



Applying Students to ES Spring Sports in SIM

Elementary Schools will use SIM to apply students to the ES Spring Sports. This document covers how to:

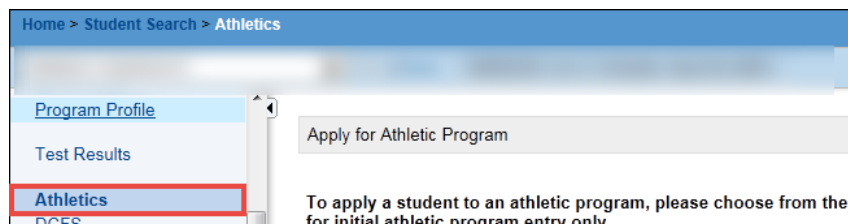
- Apply a student to a Spring sport
- Use an OPTIONAL shortcut method to apply more than one student to a Spring sport
- Generate the CPS Elementary School Sports Roster

IMPORTANT: Athletics Coordinator Role Needed

Unless you have the Principal role in SIM, the authorized role needed is the **Athletics Coordinator role (SAthletics)**. This role is assigned by the Principal, using the [Online Data Acquisition \(ODA\)](#) system. After the role is assigned, access to SIM will be granted in approximately 48 – 72 hours.

Apply a Student to a Spring Sport

1. Perform a student search to locate and open the record of the student.
2. On the *Control bar* (left-side bar), click *Athletics*.



3. Under the *Elementary School Athletic Eligibility* section, select "Yes" for each of the three (3) requirements.

★ Note the new field *T-Shirt Size*. The student's T-shirt size can be selected when applying the student to the sport, or after the student in the sport.

Elementary School Athletic Eligibility

Elementary school programs must complete this section and click "Apply" to save criteria prior to enrolling student into a sport.

Meets medical requirement: Yes ▼

Meets grade requirement: Yes ▼

Meets age requirement: Yes ▼

★ Please Select a T-Shirt Size.
T-Shirt Size: Youth Medium ▼

*Required

Apply OK Car

4. Click **Apply** to save your answers. Do NOT click *OK*.



- Under the *Apply for Athletic Program* section, complete each field for the applicable sport, and click *OK* to calculate eligibility.

Apply for Athletic Program

To apply a student to an athletic program, please choose from the options below. These fields are intended for initial athletic program entry only.

Note: Please ensure the applicants home school is set appropriately prior to applying to an athletic program.

Sport: Track & Field

Sports Level: Grades 7 & 8

Sport Season: Spring

Gender: Girls

See page 6 of this document for the list of Spring sports.

- Repeat steps 1 – 5 for each student who will be participating in a Spring sport.

Use a Shortcut Method to Apply More Than One Student to a Spring Sport – OPTIONAL to use

This shortcut method involves two recommended steps: (1) Create a *Saved List* of the students by sport for each Spring sport your school will be offering (for instance, “7th Grade Girls Track”, and (2) Use the *Saved List* to apply students to the applicable Spring sport.

Step 1: Create a Saved List

In this example, you will be creating a saved list for the 7th grade girls who will be running track.

- From your *Home Page*, click the 7th grade quick link to display all 7th graders.

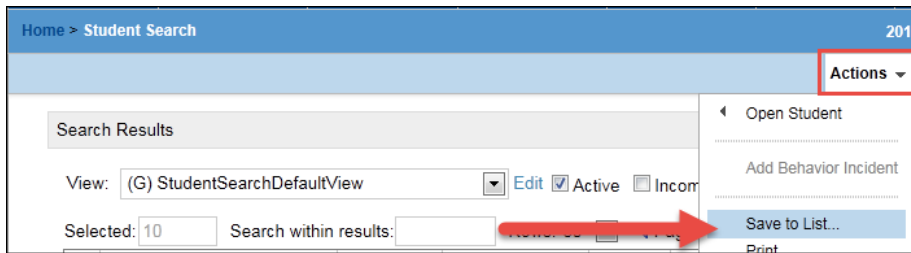
- Check the checkbox next to each 7th grade girl’s name who will be participating.

Student Name (LFM)	ID	State Number	Gr(A)	HR(A)	Gender
<input checked="" type="checkbox"/>			7		F
<input checked="" type="checkbox"/>			7		F
<input checked="" type="checkbox"/>			7		F



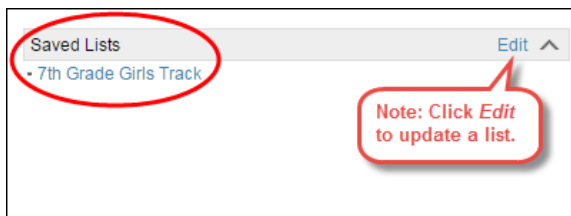
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- From the *Task Bar*, select *Actions > Save to List...*



- On the *Save to List* page, complete the following:

Note: *Saved Lists* are located on your *Home Page* under the *Saved Lists* section.



