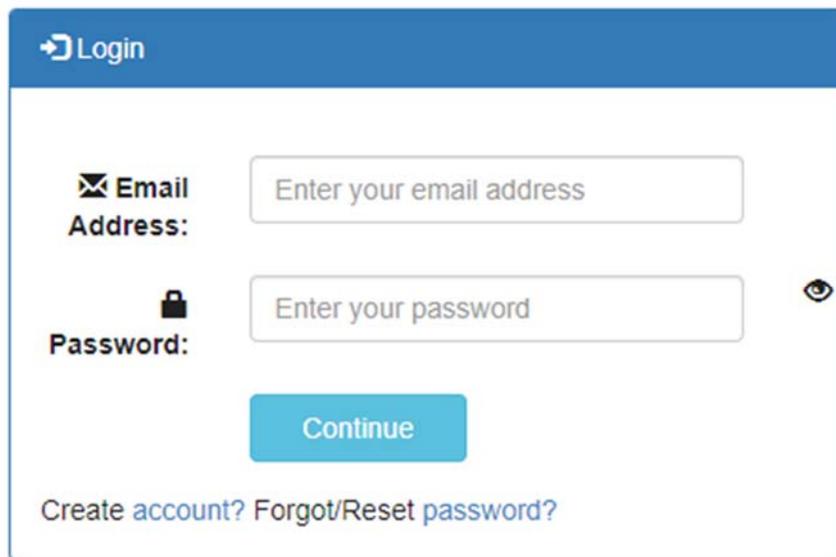


Commissioner Help

Overview:

- Create Account Screen
 - Athletic Organization
 - Sports to be a commissioner of
- Login Screen



The screenshot shows a login interface with a blue header containing a back arrow and the word "Login". Below the header, there are two input fields: "Email Address" with a placeholder "Enter your email address" and "Password" with a placeholder "Enter your password" and a toggle eye icon. A blue "Continue" button is positioned below the password field. At the bottom, there are links for "Create account?" and "Forgot/Reset password?".

- Select which function (role) screen - if applicable
 - Coach
 - Commissioner
- Commissioner Dashboard
 - Header Menu Options
 - Select Role - if applicable
 - Contact Us
 - Home
 - My Info
 - Manage Account
 - Home
 - Create New Teams
 - Work on Current Unregistered Teams
 - Manage Active Teams
 - Coach's View
 - Payment History
 - Request Game Cancellation
 - Logout
 - The Sports the commissioner can work with teams listed below the Head Menu Options

- Dashboard Options
 - Create New Teams
 - Work on Current Unregistered Teams
 - Register Teams with County



- Current/Past Registrations Panel
 - Shows all current and past teams registered to the county for this Athletic Organization
- Once you set up your account you MUST wait for R&P to approve you in order to continue
- ALL coaches MUST have background checks completed in order to register the team.

Commissioner Help

Create New Teams:

- Create New Teams Screen
 - Select the Sport
 - Select the Season
 - Click **Continue** Button
- How Many Teams Screen
 - Select the number of teams wanted per age group - leave zero (0) for no teams wanted in that age group
 - Click **Continue** Button
- Team Information Screen
 - Select the Skill wanted for that team
 - Select the coach wanted for that team
 - Click the **+** button to start the search
 - Enter the last name to search for - enter a minimum of three letters
 - Enter the first name to search for - enter a minimum of one letter
 - Enter the middle name to search for - optional
 - Click the **Search** button
 - Scroll down the list to find the correct coach and click the **+** button to select that coach
 - *Contact Recs & Parks if the coach you are searching for isn't on this list*
 - *If a Coach's Background Check has expired, it will be highlighted in **red** and must be renewed before they can be selected.*
 - The coach's information will be added to the team information
 - The Team Name can be changed
 - Select if the team is located in Anne Arundel County or not
 - Click the Save Teams button to be able to save the current information on the screen
 - Click the Save & Register Teams button to save the current information and go to the Register Teams with the County Screen.

Commissioner Help

Work on Current Unregistered Teams

- Select League Screen
 - Click the league you want to work on
- Team Information Screen
 - Select the Skill wanted for that team
 - Select the coach wanted for that team
 - Click the **+** button to start the search
 - Enter the last name to search for - enter a minimum of three letters
 - Enter the first name to search for - enter a minimum of one letter
 - Enter the middle name to search for - optional
 - Click the **Search** button
 - Scroll down the list to find the correct coach and click the **+** button to select that coach
 - *Contact Recs & Parks if the coach you are searching for isn't on this list*
 - *If a Coach's Background Check has expired, it will be highlighted in red and must be renewed before they can be selected.*
 - The coach's information will be added to the team information
 - The Team Name can be changed
 - Select if the team is located in Anne Arundel County or not
 - Click the Save Teams button to be able to save the current information on the screen
 - Click the Save & Register Teams button to save the current information and go to the Register Teams with the County Screen.

Commissioner Help

Register Teams with County

- Two panels:
 - Teams Ready for Registration
 - This panel shows all the teams that are eligible for registration. All of the required fields have been filled in.
 - The panel shows the total cost of registering these teams
 - Click the Submit button to register these teams with the county
 - A Select Payment Type pop-up is shown to choose your payment type
 - A Registration Invoice is shown after successfully registering the teams. If you are paying via a check or cash, you must print the invoice and mail or bring it in person to Anne Arundel County Department of Recreation and Parks.
 - If you are not ready to submit one of the teams listed in the panel, click the cancel button, go to the **Work on Current Unregistered Teams** function, find that team and change the **Skill** dropdown option back to the -Select status- and save. This will make that team ineligible for registration.
 - Teams Ineligible for Registration
 - This panel shows all the teams that have missing fields. These missing fields must be completed before that team can be registered with the county.
 - The panel shows the total cost of registering these teams.