

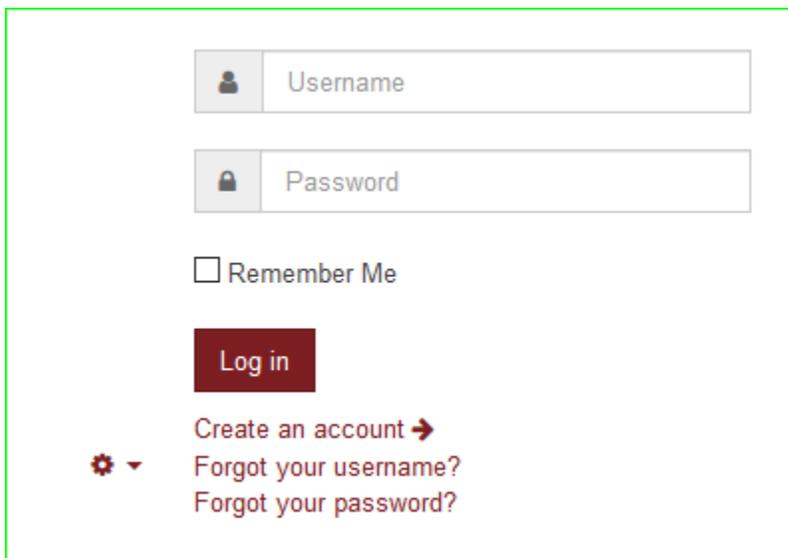
SIJHSAA – Member School Information Update.

Member school are now able to edit their Online Member Profile. This data includes:

- School Name
- Address
- Phone & FAX
- Team Names
- Team Colors
- School Contacts including all Coaches
- Annual Enrollment Information
- Annual Sport Participation Selection

To access this Member Information please follow the instructions below:

On a desktop computer look on the right had side of the web page or if on a cell phone scroll up to find the section below to log into the website with your School Admin Account.



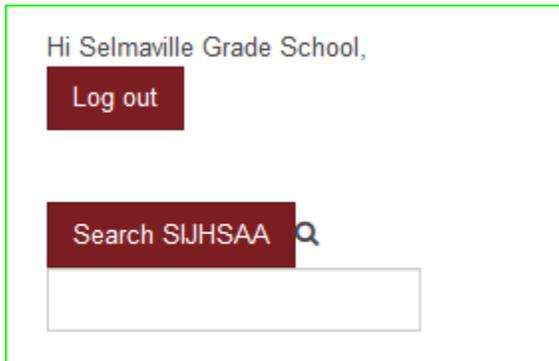
The image shows a login form with the following elements:

- A text input field labeled "Username" with a user icon on the left.
- A text input field labeled "Password" with a lock icon on the left.
- A checkbox labeled "Remember Me".
- A dark red button labeled "Log in".
- A link "Create an account →" in red text.
- A gear icon with a dropdown arrow next to the "Create an account" link.
- Two links in red text: "Forgot your username?" and "Forgot your password?".

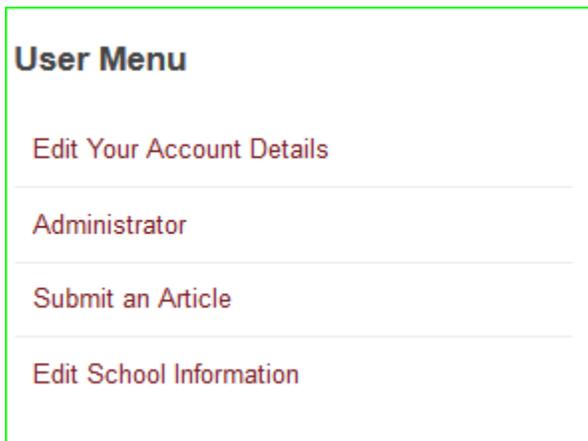
If your account does not work or If you have trouble accessing the new Member School Information or need help please contact me via email at geff@americana.com or by phone 618.267.9009

