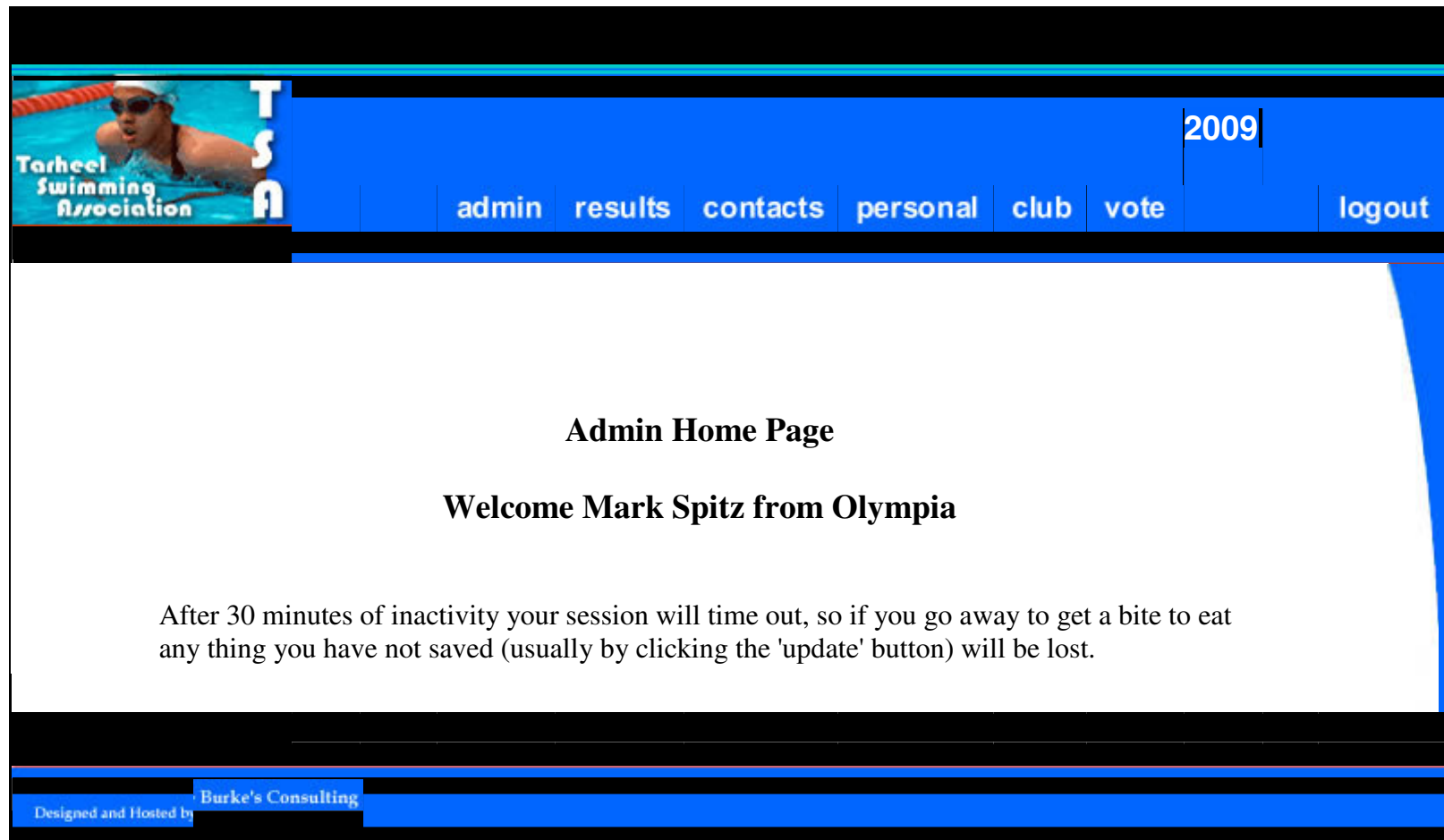


1. The Rep Administration Menu

Managing your club's TSA Representatives (Reps) and Alternate TSA Representative (Alts) requires that you first log in to the TSA web site via the "login" tab at the upper right corner of www.tsanc.org. Once you are logged in, you will see a completely different screen that is never visible to the general public:



