Training Manual
2014

Proud Partner of SCACS

The **South Carolina Association of Christian Schools** (www.christianeducation.org) and **PlanetHS** (www.planeths.com) have partnered to provide member schools in South Carolina a powerful new tool for promoting communication, organization and participation among SCACS and member schools, athletic departments, participating students, family, and friends. In addition to hosting the new electronic **SCACS Athletic Eligibility Reporting**, **PlanetHS** offers SCACS the ability to send out targeted notifications, provide state wide calendaring of activities, polling of selected audiences, live streaming and discussion of updates, presentations, and much, much more. State wide schedules and scores of all games for every sport are now available. These features are offered to each member school FREE OF CHARGE, so not only is this valuable resource available for SCACS, but it can be used by your school to foster your own school community and for fundraising to support your teams.

Athletic Eligibility reporting will be filed and submitted electronically through **PlanetHS** for this upcoming year. A unique site has already been created on **PlanetHS** for each school, and within that site, each Team and Activity (Club) has its own portal as well. Since this is the first time Eligibility has been submitted electronically, each Athlete will need a personal record with a distinct login and password created, or simply ask each Athlete to create an account on PlanetHS.com. In subsequent years, this information will be retained in the system and will roll forward to the new year automatically (with the ability for you to edit as necessary). This exciting new system will give SCACS member schools a much more efficient way to submit and compile eligibility data.

The Eligibility process is modeled after that of the South Carolina High School League and South Carolina Independent Schools Association. As of the 2014-2015 school year, all SCHSL high school and middle schools along with SCISA and SCACS member institutes will use this program to document athletic eligibility.

PlanetHS has a support team in Columbia, SC (located in the offices of the SCHSL) that is ready to assist you with eligibility. Ryan Bethea is available Monday-Friday (7:30 a.m. - 4 p.m.) at 843-862-3026/ryanbethea@planeths.com. In addition, support is available at 1-888 668-7452 Extension 0, M-F, 7 a.m.-5 p.m. (EST) or at schoolsupport@planeths.com.

About PlanetHS

PlanetHS (www.planeths.com) is a FREE, school-controlled, safe and secure social networking platform that captures and enhances students' school and extracurricular lives. The program allows you to build a controlled online school community connecting students, parents, teachers that also supplements the school's current website. Each team has customized pages and the opportunity to use those pages for fundraising. Everything seen on PlanetHS has been approved by a school authorized person.

There are many benefits of the PlanetHS program for your teams and for use school wide for Communication, Organization, and Participation – not to mention the fundraising aspect of PlanetHS:

- **Communication**:
  o   Email, Text and Voice Messaging – audit log of every communication, even text messages sent from coaches' cell phones
  o   Ability to target specific audiences when communicating – just certain teams, or parents, or custom groups (just the offensive linemen)
  o   Mobile Apps for iPhone and Android

- **Organization**:
  o   Integrated calendar system that connects school to Classes, Activities, and Teams, and each individual user
  o   Schedule games with statewide view of schedules and scores – with maps
  o   Auto-export to almost any type personal calendar (computer or smart phone)
  o   Event registration and tracking of reservable time slots – great for scheduling volunteer responsibilities and times
  o   Reservable locations in your school, integrated calendar, and management
  o   School service management
  o   Electronic lockers for file and media storage for submitting forms by students and parents

- **Participation:**
  o   Live and archived video streaming made easy
  o   Surveys, polls, elections and contests module – get input when needed, elect team captain, student council elections and much more
  o   Media and file sharing of video, photos and documents
  o   Community service management – schedule and track community service hours

- **Fundraising:**
  o   Teams and Schools can sell ads on site with a 50/50 split
  o   PlanetHS will provide local, regional and national advertisers
  o   Generous revenue split on local ads sold by PlanetHS
  o   Easy-to-use Sponsorship Portal for advertisers to create their ads

Again, there is no charge for PlanetHS. This exciting program is offered for free to schools and is supported through national, regional and local sponsors. PlanetHS provides both in market and online training and support. Contact **Steve Adams** at 803-767-7701, steveadams@planeths.com to set up an appointment today!

How do I log in and find the
SCACS Eligibility Submission Information?

