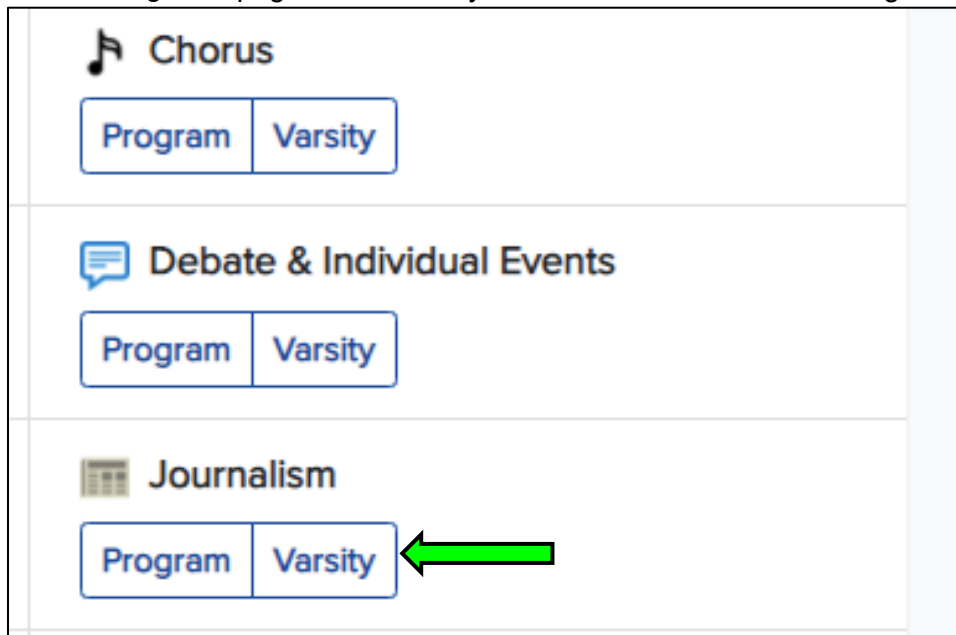


# INSTRUCTIONS FOR ENTERING JOURNALISM ROSTERS

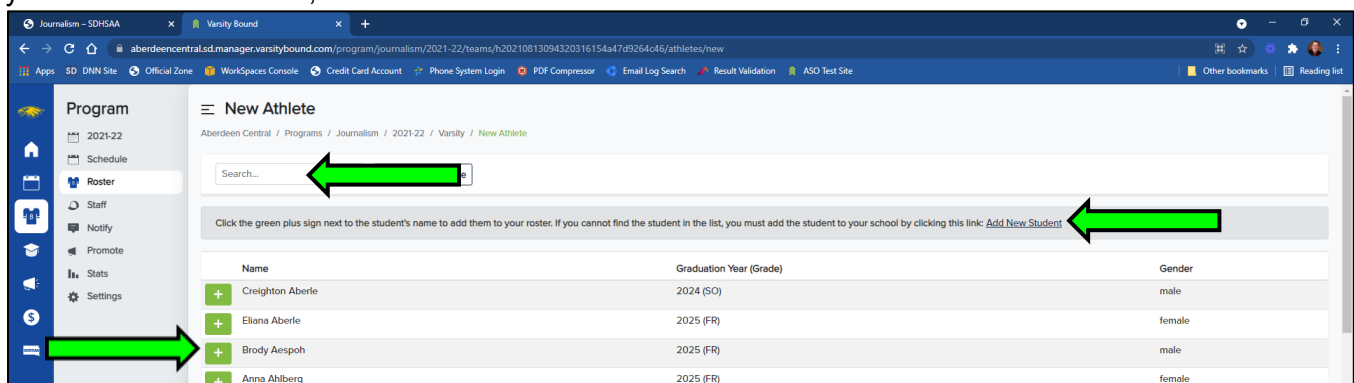
1. If you have not already done so, [create a user account](#) on Bound. Otherwise, skip to next step.
2. Once you have a Bound user account, go to <https://www.sdhsaa.com> and click the orange “Coach & AD Login” button at the top of the home page.
3. Login to your Bound account by whichever means you created the account (either using Apple, Google or email address/password).
4. From your School Dashboard, click the “Programs” (jersey) icon in the left sidebar. 
5. On the *Programs* page, click “Varsity” under the ‘Journalism’ heading.



6. Click “Roster” under the ‘Team’ heading, then “Manage Roster”, and “Add Athlete”.



7. Search for your students in the list of students. If found, click the green plus sign button to add the student to your roster. If not found, click the “Add New Student” link.



8. If adding an existing student to the roster, skip to next step. If adding a new student, complete the New Student screen and click “Create Student”.

The screenshot shows the 'New Student' form in the Aberdeen Central program interface. The form is titled 'New Student' and includes a breadcrumb trail: Aberdeen Central / Programs / Journalism / 2021-22 / Varsity / New Student. The form fields are: First Name, Last Name, Graduation Year (with a 'Select' dropdown), and Gender (with radio buttons for Female and Male). A green arrow points to the 'Create Student' button at the bottom of the form.

9. In the 'Roster Details' section of the Edit Athlete screen, select either Newspaper or Yearbook from the Primary Position drop-down list. If the student is in both Newspaper and Yearbook, also select a Secondary Position (leave Secondary Position blank if none). All other fields can be left blank. When done, click “Save”.

The screenshot shows the 'Roster Details' form in the Edit Athlete screen. The form includes the following fields: Status (with radio buttons for Active, Inactive, and Archived), Primary Position (with a 'Select' dropdown), Secondary Position (Optional) (with a 'Select' dropdown), Handedness (with radio buttons for Right and Left), and Shirt Size (with radio buttons for Adult Small, Adult Medium, Adult Large, Adult XLarge, and Adult XXLLarge). A green arrow points to the 'Save' button at the bottom of the form.

10. Repeat steps 5-8 for each student on your roster.