The screenshot shows the TSA Admin Home Page. At the top left is the Tarheel Swimming Association logo featuring a swimmer. To the right of the logo is a blue navigation bar with the year "2009" and several menu items: "admin", "results", "contacts", "personal", "club", "vote", and "logout". The main content area is white and contains the following text:

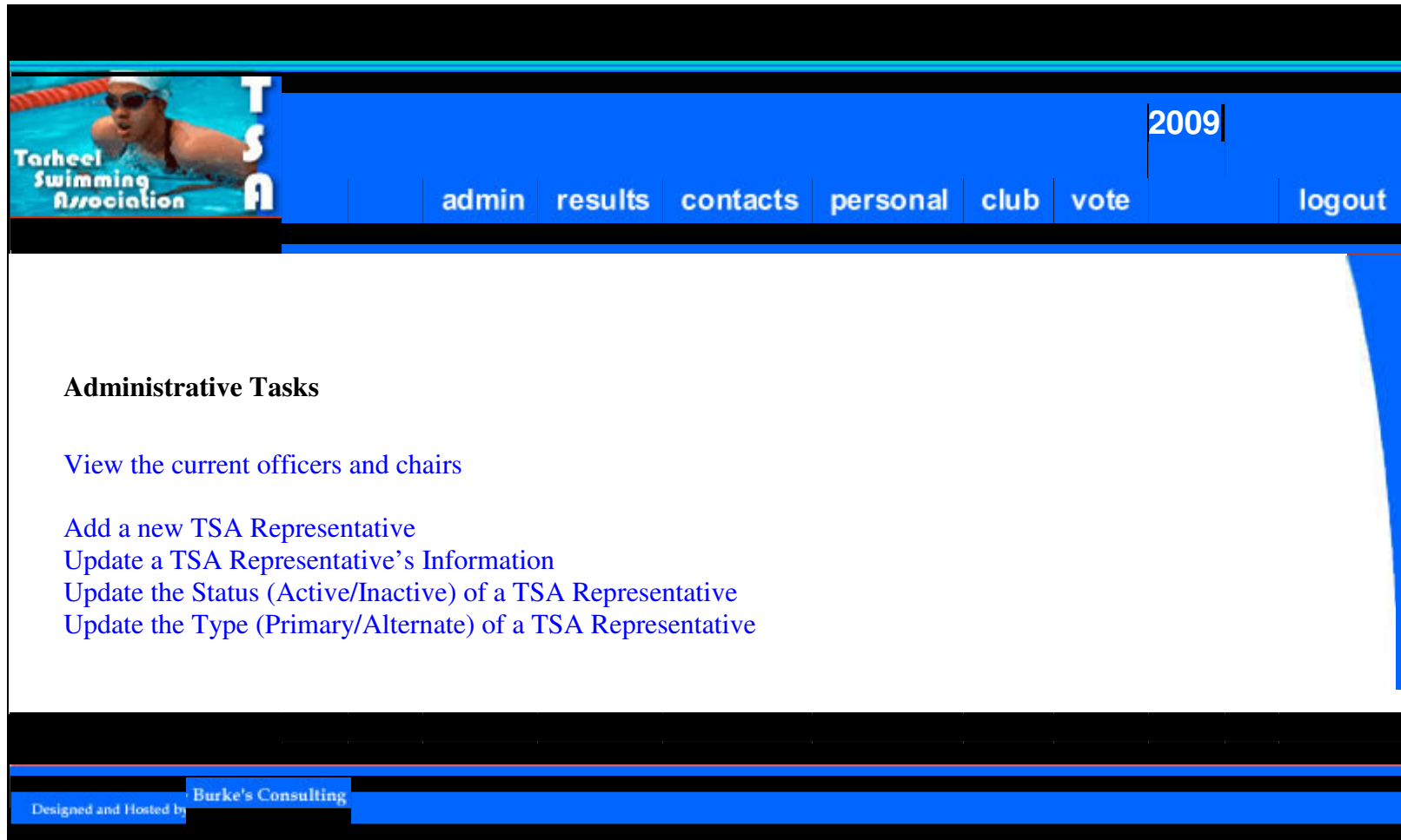
Admin Home Page

Welcome Mark Spitz from Olympia

After 30 minutes of inactivity your session will time out, so if you go away to get a bite to eat any thing you have not saved (usually by clicking the 'update' button) will be lost.

