




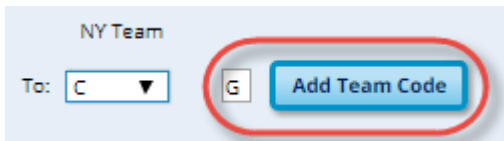
scheduling_team-code_individual_body

Table of Contents

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

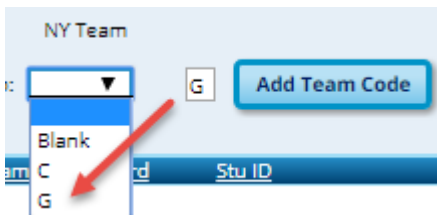
Click **+Add** to select another student. A blank row is added to the grid.

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



A screenshot of the 'NY Team' section. It shows a 'To:' dropdown menu with 'C' selected. 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 input box with 'G' and the 'Add Team Code' button.

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



A screenshot of the 'NY Team' section. The 'To:' dropdown menu is open, showing a list of options: 'Blank', 'C', and 'G'. A red arrow points to the 'G' option. 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'.

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.



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



Back Cover