



How to Assign Your DEC Role in the UIL Portal

Login to the UIL Portal

UIL REGISTERMYATHLETE.COM

UIL RMA Portal Login

Powered By Register My Athlete

Username or Email

Password

Login

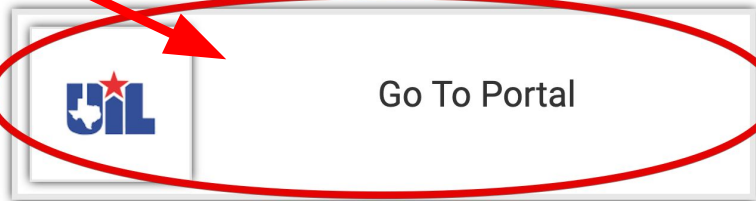
Trouble Logging In?

Create Account

[Athletic Training Check in?](#)

Login to the UIL portal with your email & password. Make sure on the next page that you click 'Go To Portal' after logging in.

UIL / Register My Athlete Portal



Tools

[Account Info](#)

[Account Credentials](#)

[Reset Password](#)

Manage Your DEC Role (My Account)

The screenshot shows the 'My Account' page for Sinton ISD. At the top left, there is a Sinton ISD logo with a red arrow pointing to it and a text box that says 'Clicking the icon will always take you back to your profile page'. To the right of the logo is a 'Welcome' message. In the top right corner, there is a 'SPORTSLINE SOFTWARE' logo and a search icon. Below the header, there is a navigation bar with the text 'To manage your own roles, click manage' and a red arrow pointing to a 'Manage' button in the 'Current Roles' section. The 'Current Roles' section lists three roles: 'ISD Superintendent', 'DEC Chair', and 'Manage DEC Alignments'. The 'Manage DEC Alignments' role is highlighted with a red oval. Below the 'Current Roles' section, there is a text box that says 'Manage your DEC alignments here.' On the left side of the page, there is a section titled 'What would you like to do?' with a list of options: 'Start an Activity Registration', 'Complete Started Registrations', 'Your Messages', 'PAPF/Eligibility Home Page', 'Initiate PAPF', and 'Initiate Waiver Only'.

Clicking the icon will always take you back to your profile page

SPORTSLINE SOFTWARE

Sinton ISD Welcome

To manage your own roles, click manage

What would you like to do?

- Start an Activity Registration
- Complete Started Registrations
- Your Messages
- PAPF/Eligibility Home Page
- Initiate PAPF
- Initiate Waiver Only

Current Roles

- ISD Superintendent
- DEC Chair
- Manage DEC Alignments

Manage

Manage your DEC alignments here.

The right side will show all current roles. To add or edit, click 'Manage'.

Adding a DEC Role (Role Selection)

ISD Staff

- ISD Superintendent (This role requires approval)
- ISD Asst/Assoc Superintendent (This role requires approval)
- ISD Athletic Administrator (This role requires approval)
- ISD UIL Coordinator (This role requires approval)
- ISD Fine Arts Director (This role requires approval)
- Secretary - ISD (This role requires approval)

School Staff

- Principal - Campus (This role requires approval)
- Asst (Assoc-Dean) Principal - Campus (This role requires approval)
- Secretary - Campus (This role requires approval)
- Academic Coordinator - HS Campus (This role requires approval)
- Academic Coach / Theatre Director - High School
- HS Campus Athletic Administrator (This role requires approval)
- HS Campus Coordinator Girls - Athletics (This role requires approval)
- HS Campus Coordinator Boys - Athletics (This role requires approval)
- High School Head Coach
- High School Assistant Coach
- Director Orchestra - Music
- Director Choir - Music
- Director Band - Music
- Athletic Trainer
- Weight Management Assessor
- JH Campus Athletic Administrator (This role requires approval)
- JH Campus Coordinator Girls - Athletics (This role requires approval)
- JH Campus Coordinator Boys - Athletics (This role requires approval)
- Junior High Head Coach
- Junior High Assistant Coach
- One-Act Play Contest Manager

*Please select what your role will be:

Committee

- DEC Member (This role requires approval)
- DEC Chair (This role requires approval)

Finished

Choose the role pertaining to your position. When role selection is complete, click 'Finished'

