

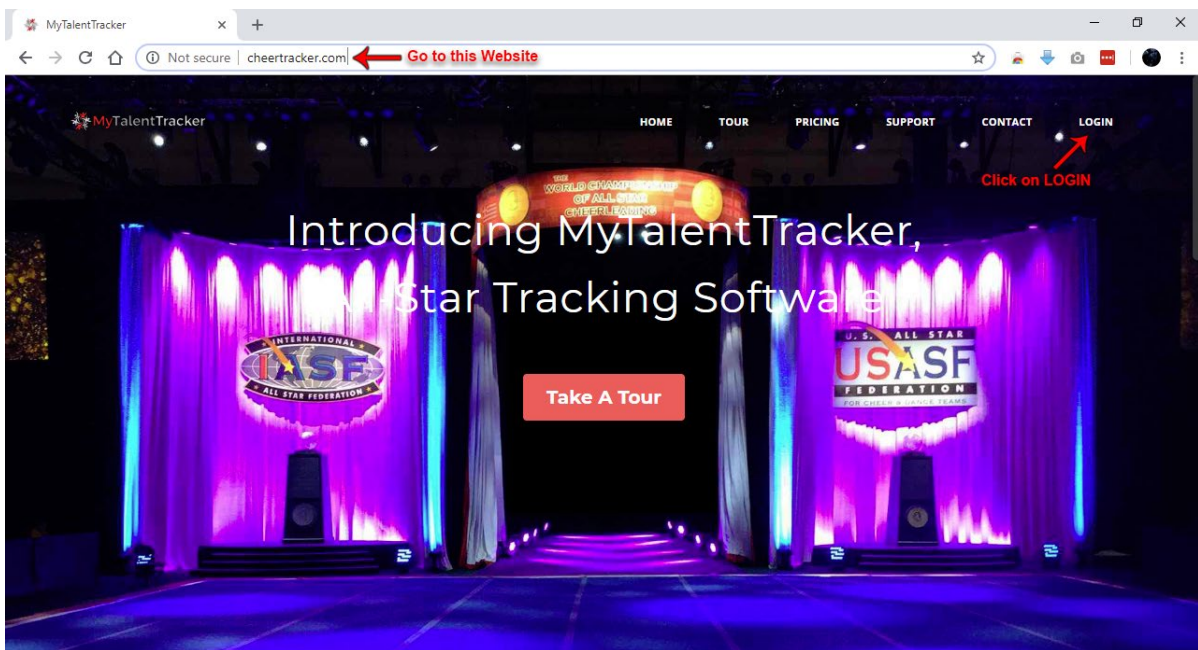
CheerTracker

QUICK START GUIDE

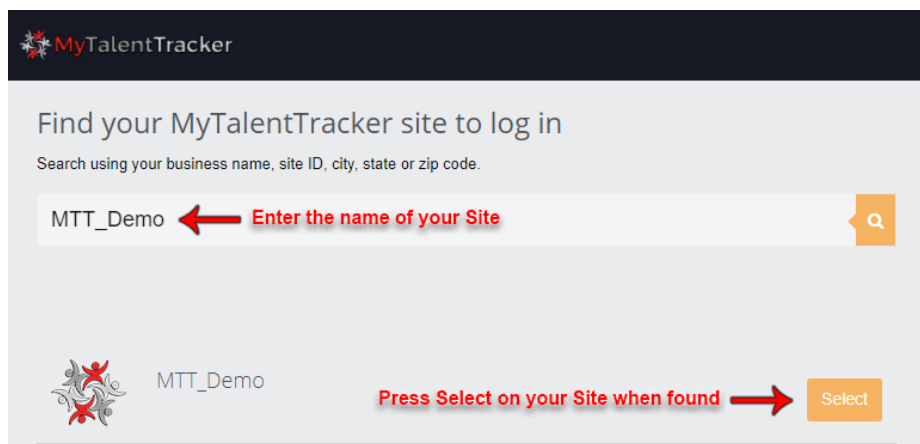
Revision 1.3



SETUP AND CONFIGURATION



- Open an Internet Browser and go to <http://www.cheertracker.com>, and click on **LOGIN**.

