

TAPPSTER- ONLINE DATA ENTRY INSTRUCTION 2009-2010

For best use of this program, please maximize the window and set your screen resolution to 1024 x 768 or higher.

Open Internet Explorer ver. 6.0 or later. **Enter the web address www.tappster.com**

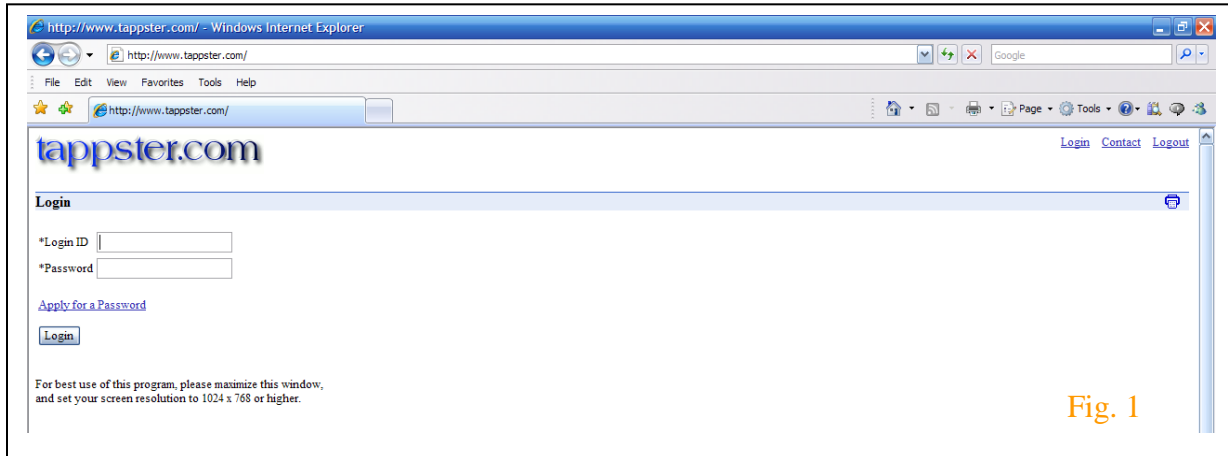
LOGIN PAGE (Fig. 1)

Enter your Login ID

Enter your Password

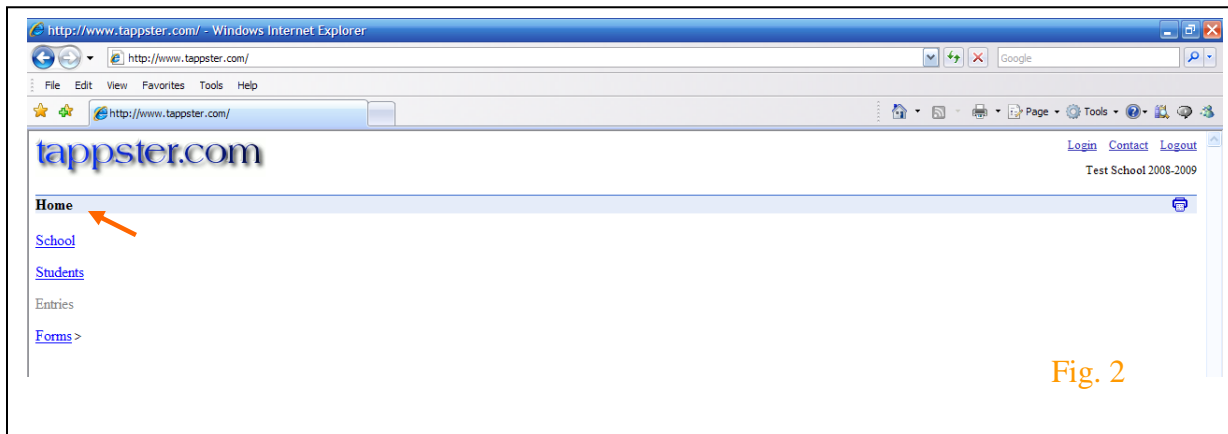
Click the button 'LOGIN'

If you do not know your login ID or Password email Vena Williams at Williams.Vena@gmail.com



HOME PAGE (Fig. 2)

The following links are on the home page and described in detail below. You will only see the links that apply to your access level. At anytime, you may click the word HOME to bring you back to this screen.



SCHOOL PAGE

To update any school or personnel information, Click on the SCHOOL link on the Home Page. If you have normal level access (not a district president or meet coordinator) you will see only your school information (Fig. 3). If you have a higher level of access, you will see the schools under your heading with the first page showing search criteria (Fig. 4). To view all schools within your access, press the SEARCH button at the bottom or you may choose specific criteria to search for a school, then press the search button. Once you see the list of schools, click on the school name link to see the information (Fig 3).

