

1. **Coach account creation:** The administrator will now generate a coach account. Subsequently, an email will be dispatched to the provided email address. The coach can then proceed to click on the "Create Account" button within the email to establish an account and set a password.

**Hello Shoukat!**

You are getting this email because we have received a request for your account.

Create Account

The link will remain valid for a period of one week.

No additional steps are necessary if you did not initiate the account request.

Regards,  
TuneUp

---

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser: <http://localhost/reset-password/94ee499759514e05ffb377d8c968a3ce7a85d4eac9f80af6c877bbddc8b7e725?email=shoukat.bjr@gmail.com>

2. **Student Account Creation (Home Screen while they create account).**

**Updated 1/7/2024:** The student will now have visibility of relevant programs, such as a male Golf student seeing the male Golf program, and so on.

When the recruit is filling out their profile. Can we organize it to look cleaner and with titles. Can it be like the following: Similar to the picture below.



Can we have “Program Type” Be the first box the student fills out.

**Title: Introduction/Bio:** Text box to allow the student to type information about themselves.  
Add File called: Introduction Video: This will let the students upload a file of themselves introducing themselves to the coaches.

The Only fields that we need the Red Star Icon for Required fields that the students need to fill out will be the fields in the **Personal Information Title**

**Personal Information:** First Name, Last Name, Preferred Name, Email, Home Phone Number, Cell Phone Number, Graduation Year, Date of Birth, Are you from the United States? (Yes/No) Fore Filter in reporting section, Country, State/Province, Primary Address, Guardian Name, Guardian phone number. **What about other fields ( Intended Major, ACT Total, Other Interest, Academic Honors, Class Rank, College, Core GPA, Grade Year, Height, Interest Level )**

**Academic Information:** High School name, Registered with NCAA yes/no, NCAA ID, GPA, SAT Test Date, SAT Reading, SAT Writing, SAT Math, SAT Total, ACT Test Date, ACT Sum Score, ACT Composite, ACT English, ACT Math, ACT Reading, ACT Science. Upload Transcripts.

Additional Information Section: Can be deleted.

Upload Files Section on the left of the screen:

1. Upload profile picture
2. Upload Resume/Stats File.
3. Upload Image
4. Upload Video

Can we allow them to upload as many videos as they would like. Or do we need a maximum?

We can add only one video, if a coach needs more videos he can add dynamic fields for videos.

The screenshot shows a web application interface. On the left is a dark sidebar with icons for 'Available Programs', 'My Applications', and 'Messages'. The main content area is titled 'Available Programs' and includes a search bar and a table. The table has columns for College Name, Coach Name, Program Name, Session, Number of Students, Detail, and Action. It displays three entries for 'Nust' and 'Shoukat'. The first entry is 'Program1' from '2023' with '10' students, linked to 'program for Golf and Male'. The second is 'Program 1' from '2015' with '10' students, linked to 'Details'. The third is 'Program2' from '2022' with '10' students, linked to 'Details'. The interface also shows a 'Showing 1 to 3 of 3 entries' message and pagination controls.

College Name	Coach Name	Program Name	Session	Number of Students	Detail	Action
Nust	Shoukat	Program1	2023	10	program for Golf and Male	
Nust	Shoukat	Program 1	2015	10	Details	
Nust	Shoukat	Program2	2022	10	Details	

Updated: 1/7/2024

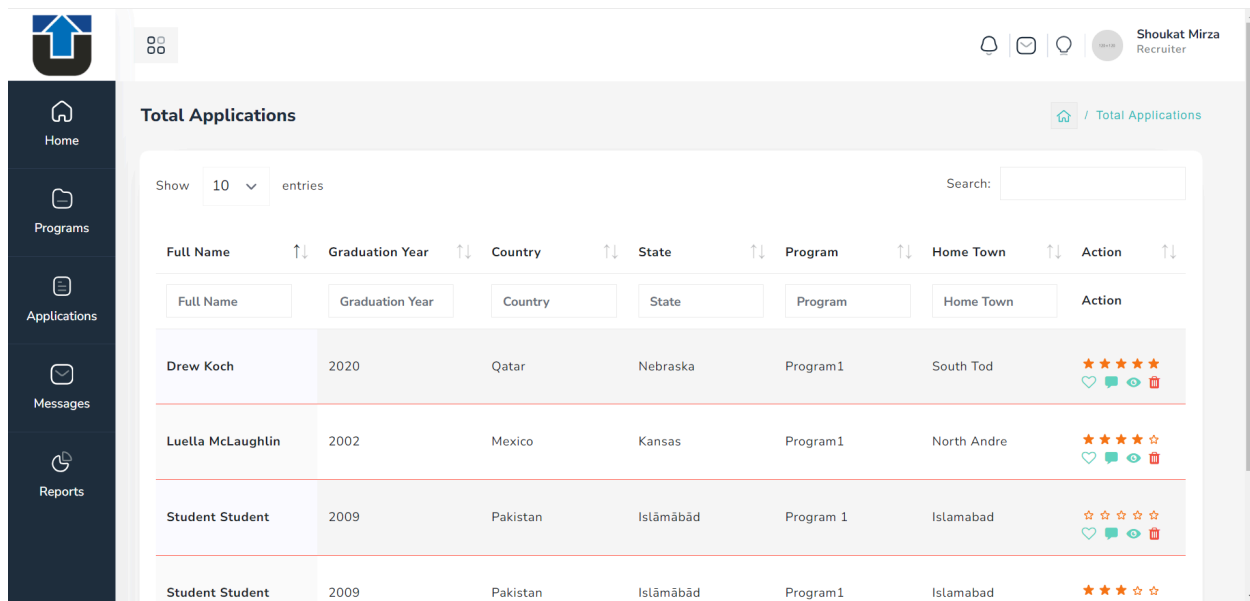
**Correct Order:** College Name, Coach Name, Program Type.

