



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 team code 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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