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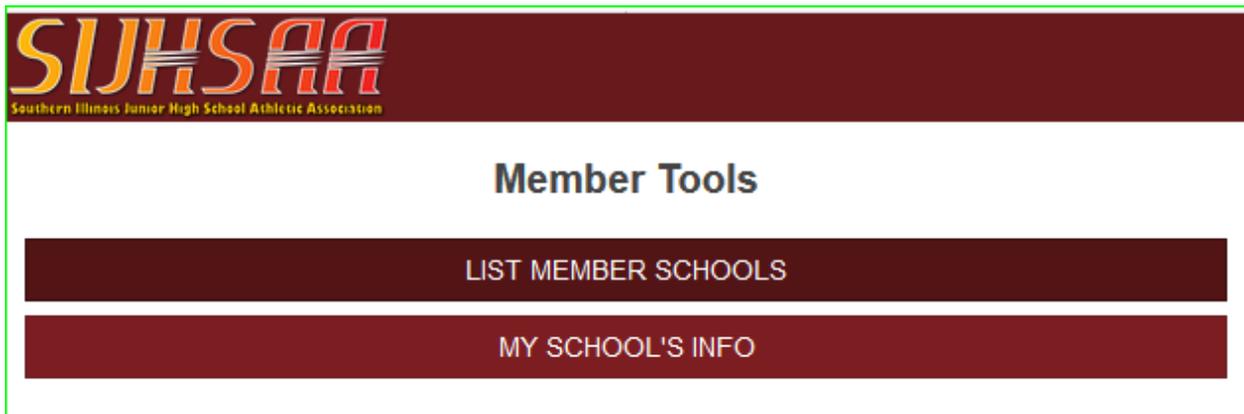
After you successfully log into the site you should see a message similar to below:



To get to the Member School Info scroll down and find the **User Menu** like below:



Click on the last item **Edit School Information** and you will see the following:



SIJHSAA – Member School Information Update.

Click on **MY SCHOOL'S INFO** to get to the information page similar to below:



Southern Illinois Junior High School Athletic Association

Member school info

School Selmaville

Address 3185 Selmaville Rd

City Salem

State IL

ZIP 62281

Phone 618-548-2416

FAX 618-548-6063

Team name Rockets

Girls team (if different) Lady Rockets

Colors Purple/White

✓ SAVE ✕ CANCEL

✉ CONTACTS

ENROLLMENT

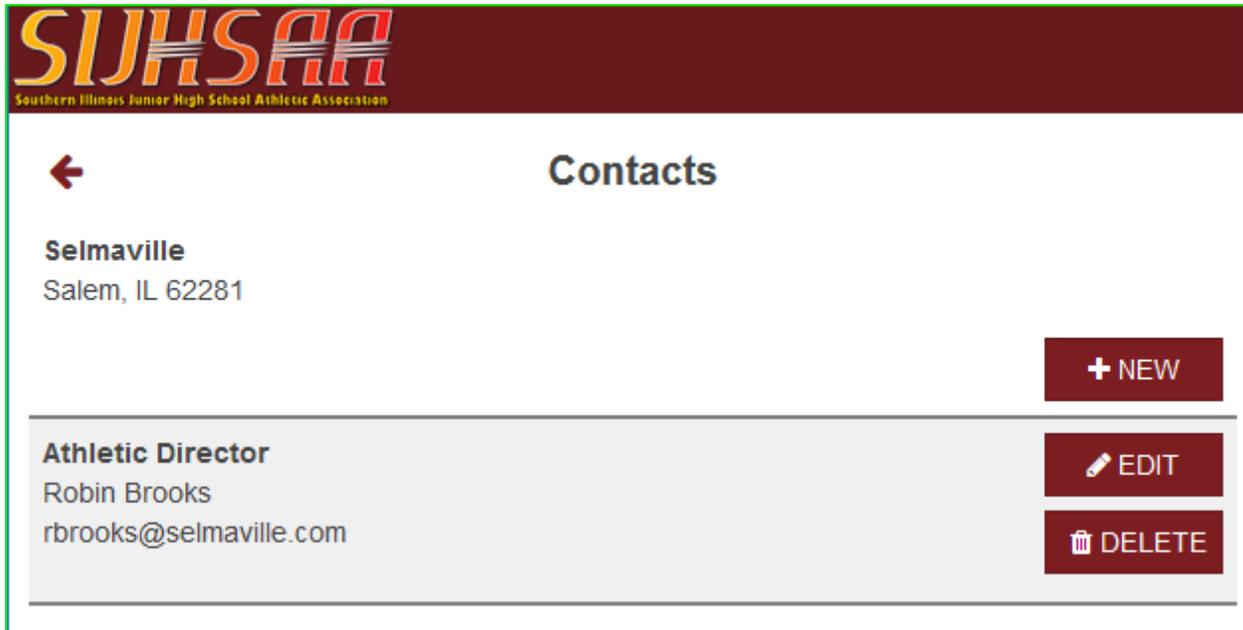
☑ PARTICIPATION

Here you can change the school name, address, phone numbers, Team Names and Colors or go to the CONTACTS, ENROLLMENT OR PARTICIPATION pages.

