

## Teams Tab

The Teams tab allows one to view the list of teams in IdahoSO and print a Team Schedule report. In the example below, several teams have been entered for the 2023 state competition.

The screenshot shows the 'Idaho Science Olympiad Registration' interface. At the top, there are navigation tabs: Schools, Competitions, Event Types, Events, Teams (selected), and Users. Below the tabs are buttons for Add, Edit, Delete, and Schedule. A search icon is also present. The main area displays a table of teams with columns for Team Name, School, and Competition. Below the table are navigation controls: -10, +10, and five circular icons for navigation.

Team Name	School	Competition
* B01	McCall Middle School	BSU State Class B
B02	St Joseph's Middle School	BSU State Class B
C01	Boise High School	BSU State Class C
C02	Meridian High School	BSU State Class C
C03	Meridian High School	BSU State Class C
C04	Mountain View High School	BSU State Class C
C05	Nampa High School	BSU State Class C

For Admin users, teams can be added, edited, or deleted using the buttons located above the team list. For Coaches, the members of a team can be edited, but Coaches are not permitted to add or delete a team. To add a team, click the "Add" button and this will bring up the dialog shown below.

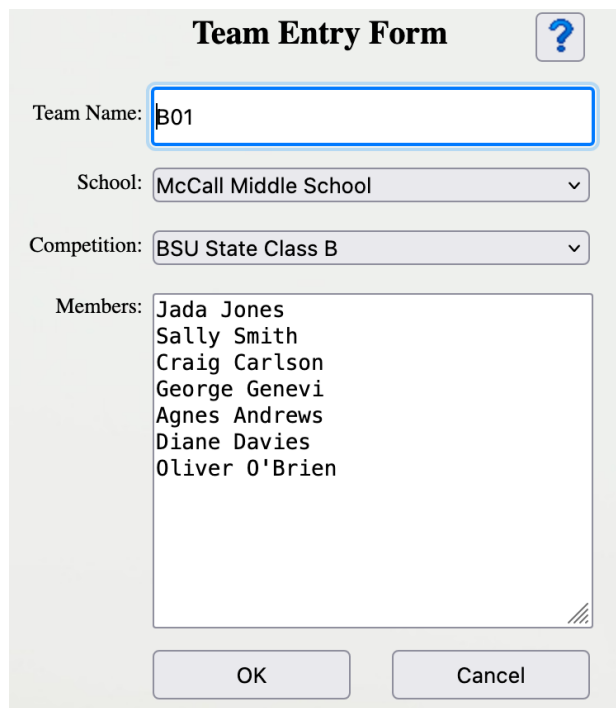
The screenshot shows the 'Team Entry Form' dialog box. It contains the following fields:

- Team Name:
- School: -- No Selection -- (dropdown menu)
- Competition: -- No Selection -- (dropdown menu)
- Members:

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The Team Name, School, Competition, and team Members can then be entered. Up to fifteen Members can be added to each team. Once data entry is completed, the “OK” button can be clicked.

There are controls below the Teams grid that can be used to scroll through the list of teams. To edit a team, move to the row to be edited and click the “Edit” button. This will bring up the Team dialog with the current information filled in.



The screenshot shows a dialog box titled "Team Entry Form" with a help icon (question mark) in the top right corner. The form contains the following fields:

- Team Name:** A text input field containing "B01".
- School:** A dropdown menu with "McCall Middle School" selected.
- Competition:** A dropdown menu with "BSU State Class B" selected.
- Members:** A list box containing the following names:
  - Jada Jones
  - Sally Smith
  - Craig Carlson
  - George Genevi
  - Agnes Andrews
  - Diane Davies
  - Oliver O'Brien

At the bottom of the dialog are two buttons: "OK" and "Cancel".

After editing the information for the team, the “OK” or “Cancel” buttons can be used to save or cancel the changes and return to the main window. Finally, for Admin users, the “Delete” button can be used to delete the team at the currently selected row. A confirmation dialog is displayed to confirm the deletion. Note that if a team is deleted, so are all scheduled entries for that team. So, please evaluate the situation carefully before deciding to delete a team.

