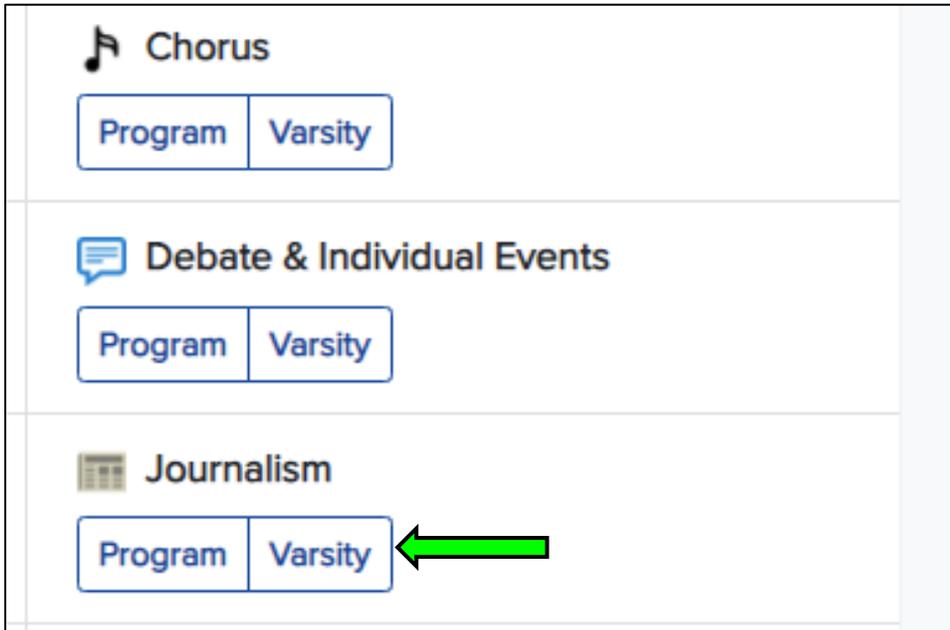


INSTRUCTIONS FOR ENTERING JOURNALISM ROSTERS

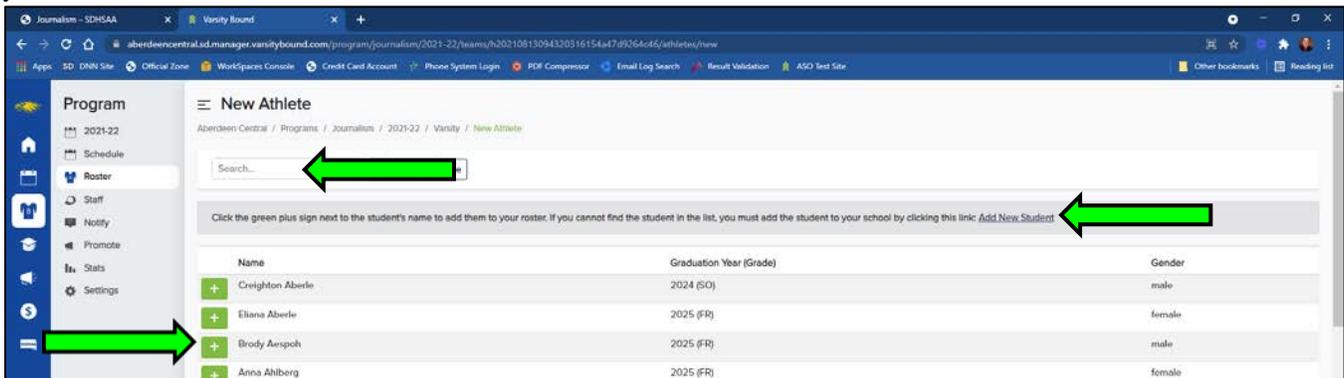
1. If you have not already done so, [create a user account](#) on Bound. Otherwise, skip to next step.
2. Once you have a Bound user account, go to <https://www.sdhsaa.com> and click the orange “Coach & AD Login” button at the top of the home page.
3. Login to your Bound account by whichever means you created the account (either using Apple, Google or email address/password).
4. From your School Dashboard, click the “Programs” (jersey) icon in the left sidebar. 
5. On the *Programs* page, click “Varsity” under the ‘Journalism’ heading.



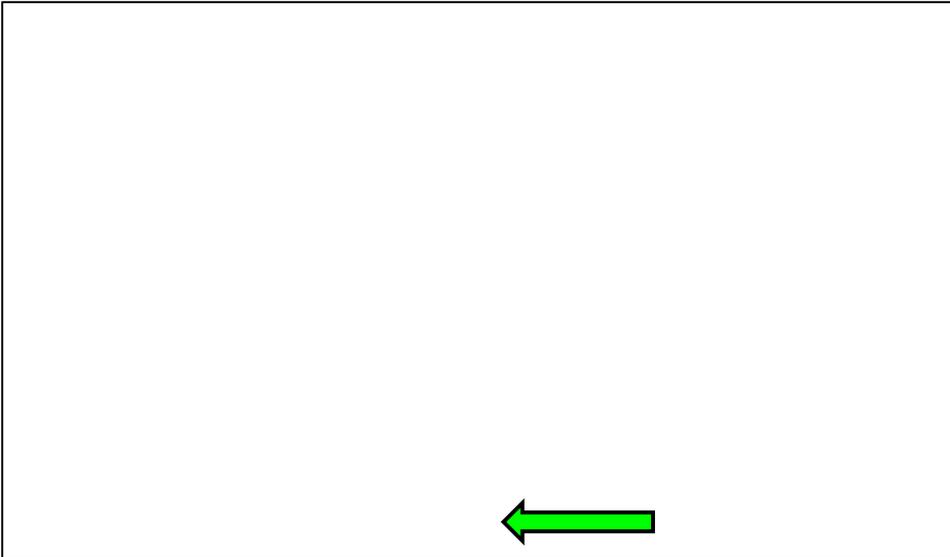
6. Click “Roster” under the ‘Team’ heading, then “Manage Roster”, and “Add Athlete”.



7. Search for your students in the list of students. If found, click the green plus sign button to add the student to your roster. If not found, click the “Add New Student” link.



8. If adding an existing student to the roster, skip to next step. If adding a new student, complete the New Student screen and click “Create Student”.



9. In the ‘Roster Details’ section of the Edit Athlete screen, select either Newspaper or Yearbook from the Primary Position drop-down list. If the student is in both Newspaper and Yearbook, also select a Secondary Position (leave Secondary Position blank if none). All other fields can be left blank. When done, click “Save”.

A screenshot of the 'Roster Details' form. The form has a title 'Roster Details' at the top. Below the title, there is a 'Status' section with three radio buttons: 'Active' (selected), 'Inactive (may be on team in future)', and 'Archived (quit/removed from team)'. Below that is the 'Primary Position' section with a drop-down menu showing 'Select'. To the right of this is the 'Secondary Position (Optional)' section with another drop-down menu showing 'Select'. Below these are the 'Handedness' section with 'Right' and 'Left' radio buttons, and the 'Shirt Size' section with radio buttons for 'Adult Small', 'Adult Medium', 'Adult Large', 'Adult XLarge', and 'Adult XXLarge'. At the bottom left of the form is a green 'Save' button. Three green arrows point to the Primary Position, Secondary Position, and Save buttons.

10. Repeat steps 5-8 for each student on your roster.