

**PREP SCHOOL CHAMPS REGISTRATION FORM - USER GUIDE**  
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## **PREP SCHOOL CHAMPS REGISTRATION FORM - USER GUIDE**

### **REGISTRATION**

Using a browser (Mozilla Firefox, Internet Explorer) navigate to <http://champs.jisajm.com/register/>

To begin the process of registering your athletes for Champs, you will have to first sign-up your school.

Enter the name of your school, primary and additional telephone number if available and the eight (8) digit code provided by the JISA staff.

You will need to enter at least one (1) staff member with an email address so that we can create a login for that address.

Next, click the continue button to submit the form to JISA.

Next you will need to check the email account associated with the email address you entered during the registration process.

Click on the link provided in the email. You will be transported to a confirmation page where you will be required to choose a password for your school account.

Congratulations, your registration is now complete. You may begin to add athletes to your roster.

## LOGGING IN

Using a browser (Mozilla Firefox, Internet Explorer) navigate to <http://champs.jisajm.com/account/login/>

Enter the email address and password which were used in the registration process.

Once you have entered the correct information, you will be transferred to the “**Overview**” page which will list the members of staff registered by the school and the number of athletes for each gender and class along with the totals.

| <ul style="list-style-type: none"> <li>Home</li> <li>High Schools</li> <li>Preparatory Schools</li> <li>Notice Board</li> <li>School Directory</li> <li>Registration Sports</li> </ul> | <h3>A Test School</h3>   |          |           |            |         |            |        |       |   |   |   |   |   |      |   |   |   |   |   |
|--|--|----------|-----------|------------|---------|------------|--------|-------|---|---|---|---|---|------|---|---|---|---|---|
|  | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <h4>Staff Members</h4> <p>Mr. Cleon Brown (Assistant Coach)*</p> <p>Mr. Mario Winmans (Coach) <a href="#">edit</a></p> <p><a href="#">+ add staff member</a></p> </div> <div style="width: 45%;"> <h4>Athlete Overview</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Class III</th> <th>Class II</th> <th>Class I</th> <th>Open Class</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td> Girls</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td> Boys</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p style="text-align: right;"><a href="#">View All Athletes</a></p> </div> </div> |          | Class III | Class II   | Class I | Open Class | Totals | Girls | 0 | 1 | 0 | 1 | 1 | Boys | 0 | 0 | 0 | 0 | 0 |
|  | Class III  | Class II | Class I   | Open Class | Totals  |            |        |       |   |   |   |   |   |      |   |   |   |   |   |
| Girls  | 0  | 1        | 0         | 1          | 1       |            |        |       |   |   |   |   |   |      |   |   |   |   |   |
| Boys   | 0  | 0        | 0         | 0          | 0       |            |        |       |   |   |   |   |   |      |   |   |   |   |   |

## ENTERING ATHLETES

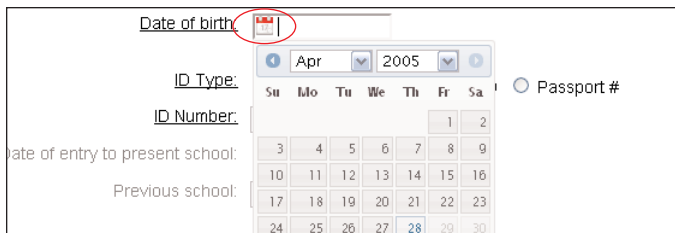
To enter athletes, start by clicking on the “**Athletes**” on the menu to the left. The following screen will be displayed.


| <ul style="list-style-type: none"> <li>Notice Board</li> <li>School Directory</li> <li>Registration Sports</li> <li>Prep Schools' Champs Overview</li> <li><b>Athletes</b></li> </ul> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Id Type/Number</th> <th>DOB</th> <th>Class</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>West</td> <td>Sharon</td> <td>JISA - GA-1298</td> <td>1999-04-13</td> <td>Class II</td> <td> edit</td> </tr> </tbody> </table> <p style="text-align: center;">1 athletes</p> <p> <a href="#">+ add athlete</a>    <a href="#">export list</a> </p> | Last Name      | First Name | Id Type/Number | DOB     | Class | Actions | West | Sharon | JISA - GA-1298 | 1999-04-13 | Class II | edit |
|---|--|----------------|------------|----------------|---------|-------|---------|------|--------|----------------|------------|----------|------|
| Last Name   | First Name   | Id Type/Number | DOB        | Class          | Actions |       |         |      |        |                |            |          |      |
| West  | Sharon   | JISA - GA-1298 | 1999-04-13 | Class II       | edit    |       |         |      |        |                |            |          |      |

Click the **“Add Athlete”** link to be taken to the athlete information page.

Here you will be required to enter the **First & Last Names** and **Gender** of the student.

Next you will be required to enter the **“Date of Birth”** of the student by clicking on the calendar image in the date of birth field.



Date of birth: 

ID Type: \_\_\_\_\_

ID Number: \_\_\_\_\_

Date of entry to present school: \_\_\_\_\_

Previous school: \_\_\_\_\_

Passport # \_\_\_\_\_

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Next enter the ID type and number.

Next enter the **“Date of entry to the school”** (not required) and the **“Previous School”** (not required).

You may also upload a photo of the student by clicking on the browse button in the **“Photo”** section.

When you are done, click on **“Save”** or **“Save and add another”** to enter the student in the database.

## ENTER A STUDENT IN AN EVENT

To enter a student to an event click on the “**Overview**” button on the menu to the left.

Click on a class or the number of athletes in a class to display the students registered to a class, along with eligible events.

| Athlete Overview |           |          |         |            |        |  |
|------------------|-----------|----------|---------|------------|--------|--|
|                  | Class III | Class II | Class I | Open Class | Totals |  |
| Girls            | 0         | 1        | 0       | 1          | 1      |  |
| Boys             | 0         | 0        | 0       | 0          | 0      |  |

On the following page, select the events in which you would like the student to be entered by clicking on the grey icon in the event column (or the green icon to remove the athlete from an event).

| Class II (Girls)  Add |                |            |      |        |        |       |        |
|-----------------------|----------------|------------|------|--------|--------|-------|--------|
| Name                  | ID             | Individual |      |        |        | Rel   |        |
|                       |                | 60m        | 100m | L-Jump | H-Jump | 4x60m | 4x100m |
| West, Sharon          | JISA - GA-1298 |            |      |        |        |       |        |
| 1 athlete             |                |            |      |        |        |       |        |

Click save to enter the information to the database.