



Applying Students to ES Fall and Winter Sports in SIM

Elementary Schools (ES) will use SIM to apply students to ES Fall and Winter Sports. This document covers the basics of how to:

- Apply a student to a sport
- Confirm all students are applied to the sport
- Use an OPTIONAL shortcut method to apply more than one student to a sport
- Generate the CPS Elementary School Sports Roster

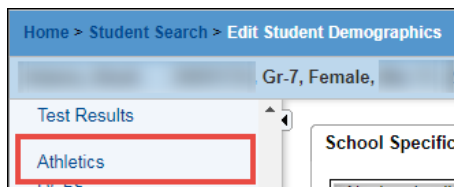
Note: For additional information on tracking students participating in sports, Elementary Schools should refer to the [Athletics Program User Guide](#), located on the IMPACT website, under SIM Documents.

IMPORTANT: Athletics Coordinator Role Needed

Unless you have the Principal role in SIM, the authorized role needed is the **Athletics Coordinator (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 Sport

1. Perform a student search to locate and open the record of the student.
2. In 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 is 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



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4. Click **Apply** (in the lower right-hand corner) to save your answers. Do **NOT** click **OK**.
5. 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: Cross Country

Sports Level: Grades 7 & 8

Sport Season: Fall

Gender: Girls

*Required

Apply OK Cancel

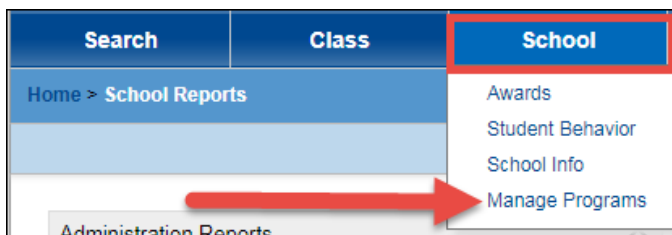
See the Appendix on page 7 of this document for the list of Fall and Winter Sports.

6. Repeat steps 1 – 5 for each student who will be participating in the applicable sport.

To Confirm All Students Are Applied to the Sport:

The following steps detail how to confirm that all students have been applied to their sport:

1. On the horizontal *Menu bar*, under *School*, select *Manage Programs*.



2. On the *Program Search* page, select “Program equals...” option and select the specific Sports program.

Program Search

Basic Detail

Search by:

Program Category equals

Program equals ES Cross Country Girls Gr 7-8

Program Group equals

Program Start Date equals mm/dd/yyyy

Program End Date equals mm/dd/yyyy

Display All Records

Search



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3. Click *Search*.
4. Scroll down to the *Search Results* section.

Note the # of Participants column. Click the "number" to display the list of students applied to the sport.

Session	Start Date	End Date	Student Capacity	# of Participants	# of Applicants
ES Cross Country Girls Gr 7-8					
<input type="checkbox"/>	ES Cross Country Girls Gr 7-8	08/13/2017	11/29/2017	0	7

Use a Shortcut Method to Apply More Than One Student to a Sport (OPTIONAL TO USE)

This optional shortcut method involves two recommended steps: (1) Create a *Saved List* of the students by sport for each sport your school will be offering (for instance, "7th and 8th Grade Girls Cross Country"), and (2) Use the *Saved List* to apply students to the applicable sport.

Step 1: Create a Saved List

In this example, you will be creating a saved list for the 7th and 8th grade girls who will be participating in Cross Country.

1. From your *Home Page*, click the [All Students](#) link.

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](#) [Recently Enrolled Students](#)

2. Check the checkbox next to each 7th and 8th grade girl's name who will be participating.

View: (G) StudentSearchDefaultView Edit Active Incoming Withdraw

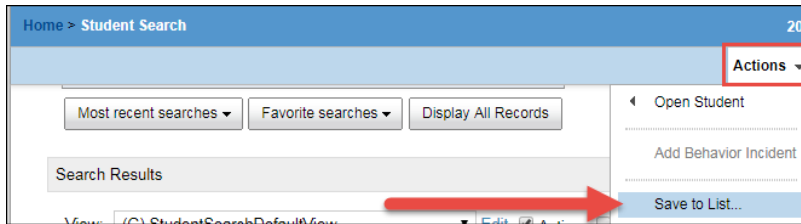
Selected: 6 Search within results: Rows: 30

<input type="checkbox"/>	Student Name (LFM)	ID	State Number	Gr(A)	HR(A)	Gender
<input checked="" type="checkbox"/>				8		F
<input checked="" type="checkbox"/>				8		F
<input checked="" type="checkbox"/>				8		F
<input checked="" type="checkbox"/>				7		F