What does session stand for and Number of Students? Depending on the answer, we might delete.

**This may already be complete? Detail Section:** Can the coaches Bio and Introduction video be able to be selected for the students to view.

What does Action stand for? Depending on the answer, we might delete.

### 3. Application Rating.



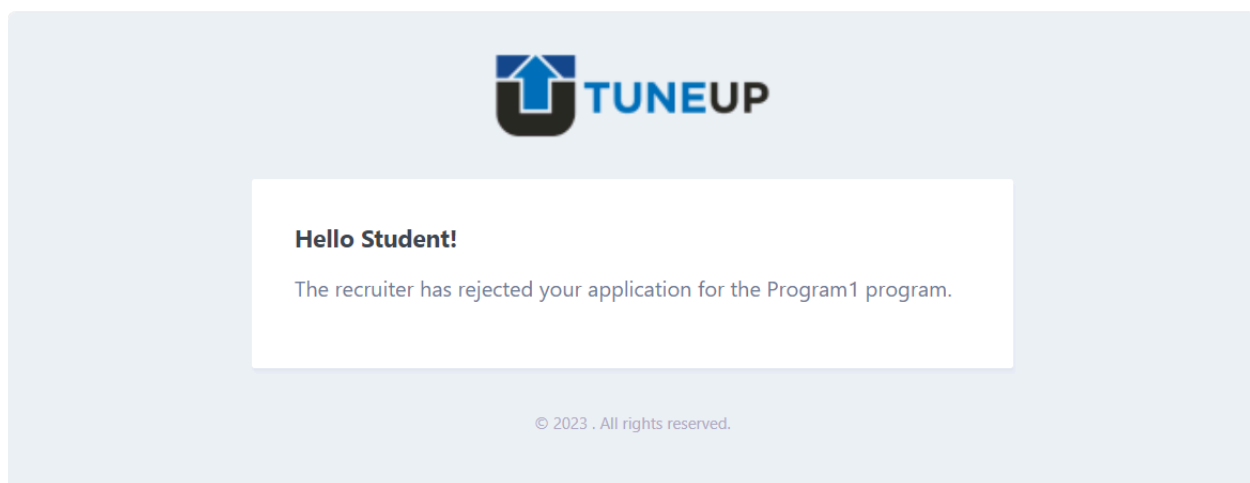
Full Name	Graduation Year	Country	State	Program	Home Town	Action
Drew Koch	2020	Qatar	Nebraska	Program1	South Tod	★★★★★ ♥️💬👁️🗑️
Lueella McLaughlin	2002	Mexico	Kansas	Program1	North Andre	★★★★★ ♥️💬👁️🗑️
Student Student	2009	Pakistan	Islāmābād	Program 1	Islamabad	★★★★★ ♥️💬👁️🗑️
Student Student	2009	Pakistan	Islāmābād	Program1	Islamabad	★★★★★ ♥️💬👁️🗑️

Updated: 1/7/2024

Can we change the order to the following:

Submission date, Full Name, Graduation Year, Country, State, Home Town. What does Program stay for? We might delete it. ( Here we are showing all the applications of multiple programs, here the program is the name of the program. )

### 4. When a coach removes a student, the student will receive a notification email.



Can we allow the coaches to customize the email? As in create 2-5 templates and be able to select the template they wish to send the recruit, when they hit the trash can button.

