

Updating Athlete Years:

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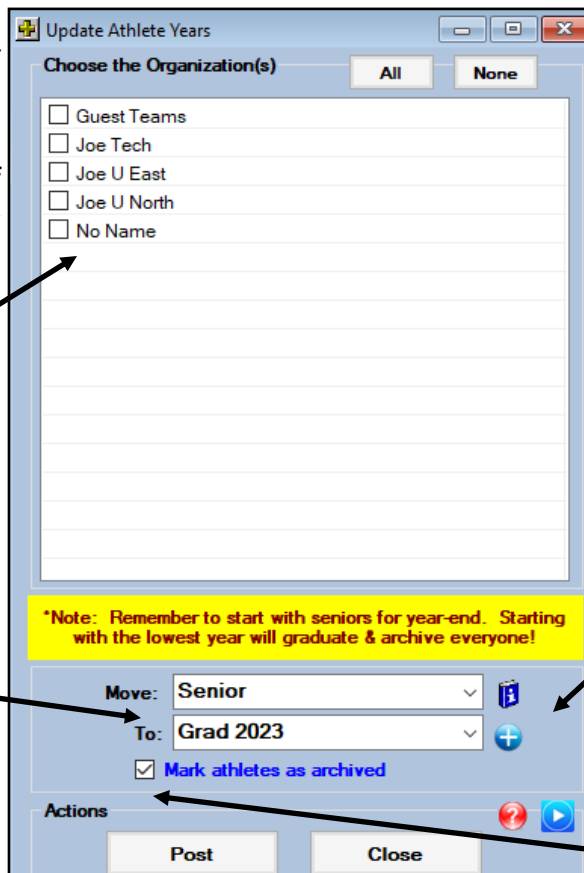
The Update Athlete Years utility allows you to advance/move your athletes class years in bulk as well as archive an entire group at once instead of individually.

To open this utility go to the Admin menu. Admin—> Update Athlete Years.

***You must be an administrator of your system or have been given access to this utility by your administrator. If you do not see this option in the menu contact your system admin.**



Organizations in your database. *Be sure to only select the one you currently work with. If you do not have any organizations there will be a "none" option



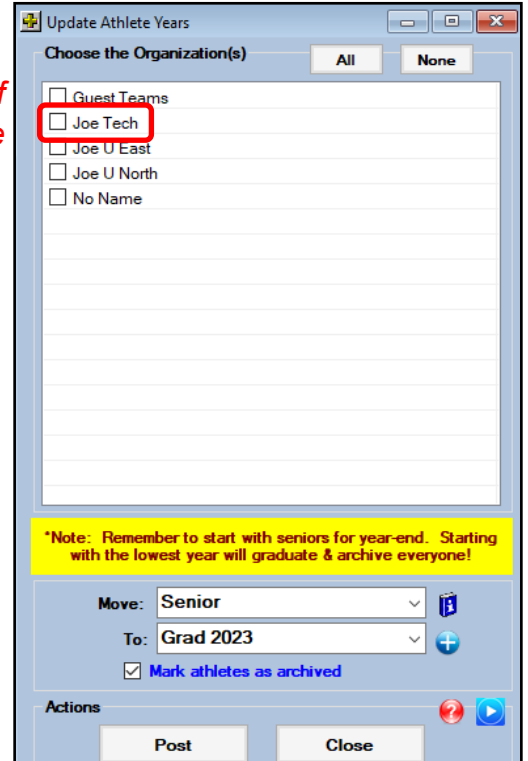
What athlete years you are moving and where it is going

Add a new year to the Athlete Years menu options

Mark here to also archive the group you are moving.

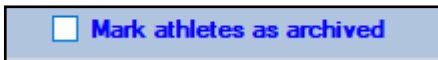
Step 1: Choose the Organization to Modify:

**Be sure to select only the organization/school you work with. If you do not have organizations in your database select the none/no name option.*

