

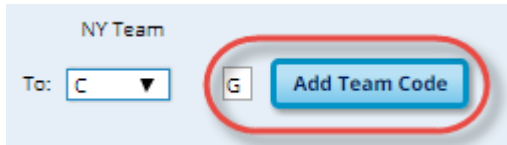


scheduling_team-code_ny_team_body

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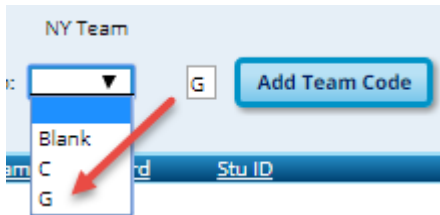
</div>

3. To add a new team code, type the one-character code in the adjacent 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 displaying 'C'. To the right of the dropdown is a small text input field containing the letter 'G'. Further right is a blue button labeled 'Add Team Code'. A red oval highlights the 'G' input field 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 'Blank', 'C', and 'G'. A red arrow points to the 'G' option, which is highlighted. The 'Add Team Code' button is visible to the right of the dropdown.

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

Or, select Blank to reset team codes to blank.

5. Click **Save**.

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



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