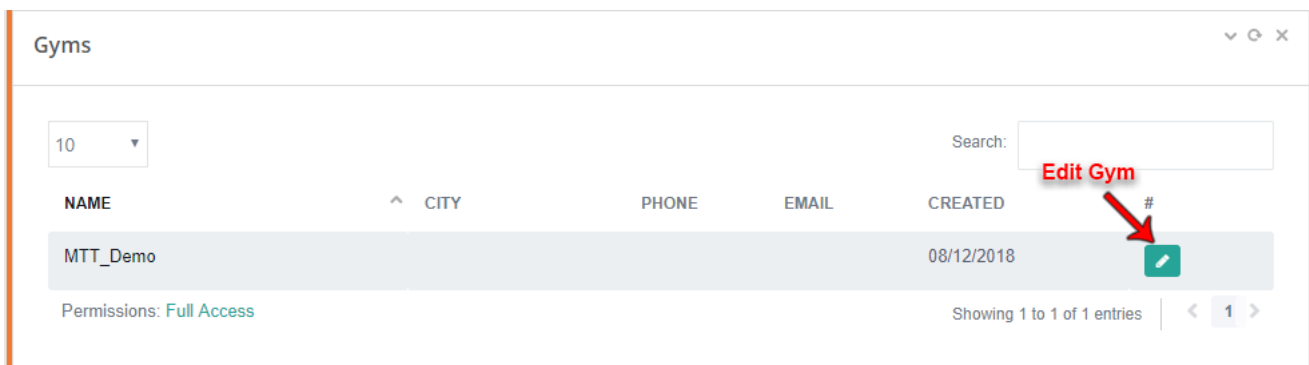
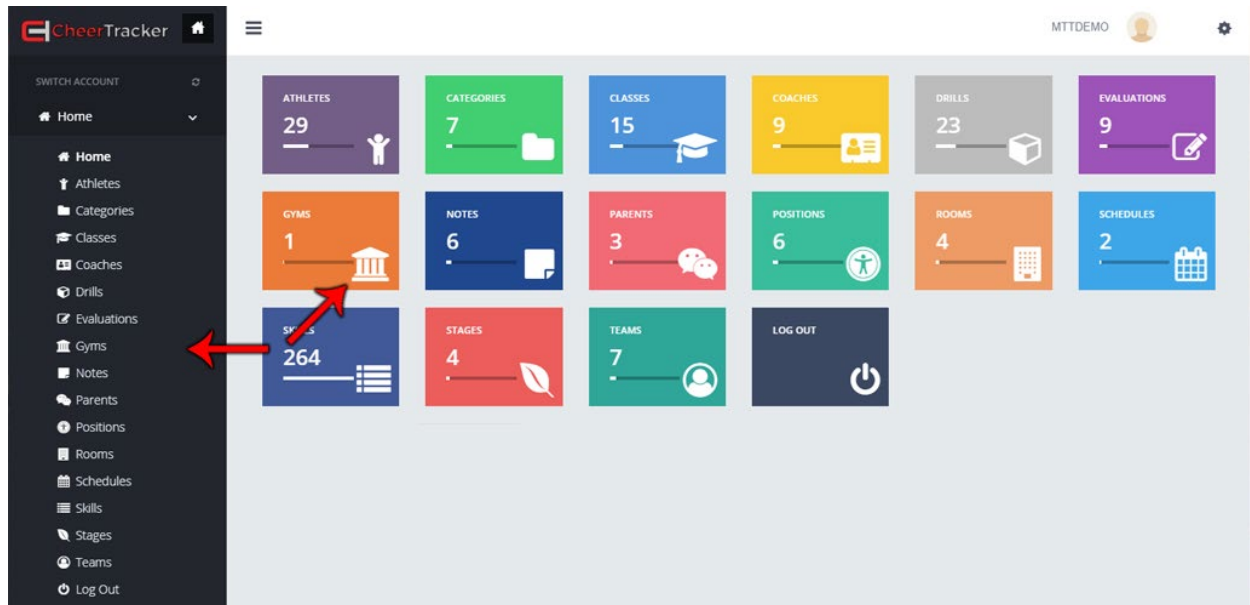


- Enter the name of your Gym, then press the Select button to enter the Main Menu.

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HOW TO SET UP YOUR GYM INFORMATION



- Go to **Gyms**, then select the Gym by clicking on the **Edit** button.

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EDIT - MTT_DemoX

Name

Email

Default Positions

* TUMBLING BY LEVEL * STUNTING - BASE * STUNTING - TOP GIRL * FLEXIBILITY - TOP GIRL * JUMPS

Phone

Fax

Website

Address

City

State

Zip Code

Notes

Outgoing Email Message

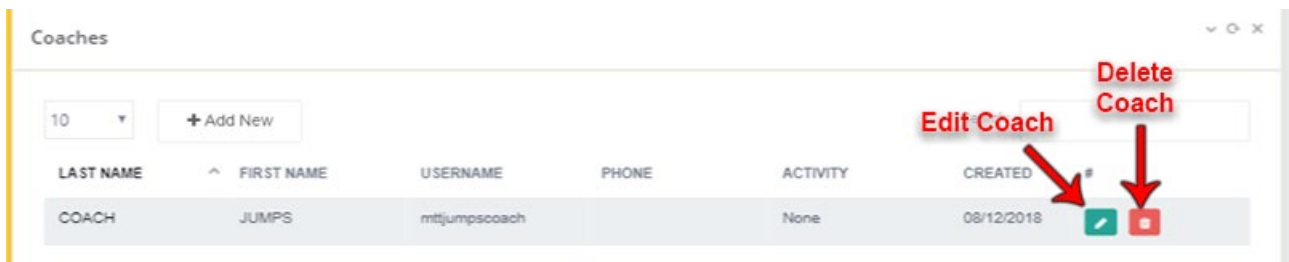
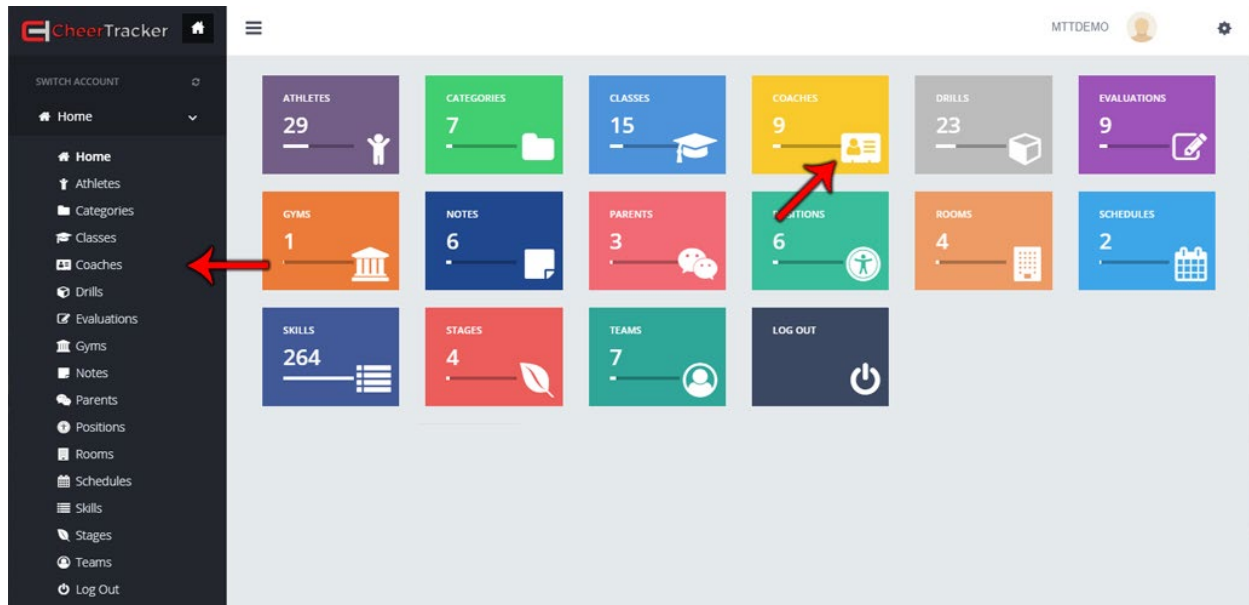
Outgoing Email Message (NOHTML) - 2000 Chars Max

- Edit the Name, E-Mail, Personal Details. You can also add notes about the Gym.
- Press the **Save** button to save the changes.

