Chapter 9: Sport Clubs Manager

A. Overview of the Manager

The “Manager” (sportclubs.tamu.edu) was developed to assist the Sport Clubs program staff and officers in managing their participants and paperwork. The Manager is used for completing the required forms needed to participate and compete within the program. It allows participants to have access to their clubs, agreements, and home and trip events.

B. Accessing the Manager

In order to access the Manager System, you must:

1. First go to the Sport Clubs website at www.sportclubs.tamu.edu.
2. Once you are brought to the home page click the “Join” button and log in with your Texas A&M University NetID and password. The next step will be to complete your Assumption of Risk Form (AOR). Steps on how to complete this form are located in section C.

C. Assumption of Risk (AOR) Form

1. Filling out an Assumption of Risk (AOR) Form

1. Select the club you want to join from the drop down menu in the “Select Club” section.
2. Next, fill out and/or review your information listed under the “Demographic Information” section. Most information should be auto populated from the Howdy account. All items except the “Preferred Name” portion must be filled out in this section.
3. If any section is auto populated incorrectly, you will need to fix that information in howdy.tamu.edu.

4. Continue to fill out and review the information under the “Emergency Contact Information” section. Be sure to select their relationship to you from the dropdown menu provided and that their phone number is different than your own.

5. Once these sections are complete, check the box next to the statement, I agree that information presented in this section is up to date.

6. The participant will need to read, in full, the “Assumption of Risk” section. Then check the box next to the statement that reads “I am certifying that I have read and agree to the information contained in this section.”

7. Proceed to watch the video and read the information in the “Standard of Conduct” section, and when finished, check the box next to the statement “I am certifying that I have read and agree to the information contained in this section.”

8. Afterwards, watch the video and read the information in the “Concussion & Head Injury” section, and when finished, check the box next to the statement “I am certifying that I have read and agree to the information contained in this section.”

9. Finally, electronically sign the document by entering your Texas A&M University UIN and then click “Join Club.” The member will receive an email once a decision has been made regarding the AOR. If it is denied, the email will explain why. It will be required to submitted another AOR with the missing or corrected information. If there are not any issues wait 24-48 hours for approval.
2. Filling out an Assumption of Risk (AOR) Form for Minors

If a potential participant is a minor, they must follow the steps listed above AND submit a hard copy/PDF copy of the AOR form to the Sport Clubs office.

1. Once they initially fill out and submit the AOR form, they will receive a denial email from the Sport Clubs office with the reason "You must submit a hard copy of the AOR form since you are under the age of 18."

2. Afterwards the Sport Clubs office staff will email a PDF of the AOR form for the club they are trying to join. They must fill out the document and sign it with their signature either by hand or electronically.

3. Next they will need to have their parent or guardian sign the document. For the parent /guardian signature, electronic signatures will NOT be accepted.

4. Once the AOR form is completely filled out, it must either be dropped off at the Sport Clubs office (located on the second floor of the Rec, room 250) or emailed to sportclubs@rec.tamu.edu.

The Sport Clubs office staff will then review the AOR and if it is approved, the participant will receive an email instructing them to fill out the online AOR form again in order to be added to the club’s roster. If all the information submitted in the online form is correct and matches the hard copy, it will be approved and the member will now be eligible to practice.

**Note:** All minors who are submitting or inquiring about an AOR form must be a Texas A&M or Blinn-Team student. High school students are NOT allowed to participate with the club at any point in the semester.

3. Member Home Page

1. After you receive your email approval, you now have access to your member home page.

2. Your member home page will have a box for the number of clubs you are in, a box for the number of available events, and a list of Future Trip and Home Events for the next 14 days.
C. Driver’s Agreement Form

1. Filling out a Driver’s Agreement (DA) Form

1. To fill out a Driver’s Agreement (DA) form, move the mouse cursor over the “Agreements” tab located at the top right corner of the member home page.

2. Click the “Driver’s Agreement” option. This will take you to a page titled “Submit New Driver’s Record.”

Example:

In the “Demographic Information” section, information should be auto populated once again. If there is not a phone number listed under the demographic information, it must be added.

Example:
3. Next, under “Driver’s Record”, fill out the required information.

Be sure to put the correct set of numbers in the section labeled “Driver License Number.” In Texas this number should contain 8 numbers and will be listed after the DL section of your license.