SCHOOL PAGE normal access

SCHOOL PAGE president access

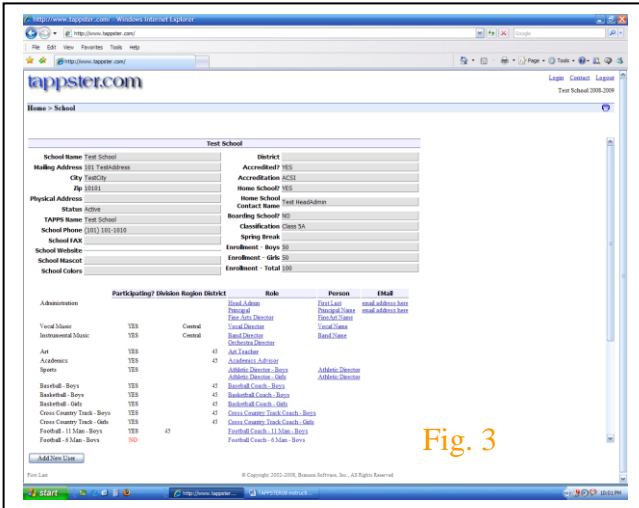


Fig. 3

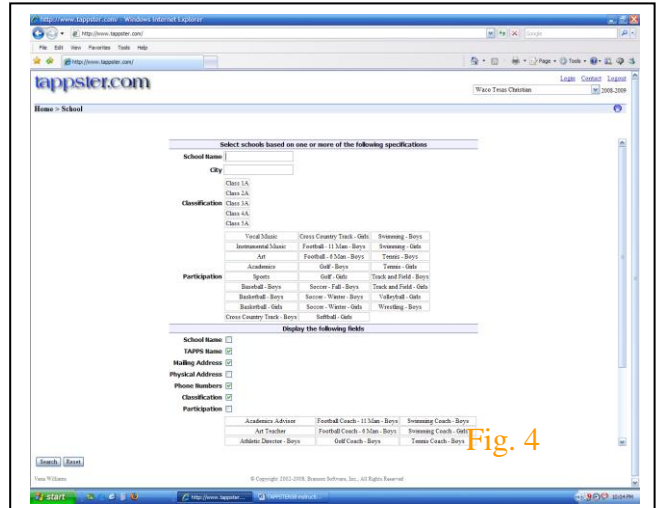


Fig. 4

SCHOOL PAGE normal access

The fields in the GREY section and the LEFT column are NOT editable, except through the TAPPS Office. If you see an error in these sections, contact the TAPPS Office.

TO EDIT Person listed for a ROLE CLICK the ROLE that needs to be changed (Fig. 5)

Press the drop-down arrow to see the list of users and choose the correct person for the role you want to change. Then Press SAVE. (Fig. 6)

Role	Person	Email
Head Admin	Clark Kent	ClarkKentEmail
Principal	Ethan Hunt	EthanHuntEmail
Fine Arts Director	Jason Bourne	JasonBourneEmail
Vocal Director	Peter Parker	PeterParkerEmail
Band Director	Bamey Rubble	BryanCarrotEmail
Orchestra Director		
Art Teacher	Todd McFarlane	ToddMcFarlaneEmail
Academics Advisor	Charles Xavier	CharlesXavierEmail
Athletic Director - Boys	Jack Ryan	JackRyanEmail
Athletic Director - Girls	Jack Ryan	JackRyanEmail
Baseball Coach - Boys	Bruce Wayne	BruceWayneEmail
Basketball Coach - Boys	Jack Rvan	JackRvanEmail

Fig. 5

If the user is not listed, Press Cancel at the bottom of the screen, then Press Add New User at the bottom of the School Page (Fig. 3).

Fill out the New User information (Fig. 7), then press SAVE at the bottom of the screen.

The new user will not have access until they are chosen for a role.

Fig. 7

Fig. 6

To EDIT your Contact Information
Click your Name. (Fig.8)

Role	Person	Email
Head Admin	Clark Kent	ClarkKentEmail
Principal	Ethan Hunt	EthanHuntEmail
Fine Arts Director	Jason Bourne	JasonBourneEmail
Vocal Director	Peter Parker	PeterParkerEmail
Band Director	Barney Rubble	BryanCarrotEmail
Orchestra Director		
Art Teacher	Todd McFarlane	ToddMcFarlaneEmail
Academics Advisor	Charles Xavier	CharlesXavierEmail
Athletic Director - Boys	Jack Ryan	JackRyanEmail
Athletic Director - Girls	Jack Ryan	JackRyanEmail
Baseball Coach - Boys	Bruce Wayne	BruceWayneEmail
Basketball Coach - Bobs	Jack Rvan	JackRvanEmail

Fig.8

Update your information. (Fig 9)
Make sure your email address is a
VALID account that you check
regularly. Click SAVE at the bottom
of the screen.