SIJHSAA – Member School Information Update.

CONTACTS

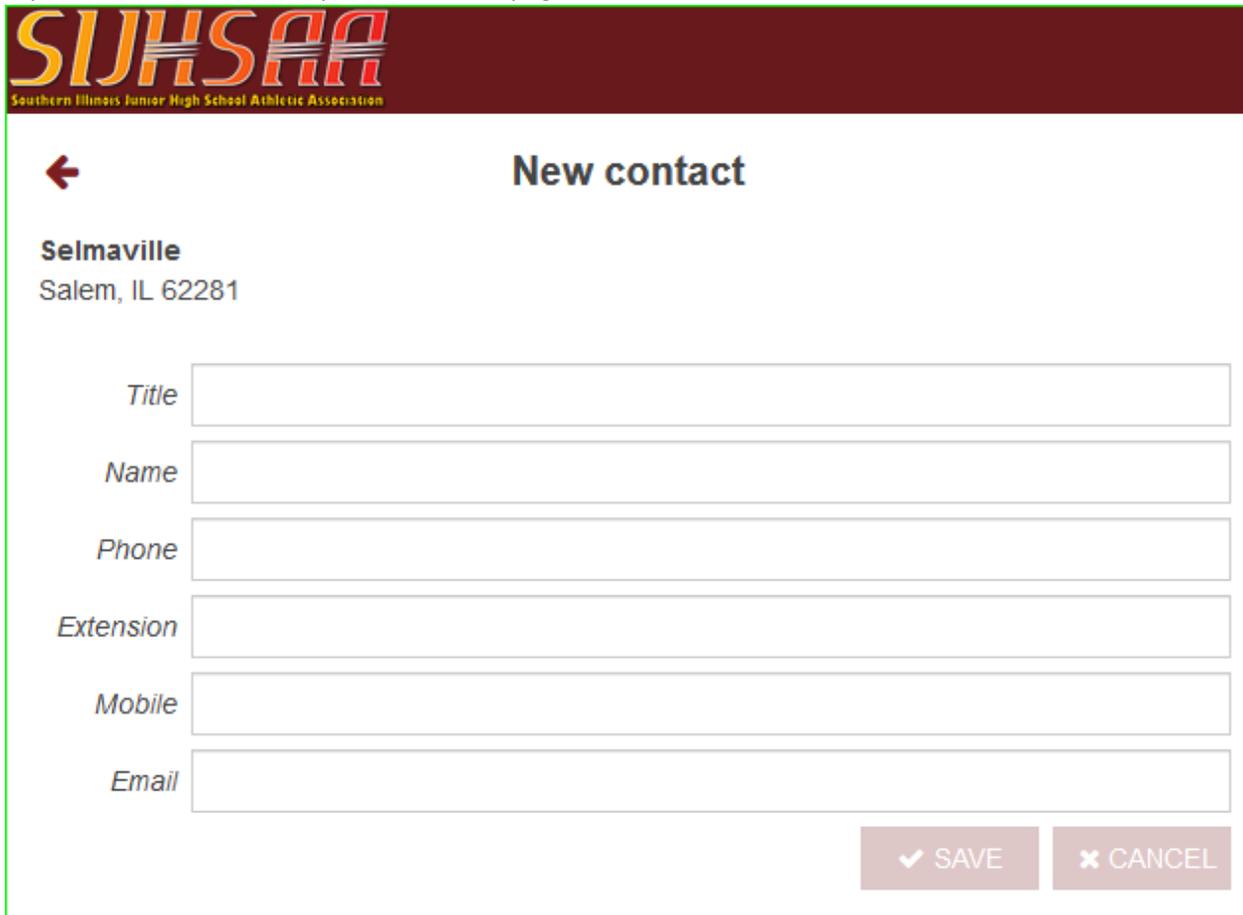
To change or add Contacts including team coaches click on **Contacts** and you will see the page below:



The screenshot shows the SIJHSAA logo at the top left. Below it is a navigation bar with a back arrow and the title "Contacts". The school name "Selmaville" and address "Salem, IL 62281" are displayed. On the right side, there is a "+ NEW" button. Below this, a contact entry for "Athletic Director" Robin Brooks is shown with the email "rbrooks@selmaville.com". To the right of this entry are "EDIT" and "DELETE" buttons.

