

# FHSAA HOME CAMPUS: COACHES MANUAL



# Account Creation and Log-In

To log on to your coaches Home Campus site, go to [www.FHSAAHome.org](http://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 **home page** 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.

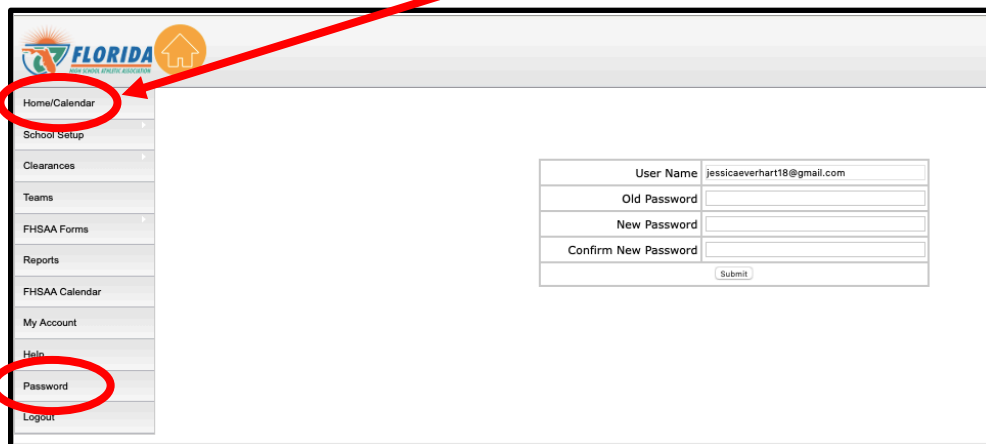
The top section of the home page will change throughout the year as FHSAA releases updated and notices. The bottom half of the home page is the calendar of events currently scheduled for the week.

The screenshot shows the FHSAA Home Campus interface. On the left, a vertical menu contains several options, with "Home/Calendar" circled in red. The main content area features a header with the Florida FHSAA logo and a "Home/Calendar" button. Below this is a "FHSAA CORONAVIRUS Update - March 31, 2020" section with text regarding school closures and sports postponement. Further down is a "Florida Health Department Update" section with a warning about international travel. At the bottom, there are three tabs: "Invoices", "Calendar", and "Teams Schedules". The "Calendar" tab is active, displaying an "Events" section with a calendar for April 2020 and a search form for filtering events by year, event type, game type, sport, level, opponent, and facility. A table below the search form lists event details such as Date, Day, Time, Opponent/Title, Sport, Level, Game Type, Facility, Contract Signed, and 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.



The screenshot shows a web interface for the Florida Athletic Association. On the left is a vertical navigation menu with the following items: Home/Calendar, School Setup, Clearances, Teams, FHSAA Forms, Reports, FHSAA Calendar, My Account, Help, Password, and Logout. The 'Home/Calendar' and 'Password' items are circled in red. A red arrow points from the 'Password' menu item to the top right of the page. On the right side of the page is a form with the following fields: User Name (pre-filled with 'jessicaeverhart18@gmail.com'), Old Password, New Password, and Confirm New Password. A 'Submit' button is located below the 'Confirm New Password' field.

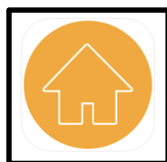
If you ever want to update your password, you can follow the same steps listed above.

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.

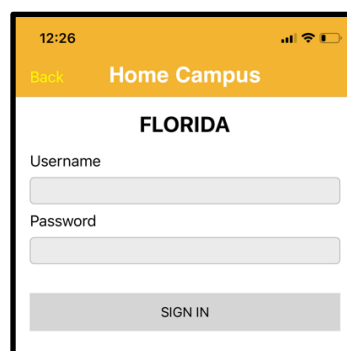
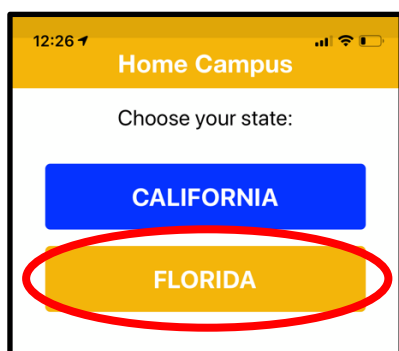


## Downloading and using the Home Campus App

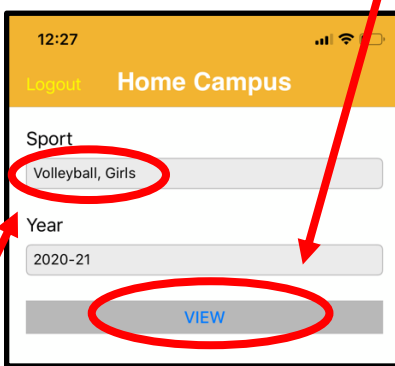
On your phone, search the iPhone App Store or Google Play for “Home Campus”. The logo is below and there is no charge for downloading or using the app. Once its downloaded, click on the app to open it.



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.



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



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

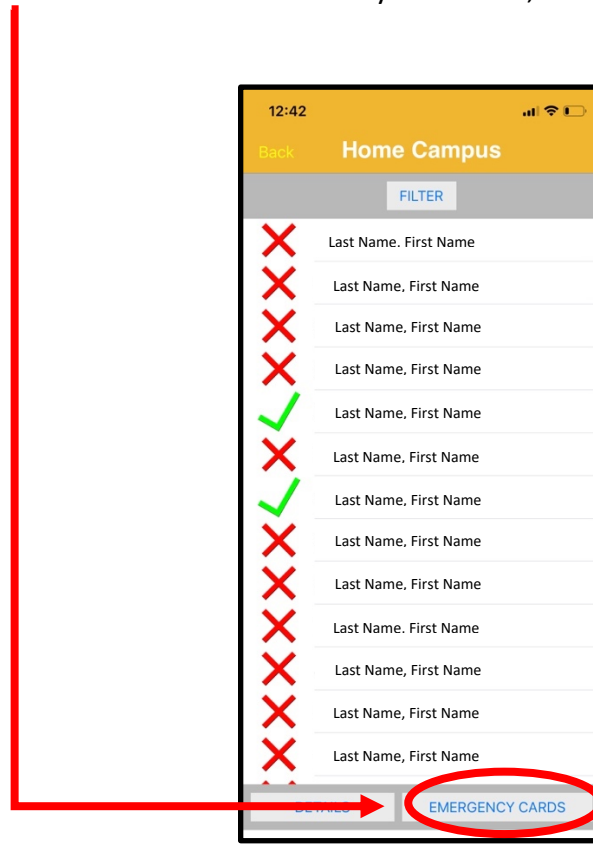


**As the coach and the adult on scene, it is your responsibility to make sure your athletes are eligible to participate by checking this app!**



## 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.

