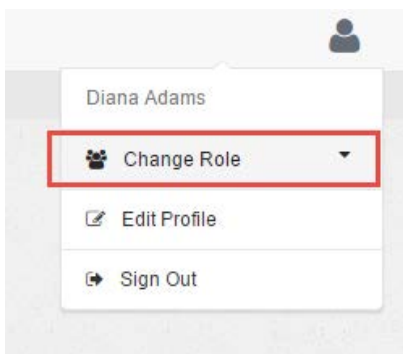
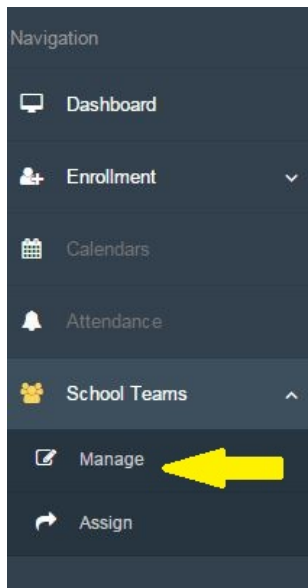


Creating Teams

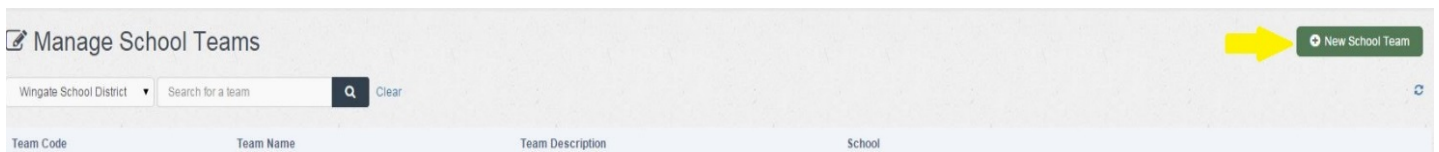
Only host sites have the ability to create teams. If you cannot see “School Teams” on the navigation bar, then switch to an “Admin” role by clicking on the user profile icon in the top-right corner. Select the “Admin” role instead of “Preregistrar Role.”



Step 1. Expand the “School Teams” option in the control bar and choose the “Manage” option.



Step 2. Click the “New School Team” button at the top right of the page.



Step 3. Complete the information in the “Create School Team” window. Team code may be an abbreviation of the team, such as “smith01” where “smith” is the teacher’s last name and 01 represents the grade level. Once the fields are completed, click the “Create Team” button at the top right of the screen.

Home > School Team > Create School Team

Create School Team: TCH01 Teacher Name Create Team

District	Wingate School District
School	Gregg Elementary School
Team Code	TCH01
Team Name	Teacher Name
Team Description	1st Grade Team 1