Sacramento County History Day Registration
Coach Instructions

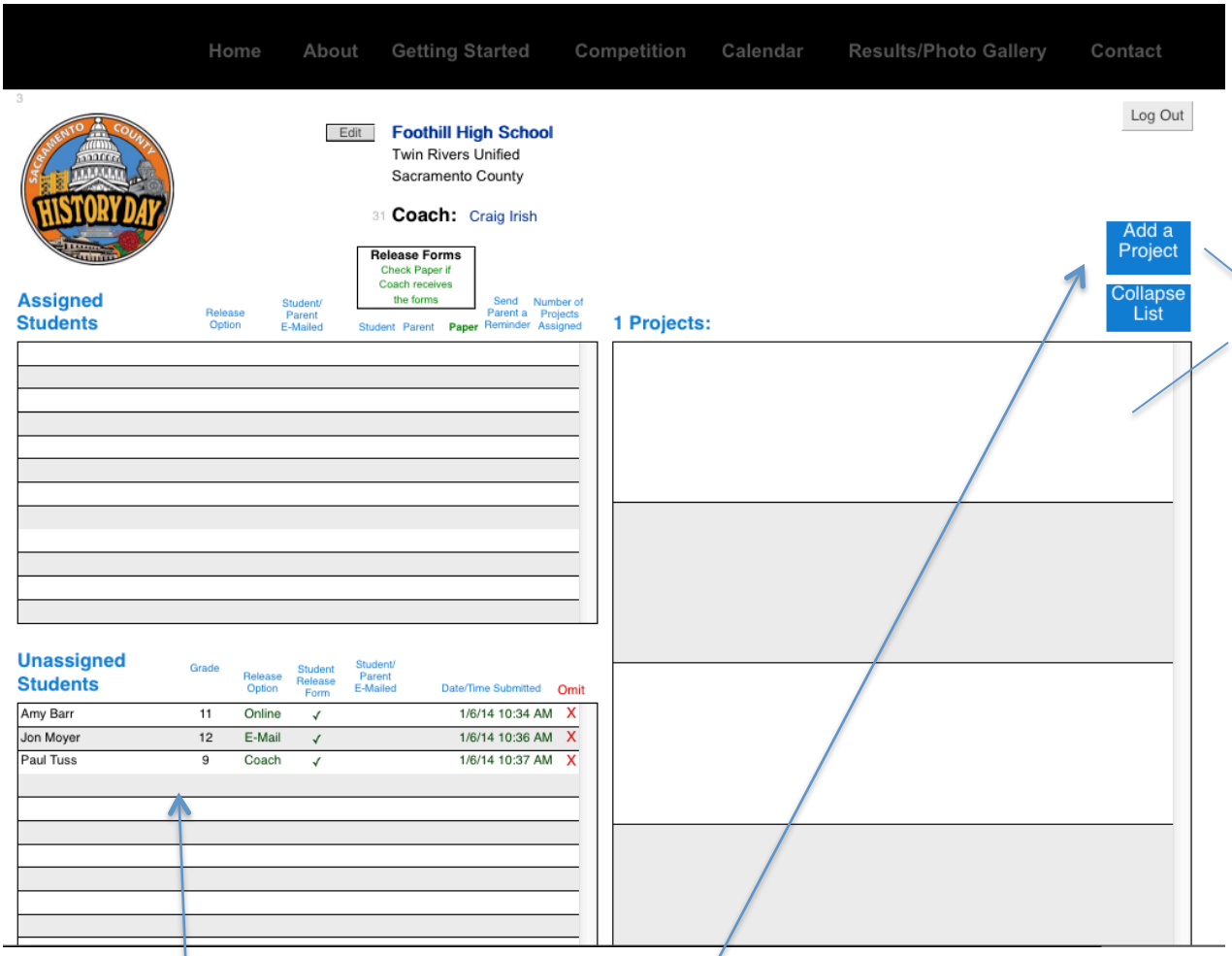
All students and projects MUST be registered by Friday, January 29, 2016

1. Have all students complete an online registration request.
    - Go to www.sachistoryday.org - select "Student Online Reg Form" under Student tabs at bottom

2. Access you coach online registration portal.
    - Go to www.sachistoryday.org - select "Coach Online Reg Portal" under Educator tabs at bottom
    - On the Online Registration: Educators page, select the "Coach Online Reg Portal" button again
    - Enter your **username** – first initial and last name
    - Enter your **temporary password** (Temporary password is four zeros "0000"). You will then be prompted to create a new password and then verify it.