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HOW TO ADD A NEW COACH



- To add a new coach, go to **Coaches**, and select the **+ Add New** **Add New** button.

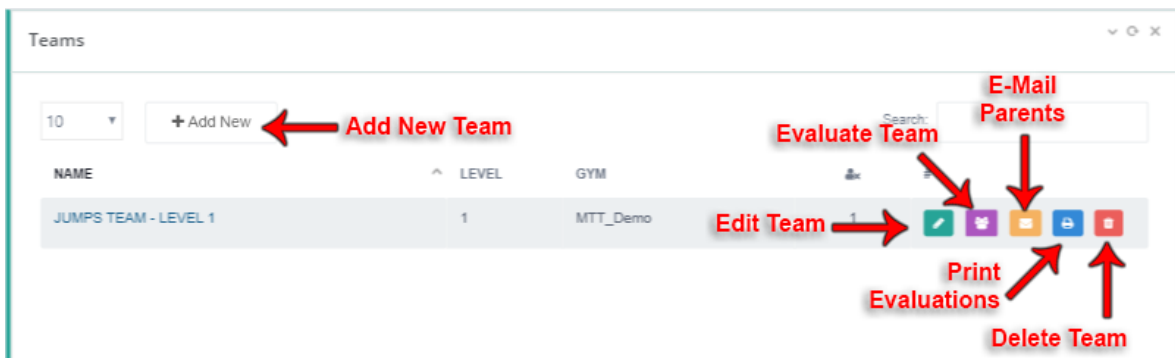
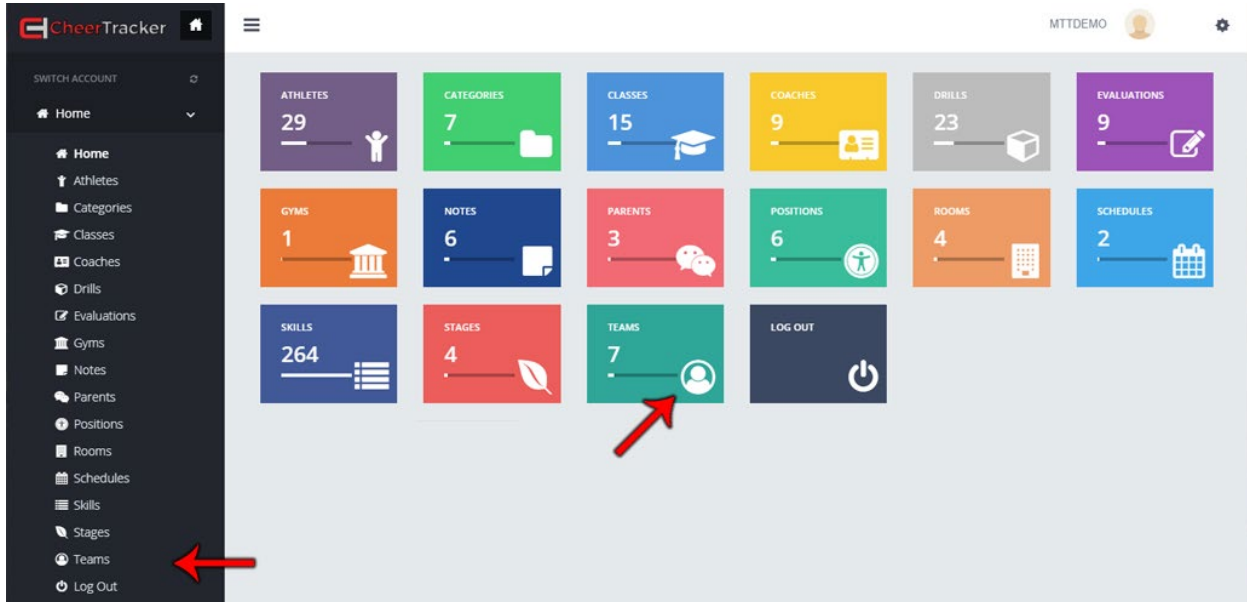
- Add the Username, Password, Contact Details, and Notes on the Coach.
- Set the Coach's permissions for the app as one of the following:
 - View Access
 - Edit Access
 - Delete Access
 - Full Access

- Press the **Save** **Save** button to save the changes.

