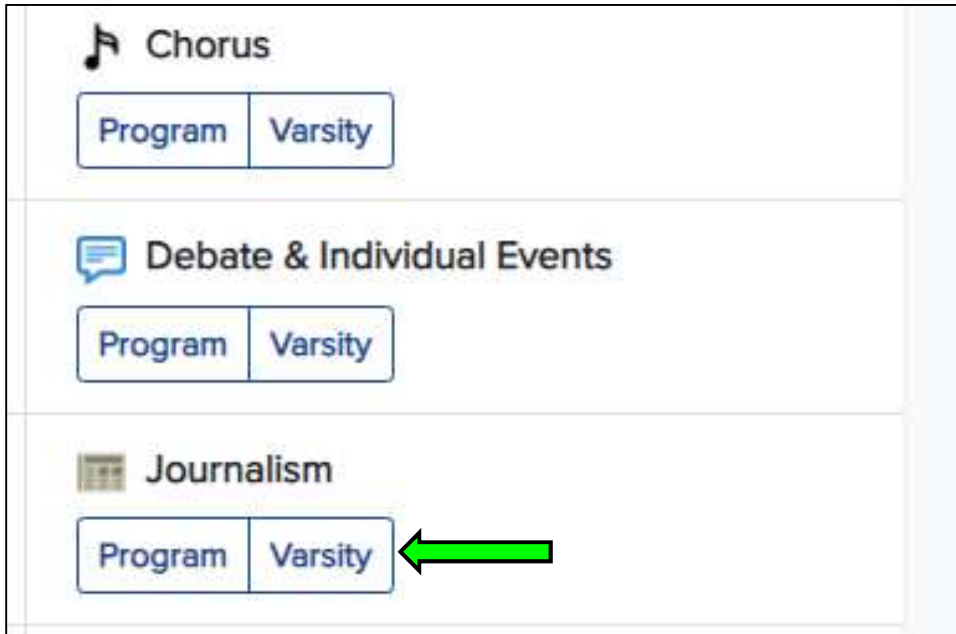


INSTRUCTIONS FOR ENTERING JOURNALISM ROSTERS

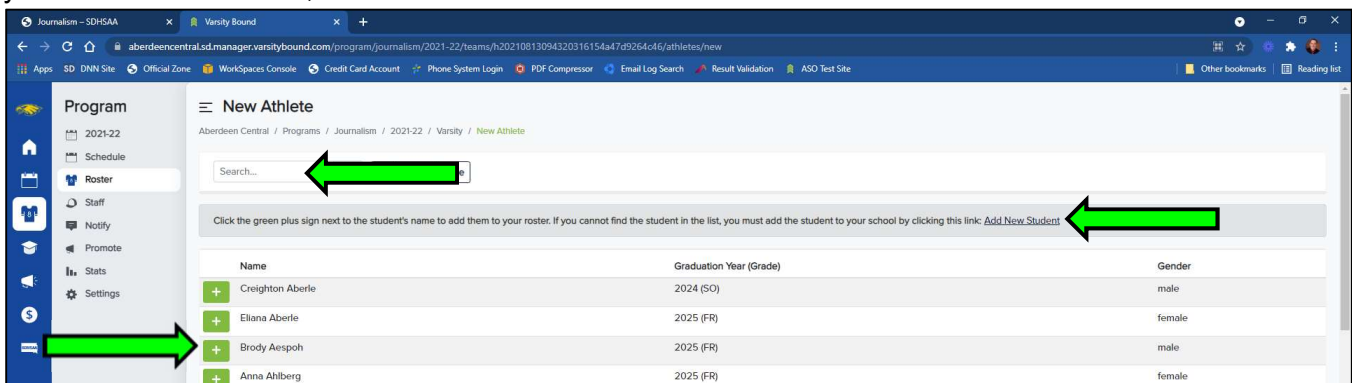
1. If you have not already done so, [create a user account](#) on Varsity Bound. Otherwise, skip to next step.
2. Once you have a Varsity Bound user account, go to <https://www.sdhsaa.com> and click the orange “Coach & AD Login” button at the top of the home page.
3. Login to your Varsity Bound account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



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



6. 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.



7. 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”.

The screenshot shows a web application interface. On the left is a vertical navigation menu with icons for Home, Schedule, Roster (highlighted), Staff, Notify, Promote, Stats, and Settings. The main content area is titled 'New Student' and shows a breadcrumb trail: Aberdeen Central / Programs / Journalism / 2021-22 / Varsity / New Student. The form contains the following fields: 'First Name' (text input), 'Last Name' (text input), 'Graduation Year' (dropdown menu with 'Select' option), and 'Gender' (radio buttons for 'Female' and 'Male'). At the bottom of the form is a green 'Create Student' button, which is pointed to by a green arrow.

8. 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”.

The screenshot shows the 'Roster Details' form. It includes the following fields: 'Status' (radio buttons for 'Active', 'Inactive (may be on team in future)', and 'Archived (quit/removed from team)'); 'Primary Position' (dropdown menu with 'Select' option, pointed to by a green arrow); 'Secondary Position (Optional)' (dropdown menu with 'Select' option, pointed to by a green arrow); 'Handedness' (radio buttons for 'Right' and 'Left'); and 'Shirt Size' (radio buttons for 'Adult Small', 'Adult Medium', 'Adult Large', 'Adult XLarge', and 'Adult XXLarge'). At the bottom left is a green 'Save' button, which is pointed to by a green arrow.

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