

ACS Staff Forms

www.acsathletics.com →Forms Direct→Staff

Enter the staff portal by selecting “Staff”

- Verify Staff for your sport
- Remove staff by clicking on the “X” next to the name.
 - Do not remove names of those with other departmental roles. i.e. sports med staff or compliance staff.
- Add “new staff” by selecting the link
 - Fill out required fields of First Name, Last Name, Email, Office (usually “sport coach”). After you select save, you will be asked to assign a role. (again, usually coach).

Requesting Forms from Staff

- From the staff portal
 - Select names you wish to send forms to (including your own if needed)
 - Select “request forms”
 - Select which forms to complete and the due date
 - Submit request
- Forms will appear in staff persons portal under “my forms”

Forms available:

- CPR/AED=All Head Coaches and Full time assistant coaches must be complete
- CCIW Injury Acknowledgement=All coaches must complete yearly
- Roster Addition=add athletes after Aug 1, Aug 15 or Sept 1 deadline
- Roster Deletion=remove athletes after Aug 1, Aug 15, Sept 1 deadline
- Season Declaration=must be completed by Sports Administrator (head coach) prior to season.

Form Completion Report:

- You can verify which forms your coaches have completed by doing the following
 - Select names to run the report
 - Select “run report”
 - Delete columns that are for student-athlete forms, roster addition or roster deletion forms.