Adding/Editing a DEC Alignment Selection

Sinton ISD

DEC Member Alignments

Back To Manage Alignments

Now that you have selected a DEC Role, please setup what you oversee

*Select Role: DEC Chair

*When do you start this role: 2017-2018

*When does this role end: 2017-2018 Usually the year the current alignment/classification period ends

*Please confirm your Conference: Conference 5A

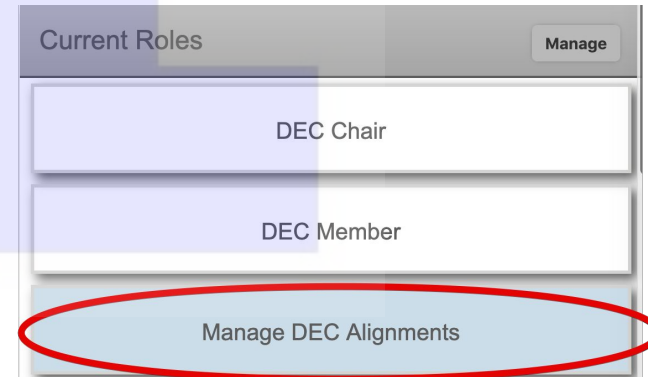
*For your selected role as please indicate what Activities/Sports you administer:

| | |
|--|----|
| <input checked="" type="checkbox"/> Baseball District | 5 |
| <input checked="" type="checkbox"/> Basketball District | 5 |
| <input checked="" type="checkbox"/> Cross Country District | 4 |
| <input type="checkbox"/> Football District | -- |
| <input type="checkbox"/> FootBall Division | -- |
| <input type="checkbox"/> Golf District | -- |
| <input type="checkbox"/> Soccer District | -- |
| <input type="checkbox"/> Softball District | -- |
| <input type="checkbox"/> Swimming/Diving District | -- |
| <input type="checkbox"/> Team Tennis District | -- |

The system will recognize that you have selected a DEC role, and automatically directs you to this page for your alignment selection. Please take time to enter all appropriate information for your role/position. (You can edit later if needed.)

Role Selection & Alignment Selection Complete

- You are finished!
- These alignments will be used by the system to determine what PAPF's and Waivers you need to review.
- Role and Alignment selection can be edited at anytime by following these steps (slide 2 – 5). Should you need to edit your alignments, you can quickly do this by using this blue button (See Slide 3):



DEC Chair – Review/Manage DEC Members

- Now that you have set yourself up to be a DEC Chair, you will want to review and manage your DEC Member(s) to ensure that PAPF/Waiver applications can be processed quickly.
- Lets first review the report that will allow you find what members have already be identified correctly. (Slide 8 – 10)
- Then lets review how to manage user roles and alignments (Slide 12 – 14)

Running a DEC Alignment Report

The screenshot shows the Sinton ISD Sportsline software interface. The header includes the Sinton ISD logo, a dropdown menu showing 'Sinton ISD', the text 'Welcome - Chair1, DEC - (Coach Number: 57764)', and the Sportsline logo. Below the header, there are two main sections: 'What would you like to do?' and 'Current Roles'. The 'What would you like to do?' section contains five buttons: 'Run Dec Alignment Report' (highlighted with a red circle containing the number 2), 'Start an Activity Registration', 'Complete Started Registrations', 'Your Messages', and 'PAPF/Eligibility Home Page'. The 'Current Roles' section contains three buttons: 'DEC Chair' (highlighted with a red circle containing the number 1), 'DEC Member', and 'Manage DEC Alignments'. A 'Manage' button is located in the top right corner of the 'Current Roles' section.

From your profile home page (see slide 3) when you have

1) DEC Chair role

You will also see

2) Run DEC Alignment Report

This report will allow you the ability to see everyone that has already identified as a DEC role in your care.

DEC Chair Report Options

- 1) Select the kind of report needed. (For DEC Chair, you are looking for members.)
- 2) Once you have selected the filter, click 'Next Step'.