1. To log in, go to www.PlanetHS.com.
2. In the "*Log in with your Existing Account field*", enter your Email Address or Username and Password. PlanetHS has set up an account for your principal or headmaster. Athletic Director accounts will need to be created by PlanetHS.
   a. Email Address- Enter your school provided Email Address. For example, yourname@charleston.k12.sc.us
   b. Password- your temporary password is 1234.
3. When logging in, on the top band of the screen, you will see the words "*Welcome Back, John Doe*". This indicates you are successfully logged in. By scrolling over your name, a menu appears.
   a. The first time you Log In, we suggest you locate the words *Edit Profile*, and click on that phrase. This brings up your personal profile. Please complete any missing information (and hit update at the bottom of the section.)
   b. Also, notice the *Change Password* link in the left hand column. Click on *Change Password* to create your own private personal password. The Old Password is 1234, so enter it in the top line, and then enter your New Password (and confirm it) before hitting Update. You are now set up with your own personal password.
4. Eligibility Submission Information-click on the *My School* tab. This is the second tab in the row of tabs found near the top of your screen.
   a. Once on the *My School* Tab you will see a button called School Dashboard, click on the Dashboard Button.
   b. Once on the Dashboard screen, in the left hand column, you will see a section called *Special Features*. In this section, you will see the *SCACS Sport Management* link. Click on the *SCACS Sport Management* link.
   c. In the right hand column, you will now see the links to *Manage SCACS Semester Setup* and *Manage SCACS Eligibility*. For each form, enter the School Year and Semester and click the Search button to begin entering data.

SCACS Sport Management- School Administration Dashboard

Manage SCACS Semester Setup
Select the School Year and the Semester you would like to configure.

Select the Year and Semester you would like to configure.

Click Search to view the Configurations needed for SCACS.

Manage SCISA Semester Setup - Identify the active sports in your school for each semester.
Select the School Year and the Semester you would like to configure.

Year: 2014–2015
Semester: Fall Semester

Search

2014 Fall Semester Sport Setup

Team Field - Begin typing the name of the Team in your school for each active Sport this semester. Select the Team as its name appears. Only Teams that have been previously created for your school in PlanetHS may be selected, so you cannot just type the name of the Team into the box, you must select the Team from the list.

First Regular Contest Field - Click on the Calendar icon to select the date of the First Regular Contest.

Preseason Tournament Field - Click on the Calendar icon to select the date of the Preseason Tournament. This field can be left blank if you do not have a preseason tournament.

After adding Teams and dates, select Save Semester Config. Click on the Eligibility link to create Certificates of Eligibility for each Team.

Type the Team name for each Sport your School participates. The Team name will auto-fill with the current Teams at your school.

Click on the Calendar icon to choose the date of your First Regular Season Contest for each

Click on the Calendar icon to choose the date of your first Preseason Tournament for each sport. If you do not have one, leave blank.

Sport	Gender	Team	First Regular Contest	Preseason Tournament
Wrestling	male	Wrestling	08/01/2013	
Volleyball- Girls	female	Volleyball – Girls Varsity		
Tennis- Girls	female			
Swimming- Girls	female	Swim Team – Girls JV	08/01/2013	
Swimming- Boys	male			
Speed and Strength	female			
Scholastic Shooting Sports	male			
Sailing- Boys	male			
Golf- Girls	female			
Golf- Boys	male			
Football- Boys	male			
Equestrian	female			
Cross Country- Girls	female			
Cross Country- Boys	male			
Cheerleading	female			
Bowling- Girls	female			
Bowling- Boys	male			
Basketball- Girls	female			
Basketball- Boys	male			
Archery	male			

<< Dashboard

Save Semester Config

Click the Save Semester Config button to Save all data for your Sports.

Manage SCACS Eligibility Forms

You will find all Eligibility Forms that need to be completed for your athletes to participate on the **Manage SCACS Eligibility** window. Select the School Year and the Semester you would like to manage. Use the below form to manage your Eligibility Certification Forms. You can view when the form is Due/Overdue and complete the Eligibility Forms from this screen.

Select the School Year and Semester you would like to manage. Click the Search button to Manage this section.

View the list of Sports, Due/Overdue timeline and Actions needed for each Sport.

Manage SCISA Eligibility – Create and file Certificates of Eligibility
Select the School Year and the Semester you would like to manage.