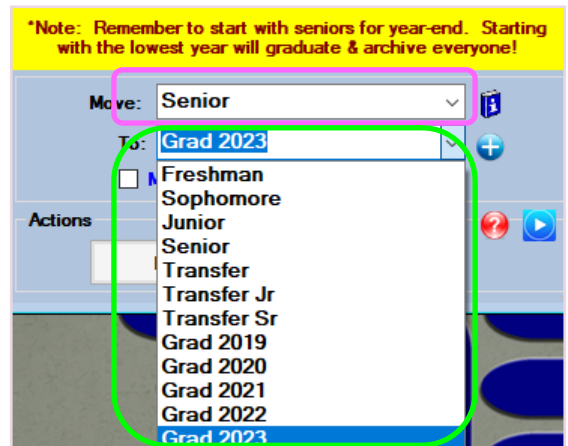


Step 2: Choose the year to move and the year it is moving to:

- Be sure to start with Seniors or whatever your graduating class has been designated as.
- If you start with the freshman you will eventually move everyone into the graduated group and archive your all of your athletes.
- If you wish to also archive this group select the Mark athletes as archived box below the athlete years.



**This process cannot be undone so be sure to follow the steps correctly.*



Step 3:

Once you have made your selections and double checked that you are moving the correct/desired athlete year and then click the Post button.

You will get a prompt asking if you are sure you want to run this and reminding you that this process cannot be reversed. Say yes to continue.

You will receive a notification when the process is complete.

Update Athlete Years

Choose the Organization(s) All None

- Joe Tech
- Joe U North
- No Name

***Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate & archive everyone!**

Move: Senior ?

To: Grad 2023 +

Mark athletes as archived

Actions ? ▶

Post Close

Update Athlete Years ×

This process may not be reversed.
Do you want to continue?

Yes No

Update Athlete Years ×

Update complete.

OK

Moving Athlete Years if you did not do it initially:

If you did not archive a specific group when moving the athlete years or you have a year you wish to archive at this time you can utilize the Update Athlete Years for this process.

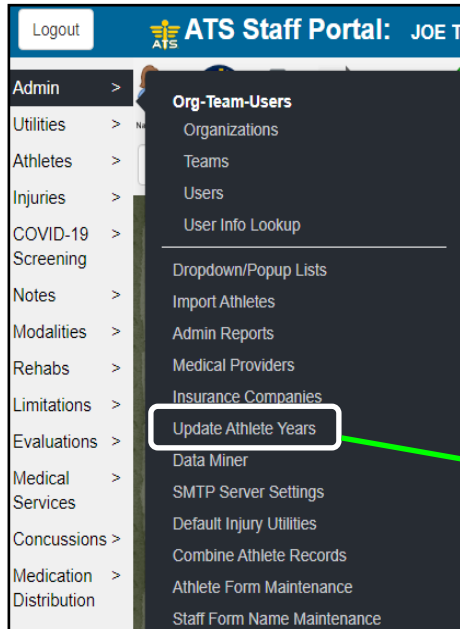
- Choose the Organization
- Select the class year the athletes are in the Move Box
- Select the same Athlete Year in the To Box– should match the move box
- Select the Archive option.
- Select Post.

Again, this process is not reversible. Please make sure you have selected the appropriate Athlete Year you want to archive.

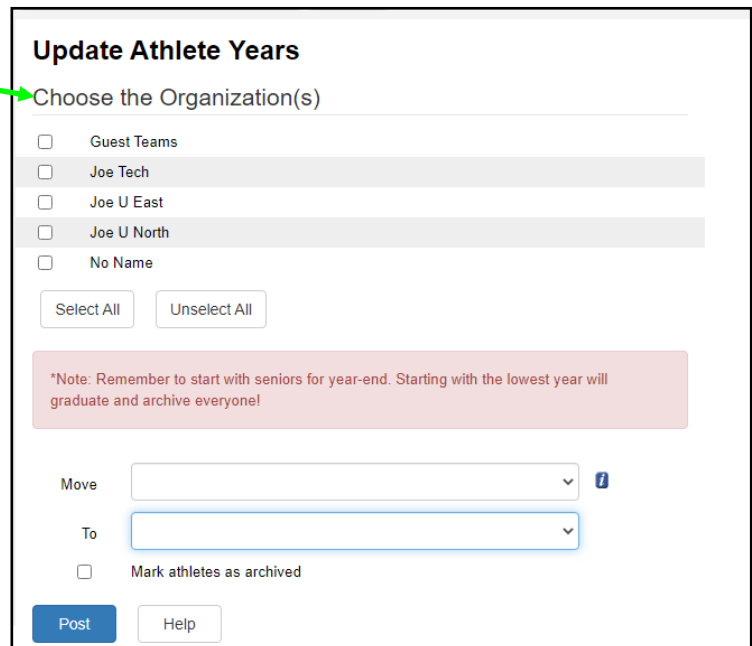
The screenshot shows a software dialog box titled "Update Athlete Years". At the top, there are window control buttons (minimize, maximize, close). Below the title bar, the text "Choose the Organization(s)" is followed by "All" and "None" buttons. A list of organizations is shown with checkboxes: "Joe Tech" (checked), "Joe U North", and "No Name". A yellow banner contains the note: "*Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate & archive everyone!". Below the banner, there are two dropdown menus: "Move:" and "To:", both set to "Grad 2023". A checkbox labeled "Mark athletes as archived" is checked. At the bottom, under the heading "Actions", there are "Post" and "Close" buttons.