To print a Team Schedule report, click the button to the left of the “Add” button when the desired team is selected in the Teams tab. This will bring up a new tab in the browser that shows the following:

- The team name
- The members on the team
- The list of events the team is entered in with:
  - Scheduled time for the team in the event
  - Event name
  - Event duration
  - List of participants from the team in the event

## Scheduling Teams for Events at a Competition

Clicking on the “Schedule” button will bring up the Schedule dialog. In this dialog, a team from a school is entered into a competition event’s time slot. All the previous work entering schools, competitions, event types, events, and teams culminates in this dialog. For the example below, the School, Team and Event have been entered, but not the time or the members of the team participating in this event.

**Schedule Event Form**

Team Name: B01

School: McCall Middle School

Event: Roller Coaster

Participants:

- Jada Jones
- Sally Smith
- Craig Carlson
- George Genevi
- Agnes Andrews
- Diane Davies
- Oliver O'Brien

Registered: All registered:

Selected time slot:

Remove ?

OK Cancel Select

Event Schedule	
Time	Team
9:00 AM	<a href="#">Available</a>
9:10 AM	<a href="#">Available</a>
9:20 AM	<a href="#">Available</a>
9:30 AM	<a href="#">Available</a>
9:40 AM	<a href="#">Available</a>
9:50 AM	<a href="#">Available</a>
10:00 AM	
10:10 AM	
10:20 AM	
10:30 AM	
10:40 AM	
10:50 AM	
11:00 AM	<a href="#">Available</a>
11:10 AM	<a href="#">Available</a>
11:20 AM	<a href="#">Available</a>
11:30 AM	<a href="#">Available</a>
11:40 AM	<a href="#">Available</a>
11:50 AM	<a href="#">Available</a>
12:00 PM	<a href="#">Available</a>
12:10 PM	<a href="#">Available</a>
12:20 PM	<a href="#">Available</a>
12:30 PM	<a href="#">Available</a>
12:40 PM	<a href="#">Available</a>

In the following screenshot, the user has selected a time slot of 11:10 AM and Jada Jones will be representing the team. The “Select” button can now be clicked to save this team entry for the Roller Coaster event at 11:10 AM.

## Schedule Event Form

Team Name:

School:

Event:

Participants:

- Jada Jones
- Sally Smith
- Craig Carlson
- George Genevi
- Agnes Andrews
- Diane Davies
- Oliver O'Brien

Registered: All registered: B01  
Selected time slot: B01

Remove
?

OK
Cancel
Select

Event Schedule	
Time	Team
9:00 AM	<a href="#">Available</a>
9:10 AM	<a href="#">Available</a>
9:20 AM	<a href="#">Available</a>
9:30 AM	<a href="#">Available</a>
9:40 AM	<a href="#">Available</a>
9:50 AM	<a href="#">Available</a>
10:00 AM	
10:10 AM	
10:20 AM	
10:30 AM	
10:40 AM	
10:50 AM	
11:00 AM	<a href="#">Available</a>
11:10 AM	B01
11:20 AM	<a href="#">Available</a>
11:30 AM	<a href="#">Available</a>
11:40 AM	<a href="#">Available</a>
11:50 AM	<a href="#">Available</a>
12:00 PM	<a href="#">Available</a>
12:10 PM	<a href="#">Available</a>
12:20 PM	<a href="#">Available</a>
12:30 PM	<a href="#">Available</a>
12:40 PM	<a href="#">Available</a>

To remove the team from a scheduled time, click “Remove” near the bottom of the dialog. This will remove the entry from the scheduling panel. To change the scheduled time for a team, click the new time slot in the scheduling panel followed by the “Select” button to save the changes.

Note that another event for the team can be entered by changing the Event field, selecting a time slot for the event, selecting the team members for the event, and then clicking “Select”. This process can continue for each event the team wishes to be entered in.