4. After, fill out the required information about the vehicle insured.
5. Then, fill out the required insurance information and upload a picture of your CURRENT insurance.

Example:

![Insurance Information]

Be sure that the insurance provided has the vehicle listed in the “Vehicle Information” section under insured vehicles, that your either your first of last name is listed under insured drivers, and the dates listed match those on the insurance.

6. Finally, read the information under the “Driver’s Agreement” section, and when finished, check the box next to the statement reading “I am certifying that I have read and agree to the information contained in the Driver’s Agreement section.”

7. Electronically sign the document by entering your UIN and click submit. The member will receive an email once a decision has been made regarding your Driver’s Agreement.

Example:

![Electronic Signature]

If it is denied, the email will state the reason, and you will need to submit a new Driver’s Agreement with the correct information.
NOTE: If your insurance expires during the year, you must submit a new Driver’s Agreement with a picture of your updated insurance.

D. Home Event Submission Form

**Filling Out a Home Event Submission Form**

1. To fill out a Home Event Submission Form move the mouse cursor over the “Events” tab located at the top right corner of the member home page.
2. Click the “Home Event” option. This will take you to a page titled “Create Home Event.”

Example:

![Create Home Event Form](image)

3. First, select the club that you are creating the home event for (there will be more than one option if you are an officer in multiple clubs).
4. Next, select the type of event you are hosting.
5. Then enter the name of the event.

If the home event you are creating is NOT a practice, do not put “Game” or “Fundraiser” as the event name. You will need to put a more descriptive name for these type of events (i.e. Aggieland Classic 2021 or Texas A&M vs. UT game).

6. After, indicate the date(s) of the event and the start/end time of the event.
7. Finally, enter in the venue for the event and then click “Create Event.”
8. You will then be taken to a page with the overview of the event you just created.
9. Make sure all the information for the event is correct and then click “Submit Event.”
Note: If you do not click "Submit Event" and leave the page, the manager system will not save the event you created. You must click "Submit Event" and wait for the page to fully refresh before exiting the page or your event will NOT be submitted and entered into the manager system.

E. Trip Event Submission Form

ANYTIME your club has any type of club-related activity that takes place more than 25 miles from College Station, the following MUST occur. **MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO TRAVEL**

**Filling Out a Trip Event Submission Form**

1. To fill out a Trip Event Submission Form move the mouse cursor over the "Events" tab located at the top right corner of the member home page.

Example:

2. Click the “Trip Event” option. This will take you to a page title “Create Trip Event.”
3. First you will need to select the club that you are creating the trip event for (there will be more than one option if you are an officer in multiple clubs).

4. Next, select the type of event you are participating in.

5. Then enter the name of the event, begin date/time, end date/time, venue, city, state, and your contact email. Make sure your event begin and end dates are in the proper order.

**NOTE:** When creating the trip, enter the earliest date/time a member of your club will be beginning the trip and the latest date/time a member of your club will be ending the trip. Remember that you cannot travel between Midnight and 6AM.

6. Next, Click "Create." This will bring you to your trip page. It provides the basic information about your trip and allows for further editing. There are four options along the top: “Edit Trip,” “Add Itinerary,” “Cancel,” and “Delete.”

7. Click "Submit Trip" located at the bottom of the page. This button will then disappear, and your trip will be visible to the Sport Clubs Office. The “Edit Trip” button will bring you back to the initial page, only allowing you to edit the information currently on the screen.

Example:

8. Next, click “Add Itinerary.” You will be brought to the following page.
9. On this page, Enter the summary of your trip – Starting Location, State, Departure Date and Time, Arrival Date and Time, Departure Date from Destination and Time, and Arrival Date to Return Location and Time.

10. Check whether or not a class absence letter will be required.

11. Enter the purpose of the trip, the description of travel route and any scheduled stops.

   **NO MORE THAN 2 LINES SHOULD BE WRITTEN IN EACH SECTION**

   **NOTE:** The travel route must be along major roads, and must be filled out in complete detail. However, you only have to enter your directions one way, as you should be returning the same way if you are returning to the same starting destination

12. Once this portion is finished, Click “Save and Continue.” If you do not hit submit at this point, you will not be able to retrieve your trip, should you close the tab.