Fig. 9

STUDENT PAGE (Fig. 10)

To EDIT/ADD/DELETE students, CLICK STUDENTS on the HOME PAGE.

If your school has used tappster.com in the past, there will be students already listed here.

Student	Participation
Alejandro de la Vega	T-DM-AR-CC-SCF-TF-SCW
Betty O'Shale	VM-AR-BKB
Daphne Moon	VM-AR-AC-SB-VB-SCW
Elena de la Vega	T-VM-AR-BKB-CC-TF
Ekeoy Jetson	AC-CC-TF
Ethan Hunt	VM-AR-AC-BSB-BKB-CC-SCF-FB6-TF-SCW-WR
Fraser Crane	VM-DM-AR-AC
Fred Flintstone	H-AR-FB11
George Jetson	AC-SW-TN-SCW
Jack Napier	DM-AR-AC-BSB-BKB-FB11-TF
Jane Jetson	VM-AR
Jean Grey	VM-AR-AC-BKB-SW-TF-SCW
Judy Jetson	VM-AC
Martin Crane	AC-BSB-BKB-SCF-FB11-WR
Mary Jane Watson	IM-AC-GF-SB-TN
Niles Crane	VM-DM-AR-AC
Norman Osborn	T-IM-BKB-CC
Rox Doyle	VM-SB-SW-VB
Shaun Ambrose	VM-BSB-SW-TN-SCW
Spider Man	H-VM-AR-AC-BKB
Vicki Vale	AC-CC-SW-TF-SCW
Wilma Slaghoople	H-VM-AR-AC

Fig. 10

The codes under the participation column are used to identify the categories of participation for each student.

- Transfer Student- T
- Home School Student- H
- Vocal Music- VM
- Instrumental Music- IM
- Art- AR
- Academic- AC
- Baseball- BSB
- Basketball- BKB
- Cross Country- CC
- Football- FB11 or FB6
- Golf- GF
- Soccer- SCF and SCW
- Softball- SB
- Swimming- SW
- Tennis- TN
- Track and Field- TF
- Volleyball- VB
- Wrestling- WR

TO DELETE A STUDENT- Only delete students who are no longer in attendance at your school. Select the Dot next to the Student Name. Then Press the Delete Button at the Bottom of the screen. Once a student is deleted, the information can not be retrieved.

To ADD New Student--CLICK ADD NEW STUDENT at the bottom of the page.

TO EDIT a Student—CLICK On the Student Name or select the dot next to the name and press EDIT STUDENT at the bottom of the page.

The information on this page (Fig 11) is used to generate the Eligibility Forms.

It is important to make sure all data is accurate.

- A) Make sure names are spelled correctly with correct capitalization.
- B) Select Gender. Once you choose the gender of the student, the participation categories will change dependant on your selection.
- C) Enter the Student's Birth Date, Grade level, date of first enrollment of 9th grade, date of enrollment this year.
- D) Check the appropriate boxes for Transfer Student, Home School Student, and Rules Ack. received.
- E) Highlight the boxes of participation categories by clicking on them. The Participation Categories chosen will decide the Eligibility forms the student's name will appear.
- F) Select Guardian Type (Parent, Legal Guardian, Aunt/Uncle, Brother/Sister, Grandparent) for who the student lives with.
- G) Fill out the address.
- H) Check the box for High School or 8th grade.
- I) Press SAVE.

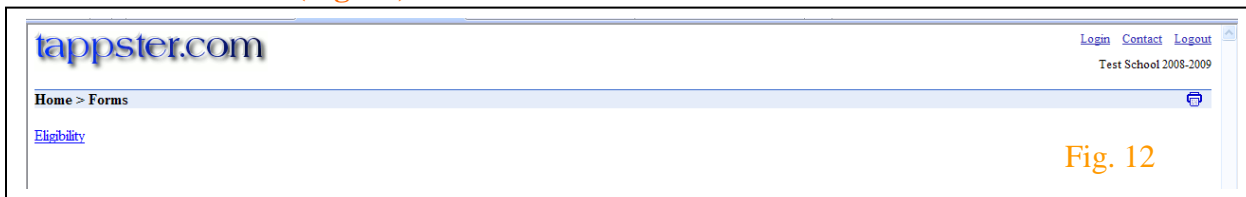
The screenshot shows the 'tappster.com' website interface for editing a student record. The student's name is 'Roz Doyle'. The form is divided into several sections:

- Student Information:** First Name: Fraiser, Last Name: Crane, Sex: Male, Birth Date: 04/12/1994, Grade Level: Ninth Grade, Date of first enrollment in Grade 9: 08/08/2008, Date of enrollment this year: 08/08/2008.
- Guardian Information:** Guardian Type: Parent, Name: Martin Crane, Address 1: 1901 Elliot Bay Tower, Address 2: (empty), City: Seattle, State: Texas, Zip: 77777, Country: United States.
- Transfer/Status:** Transfer Student?, Home school Student?, Is Rules Acknowledgment on File? (all unchecked).
- Student Participation:** A grid of checkboxes for various activities: Vocal Music, Basketball - Boys, Soccer - Winter - Boys, Instrumental Music, Cross Country Track - Boys, Swimming - Boys, Art, Football - 11 Man - Boys, Tennis - Boys, Academics, Football - 6 Man - Boys, Track and Field - Boys, Sports, Golf - Boys, Wrestling - Boys, Baseball - Boys, Soccer - Fall - Boys.
- Student Eligibility:** 8th Grade (unchecked), High School (checked).

Annotations A through I are placed on the form to correspond to the instructions in the text above. 'A' points to the first name field, 'B' to the sex field, 'C' to the birth date and enrollment dates, 'D' to the transfer/status checkboxes, 'E' to the participation grid, 'F' to the guardian type dropdown, 'G' to the address fields, 'H' to the 8th grade and high school checkboxes, and 'I' to the save and cancel buttons.

Fig. 11

FORMS PAGE (Fig. 12)



To Access Eligibility Forms: BEFORE YOU CAN SE ELIGIBILITY FORMS, you must complete the STUDENT LINK INSTRUCTIONS

Click on **Eligibility**- Participation categories will show if there are students selected for those categories (Fig 13). Click the **category of participation** for the Eligibility Form you need. You may choose multiple categories. They will print separately.

Click **Show Report** at the bottom of the screen.



Eligibility Form (Fig 14)- You must PRINT and get required signatures, then fax/mail to TAPPS Office.

- A) Print
- B) Signatures needed
- C) Missing info for student (go back to specific student on the student link and enter in missing data)

http://www.tappster.com/shared/appData_load_report.asp?proc=&css=frmEligibility&onsuccess=frame - Windows Internet Explorer

File Edit View Favorites Tools Help

Google

Print Close **A**

Texas Association of Private and Parochial Schools
P.O. Box 1039, 417 North Main, Suite 104, Salado, Texas 76571
Eligibility: Basketball - Boys 2008-2009

School: Test School Head Administrator: Charles Xavier, [CharlesXavierEmail](#)
Address: 101 TestAddress Principal: Ethan Hunt, [EthanHuntEmail](#)
City, Zip: TestCity, 10101 Athletic Director - Boys: Jack Ryan, [JackRyanEmail](#)
Classification: Class 5A Basketball Coach - Boys: Jack Ryan, [JackRyanEmail](#)
School Phone: 1011011010

All students must be eligible according to Article V of the TAPPS Constitution.

FILING: Prior to the Region contest, one copy of this form is to be sent to the TAPPS Office, one copy to the Region President, and retain one copy for the local school file.

CERTIFICATION: I certify that these students are eligible under Article V of the TAPPS Constitution at the time of participation and furthermore that an acknowledgment of Rules Form for each student is on file in the school office.

B

Athletic Director's signature _____
Head Administrator's designee's signature _____

Eligibility	Student	Student Birth Date	Grade Now	Date Entered 9th grade	Date Entered Current Year	Person with whom student resides
HS	Crane, Eddie	04/04/1996	10	08/08/2007	08/08/2008	Legal Guardian: Martin Crane, 1901 Elliot Bay Towers, Seattle, TX 77777
HS	Hunt, Ethan					
8th	Man, Spider					
HS	Napier, Jack					
T-HS	Osborn, Norman					

C

Be sure the following are checked before submitting. Check List:

1. Signatures of Coach and Head Administrator's Designee are required.
2. Columns are complete for all students.
3. Column #3 [Student Birth Date] is no earlier than 9/2/1989 for the 2008-2009 school year.
4. Column #5 [Date Entered 9th Grade] is no earlier than August 2005 for the 2008-2009 school year.

Done Internet 100%