By CY Team

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Scheduling > Maintenance > Team Code > By CY Team

This tab allows you to change the next year team code for a group of students who are currently assigned to the same current year team code.

Change next year team:

Field	Description
CY Team From	Select the current year team code currently assigned to the students. Select *Blank* for students with blank team codes. Select *All* for all students.

- A list of students assigned to the team code is displayed. The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If more students are retrieved than can be displayed on one page, you can page through the list.

| **NY Team To** | Select the next year team code to assign to the students.

Or, select Blank to reset team codes to blank.

To add a new team code, type the one-character code in the adjacent field and click **Add Team Code**. The new code is added to the **NY Team To** drop-down list. |

Update	Select the check box for the students whose team you want to change.
	• Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages.
	• Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.
	• To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages.

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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