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HOW TO CREATE A TEAM



EDIT - JUMPS TEAM - LEVEL 1

JUMPS TEAM - LEVEL 1

Cheerleaders (1) (Add New) - Sort By -

THOMPSON, AMY

Positions

JUMPS

Notes

Notes

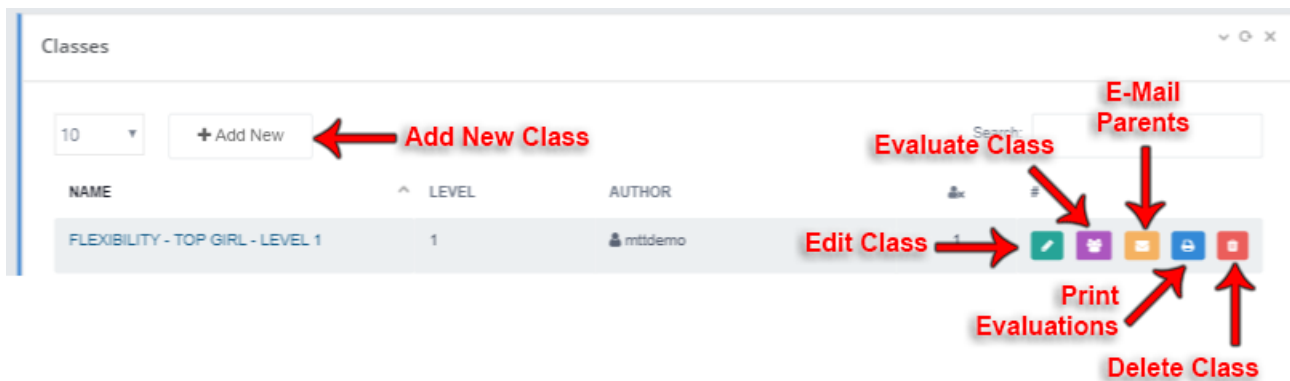
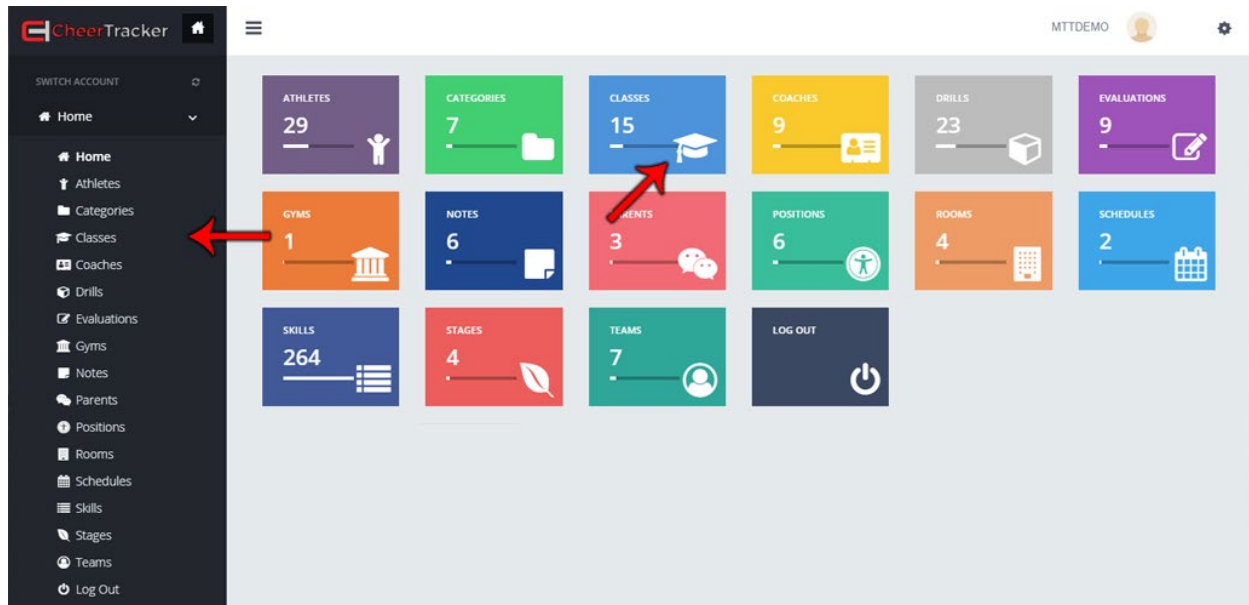
Cancel Save

- To add a new team, go to **Teams**, and select the **Add New** button
- Type in the names of the Athletes you want to add to your Team
- Use the **Defaults** dropdown box allows you to select the desired Skill for the Team.
- Press the **Save** button to save the changes.

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HOW TO CREATE A CLASS



The edit form for 'FLEXIBILITY - TOP GIRL - LEVEL 1' includes the following fields:

- Name**: FLEXIBILITY - TOP GIRL - LEVEL 1
- Level**: 1
- Cheerleaders (1)**: THOMPSON, AMY
- Positions**: FLEXIBILITY - TOP GIRL
- Coaches**: Select Coaches
- Notes**: (Empty text area)

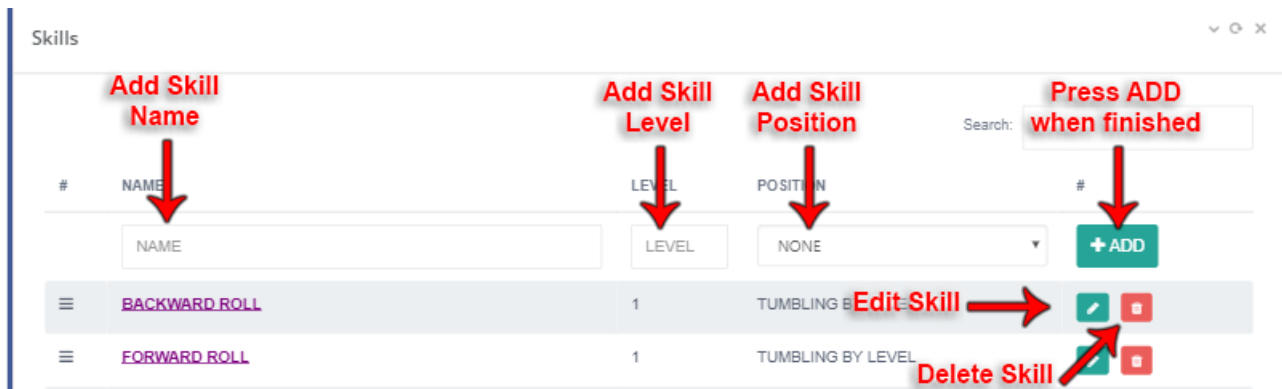
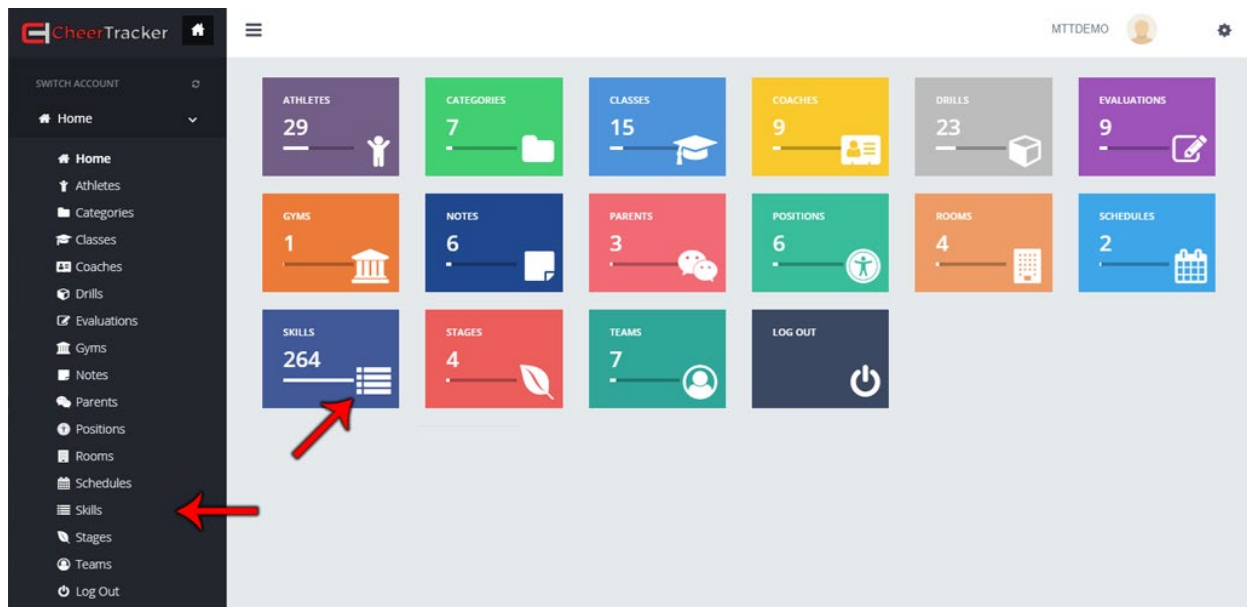
Buttons: Cancel, Save

