



ASCENDER GUIDES



By Individual (Team Code)

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By Individual (Team Code)

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 team code you want to change.

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

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

Other functions and features:

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



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