If you are a new school you will need to contact Craig for a username

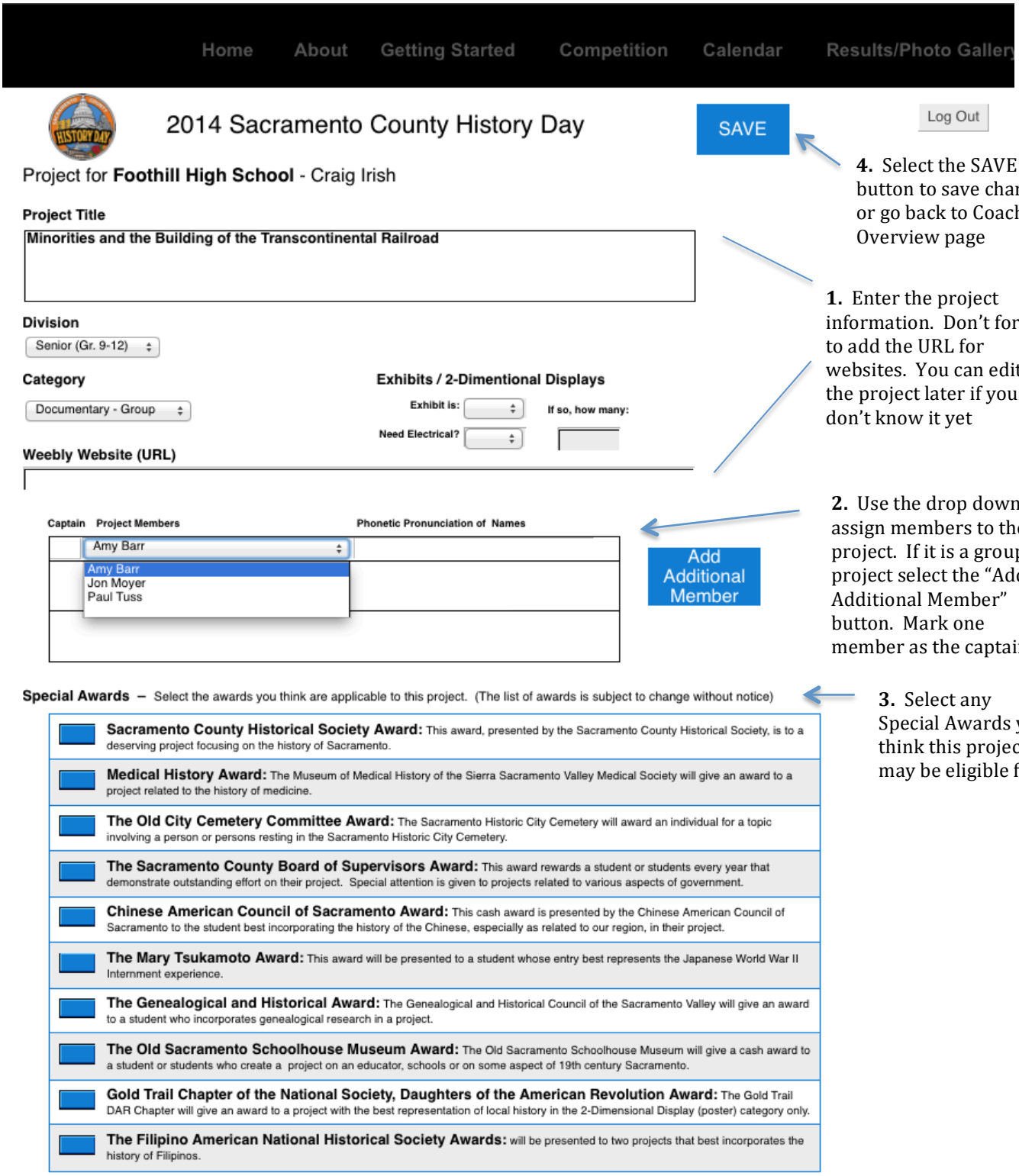
After this your **Coach Overview Page** will load:



No projects have been created. Select "Add a project" to create one

This portal shows students who have completed a request to participate. Currently 3 students have registered and are not assigned to a project. Add the project to assign them.

