



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:

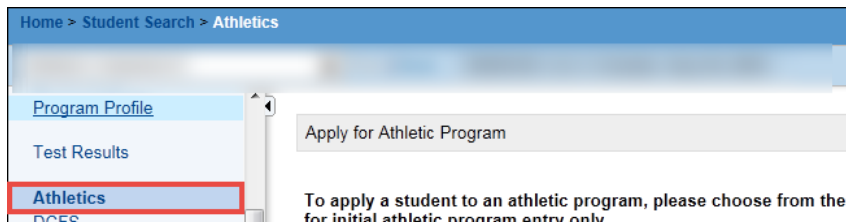
- Apply a student to a Spring sport
- Use an OPTIONAL shortcut method to apply more than one student to a Spring sport
- Generate the CPS Elementary School Sports Roster

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.

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



Instructional Management Program & Academic Communication Tool

- 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.

Active Incoming Withdrawn (current year)

Student name or number Advanced Search

PE PK K 1 2 3 4 5 6 7 8 20

All Students

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

Search Results

View: (G) StudentSearchDefaultView Edit Active Incoming Withdrawn

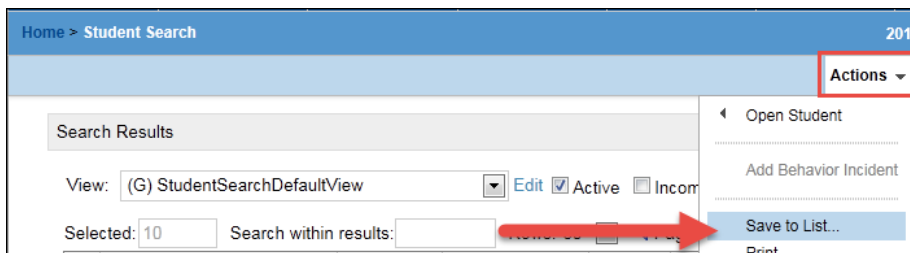
Selected: 10 Search within results: Rows: 30 Page 19 of 25

	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

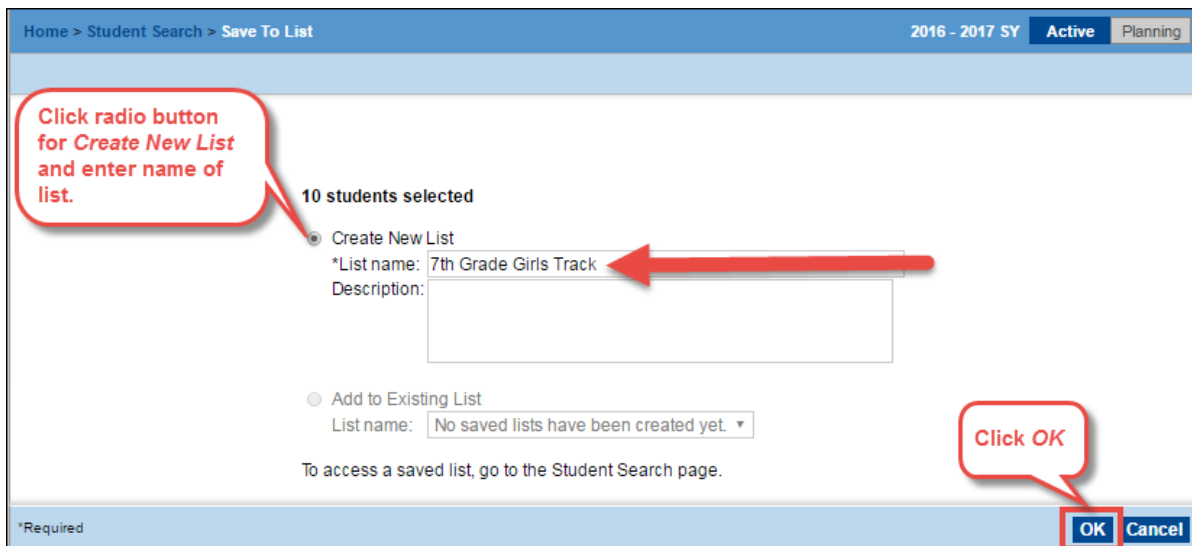


Instructional Management Program & Academic Communication Tool

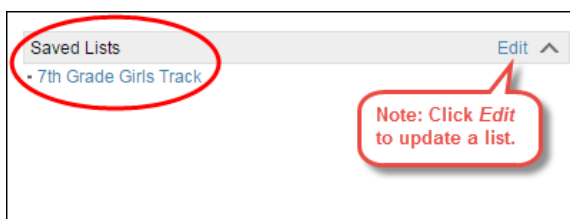
- From the *Task Bar*, select *Actions* > *Save to List...*



- 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

IMPORTANT: By selecting "Yes" and clicking "Apply", the school is verifying that the student meets these requirements and is eligible to participate.

*Note the new "T-Shirt Size" field. The size can be selected when applying the student to the sport, or after the student is in the sport.

- 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 ▼

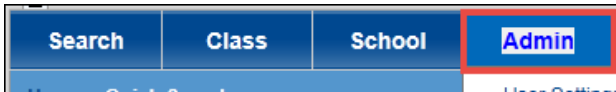
Complete each field for the sport in question, and click *Next* above to navigate to the next student's record.

- 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.

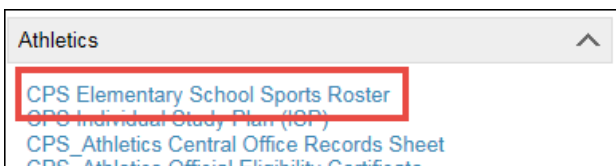


Generate the CPS Elementary School Sports Roster

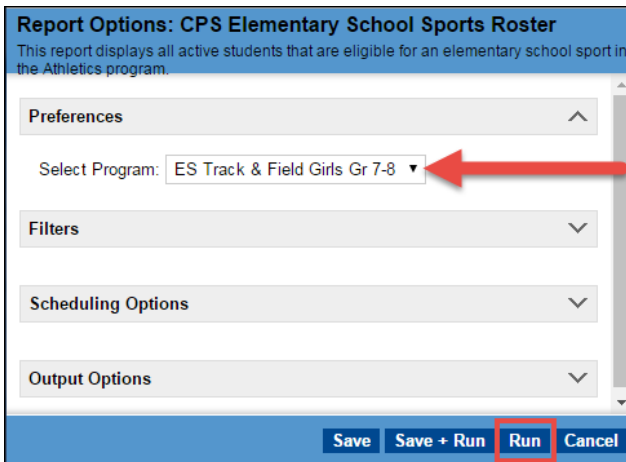
1. On the horizontal *Menu bar*, under *Admin*, select *Reports*.



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:

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 2016-17 ES Sports Program List

Start Date: February 6, 2017

End Date: June 10, 2017

Elementary Schools		
Sport	Level	Gender
Floor Hockey (Pilot)	Grades 5 & 6	Boys
Floor Hockey (Pilot)	Grades 5 & 6	Girls
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 (Pilot)	Grades 5 & 6 Grades 7 & 8	Co-ed