- To add a new class, go to **Classes**, and select the **+ Add New** **Add New** button.
- Press the **Save** **Save** button to save the changes.

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HOW TO CREATE A CUSTOM SKILL

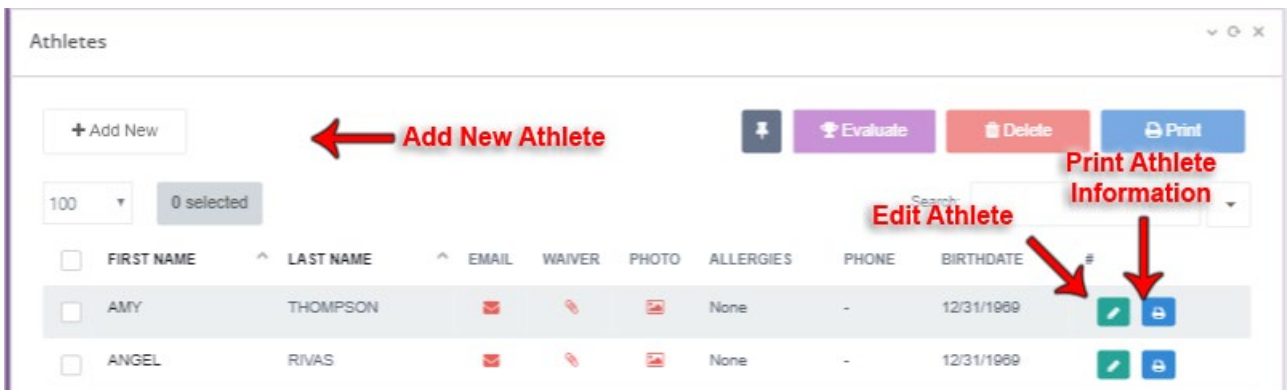
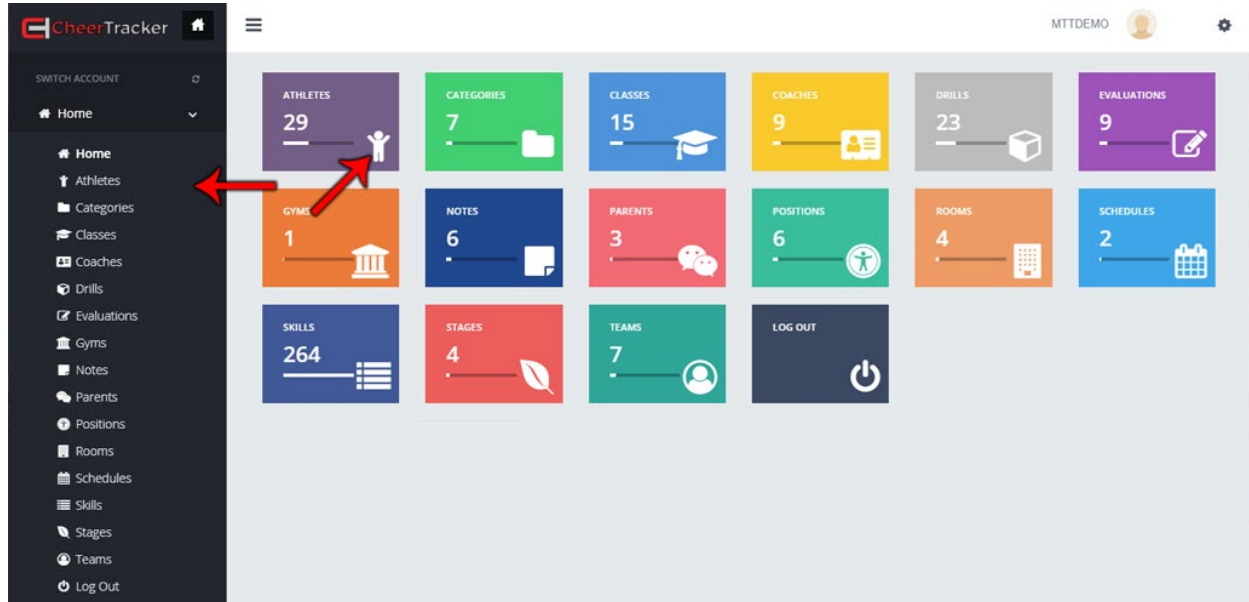


- Type in the name of the Skill, set the level of the Skill, and use the Dropdown box to select the Position.
- Press the **ADD** button to save the changes.

