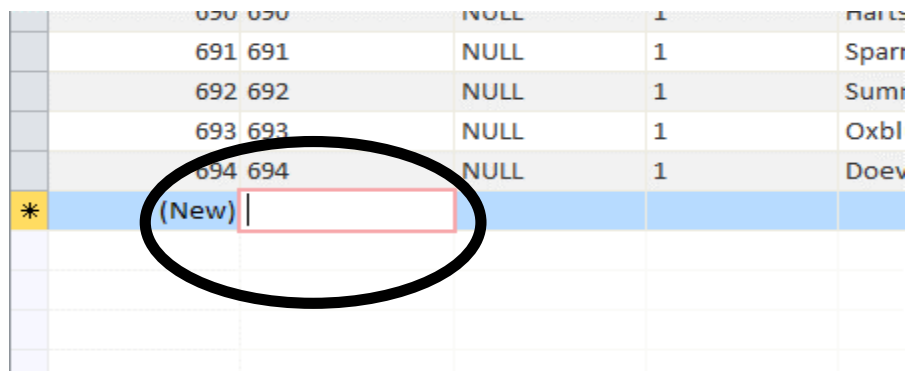


Skill Set: 1.0 Data Entry

Process Step: 1. Establish Unique Site ID

Action	
Name	Description
1.1 Generate ID	<p>.1 Go to "\\Training\\Team [X]\\1.0 Data Entry\\SQL.athletics"</p> <p>.2 Double click on "SQL Server Management Studio"</p> <p>.3 If prompted, Click "Enable Content" in security warning (in yellow bar at top of screen)</p> <p>.4 On the left hand side of the form, under "Tables", right click on SiteSchool</p> <p>.5 Select "Open"</p> <p>.6 Scroll to the bottom of the table</p> <p>.7 Click on the second column of the first empty row at the bottom of the table. Enter the next number in the sequence. A number will appear in the first column. It is okay if this number is not in sequence.</p>



690	690	NULL	1	name
691	691	NULL	1	Spar
692	692	NULL	1	Sum
693	693	NULL	1	Oxbl
694	694	NULL	1	Doev
*	(New)			

.8 Write the number that appeared in the first column as School ID on the School Set-up Worksheet next to the 'School ID' line.

.9 Type the following data for school. Note: Information can be found on the School Information Sheet. Do not base your entries on previous entries in the database. Your directions may be different. Follow your directions.

.9.1 "LKSchoolID" - Skip this column

.9.2 "AdReport" - Type "1"

.9.3 "Schoolname" - from School Information Sheet

.9.4 "SQLBase" - Type "137092"

.9.5 "Lat" - Type "094021"

.9.6 "Long" - Type "470"

.9.7 "Address" - from School Information Sheet

.9.8 "City" - from School Information Sheet

.9.9 "State" - from School Information Sheet

.9.10 "Zip" - from School Information Sheet

.9.11 "phone" - [School Phone] from School Information Sheet [Note: Do not include parentheses in phone number.]

.9.12 "fax" - [School Fax] from School Information Sheet [Note: Do not include parentheses in fax number]

.9.13 "webfolder" - Shorten the school name. No spaces in the name. Do not include state. Example: East Color High School to EColorHS