At the bottom of the page, there is a footer that reads "Designed and Hosted by Burke's Consulting".

Click the "admin" tab to reach the page containing the menu listing all the Rep/Alt management tasks:



The screenshot shows the website interface for the Tarheel Swimming Association. At the top left is a logo featuring a swimmer and the text "Tarheel Swimming Association" and "TSA". To the right of the logo is a blue navigation bar with several tabs: "admin", "results", "contacts", "personal", "club", "vote", and "logout". The "admin" tab is highlighted. Above the "logout" tab, the year "2009" is displayed. Below the navigation bar, the main content area is titled "Administrative Tasks" and lists several links: "View the current officers and chairs", "Add a new TSA Representative", "Update a TSA Representative's Information", "Update the Status (Active/Inactive) of a TSA Representative", and "Update the Type (Primary/Alternate) of a TSA Representative". At the bottom of the page, a footer indicates the website was "Designed and Hosted by" Burke's Consulting.

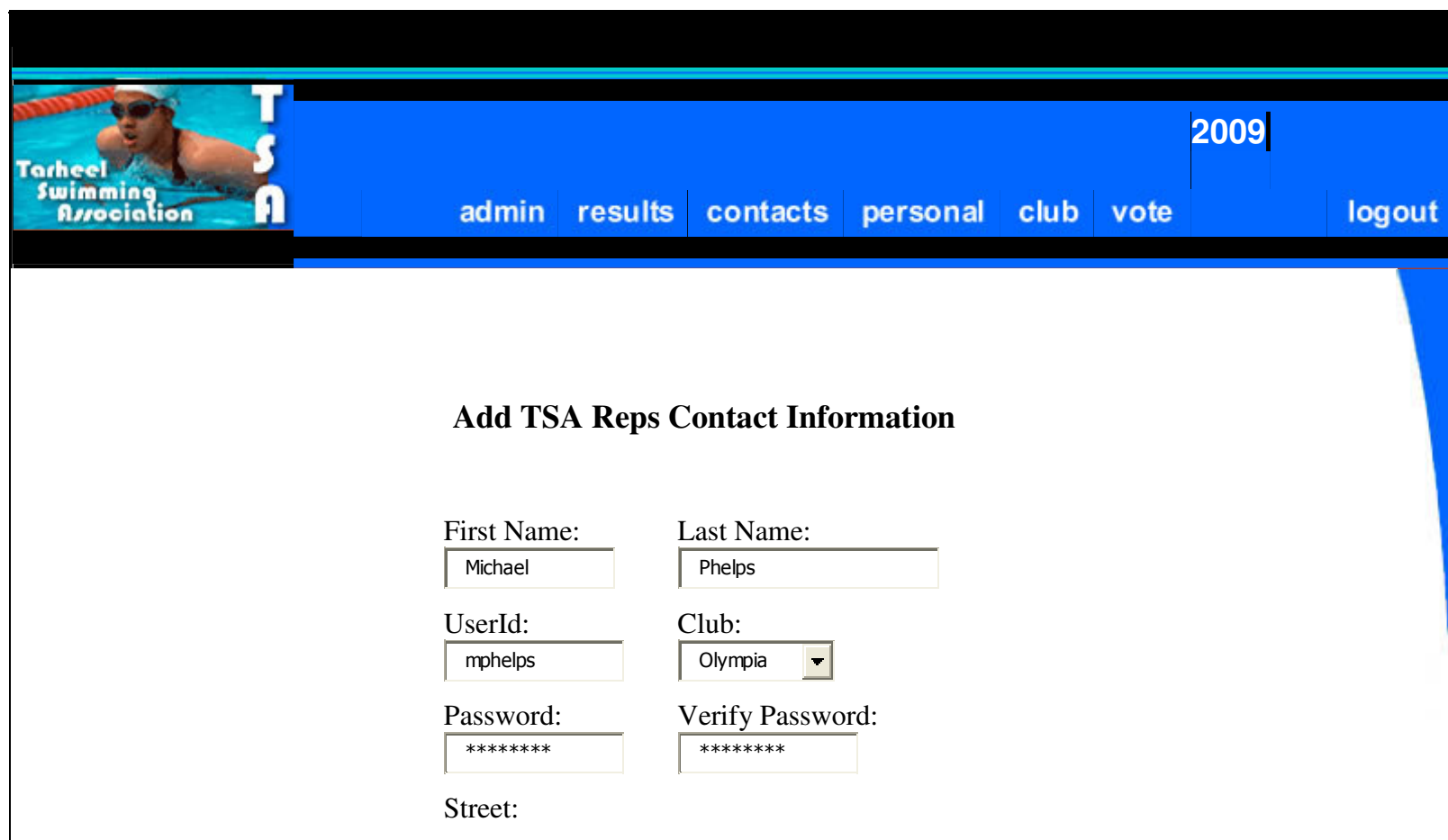
2. Adding a new Rep or Alt for your club