You can EDIT and DELETE any Contact from here.

If you add a NEW contact, you will see the page below:

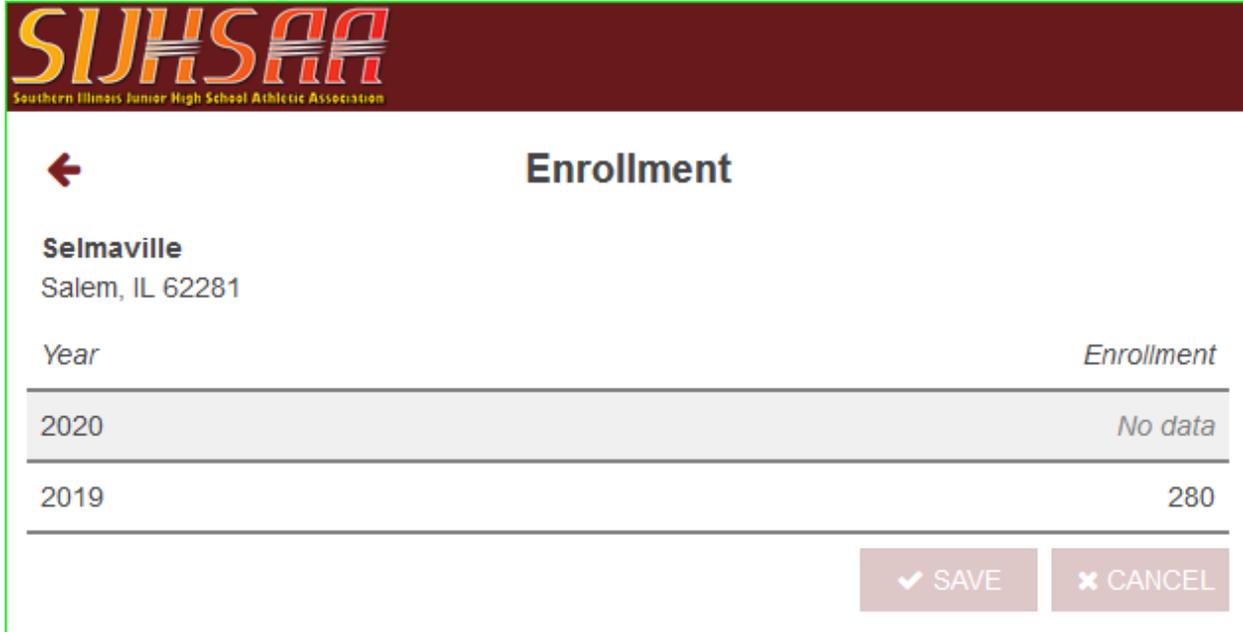


The screenshot shows the SIJHSAA logo at the top left. Below it is a navigation bar with a back arrow and the title "New contact". The school name "Selmaville" and address "Salem, IL 62281" are displayed. Below this are several input fields for contact information: "Title", "Name", "Phone", "Extension", "Mobile", and "Email". At the bottom right, there are "SAVE" and "CANCEL" buttons.

SIJHSAA – Member School Information Update.

ENROLLMENT

If you click on **ENROLLMENT** you will see the page below:



The screenshot shows the SIJHSAA logo at the top left, followed by a back arrow and the title "Enrollment". Below this, the school name "Selmaville" and address "Salem, IL 62281" are listed. A table displays enrollment data for the years 2020 and 2019. The 2020 row is highlighted in grey and shows "No data", while the 2019 row shows "280". At the bottom right, there are "SAVE" and "CANCEL" buttons.

Year	Enrollment
2020	No data
2019	280

Each years Enrollment Data can only be entered on specific dates. Once those dates have passed the only way to enter or change Enrollment Data will be by the Director.

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PARTICIPATION

The final Member Information section is the PARTICIPATION page:



← Participation

Selmaville
Salem, IL 62281

<i>Sport</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Baseball	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boys Basketball	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boys Bowling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boys Cross Country	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boys Golf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boys Track and Field	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Girls Basketball	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Girls Bowling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Girls Cross Country	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Girls Golf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Girls Track and Field	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Softball	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SAVE CANCEL

Here you will be able to select the sports you will be participating in for the current year.