

# Steps to registering for your School Membership:

(you may want to keep this for future reference)

1. Select one person to be the Contact Person for your school. (This Contact Person will be called the "Owner" of the School Membership.) The Owner now must enter the payment for the School Membership and is also required to be a BCAM member. They can be a Coach, AD, or School Secretary.
  2. After paying, the Owner will be directed to enter their profile information for their own BCAM membership. (If you are a school secretary, mark "All Others" for your Coaching Level.)
  3. The Owner will create their password (if they haven't already done so) by clicking on "Edit Profile". (So that you can login later.)
  4. The Owner will now be able to enter names and email addresses of the rest of their staff who are to receive BCAM memberships -- **To begin, click on "School Dashboard"** in the upper right corner of the homepage.
  5. Enter the name and email address of each coach in your group. (Don't forget your AD.) Click the Add Member button after each one.
  6. After entering your staff, email messages will be sent from BCAM to your staff and they will need to enter their own profile information and passwords to completely activate their memberships. **PLEASE ALERT YOUR COACHES THAT THEY MUST CLICK THE LINK IN THIS EMAIL.** Sometimes this email goes to their spam box, so remind them to check there also!!
- The Owner can enter additional coaches at any time until Feb 15<sup>th</sup> until they reach the max number.
  - If you want to change the Owner for your school, email [amy@bcam.org](mailto:amy@bcam.org).

## **Understanding the SCHOOL DASHBOARD**

- The "**Remove from Group**" option is in case you make a mistake and need to remove a coach you entered in. (If you make a typo in someone's email address, or type in the wrong email address, you will need to "remove from group" and re-enter the correct name and email address).
  - The "**Resend Invite**" option will resend the invitation link to any coach who loses it or claims they never received it.
  - The "**Set as Admin**" option will appear after a coach clicks the link in their Invitation Email and accepts their membership. If the Owner decides to "set as admin" any of their group members, then that person will also be able to access the School Dashboard. As an "Admin" a person can add or remove group members from the School Membership.
- For all questions about the School Membership or the process for registering, contact [amy@bcam.org](mailto:amy@bcam.org).