To add a new Rep or Alt for your club, you will create a new account on the TSA site. Click the [Add a new TSA Representative](#) link on the administrative menu (regardless of whether the new user you are adding will be a Rep or an Alt), and you will see a screen to add a new rep. Fill it out in the manner shown below, with at least the name, user ID, password and email address. (The new Rep or Alt can log in later and fill in any remaining contact information.)

Once the user ID is assigned, it cannot be changed later, so please choose carefully. As noted on the screen, our convention is to use the first letter of the person's first name, followed by the entire surname, all in lower case (e.g., "jdoe" for John Doe).

You will also have to choose the new Rep's temporary initial password. It will be up to you to contact the new rep and tell him or her what that password is, so don't forget it!

Press the "submit" button to finish the operation and create the new account.



The screenshot shows the top navigation bar of the TSA website. On the left is the Tarheel Swimming Association logo featuring a swimmer. The navigation menu includes links for 'admin', 'results', 'contacts', 'personal', 'club', 'vote', and 'logout'. A year selector is set to '2009'. Below the navigation is the main content area with the heading 'Add TSA Reps Contact Information'. The form contains the following fields:

First Name:	<input type="text" value="Michael"/>	Last Name:	<input type="text" value="Phelps"/>
UserId:	<input type="text" value="mphelps"/>	Club:	<input type="text" value="Olympia"/>
Password:	<input type="password" value="*****"/>	Verify Password:	<input type="password" value="*****"/>
Street:	<input type="text"/>		

City: State: Zip:

Phone 1: Phone Type:

Phone 2: Phone Type:


Phone 3: Phone Type:

Email 1:

Email 2:

1. The userid can be anything you want, as long as it does not already exist, but usually it should consist of the 'first initial' followed by the 'last name' - all in lower case. If that is already being used you will have the opportunity to select a different userid.
2. The first phone number that you enter is the one that will be displayed on the TSA Rep Contact List page so it should be the one that other reps can most easily contact you at.

The green confirmation message below indicates that the new account has been successfully created. If you see an error message instead, the user ID you tried to assign was probably already in use. If that happens, try adding a middle initial before the surname, or a numeric suffix, or some other means of generating a unique user ID.



2009

[admin](#) [results](#) [contacts](#) [personal](#) [club](#) [vote](#) [logout](#)

Add TSA Reps Contact Information

First Name: Last Name:

UserId: Club:

Password: Verify Password:

Street:

City: State: Zip:

Phone 1: Phone Type:

Phone 2: Phone Type:

Phone 3: Phone Type:

Email 1:

Email 2:

The new TSA rep information has been added.

3. The userid can be anything you want, as long as it does not already exist, but usually it should consist of the 'first initial' followed by the 'last name' - all in lower case. If that is already being used you will have the opportunity to select a different userid.
4. The first phone number that you enter is the one that will be displayed on the TSA Rep Contact List page so it should be the one that other reps can most easily contact you at.