- .9.13.1 Write webfolder name you created on school Set-up Worksheet next to 'School Webfolder' line
- .9.14 "state_org" and "icon" - Skip these columns
- .9.15 "mascot" - from School Information Sheet
- .9.16 "ad" "principal" and "logo" - Skip these columns
- .9.17 "SiteType" - Type "S"
- .9.18 "website" - "http://www.highschoolsports.com/[WebFolderName]" [Note: Do not include the brackets]
- .9.19 "Featured" - Type "0"
- .9.20 "Show" - Type "1"
- .9.21 "Message" - Skip this column
- .9.22 "AdSchool" - Type "1"
- .9.23 "FeederTowns" - type [City] from School Information Sheet
- .9.24 "SignUpCode" and "DBFolder" - Skip these columns
- .9.25 "Color1" - Type "#" followed by [Primary Hex Color] code from School Set-up Worksheet [Example: #F1C232]
- .9.26 "Color2" - Type "#" followed by [Secondary Hex Color] from School Set-up Worksheet
- .9.27 "MassUpdate" - Type "1"
- .9.28 "RegistrationPolicy" - Type "on file"
- .9.29 "CampRegConfirm" - Type "Yes"
- .9.30 "SportsRegConfirm" - Type "setup"
- .9.31 "RegistrationEmail" - enter [Athletic Director's email address] from School Information Sheet
- .9.32 "RegistrationType" - Type "normal"
- .9.33 "RegistrationEnabled" - Type "No"
- .9.34 "EmailBlastEnabled" - Type "1"
- .9.35 "StaffCalendarEnabled" - Type "1"
- .9.36 "ShowTeamPages" - Type "yes"
- .10 Click on empty row below the row that you just entered
- .11 Carefully review your entries
- .12 Ask your Supervisor for a Quality Check
- .13 Close SiteSchool table [Note: Access saves itself; you do not need to save]
- .14 Close SQL Server Management Studio

1.2 Enter user data

- .1 Go to "\\Training\Team [X]\1.0 Data Entry\SQL.athletics"
 - .2 Double click on "SQL Server Management Studio"
 - .3 If prompted, Click "Enable Content" in security warning (in yellow bar at top of screen)
 - .4 On the lefthand side of the form, under "Tables", right click on Users
 - .5 Select "Open"
 - .6 Scroll to the bottom of the table
- Note: Data information can be found on the School Information Sheet. Do not base your entries on previous entries in the database. Your directions may be different. Follow your directions.
- .7 "ID" - Skip this column

.8 "user-name" - Type [SchoolWebFolder] from School Set-up Worksheet. [Note: Do not include brackets]

ID	user_name	FullN
2172	jbutler	John Butl
2173	bjordan	Betty Jorc
(New)		

.9 "FullName" - Type [Athletic Director's Full name] from School Information Sheet

.10 "UserEmail" - Type [Athletic Director's email] from School Information Sheet

.11 "Firstname" - Type [Athletic Director's first name] from School Information Sheet

.12 "LastName" - Type [Athletic Director's last name] from School Information Sheet

.13 "school" -Type [SchoolID] from School Set-up Worksheet. [Note: Do not include brackets]

.14 Check the school intake form to see if it is an athletics site, an activities site or both

.14.1 If the site is an athletics site or both, type "athletics55" in "password" field

.14.2 If the site is an activities site, type "activities55" in "password" field

.15 "sec_level" - Type "55"

.16 "final" - Type "0"

.17 "ClientDBPath" "dbconnectstring" - Skip these columns

.18 "WebFolder" - Type [schoolwebfolder] from School Set-up Worksheet. [Note: Do not include brackets]

.19 "active" - Type "1"

.16 "Createby" "CreateDate" - Skip these columns

.17 "MasterLogon" - Type "1"

.18 "AOTMOnly" - Type "depends"

.19 "RequiresAuthentication" - Type "yes"

.20 "UserActivated" - Type "\$1.00"

.21 "LastUpdateDate" - Skip this column

.22 "Principal User-name" - Type the word "Principal"

.23 "Principal FullName" - Type [Principal's full name] from School Information Sheet

.24 "Principal UserEmail" - Type [Principal's email] from School Information Sheet

.25 "Principal FirstName" - Type [Principal's first name] from School Information Sheet

.26 "Principal LastName" - Type [Principal's last name] from School Information Sheet

.27 "Secretary FullName" - Type [Secretary's full name] from School Information Sheet

.28 "Secretary UserEmail" - Type [Secretary's email] from School Information Sheet

.29 "Secretary Phone" - Type [Secretary Phone #] from School Information Sheet [Note: Do not include parentheses for phone number]

.30 "Secretary Fax" - Type [Secretary Fax #] from School Information Sheet [Note: Do not include parentheses for fax number]

.31 Click on the empty row below the row that was just entered

.32 Carefully review your entries

.33 Ask your Supervisor for a Quality Check

.34 Close User Table [Note: Access saves itself; you do not need to save]

.35 Close SQL Server Management Studio