Year: [2013–2014 ⏷]

Semester: [Fall Semester ⏷]

[**Search**]

2013-2014 Fall Eligibility Management
Choose an Action: Start an Initial for each Team to create a Certificate of Eligibility for that Team in your school for the selected semester; or, + New Supplemental to submit additional athletes (Supplementals) for Eligibility Data after an Initial has been filed.

Sport	Due	Action(s)
Boy's Wrestling (Wrestling)	Initial Late by 8 day(s)	+ Start Initial
⊞ Girl's Volleyball- Girls (Volleyball)	Initial Completed on 2013-06-12 (on time)	+ New Supplemental
Girl's Swimming- Girls (Swim Team - Girls JV)	Initial Due in 42 day(s)	+ Start Initial
Boy's Football- Boys (Football)	Initial Due in 42 day(s)	+ Start Initial
Girl's Bowling- Girls (Bowling Team)	Initial Due in 42 day(s)	+ Start Initial
Boy's Basketball- Boys (BasketBall)	Initial Due in 42 day(s)	+ Start Initial

[**<< Dashboard**]

Click on the + (Plus Sign) to view the Eligibility Forms completed for this Sport. If no + shows, no Eligibility Forms have been completed for this Sport.

**Due:
View when you Initially Completed the Eligibility Form and/or by how long your Eligibility Form is overdue.**

**Actions:
+Start Initial- click on the +Start Initial link to begin filing the Eligibility Form for this Sport.**

+New Supplemental- click this link to add any Supplemental information to any already existing Eligibility Form for this Sport.

New Athlete Button

ALL ATHLETES WILL BE ENTERED USING THE NEW ATHLETE BUTTON DURING THE 2014-2015 SCHOOL YEAR!!!

Create a New Student Athlete account on PlanetHS.com

Please provide the information requested below to create a new Student Athlete account on PlanetHS.com. You may then use this new account when adding information for that Student Athlete into the eligibility registration form.

Username: _____
* Example: Firstname.Lastname
* This student's password will also be set to the username you provide.

First Name: _____

Middle Name: _____

Last Name: _____

Birthdate: _____ MM/DD/YYYY

Gender: Female ▼

Date Entered 9th Grade: [MM] [YYYY] NOTE: Leave blank if not yet entered 9th grade.

Cancel   Save Student

- The New Athlete button can be found at the bottom of all initial and supplemental forms. SCACS will enter ALL students with this button for the FALL semester. Fill out the New Athlete form completely.

- You are required to give the student a username. It must be unique and not one that is already in our large database of students. First initial, last name and school initials or mascot usually suffice. A red error message will appear if you attempt to save a student whose username is already in our system.

- Note, the New Athlete form does not ask for a student's grade level. You will need to provide the student's grade level on the actual eligibility form before submitting.

- Once a student is registered into PlanetHS using this form, he or she will not need to be entered as a "New Athlete" for upcoming sports or years. The student would appear in the first column of the form when you begin typing his or her name.

Initial Completion of Certificate of Eligibility for your Players

Click on the **+Start Initial** Action to view a screen similar to the one below.

This Form shows the Semester, Sport, Form Status, Head Coaches, Principal's Approval status, Name of School, Date of First Regular Contest and Form Type.

Use the Fields below to complete this information for the Certificate of Eligibility Form:

 a. **Student Athlete Account on PlanetHS-** Begin typing Student's name. Select the Student from the list that appears. If Student's name does not appear, they do no yet have an account with PlanetHS. Click the New Athlete button to create an account for this Student.
 b. **Name as it appears on Birth Certificate-** type the Student's name exactly as it appears on their Birth Certificate.
 c. **Date of Birth-** type in the Student's D.O.B. using MM/DD/YYYY format.
 d. **Grade-** Type in the Student's Grade.
 e. **Date Student first entered 9th Grade-** type in the Month and the Year.