The screenshot displays the Sportsline Software interface. On the left is a dark green sidebar with navigation icons: Home, Accounts, Logout, Navigation, and Need Help?. The main content area has a dark green header with a warning icon and 'Sinton ISD' text. Below the header is a grey bar with 'Back To Report Select' and 'Next Step' buttons. The 'Next Step' button is circled in red with a '2'. Below this is a 'Filters' section with the heading 'I want to see:' and three radio button options: 'ALL DEC Enrollment', 'DEC Chair Enrollment', and 'DEC Member Enrollment'. The 'DEC Member Enrollment' option is selected and circled in red with a '1'. The Sportsline Software logo is in the top right corner.

DEC Chair Report Options

- 1) On the left side, make the selections that match your DEC alignment(s).
- 2) Once all selections are complete, click view report. You will be able to view all the members you oversee.

The screenshot shows a web interface for selecting report options. On the left is a navigation sidebar with icons for Home, Accounts, Logout, Navigation, and Need Help?. The main content area is divided into three sections: Conference, District, and Sport. Each section contains a grid of options with checkboxes. A red circle labeled '2' highlights the 'View Report' button at the top. Another red circle labeled '1' highlights a summary box on the right side of the interface.

Back To Filter Selected View Report <-- After selections are complete, click view report. 2

| Conference | | |
|------------|------|----|
| 1A | 2A ✓ | 3A |
| 4A | 5A | 6A |

| District | | |
|--------------|-------------|-------------|
| District 1 ✓ | District 2 | District 3 |
| District 4 | District 5 | District 6 |
| District 7 | District 8 | District 9 |
| District 10 | District 11 | District 12 |
| District 13 | District 14 | District 15 |
| District 16 | District 17 | District 18 |
| District 19 | District 20 | District 21 |
| District 22 | District 23 | District 24 |
| District 25 | District 26 | District 27 |
| District 28 | District 29 | District 30 |
| District 31 | District 32 | |

| Sport | | |
|---------------------|--------------------------|------------------------|
| Baseball District ✓ | Basketball District | Cross Country District |
| Football District | Golf District | Soccer District |
| Softball District | Swimming/Diving District | Team Tennis District |
| Tennis District | Track and Field District | Volleyball District |
| Wrestling District | | |

Selected Columns

Drag the selected columns to reorder how they will show on the report.

- 2A
- District 1
- Baseball District

^ Summary of selections above 1

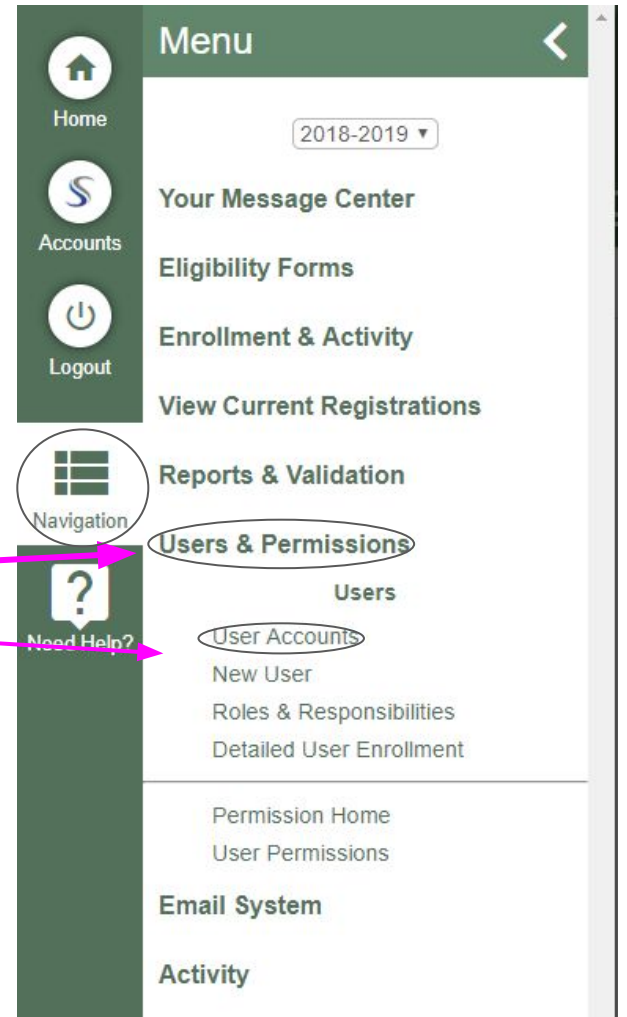
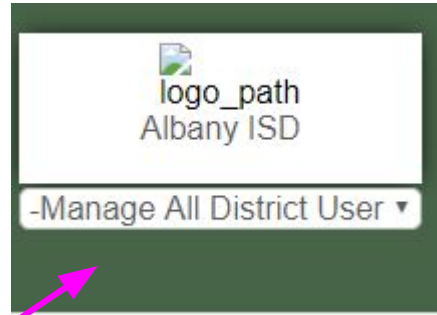
<-- Make selections on the left.

