

By Individual (Team Code)

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Scheduling > Maintenance > Team Code > By Individual

This tab allows you to assign or change the next year team code for one or more students.

Change next year team:

Field	Description
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.
Stu ID	Click ⋮ to to select the student whose control number you want to change.

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

Click **Save**. The new control number is assigned to the selected students and is displayed in the **NY Cntrl #** field.

Other functions and features:

	Remove the student from the page. Saved records are not deleted.
Clear	Clear all students from the page. Saved records are not deleted.


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