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HOW TO ADD A NEW ATHLETE



The 'EDIT - AMY THOMPSON' form includes the following fields and options:

- First Name: AMY
- Middle Name: MIDDLE NAME
- Last Name: THOMPSON
- Email: Email
- Birthdate: 12/31/1999
- Height: Height
- Gender: Female
- CheerLeader #: CheerLeader #
- Internal #: Internal #
- Phone: Phone
- Allergies: Allergies
- Team: JUMPS TEAM - LEVEL 1
- Additional Teams/Crossover:
- Classes: * FLEXIBILITY - TOP GIRL - LEVEL 1, * JUMPS - LEVEL 1
- Positions: * TUMBLING BY LEVEL, * STUNTING - BASE, * STUNTING - TOP GIRL, * FLEXIBILITY - TOP GIRL, * JUMPS
- Parents (Add New):
- Notes:

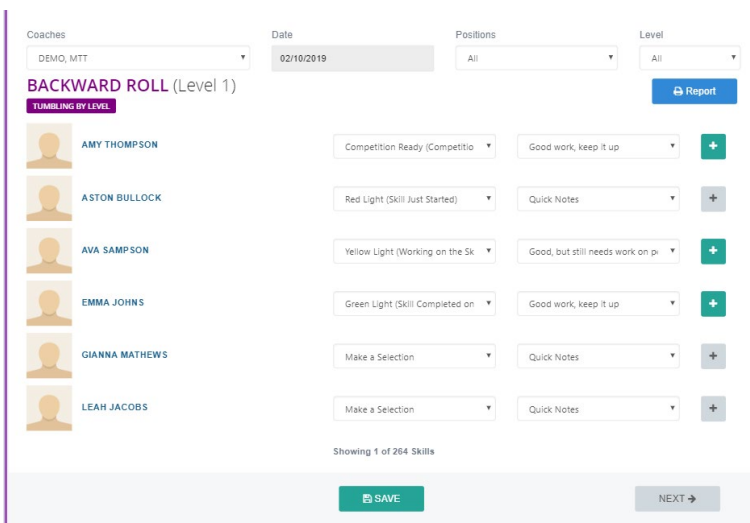
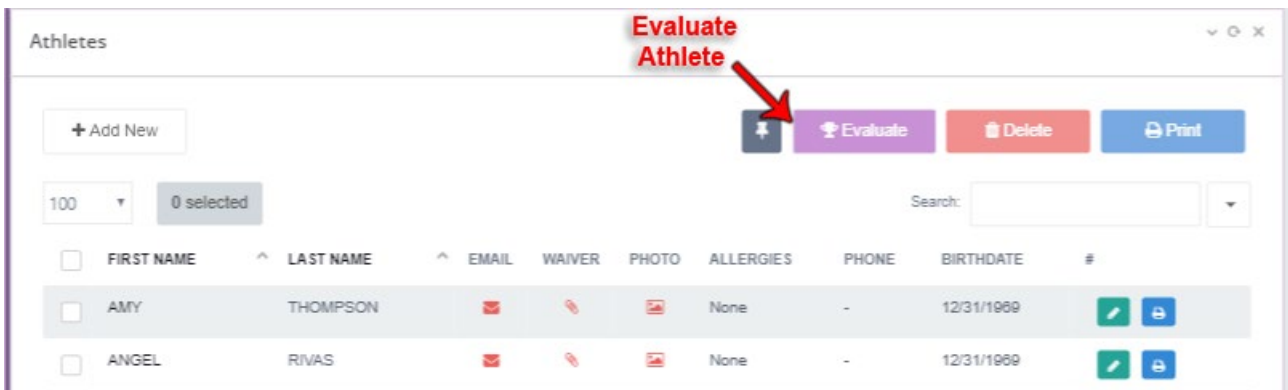
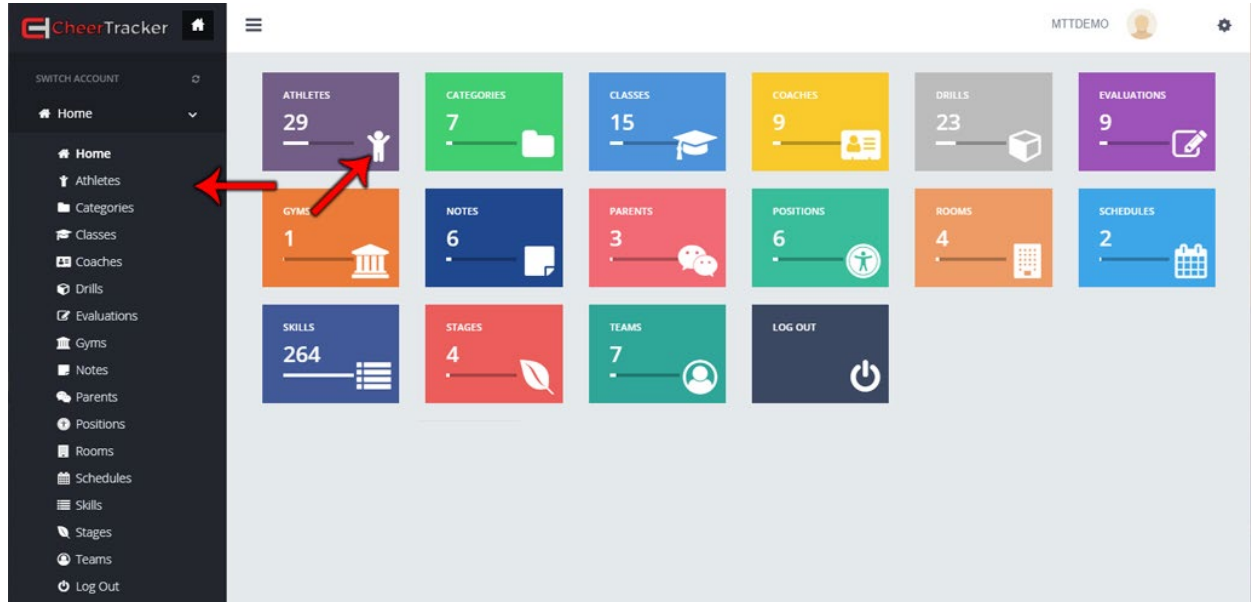
Buttons at the bottom include 'Attach Photo', 'Attach Waiver', 'Cancel', and 'Save'.