3. Updating a new Rep's contact information

Once an account for a new Rep or Alt has been created, the new user should log in to the TSA site using the temporary password initially assigned above and then click the [Update a TSA Representative's Information](#) link from the administrative menu described in section 1. This will result in a screen very similar to the one described in section 2, but this one allows a Rep or Alt to modify his or her existing account by filling in any missing contact information and setting a new (and secret) password:

Update TSA Reps Contact Information

First Name:	<input type="text" value="Michael"/>	Last Name:	<input type="text" value="Phelps"/>
UserId:	<input type="text" value="mphelps"/>	Club:	<input type="text" value="Olympia"/>
Password:	<input type="password" value="*****"/>	Verify Password:	<input type="password" value="*****"/>
Street:	<input type="text" value="1 Baltimore St."/>		
City:	<input type="text" value="Baltimore"/>	State:	<input type="text" value="MD"/>
		Zip:	<input type="text" value="21201"/>
Phone 1:	<input type="text"/>		
Phone Type:	<input type="text"/>		

410 555 0100 Home

Phone 2: Phone Type:
443 555 0199 Mobile

Phone 3: Phone Type:
 Undefine

Email 1:
mike@8golds.com

Email 2:

Submit

Clear

Exit

The Rep info has been changed.

1. The userid can be anything you want, as long as it does not already exist, but usually it should consist of the 'first initial' followed by the 'last name' - all in lower case. If that is already being used you will have the opportunity to select a different userid.
2. The first phone number that you enter is the one that will be displayed on the TSA Rep Contact List page so it should be the one that other reps can most easily contact you at.

As in section 2, you will see a green confirmation message after you press the "submit" button.

4. Deactivating (Retiring) a Rep or Alt

If an active Rep or Alt will no longer be serving in either capacity, his or her account should be **deactivated** so that the person is no longer listed on the club's page. Any current or former Rep or Alt from the club in question can perform this, by logging into the TSA web site and clicking the [Update the Status \(Active/Inactive\) of a TSA Representative](#) link from the administrative menu described in section 1. This will generate a screen showing the status of every account ever created for a Rep or Alt for that club, dating back to the TSA web site's origins in 2001. The "Last Active Year" column indicates whether that individual is currently active as a Rep/Alt: if the current year is shown, then the account is active; if an older year (or no year at all) is shown, then the account is inactive. (The site only started tracking the Last Active Year in 2004, so accounts deactivated before then have no year listed.)

To deactivate an account, check its box in the "Toggle Active Flag For This Year" column and then press the "Update" button. Be careful to make sure you are selecting the correct user! The interface is a toggle, which can be somewhat confusing. If you toggle an account that is currently inactive (i.e., has a Last Active Year in the past), you will reactivate that account.



Update Which TSA Reps Are Active For 2009

Rep Name	Userid	Club Name	Last Active Year	Toggle Active Flag For This Year
Spitz, Mark	mospitz	Olympia	2009	<input type="checkbox"/>
Torres, Dara	dtorres	Olympia		<input type="checkbox"/>
Evans, Janet	jevans	Olympia	2005	<input type="checkbox"/>

Coughlin, Natalie	ncoughlin	Olympia	2009	<input type="checkbox"/>
Gaines, Rowdy	rgaines	Olympia	2006	<input type="checkbox"/>
Phelps, Michael	mphelps	Olympia	2009	<input type="checkbox"/>

Update

Exit

- To mark a rep as active for the current year check the checkbox on the line with their name and click on the Submit button.
- If a rep is show as being active for the current year and you want them not to be then check the checkbox on the line with their name on it and click on the submit button.

Any rep who is active for the current year will have their name appear on their club's web page which shows that club's meet schedule.

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In this example, we have deactivated current Alt Mark Spitz, who is retiring to make way for the newly-added Rep Michael Phelps. After checking the toggle box for the Spitz account and clicking "Update", the screen will repaint to show that Mark Spitz's Last Active Year has reverted to 2008, which means that he is no longer active for the current year. Note that the green confirmation message will say "**The status for the selected TSA rep(s) has been set to active**" even when all the changes that were submitted were actually deactivations. (This incorrect message wording is a bug, albeit a minor one.)

The screenshot shows the website's header area. On the left is the Tarheel Swimming Association logo. To its right is a blue navigation bar containing a year selector dropdown menu currently set to '2009'. Further right are several menu items: 'admin', 'results', 'contacts', 'personal', 'club', 'vote', and 'logout'.

Update Which TSA Reps Are Active For 2009

Rep Name	Userid	Club Name	Last Active Year	Toggle Active Flag For This Year
Spitz, Mark	mspitz	Olympia	2008	<input type="checkbox"/>
Torres, Dara	dtorres	Olympia		<input type="checkbox"/>
Evans, Janet	jevans	Olympia	2005	<input type="checkbox"/>
Coughlin, Natalie	ncoughlin	Olympia	2009	<input type="checkbox"/>
Gaines, Rowdy	rgaines	Olympia	2006	<input type="checkbox"/>
Phelps, Michael	mphelps	Olympia	2009	<input type="checkbox"/>

Update

Exit

The status for the selected TSA rep(s) has been set to active.