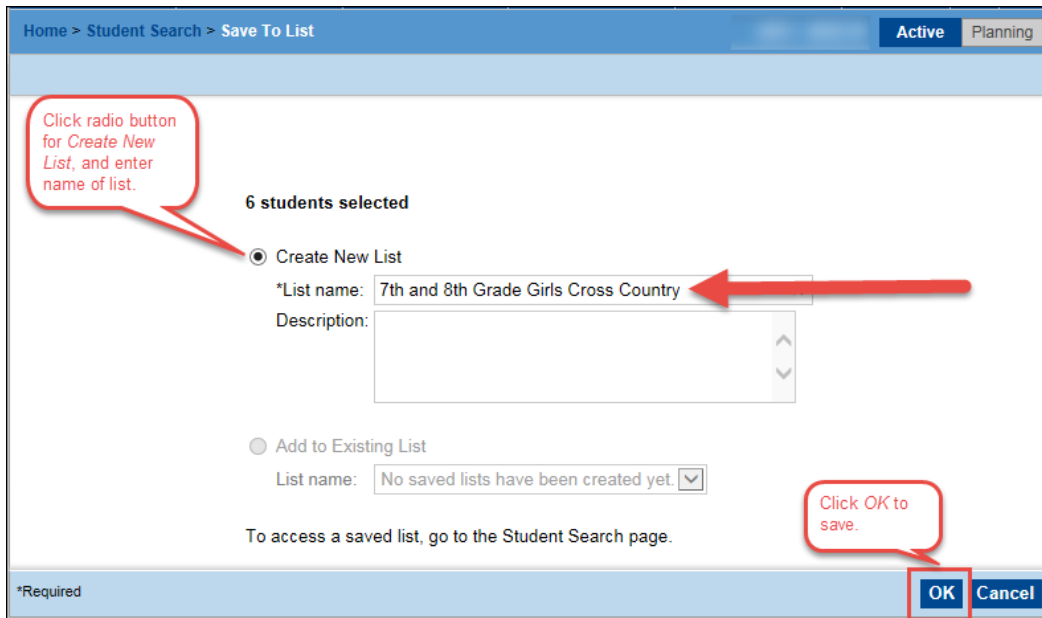


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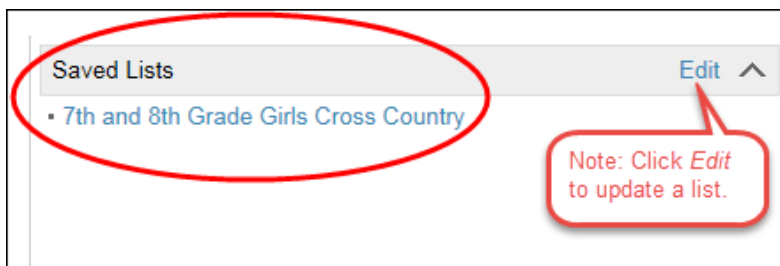
3. From the *Task Bar*, select *Actions* > *Save to List...*



4. On the *Save to List* page, complete the following:



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



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



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

1. 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 and 8th Grade Girls Cross Country).
2. Check the checkbox next to each student's name to select all students in the list.
3. Click on the name of the first student to open the record and go to the student's *Athletics* page.
4. 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*.

Adams, Aleah Prev | Next

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 Click Apply. Do NOT click OK. 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.

5. Under the *Apply for Athletic Program* section: (a) complete each field for the sport in question, and then (b) click *Next* (at the top of the student's record) to go to the next student's record in the list.

Adams, Aleah Prev Next

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: Cross Country

Sports Level: Grades 7 & 8

Sport Season: Fall

Gender: Girls

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

6. Complete steps 4 and 5 for the next student.

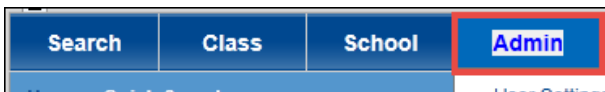


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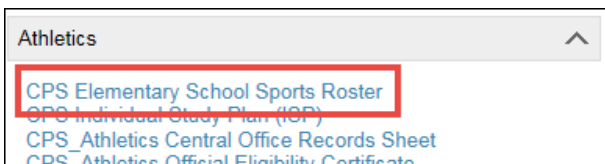
7. After the last student has been completed, click *OK* to save all information.
8. If needed, repeat steps 1 – 7 for students in each of the sports your school will be offering.

Generate the CPS Elementary School Sports Roster

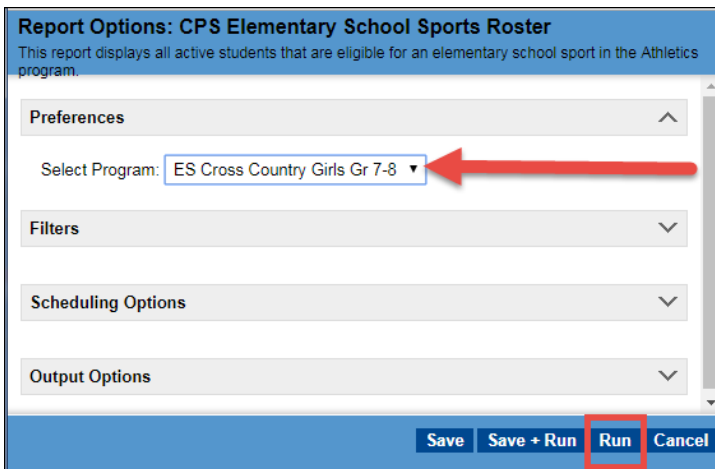
1. On the horizontal *Menu bar*, under *Admin*, select *Reports*.



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 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 Fall and Winter Seasons 2018-19 ES Sports Program List

NOTE: Schools will have until **11:59 pm** on the date(s) below to enter their students into SIM. After this date and time, the program will be closed and students can no longer be added.

Fall Season			
Start Date: August 13, 2018		End Date: September 21, 2018	
Sport	Sports Level	Sport Season	Gender
Cross Country	Grades 5 & 6 Grades 7 & 8	Fall	Boys
Cross Country	Grades 5 & 6 Grades 7 & 8	Fall	Girls
Soccer	Grades 5 & 6 Grades 7 & 8	Fall	Boys
Volleyball	Grades 5 & 6 Grades 7 & 8	Fall	Boys
Volleyball	Grades 5 & 6 Grades 7 & 8	Fall	Girls
Winter Season			
Start Date: August 13, 2018		End Date: November 5, 2018	
Sport	Sports Level	Sport Season	Gender
Basketball	Grades 5 & 6 Grades 7 & 8	Winter	Boys
Basketball	Grades 5 & 6 Grades 7 & 8	Winter	Girls
Cheerleading	Grades 5-8	Winter	Co-Ed