- Repeat steps 1 – 4 for each Spring sport your school will be offering.

Step 2: Use your Saved List to Apply Students to a Spring Sport

- On your *Home Page*, under the *Saved Lists* section, click on the name of the *Saved List* for the sport in question to open it (for example, 7th Grade Girls Track).
- Check the checkbox next to each student's name to select all students in the list.
- Click on the name of the first student to open the record and go to the student's *Athletics* page.



Instructional Management Program &
Academic Communication Tool

- Under the *Elementary School Athletic Eligibility* section, select "Yes" for each of the three (3) requirements, and click *Apply* to save your answers. Do **NOT** click *OK*.

Elementary School Athletic Eligibility

Elementary school programs must complete this section and click "Apply" to save criteria prior to enrolling student into a sport.

Meets medical requirement: Yes ▼

Meets grade requirement: Yes ▼

Meets age requirement: Yes ▼

★ Please Select a T-Shirt Size.

T-Shirt Size: Youth Medium ▼

*Required

Apply OK Cancel

- Under the *Apply for Athletic Program*, complete each field for the applicable sport, and then click *Next* (at the top of the student's record) to go to the next student's record in the list.

Apply for Athletic Program

To apply a student to an athletic program, please choose from the options below. These fields are intended for initial athletic program entry only.

Note: Please ensure the applicants home school is set appropriately prior to applying to an athletic program.

Sport: Track & Field ▼

Sports Level: Grades 7 & 8 ▼

Sport Season: Spring ▼

Gender: Girls ▼

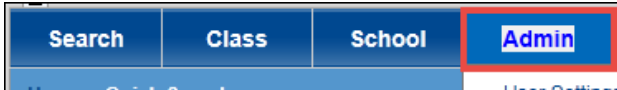
Next

- Complete steps 4 and 5 for the next student.
- After the last student has been completed, click *OK* to save all information.
- If needed, repeat steps 1 – 7 for students in each of the Spring sports your school will be offering.

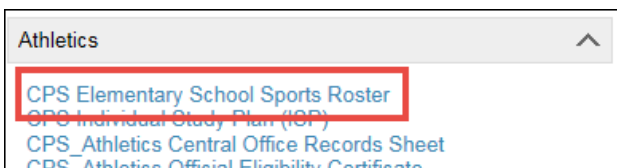


Generate the CPS Elementary School Sports Roster

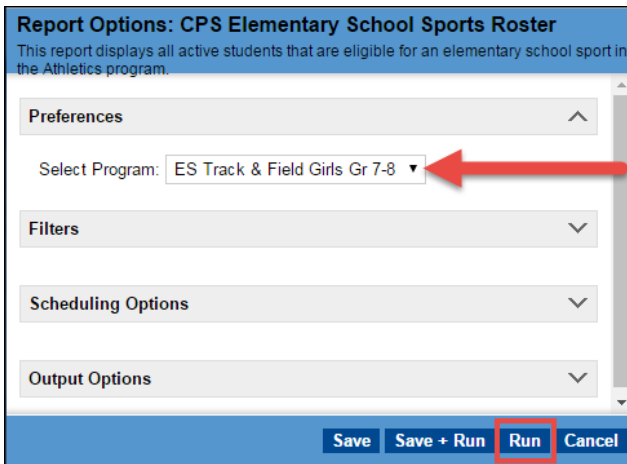
- 1. On the horizontal Menu bar, under Admin, select Reports.



- 2. On the Reports page, under the Athletics section, click the CPS Elementary School Sports Roster.



- 3. On the Report Options screen, under Preferences, select the desired Spring sport from the dropdown list, and click Run.



The report will display in a PDF format:

		School									
		CPS Elementary School Sports Roster									
Sport Name:		ES Track & Field Girls Gr 7-8									
Sport Season Start and End Dates:		02/06/2017 - 06/10/2017									
Student Name (Student ID)	Birth Date	Current Age	Gender	Grade Level	T-Shirt Size	Last Exam Date	Medical Eligible?	Academic Eligible?	Med Alert On File?	Parent/Guardian Contact (Relationship)/Phone Number	Secondary Contact (Relationship)/Phone Number
		13	Female	7	Youth Large	07/24/15	YES	YES	NO		
		13	Female	7	Youth Medium	08/29/14	YES	YES	NO		



APPENDIX: CPS Spring Season 2017-18 ES Sports Program List

Start Date: January 22, 2018

End Date: March 12, 2018

Elementary Schools		
Sport	Level	Gender
Floor Hockey	Grades 5 & 6	Co-ed
Soccer	Grades 5 & 6 Grades 7 & 8	Girls
Track & Field	Grades 5 & 6 Grades 7 & 8	Boys
Track & Field	Grades 5 & 6 Grades 7 & 8	Girls
Wrestling	Grades 5 - 8	Co-ed