- To add a new Athlete, go to **Athletes**, and select the **+ Add New** **Add New** button.
- Add the details for the Athlete.
- Select the Team and Classes for the Athlete.
- Press the **Save** **Save** button to save the changes.

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HOW TO SET UP AN EVALUATION FOR ATHLETES

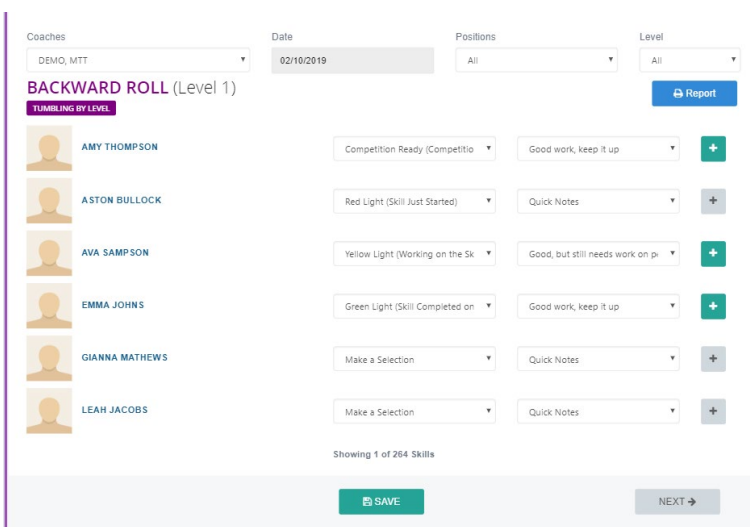
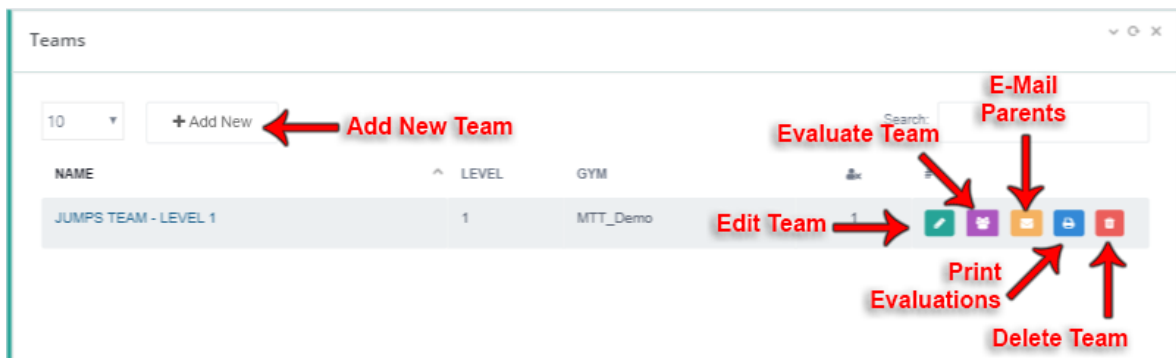
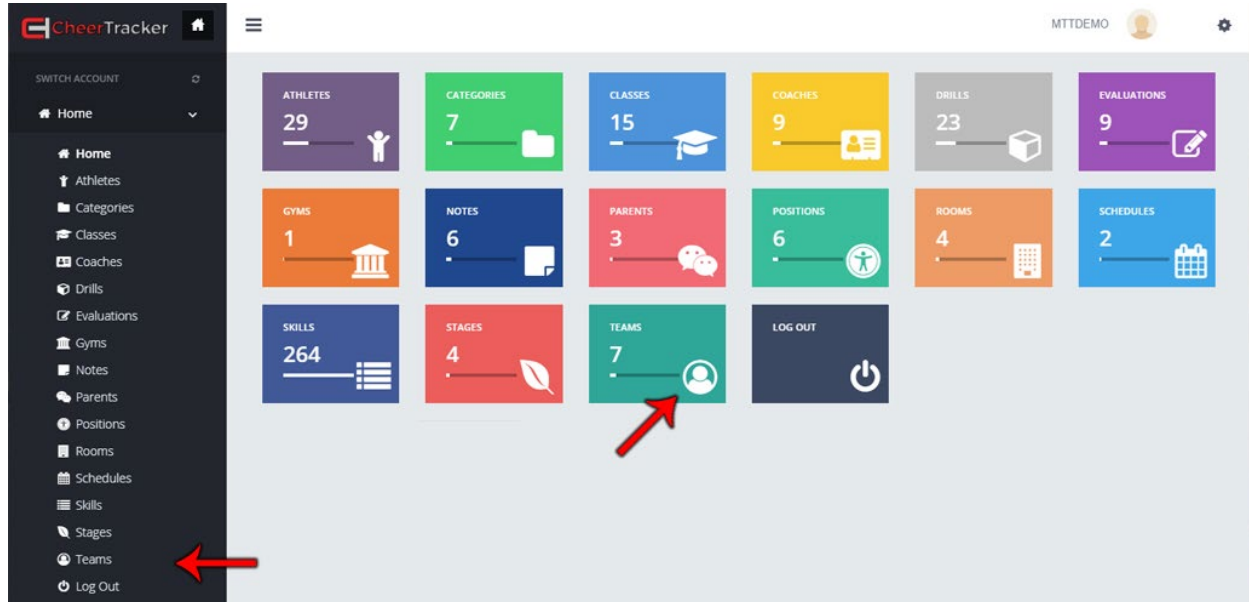


- Go to **Athletes**, select the Athletes you want to evaluate, then select the **Evaluate** button.
- Select the Coach, the Position you want to evaluate, and the level of the Position.
- Select the **Make a Selection** Checkbox to adjust the competency level of the Athlete for the position.
- Select the **Quick Notes** checkbox to add a quick note to go along with the skill that was evaluated.
- Press the **Save** button to save the changes.