Example:

13. The next page you will be brought to is a tab entitled “Participants.” Here you can add club members who are going on the trip by clicking “Add Participant.” Once clicked, a pop-up menu will appear with a list of your eligible club members (Only those with APPROVED AORs will show up and will be eligible to travel/participate.)
NOTE: Ineligible club members will have red writing next to their name stating as such.

14. Choose the members attending the trip by clicking the box next to their names.
15. Click “Add.”
16. You will then be brought to a page that shows all of the participants. Here, you can remove them, as well as assign your in-travel contact. You must assign an In-Travel Contact. Assigning the In-Travel Contact works the same as adding participants, although you will only choose one. Once they are chosen, an image of a phone will appear by their UIN.

Example:

17. Next, click on the “Transportation” tab. In this tab you can choose whether to add a vehicle or to add a flight.
18. In order to add a vehicle, Click “Add Vehicle.” A pop up window will appear. Choose whether it is a rental or personal vehicle.
19. Choose what type of vehicle it is, or what type of rental vehicle is needed. Then check the box asking “Is this an airport rental?” if the car will need to be an airport rental.
20. Lastly, select the two drivers and the passengers for each vehicle.

There must be two drivers per vehicle unless the driver is the only person in the vehicle and their insurance must be valid throughout the duration of the trip.

NOTE: If a participant does not have a current Driver’s Agreement on file, or is otherwise ineligible to drive, it will say (Not eligible as driver) in red text under their name. It will also not allow you to select them as a driver.

21. Next, click “Add.” The car will now be listed under “Vehicle(s)” in the “Transportation” tab.
Example:

22. Repeat this with as many cars as will be traveling.
23. In order to add a flight, Click “Add Flight.”
25. Next, Enter the information about the flights: Departure Date and Time, Airport Code, Flight Number and Flight Carrier.
26. Then, click “Add.” The flight will now be listed under “Flight(s)” in the “Transportation” tab.
27. Repeat this for every different flight that will be taken.

NOTE: You should be driving to the airport, so in order to have a flight on your trip, you should also have vehicles listed.

28. The next set of information you need to enter is your lodging if you are staying overnight anywhere. To do this, click on the “Lodging” tab. Click “Add Lodging.” A pop up window will appear entitled “New Lodging.”
29. Next, choose the type of lodging from the dropdown menu. Enter the required information: Lodging Name, Phone Number, Street Address, City, State and Zip Code.
30. Click “Add.”

Example:
31. Once you have satisfactorily entered all of the information for your trip, click “Submit.” This will submit your itinerary to the Sport Clubs Office for review.

**NOTE:** You may submit more than one itinerary per trip. Rather than submitting a new trip request for members leaving at a different time or on a different day or from a different place, you will simply submit another itinerary. You will also submit a different itinerary for members with different lodging.

32. Repeat the process for as many Itineraries as are deemed necessary for the Trip Event. Once you have submitted all of your information, you will be able to view the status of your trip/itineraries on the home page of the trip.

**F. Viewing Club Information**

*How to access the Club Review page:*

To view your club information:

1. Go to the member home page of the Manager website, and click on the box that states the number of clubs you are a member of (for most people, it should say “1 club”). This should automatically bring you to a page that displays all of your clubs. You will be able to see the officers for the clubs listed first followed by the general members of the club. *(ONLY THOSE WITH APPROVED AORs WILL BE LISTED)*

Example:

![Club Review Page Example](image)

2. Next to the member tab, located at the top of the member list, there should be a tab labeled “Home Events.” Clicking on this tab will allow you to see all of your club’s home events for the year.

3. You can view the events by clicking the “View” link. You should be taken to the general page for the home event where you can edit the event and add participants.
Example:

**NOTE:** Only those officers listed in the manager have access to edit an event and add participants. Even if you are an officer (i.e. social media manager, fundraising committee, etc.) for the club, you will not be automatically put as an officer in the manager. It is up to the president to notify Keith and/or Jessica about other officers that need to be listed in the manager.

4. To the right of the “Home Events” tab, there should be a tab labeled “Trip.” Clicking this tab will allow you to see all of your club’s Trips for the year.

5. View the trips by clicking the “View” link. This should take you to the general overview page for the trip where you can edit trip information or add an itinerary (if the trip has not yet been approved).

Example:

**NOTE:** You cannot see whether a trip has been approved or denied simply from the “Trip” tab’s home page. You must click “View” and go to the trip’s actual page to locate this information from this page.