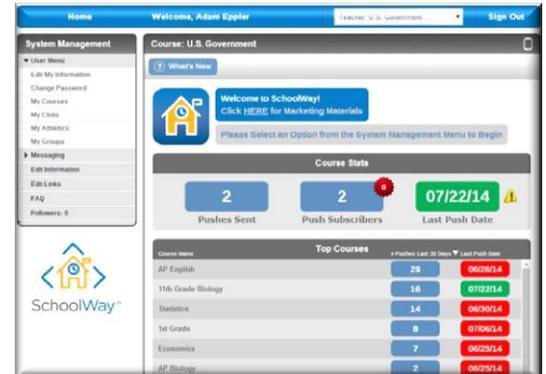


Teacher, Sponsor, and Coach Guide

Sign Into the SchoolWay Management System

Welcome to SchoolWay! Sign into the Management System by selecting **Admin Login** at myschoolway.com. If you have not set up your password select **Forget your Password?** link on the **Admin Login**. Your username is your email address.

After signing into the Management System please note your **User Menu** is located on the left side. Detailed instructions are listed in the **FAQ** section under **Resources and Help** in the **User Menu**.



Edit My Information

Located in School Management is the initial setup and maintenance of your school's page in the SchoolWay app. Select **Edit My Information** in the **User Menu** to get started. Here you can edit your email (username), title, first and last name, phone number, and upload a profile picture.

My Courses/Clubs/Athletics/Groups

Under each of these options you can access a roster of any page you are an admin. If you have been granted permission create new pages you may do so here as well.

How to create a new page:

1. Select **Add Course/Club/Athletic/Group**.
2. Enter contact information.
3. Select **Add**.
4. Select **Add Admin** to add yourself or a new Admin to the page.

If assigning an additional admin to the page:

1. Search for user by last name.
2. Choose user.
3. Verify information.
4. Check box to send password email.
5. Select **Add**.

Edit Information

Edit Information allows you to edit the page information on behalf of the Admin role you have selected. If you manage multiple pages, any time you can select which role you would like to manage by accessing the **Role Selector** dropdown menu (next to the **Sign Out** button). The **Role Selector** lists each **Course**, **Club** and/or **Athletic** page you are associated with under your account. You can switch between roles to send **Push Notifications** or **Edit Information** for multiple pages you are an admin.

Edit Links

Edit Links allows you to link in websites or upload files you would like your parents and students to have access. *Examples: class syllabus, practice problems, club calendar, athletic practice schedules, etc.*

Game Locations (Coaches Only)

Game Locations allows you to add all of the different locations for away games. These locations only need to be added once. This will give your parents and students access to an online map from the app.

Edit Schedule (Coaches Only)

Edit Schedule allows you to manually create a game schedule for an Athletic page. Select **Add Entry** and input the event information to schedule each game. Once a game has been scheduled it can be edited or removed at any time.

You can also upload your entire season's schedule at once by selecting **Upload**, and by selecting **Download Example Schedule File** you can download a sample .CSV formatted file. From this sample file you can then add the date, opponent and time for every game in the season. Games uploaded through a .CSV file will not be linked to a **Location**. You can link a location at any time by selecting the edit icon  under Options.

Messaging

Messaging is where you will send out messages to your community. Select **Messaging** in the **User Menu** to get started. Options in this menu include:

- **Configure Social Media:** Set up your Course/Club/Athletic/Group's social media sites for the option of posting SchoolWay messages to your course/club/athletic/group's Facebook and/or Twitter account simultaneously.
- **Send Message:** Send push messages out to your community. This can also be accessed by selecting **Quick Push** icon in top right corner of the Management System (see screenshot on the right).
- **Managed Scheduled Messages:** Messages can be scheduled to be sent on a specific date/time by selecting **Send Later** in **Send Message** window. This option is where you can also edit/delete any pending messages.
- **View Message History:** View all previous messages sent out at Course/Club/Athletic/Group level. Hide messages from App/Website Feed by selecting **Gear** icon for specific message.



Resources and Help

Options in this menu include:

- **FAQ:** Our step-by-step instructions
- **Guides:** Guides for teachers and sample push messages.