

# 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

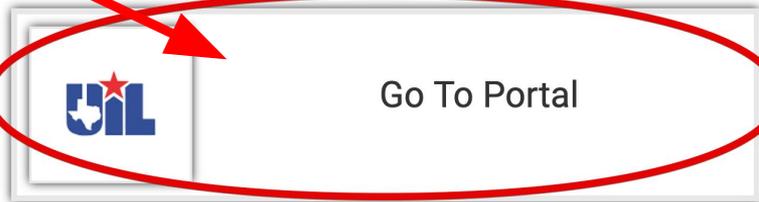
Trouble Logging In?

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)

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

Sinton ISD

Welcome

SPORTSLINE SOFTWARE

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)

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## 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

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## 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):