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HOW TO SET UP AN EVALUATION FOR A TEAM

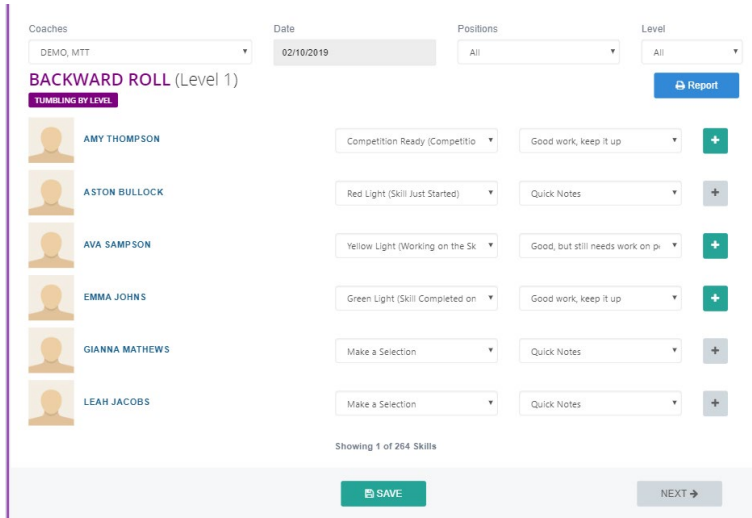
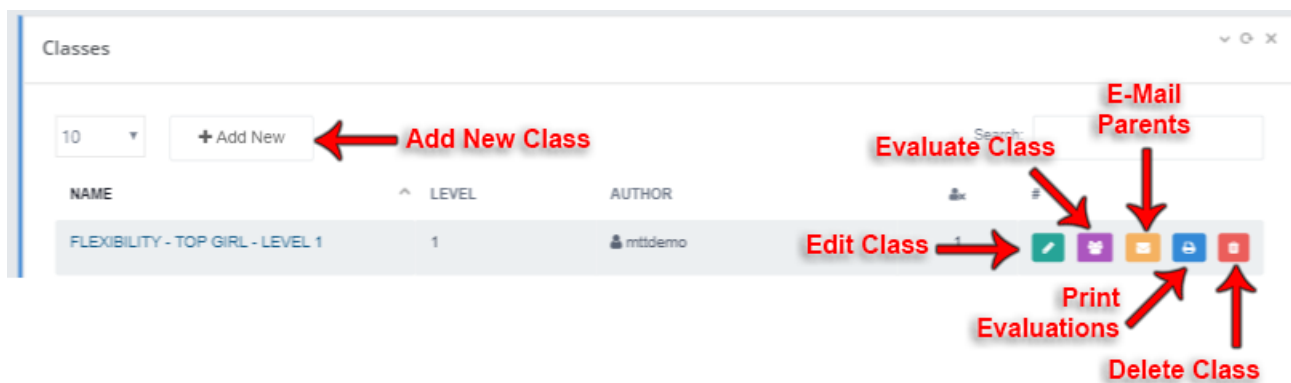
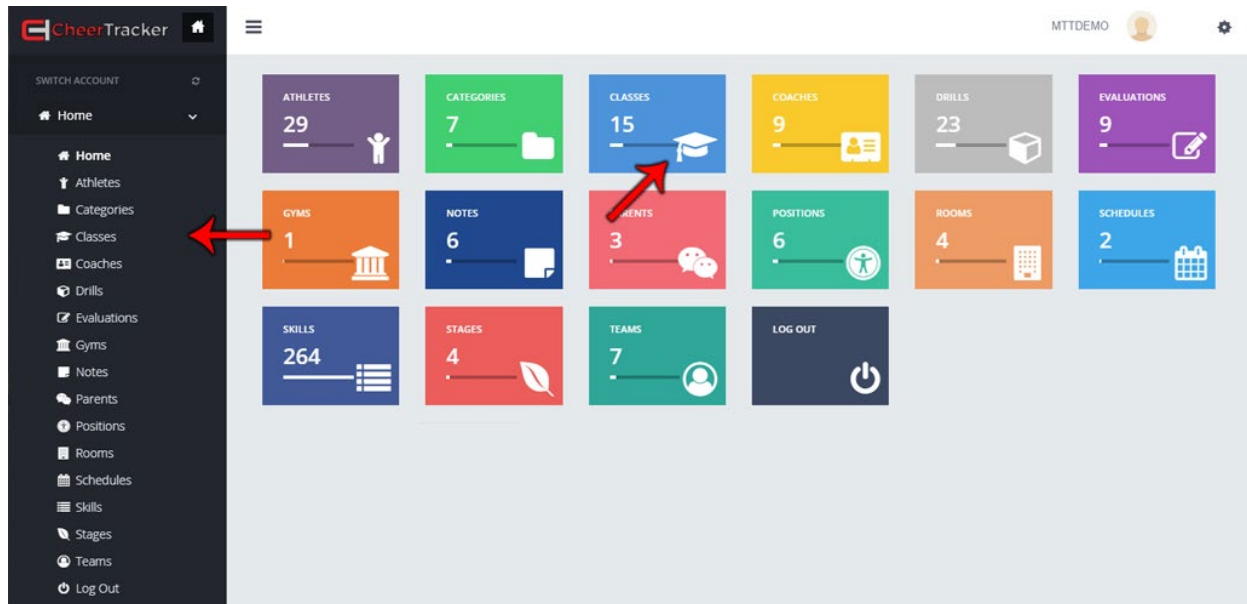


- Go to **Teams**, select the Team you want to evaluate, then select the **Group Evaluate** button.
- Select the Coach, the Position you want to evaluate, and the level of the Position.
- Select the **Make a Selection** Checkbox to adjust the competency level of the Athlete for the position.
- Select the **Quick Notes** checkbox to add a quick note to go along with the skill that was evaluated.
- Press the **Save** button to save the changes.

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HOW TO SET UP AN EVALUATION FOR A CLASS



- Go to **Classes**, select the Class you want to evaluate, then select the **Group Evaluate** button.
- Select the Coach, the Position you want to evaluate, and the level of the Position.
- Select the **Make a Selection** Checkbox to adjust the competency level of the Athlete for the position.
- Select the **Quick Notes** checkbox to add a quick note to go along with the skill that was evaluated.
- Press the **Save** button to save the changes.