# FHSAA HOME CAMPUS: COACHES MANUAL



#### Account Creation and Log-In

To log on to your coaches Home Campus site, go to www.FHSAAHome.org

For your initial log-in, use the username (email) and password that was provided in the email that was sent to you.

When you log in, this is the <u>home page</u> that you will see. Anytime you want to come back to this page, just click the "Home/Calendar" button on the vertical menu located on the left side of your screen; the button is circled in red below.

The top section of the home page will change throughout the year as FHSAA releases updated and notices. The bottom half of the home page is the calendar of events currently scheduled for the week.

Home/Calendar	FHSAA CORONAVIRU							
		S Update - March 31	, 2020					
HSAA Forms	GANESVILLE, FL - Given the directive of President Tromp to maintain following CDC guidalines through April 30, 2020, combined with Governor DeSantia and Commissioner Corcorants mandate for schools Profid to remain doed through May 3, 2020, the FISAA will continue to follow rait with all schoolader FISAA meetings, contennoes, and athlefe events poliponed. Prending schools are tack in session and attribute the opportunity for resuma schildes attributed May 3 <sup>4</sup> , pr Gederall, State and Local attributes, the FISAA attributes attributes, the FISAA attribu							
Reports	sports.							
FHSAA Calendar	In light of the current situation, the FH by COVID-19 and the inability to play participate in spring sports.	SAA staff is actively working on crea spring sports. If we are not able to	ative solutions for the continu continue spring sports, the P	ance of spring sp HSAA is working	orts, which could extend thro diligently to create a plan re	ugh June 30 <sup>th</sup> . The FH garding additional eligib	SAA does understand the hardships caus sility for students who have not been able	
My Account	The health and safety of our student-a	thletes, coaches, administrators, o	flicials, fans and local comm	unities are our to	p priority. We appreciate all r	member schools' coope	aration in following Federal, State and Lo	
Help	recommendations and mandates during this time.							
	For the most up-to-date information, please visit the FHSAA website. The FHSAA staff will continue to follow the latest developments and will continue to provide updated information as deemed necessary.							
Password	The FHSAA office will remain closed following the Governor's recommendation. However, staff will continue to work remotely, during regular business hours. For staff contact information, click here.							
	Florida Health Department Update The most recent update from the Floric 'If you have returned from ANY interna The elderly and those with underlying sneezes with your arm, not your hands	a Department of Health states the f tional travel or a cruise within the la medical problems like high blood p If you're sick, stay at home & avoi	ollowing: st 14 days and you have few ressure, heart problems and d crowds."	er, cough or short I diabetes are mo	ness of breath, call your healt re likely to develop serious ill	h care provider or count ness. Wash your hand	ty health department. Is with soap & water. Cover your cough:	
	Invoices		Calendar			Teams Schedules		
	Events     • Age: 1 2000 V     • Bo Adv Adv     • Bo Adv Adv Adv     • Bo Adv Adv Adv     • Bo Adv Adv Adv     • If the So Adv Adv Adv Adv Adv Adv Adv     • If the So Adv	Teatry Tris Ware Ware Year Event Type (2019-20 3) All	Game Type c) (All c)	Sport All 5 Title (keywordd Home Games // Lavel	Level  Ot    (AII  5)  (    >):	Practices Tearmity	y Senth Add Level Should Activity Non-School Activity Contract Transportation Status	



### First Time Logging-In/Updating your password

If this is the first time logging in, you will need to **update your password**. If you click the "password" button on the menu, it will take you to the screen shown below where you will reenter your current password and your new password twice; then hit submit. When you are done, a confirmation message will appear in red that says "your changes have been implemented successfully." At that point, click on the "Home/Calendar" button and it will bring you back to the home page.

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		W			
	Home/Calendar				
	School Setup				
	Clearances		Use	er Name jessicaeverhart18@gmail.com	
	Teams		Old Pa	assword	
	FHSAA Forms		New Pa	assword	
	Reports		Confirm New Pa	assword	
	FHSAA Calendar			Submit	
	My Account				
	Help				
- (	Password				
	Logout				

If you ever want to update your password, you can follow the same steps listed above.

You now have access to the Home Campus site and the Home Campus app. The app is great as a quick reference of your athletes and their emergency cards. Directions for using the website and the app are in this manual.



#### Downloading and using the Home Campus App

On your phone, search the iPhone App Store or Google Play for "Home Campus". The logo is below and there is no charge for downloading or using the app. Once its downloaded, click on the app to open it.



The first screen you see will ask what state you are in. Click on Florida. On the next screen, enter your username (email address) and password. This is the same password you set up on the website.



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Back	Home Campus	
	FLORIDA	
Usernam	e	
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Password	1	
	SIGN IN	

Once logged in, you will see the sport that you coach, Click "View".

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	Logout Home Campus	
	Sport	
	Volleyball, Girls	J
	Year	
	2020-21	
	VIEW	l
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If you are a head coach for more than one sport, click on the bar under "Sport" and you can select another team by simply clicking on the sport you would like to see. That sport will now show in the top bar. Click "View".



You will see a list of athletes who are registered on Athletic Clearance for your team.

#### This is what you should reference prior to and on each day of try-outs!

If there is a green check mark next to the athletes name, they are cleared for participation!

If there is a red "X" next to their name or they don't appear on your list, they are **NOT PERMITTED TO PARTICIPATE!** Athletes not permitted to participate can be sent to the athletics office for verification and you should also contact athletics to follow-up on that athlete.

Reasons that your athlete may not to be cleared may include, but are not limited to:

- 1. Their parents have not given permission for them to participate on your team
- 2. The athletes athletic clearance account is not complete
- 3. The athletes physical has expired
- 4. The athlete is not academically eligible



As the coach and the adult on scene, it is your responsibility to make sure your athletes are eligible to participate by checking this app!



## **Emergency Cards/Medical Contact Information in the app**

In the past, you have received copies of emergency cards in your med kits each season. You now have the emergency cards on your phone. If you click on an athletes name, then hit the "Emergency Cards" button at the bottom of your screen, their medical emergency card will appear.



You should review the emergency card for each of your athletes, prior to season, particularly the following items:

- 1. Parent/guardian and emergency contact information
  - You can call and email parent/guardians directly from the app by click their phone number or email. The email will populate from whichever email account is set up on your phone, so please be aware of this if you have several different email accounts.
- 2. EL2 Physical Form Date
- You will see this about half way down the page, under the "Medical" section
- 3. Conditions
  - This section, located under the "signatures executed" section will show any allergies/medical conditions that your athlete may have. These are conditions that their parents have entered on their account. This is important should your athlete be injured while at practice/competition and 9-1-1 has to be called.

The Statement of Consent authorizes care and treatment of the athlete, including transportation to the hospital is warranted.