SCISA Eligibility Management

2013-2014 Fall Certificate of Eligibility

DATE OF PRE-SEASON TOURNAMENT: -0001-11-30   NAME OF SCHOOL: Test High School
FORM STATUS: New   NAME OF SPORT: Wrestling
HEAD COACHES: JH, PlanetHS   DATE OF FIRST REGULAR CONTEST: 2013-06-11
         SQ, PlanetHS
PRINCIPAL'S APPROVAL: GENDER: Male
     SEMESTER: Fall
     FORM TYPE: Initial

Need Help? View Eligibility Form Help Tips

STUDENT ATHLETE ACCOUNT ON PLANETHS	APPROVED BY SCHOOL OFFICIALS				GRADE	DATE STUDENT FIRST ENTERED 9TH GRADE	
	NAME AS IT APPEARS ON BIRTH CERTIFICATE			DATE OF BIRTH			
	LAST	FIRST	MIDDLE	MM/DD/YYYY		MM	YYYY
a.	b.			c.	d.	e	

Add Entry   **Add 5 Entries**   **New Athlete**   View Audit Log   **Save Data**

<< Back to List

New Athlete Button- Click here to Create an Account for a Student who is not yet a member of PlanetHS.

Initial Completion of Certificate of Eligibility for your Players Continued

STUDENT ATHLETE ACCOUNT ON PLANETHS	NAME AS IT APPEARS ON BIRTH CERTIFICATE			DATE OF BIRTH	G R A D E	DATE STUDENT FIRST ENTERED 9TH GRADE	
	LAST	FIRST	MIDDLE	MM/DD/YYYY		MM	YYYY
McGraw, David 2	McGraw	David		12/31/1994	9	08	1994
Q, Sarah	Quackenbush	Sarah	R	10/20/1994	9	08	1994
Charles							
West, Charles							
Bethea, Charles							

Add Entry **Add 5 Entries** **New Athlete**   View Audit Log   **Save Data**

<< Back to List

Click on the Red X to remove this Student.

Click the Add Entry or Add 5 Entries box to add additional fields to

Click the Save Data button to Save all Eligibility Data.

Begin typing Student's Name. Select the Student's Name from the list of choices. If the Name doesn't appear, the Student does not yet have an account with PlanetHS.

New Athlete Button- Click here to Create an Account for a Student who is not yet a member of PlanetHS.

- The athletic director can save data as many times as he or she wishes before sending to principal for approval.

- The "Send to Principal" button will appear when you have the required minimum to submit initial eligibility. The principal will then review, and approve the form to SCACS.

Principal Eligibility Options

The Principal of your school may choose to allow the Athletic Director or Athletic Secretary to Approve and Submit Eligibility Data on his/her behalf. These circumstances are rare. The Principal at your school will have to set special permissions for the Athletic Director and/or Athletic Secretary to allow this process.

Principal Eligibility Approval Settings

- The Principal must log into www.PlanetHS.com with his/her account.
- Click on the My School Tab to access the School Dashboard.
- Click on the Dashboard Button.
- Click on the SCACS Management link, found in the Special Features section on the right hand side.
- Click on the Eligibility Approval Settings link, found on the left hand side of the screen.
- You will see a screen similar to the one below.

SCISA Eligibility Approval Settings Management

Use the boxes below to allow permission to an Athletic Director and/or an Athletic Secretary for submitting SCISA Eligibility Forms on your behalf.

☐ Allow Athletic Directors to submit Eligibility Forms to SCISA?
☐ Allow Athletic Secretaries to submit Eligibility Forms to SCISA?

> Check the boxes to allow the AD or AS to submit Eligibility Forms on your behalf.

<< Dashboard   **Save**

- Check the boxes to allow an Athletic Director and/or Athletic Secretary to submit Eligibility Forms on your behalf.

- Click the Save button to save this information.

- Once saved, the Athletic Director and/or Athletic Secretary will now see the Approve and Submit button on the Eligibility Forms.

Contact Guide for PlanetHS

SC Eligibility Support

Ryan Bethea, (843) 862-3026, RyanBethea@PlanetHS.com

Hours: Monday-Friday 7:30 a.m. – 4 p.m.

Support Center

The PlanetHS Support Center is available to help

by phone and/or e-mail! Dial 1-888-668-7452 extension 0

or schoolsupport@planeths.com.

Support hours are 7 a.m. – 7 p.m. on Monday – Friday.

Other Support

- Help /FAQ Section on PlanetHS site – located on top band of page, click for assistance

- Help guides located throughout Dashboard- Found anywhere you see the PlanetHS Globe logo next to any action item.