game day should be identified. This is also important as students must be marked as attending game day to show up in the Driver Schedule.

1. Click the CHECKBOX in the student’s row under ATTENDING GAMEDAY. This is a toggle: to remove them from attending game day, click the checkbox again.

	STUDENT	GENDER	PREVIOUS PARTICIPANT	GRADE LEVEL	PERMISSION	POST SEASON SURVEY	ATTENDING GAMEDAY	WORKFLOW ACCESS
	Boop, Betty	F	No	12TH	✓	✗	<input type="checkbox"/>	None

## MANAGING STUDENT WORKFLOW PERMISSION

Adults have the ability to give students an account into the BEST Registry for the purpose of managing their team data. If the adult has created this access, you will see a drop down in the student’s row. Upon initial creation the permission is set to none. As a teacher you can decide how the student can interact. Read only – only allows them to see the Workflow. Full Access – gives them the ability to manage information on the Workflow.

1. In the student’s row, click the drop down in the PERMISSION column and select a permission level.

	STUDENT	GENDER	PREVIOUS PARTICIPANT	GRADE LEVEL	PERMISSION	POST SEASON SURVEY	ATTENDING GAMEDAY	WORKFLOW ACCESS
	Boop, Betty	F	No	12TH	✓	✗	<input type="checkbox"/>	None
	Milton, Stephen	M	No	10TH	✓	✗	<input checked="" type="checkbox"/>	Full Access
								View Only
								None

You can change this at any time by coming to the team roster and changing this drop down.

## TEACHERS AND MENTORS

### APPROVING AN ASSISTANT TEACHER OR MENTOR

Until you approve an assistant teacher or mentor, your team will not appear on their SCHOOLS dashboard. To approve or revoke approval.

1. Click the CHECKBOX in the user’s row under APPROVED. This is a toggle: to remove them from being approved, click the checkbox again.

## MANAGING THE TEAM ROSTER

	NAME	POSITION	PRIMARY TEACHER	APPROVED	CAN MENTOR MANAGE TEAM
<input data-bbox="310 289 354 327" type="button" value="+"/>	Cauthen, Stephen	Teacher	Yes	<input checked="" type="checkbox"/>	
<input data-bbox="310 342 354 380" type="button" value="+"/>	Young, Greg	Teacher	No	<input checked="" type="checkbox"/>	

### ALLOWING A MENTOR TO MANAGE THE TEAM

You can allow mentors the ability to manage team information. This does not give them access to everything! To give this permission:

1. Click the CHECKBOX in the user's row under CAN MENTOR MANAGE TEAM. This is a toggle: to remove them from being approved, click the checkbox again.

	NAME	POSITION	PRIMARY TEACHER	APPROVED	CAN MENTOR MANAGE TEAM
<input data-bbox="292 751 336 789" type="button" value="+"/>	Dry, Julia	Mentor	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### REVOKING (REMOVING) A TEACHER OR MENTOR

If a teacher/mentor incorrectly connected with your team or they are no longer active on your team, you can remove them.

1. Click the ACTION BUTTON beside the user's name and click the + sign.
2. Click the red REVOKE button and accept the warning.