




# **scheduling\_team-code\_individual\_body**



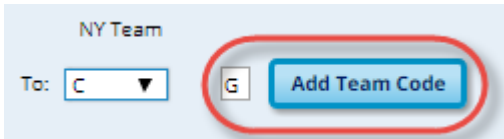
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1. Click  to to [select the student](#) whose team code you want to change.

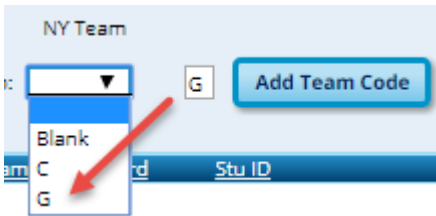
Click **+Add** to select another student. A blank row is added to the grid.

2. To add a new team code, type the one-character code next to the NY Team To field and click **Add Team Code**.



The screenshot shows the 'NY Team' section. On the left, there is a 'To:' label followed by a dropdown menu currently showing 'C'. To the right of the dropdown is a small input box containing the letter 'G'. Further right is a blue button labeled 'Add Team Code'. A red oval highlights the 'G' input box and the 'Add Team Code' button.

The new code is added to the **NY Team To** drop-down list.



The screenshot shows the 'NY Team' section with the dropdown menu open. The menu lists three options: 'Blank', 'C', and 'G'. A red arrow points to the 'G' option. The 'Add Team Code' button is visible to the right of the dropdown.


3. Select the next year team code to assign to the students.

Or, select Blank to reset team codes to blank.

4. Click **Save**.

The next year team code is assigned to the selected students and is displayed in the **NY Team** field.

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 Remove the student from the page. Saved records are not deleted.



## Back Cover