

How to Add Grades to Team Manager

1. Under Setup
 - a. Go to Groups/Subgroups/codes
 - b. Click add
 - i. Type 6 in code box
 - ii. Type 6th grade in description box
 - iii. Select school year
 - iv. Hit ok
 - v. Repeat for 7 and 8
 - c. Got preferences/system preferences
 - i. Make sure show athlete ages is checked under browser options
2. Then in your athlete menu you need to double click on each athlete and select the correct year from the drop down box.

How to Change all your grades at once in Team Manager.

3. To change all your grades up one grade level.
 - a. Go to Teams Menu
 - b. Click on Maintenance
 - i. Select group/subgroup/school year update
 - ii. In From Column change year to 8
 - iii. In to column change year to 9
 - iv. Select team from drop down box
 - v. Hit ok.
 - vi. Repeat with 7 in From and 8 in To.
 - vii. Repeat with 6 in From and 7 in To.

Make sure to start at your highest grade or it will get all messed up.

Then make sure to put the grade in as you add new kids to your database and everything will be up to date as you go.