Updating Athlete Years in the Staff Portal:

You are able to migrate Athlete Years in the ATS Staff Portal. To Update Athlete Years, select Admin—> Update Athlete Years



Organizations in your database. *Be sure to only select the one you currently work with. If you do not have any organizations there will be a “none/no name” option

A screenshot of the 'Update Athlete Years' form. The form title is 'Update Athlete Years'. Below the title is a section labeled 'Choose the Organization(s)' with a list of checkboxes and organization names: 'Guest Teams', 'Joe Tech', 'Joe U East', 'Joe U North', and 'No Name'. There are 'Select All' and 'Unselect All' buttons. A red note box contains the text: '*Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate and archive everyone!'. Below the note are two dropdown menus labeled 'Move' and 'To'. There is also a checkbox for 'Mark athletes as archived'. At the bottom are 'Post' and 'Help' buttons.

Step 1: Choose the Organization to Modify:

**Be sure to select only the organization/school you work with. If you do not have organizations in your database select the none/no name option.*

Update Athlete Years

Choose the Organization(s)

Guest Teams

Joe Tech

Joe U East

Joe U North

No Name

Step 2: Choose the year to move and the year it is moving to:

- **Be sure to start with Seniors or whatever your graduating class has been designated as.**
- If you start with the freshman you will eventually move everyone into the graduated group and archive your all of your athletes.
- If you wish to also archive this group select the Mark athletes as archived box below the athlete years.

Mark athletes as archived

**This process cannot be undone so be sure to follow the steps correctly.*

**Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate and archive everyone!*

Move Senior ?

To Grad 2023

Freshman

Sophomore

Junior

Senior

Transfer

Transfer Jr

Transfer Sr

Grad 2019

Grad 2020

Grad 2021

Grad 2022

Grad 2023

Grad 2024

Grad 2025

Grad 2026

Purge

ATS
JOE Version 1.0.0
Development Ser

Step 3:

Once you have made your selections and double checked that you are moving the correct/desired athlete year and then click the Post button.

You will get a prompt asking if you are sure you want to run this and reminding you that this process cannot be reversed. Say yes to continue.

You will receive a notification when the process is complete.

Update Athlete Years

Choose the Organization(s)

- Guest Teams
- Joe Tech
- Joe U East
- Joe U North
- No Name

Select All Unselect All

*Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate and archive everyone!

Move: ⓘ

To:

Mark athletes as archived

Post Help

www.atsusers.com says

This process may not be reversed.
Do you want to continue?

OK Cancel

✔ Update complete. ×

Moving Athlete Years if you did not do it initially:

If you did not archive a specific group when moving the athlete years or you have a year you wish to archive at this time you can utilize the Update Athlete Years for this process.

- Choose the Organization
- Select the class year the athletes are in the Move Box
- Select the same Athlete Year in the To Box– should match the move box
- Select the Archive option.
- Select Post.

Again, this process is not reversible. Please make sure you have selected the appropriate Athlete Year you want to archive.

Update Athlete Years

Choose the Organization(s)

| | |
|-------------------------------------|-------------|
| <input type="checkbox"/> | Guest Teams |
| <input checked="" type="checkbox"/> | Joe Tech |
| <input type="checkbox"/> | Joe U East |
| <input type="checkbox"/> | Joe U North |
| <input type="checkbox"/> | No Name |

Select All Unselect All

**Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate and archive everyone!*

Move: ⓘ

To:

Mark athletes as archived

Post Help