Currently, there exists a default email template that the admin has the ability to modify. If a recruiter wishes to use their own email template, they can add, update, and delete templates as needed. While a recruiter can have multiple templates, only one template can be active at any given time, with the rest being disabled.

5. **Report:** In the report, the coach can filter applications based on various criteria such as date, rating, start date, end date, session, graduation year, and application. By default, the report will initially filter applications for "my\_application." If a coach wishes to display the student list for other applications, they can manually adjust the filter settings accordingly.

**Updated: 1/7/2024**

**Can we add the following to the filter: Country, State/Province, ACT Total Score, SAT Total Score.**

**Can we organize the report setting as the following:**


**From Date, To Date, Rating, Graduation Year, Country, State/Province, Outside of the United States, ACT Total Score, SAT Total Score, Applications.**






Question - Is "Favourite" the students that will appear when the coach selects the Heart? **Yes**




Question - Can you please define Session and Application? What do these stand for?


Application - Is "My Application" the students that applied to that specific coaches program? And "Other", are all other applications for that sport?

By default, the application displays the coach's assigned students. If a coach wishes to view a different set of students, the system will present a list without allowing any modifications to the student roster; it will simply display the information.



 Home
  Programs
  Applications
  Messages
  Reports


 Shoukat Mirza  
Recruiter

### Recruiter Report

[/ Report](#)

Rating

Favourite

Session

Graduation Year

From Date

To Date

Applications

Filter

Show  entries

Full Name	Graduation Year	Country	State	Program	Home Town	Action
<input type="text" value="Full Name"/>	<input type="text" value="Graduation Year"/>	<input type="text" value="Country"/>	<input type="text" value="State"/>	<input type="text" value="Program"/>	<input type="text" value="Home Town"/>	<input type="text" value="Action"/>
Drew Koch	2020	Qatar	Nebraska	Program1	South Tod	<div> <div>★ ★ ★ ★ ★</div> <div>     </div> </div>
Luella McLaughlin	2002	Mexico	Kansas	Program1	North Andre	<div> <div>★ ★ ★ ★ ☆</div> <div>     </div> </div>
Student Student	2009	Pakistan	Islāmābād	Program1	Islamabad	<div> <div>★ ★ ★ ★ ☆</div> <div>     </div> </div>
Student Student	2009	Pakistan	Islāmābād	Program 1	Islamabad	<div> <div>★ ★ ★ ★ ☆</div> <div>     </div> </div>

Showing 1 to 4 of 4 entries
 

Previous
 
 Next

Copyright 2023 © Tune Up Recruiting.

## 6. Action

Heart, Chat Box, Eye, Trash, - **Can we add an icon for Documents.**

When clicking on the icon, the coach is able to create steps to finalize the recruit. Coaches can create their own steps, similar to creating their own questionnaire. We can add the exact same process (Image Below). This will allow coaches to create a title, indicate the information they want the student to share with them, and the student will be notified to update the coach with the following information.

Drag a field from the right to this area

Checkbox Group

Date Field

File Upload

Number

Radio Group

Select

Text Field

Text Area

When the coach wants the student to be aware that they are requesting more information, they will hit “Send” and an email will be sent to the student. Notifying them the coach would like to collect information from them.



**Jan 27th, 2024**

1. On the homepage of the website, can we add "Request Info or Demo". This will let the university enter Name, Email, phone number, college/university, enter info box. This will be sent to the admin email or portal.

## **Admin Portal**

1. When listing the recruiters, we currently have the order as Name, LastName, Website, About.

Can the order be... University/College Name, Program Type, First Name, Last Name, Website, About. Coaches email, coaches cell #

When we "Add New Recruiter" - Can those fields display in our recruiter dashboard.

**Question** - What is a website? Is that the domain for each coach? **We've included a website field for inputting the university website link or coach page, among other options.**

2. Can we add a chat feature to allow Coaches to send a notification to the Admin. If they have questions, we can monitor them and respond through our admin portal.

**Question** - In the top right we have a Bell and a Mail icon. Is this where the coach receives notifications from coaches? To create a chat? **Certainly, notifications will be sent to coaches, students, and administrators for any relevant updates or interactions.**

3. **Question** - Under "Settings" for the email template... What is the purpose of the admin having the ability to create templates? Who will these emails be sent to? **This serves as the default email template, in cases where a coach hasn't added a specific template, the default one will be utilized.**

## **Student Portal**

**Question:** What does "Number of Students" stand for? **The "number of students" field indicates the quantity of students needed for the program.**

1. When clicking on "Apply to Program", **Can we delete "Session"**.
2. Can we add **"Detail"** under the "Apply to Program" button. As of right now, it does not display on the next page after clicking "Apply to Program".