- To mark a rep as active for the current year check the checkbox on the line with their name and click on the Submit button.
- If a rep is show as being active for the current year and you want them not to be then check the checkbox on the line with their name on it and click on the submit button.

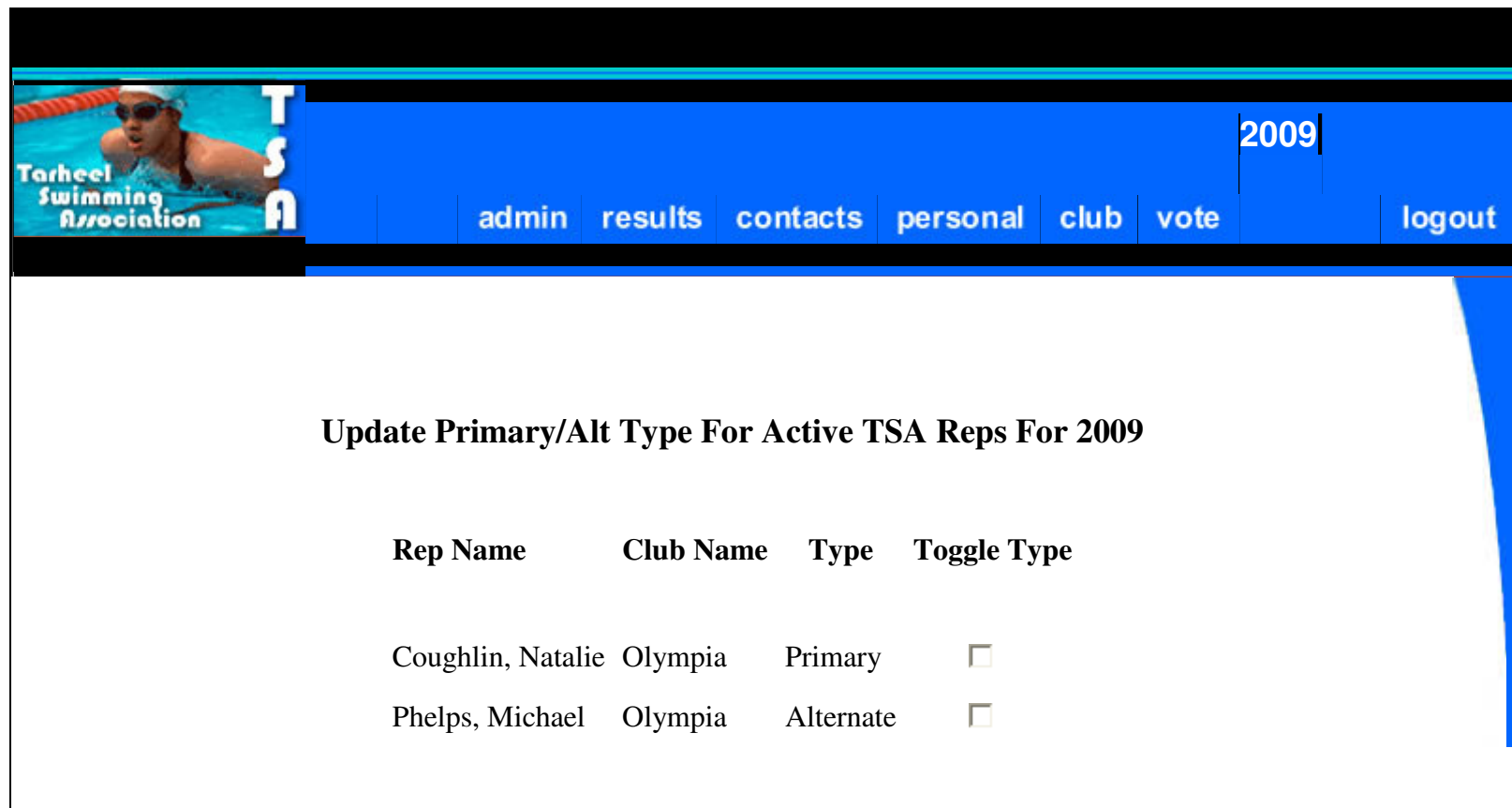
Any rep who is active for the current year will have their name appear on their club's web page which shows that club's meet schedule.