How To Manage Other Users In Your School District

- The next slides will show you how to manage other users in your school district. For example if you know that Bob Johnson is a DEC Member in your group, but he is not showing up on your report, you can assign his DEC Member role and then set his alignments.
- First, lets locate Bob Johnson (slide 12)
- Then we can review what roles Bob has selected, and access his DEC alignments (slide 13)
- Then finally, we can add or edit Bob's alignments (slide 14)

Manage users to setup DEC roles and alignments

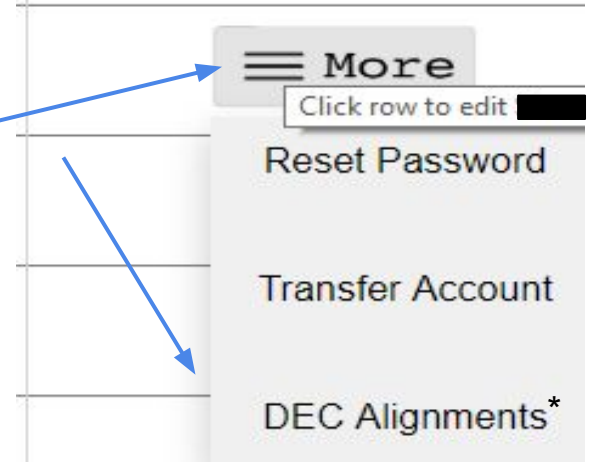
- Use the filter in the top left to select the school or district level where the user is located
- Once selected, click Navigation>Users & Permissions>User Accounts
- This will take you to the list of users that have accounts at the selected school.



With this list of users, locate the name of the individual you need to set alignments for.

| | | | | | | |
|-----|-------|--------|------------------|--------------------|------------------|---------------|
| UIL | Admin | Active | User Permissions | 0 Role(s) 1 | User Assignments | More 2 |
|-----|-------|--------|------------------|--------------------|------------------|---------------|

- On the right hand side, click More>DEC Alignments
- This give you access to add or edit alignments.



The screenshot shows the 'DEC Member Alignments' page. At the top left is the Albany ISD logo. Below it is a dropdown menu showing 'Albany'. The page title is 'DEC Member Alignments - [redacted]'. On the right is the Sportsline logo and a search icon. Below the title is a button labeled 'Add Alignments'. Below that is a table with the following data:

| Role | Conference | Begin | End | |
|------------|----------------------------|-----------|-----------|--|
| DEC Member | 2A - Overseeing 9 Sport(s) | 2018-2019 | 2018-2019 | |

Yellow arrows point from the text in the previous block to the 'Add Alignments' button and the edit/delete icons in the table.

*while editing a user, the 'DEC Alignments' menu option will not be present if the user has not selected a DEC role. You can add roles by clicking the 'Role(s)' button **1**

Adding a DEC Role/Manage Alignments

Sinton ISD

DEC Member Alignments - [redacted]

Add Alignments Reporting 4

| Role | Conference | Begin | End | 2 | 3 |
|-----------|----------------------------|-----------|-----------|-------------|---------------|
| DEC Chair | 2A - Overseeing 1 Sport(s) | 2018-2019 | 2018-2019 | [edit icon] | [delete icon] |

Each DEC Member Alignment will be displayed for ease of management. There are 4 options on this page:

- 1) Add
- 2) Edit
- 3) Delete

4) DEC Chair - will have this report option on this page as well for quick access.
(*See slide 8 - 10)