3. When clicking on “Apply to Program”, can we have the **entire students profile display**. Right now we have only “Personal Information” and not “Academic Information”. Can we have **all information** under the students “Profile” display when applying.
4. Change “Basic Information” to “**Personal Information**”.
5. Chat feature, If the student has yet to be accepted, **we need to hide the “Chat Feature” icon**. We don’t want students reaching out to coaches unless they are accepted and the coach starts the conversation.
6. Detail: Instead of showing the words the coach entered on the dashboard, can we have it say “**View Additional Information**” **When the student clicks it, a pop up box appears with the detailed information displayed.**

When a student applies to a program, the program turns Green. **Can we eliminate this from happening?** Can it stay as grey. Beside “Detail” Can it display “Applied” or “Yet to Apply”. **See below:**

Green = Coach accepted application.

Yellow = Coach is requiring additional information. - Can the university/college on the students dashboard be highlighted in **Yellow**. **Once a coach approves an application, we present the required form to the coach, and the status in the database is updated to 'Additional Requirements Requested. I believe the 'accept' and 'Additional Requirements Requested' statuses are equivalent.**

Red = Coach has hit the trash can. - When the student is denied, **can it display as Red?**

7. **“Apply to this program” Icon** - Can we delete the icon, and have a section to the right of “Details” that says “Apply”. And that will direct the student to the apply page. When the student applies, can we highlight “Apply” to show that the student applied.
8. **Beside the “Apply Button” can we have a “Update Application” to allow the student to update their submission and enter new information for the coach.**

## 9. Student Section - My Applications

**Can the order change to the following:**

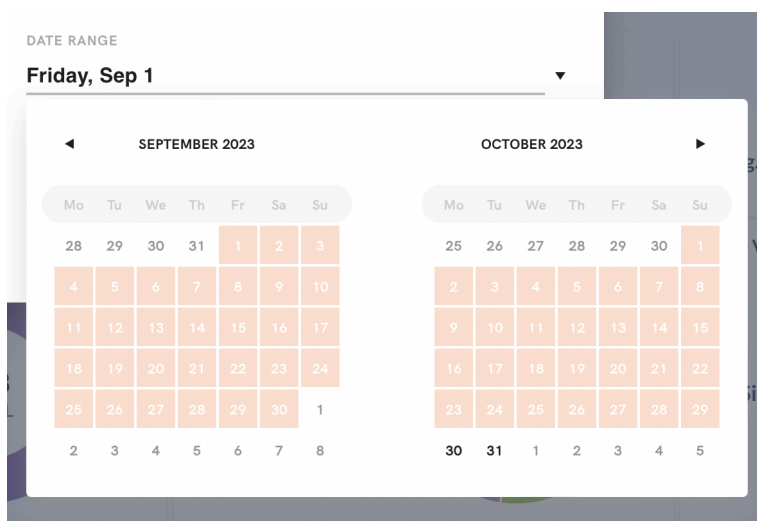
College/University Name, Program Name, Coach’s Name (The same fields as Available Programs)

## Coaches Portal

## Application Details

1. When clicking on “View”, We have “Complete Name” Change to **“Full Name”**.
2. **Question** - Does CV stand for documents that are attached? If so, can we change the wording to **“View Attached Documents”**. **A CV denotes a fully filled-out student resume. When a coach requires documents, they can include dynamic fields for these documents. The student will then submit the documents, and the coach will review them in the application details.**
3. When clicking “View” to view the profile of a student application, we need all information in the students profile to appear. So we need to display **“Personal Information” and “Academic Information”**. Coaches additional questions/information needed will appear below.
4. Total Application Dashboard: Can we add **“Submission Date”**. This will show the date the student submitted their application. The order will be: **Submission Date, Full Name, Graduation Year, Country, State, Program, Status.**
5. The “Home” Tab and “Applications” Tab are the same page. **Can we remove “Applications”. If you disagree, please share why...**
6. Under Messaging/Chat Box: When a chat is started with the student, on the left hand side, we keep track of all chats, can we display these chats based on the **Students Full Name. Coach can be directed to the student's profile in the chat.** Please have the **ability for a coach to delete a chat.**
7. Add a **“Reports”** Section on the left hand side to display data to the coaches on their submissions.

We would like coaches to have a **“Date Range”** to pull information, Image below:



After Selecting the date range, we would like our system to display the following information:

- **# of Total applications Submitted**
  - **# of Submissions within the United States**
  - **# of submissions outside of the United States**
  - **# of Submissions by Graduation Year**
8. Add a **“Trash Can” Icon** on the left hand side. The Purpose of this is to keep a file of all applications the coach has deleted.