3. Create a new project for each project you will to enter in the county competition. Do this by selecting the "Add a Project" button. This will take you to the following page:



4. Select the SAVE button to save changes or go back to Coach Overview page

1. Enter the project information. Don't forget to add the URL for websites. You can edit the project later if you don't know it yet

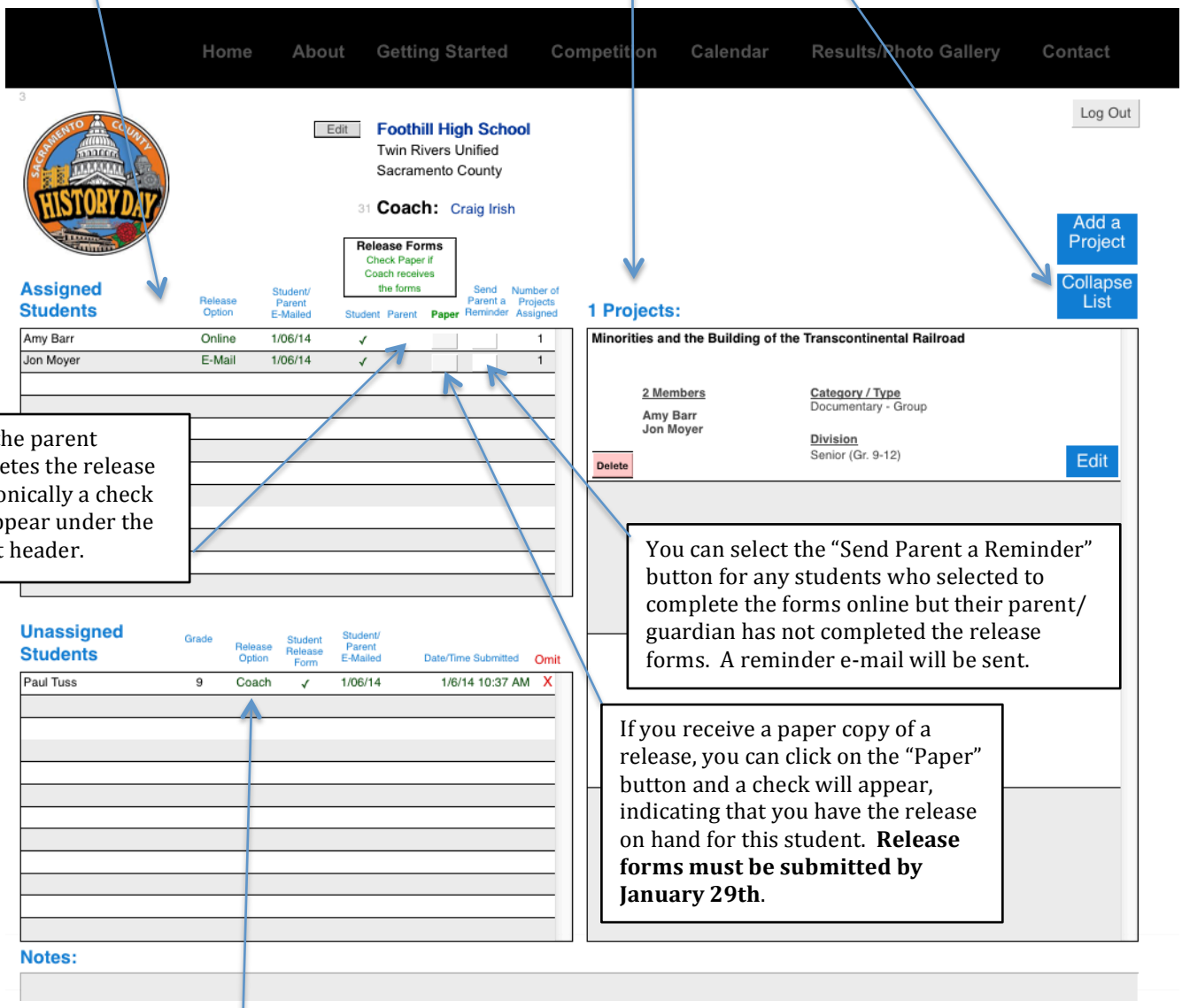
2. Use the drop down to assign members to the project. If it is a group project select the "Add Additional Member" button. Mark one member as the captain.

3. Select any Special Awards you think this project may be eligible for.

4. Continue to add new projects and assign students.
5. Verify that all release forms are completed by January 29, 2015.

This portal shows the students you have assigned. However, they are not completely registered until release forms are submitted. See Release Forms below.

The project you added shows up here. If you have a lot you can collapse the list so they are easier to see.



Once the parent completes the release electronically a check will appear under the parent header.

You can select the "Send Parent a Reminder" button for any students who selected to complete the forms online but their parent/ guardian has not completed the release forms. A reminder e-mail will be sent.

If you receive a paper copy of a release, you can click on the "Paper" button and a check will appear, indicating that you have the release on hand for this student. **Release forms must be submitted by January 29th**.

Release Forms:
There are three ways these can be completed – 1) Coach: students get a form from you, 2) E-Mail: have one e-mailed to them, or 3) Online: have their parent/guardian compete it online (no paper needed).