5. Switching from a Rep to an Alt (or vice versa)

The TSA web site treats Reps and Alts almost identically. Any activity that can be performed by a club's Rep can also be performed by one of its Alts (entering home meet results, generating email to all Reps and Alts in TSA, etc.). The only visible difference is that a club's Rep(s) will always be listed first on its club page, before any of the Alts, on the principle that anyone wishing to contact that team will generally start with the names at the top of the list. Nevertheless, it is important to list each individual's role (Rep or Alt) correctly, and those roles may change over time as Alts become Reps or vice versa.

Any current or former Rep or Alt from the club in question can manage these roles, by logging into the TSA web site and clicking the [Update the Type \(Primary/Alternate\) of a TSA Representative](#) link from the administrative menu described in section 1. This will generate a screen showing the account role of every active Rep or Alt for the club.

As in section 4, a toggle interface is used for changing roles. Check the box of any accounts that you want to switch from Rep ("Primary") to Alt ("Alternate") or vice versa, and then click the "Update" button to submit the changes.



Update Primary/Alt Type For Active TSA Reps For 2009

Rep Name	Club Name	Type	Toggle Type
Coughlin, Natalie	Olympia	Primary	<input type="checkbox"/>
Phelps, Michael	Olympia	Alternate	<input type="checkbox"/>

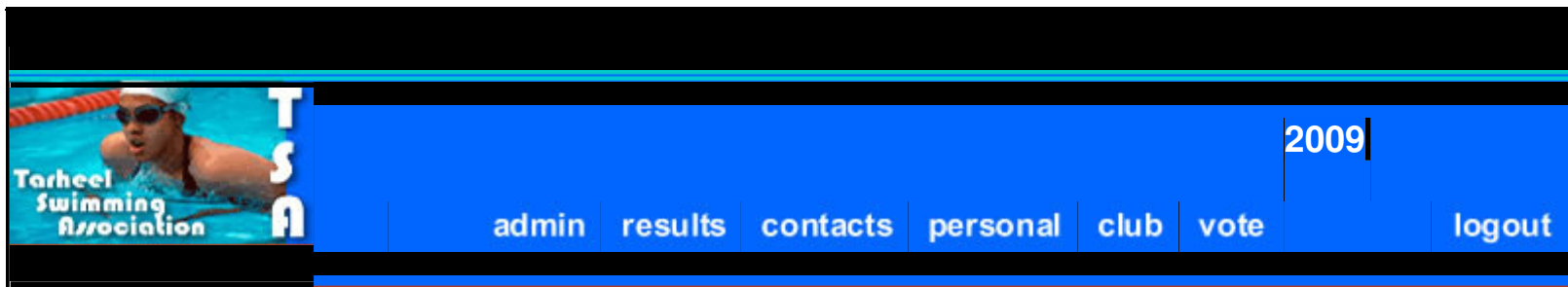
Update

Exit

- Note: Only Reps who are marked as active for the current year will be available to have their type changed.
- Check the checkbox name to the Rep's name to change their Type from what is shown to the other type (Primary/Alternate).
- Click on the Submit button.

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After accepting the changes, the screen will redisplay with a green confirmation message and with the new roles for each account listed (with the Reps always listed before the Alts). In our current example, we have switched Natalie Coughlin from Rep to Alt and Michael Phelps from Alt to Rep:



Tarheel Swimming Association

2009

admin results contacts personal club vote logout

Update Primary/Alt Type For Active TSA Reps For 2009

Rep Name	Club Name	Type	Toggle Type
Phelps, Michael	Olympia	Primary	<input type="checkbox"/>
Coughlin, Natalie	Olympia	Alternate	<input type="checkbox"/>

Update

Exit

The Type for the selected TSA rep(s) has been set.

- Note: Only Reps who are marked as active for the current year will be available to have their type changed.
- Check the checkbox name to the Rep's name to change their Type from what to shown to the other type (Primary/Alternate).
- Click on the Submit button.