

## Arkansas Activities Association Web Site Information and Instructions

Welcome to the Arkansas Activities Association web site. Our aim is to make the site informational, easy to use and easy to navigate. We will continue to add new blocks for information gathering and information distribution to better serve our members and the public.

Let's begin with the home page of our site. An illustration of the home page is shown on the next page. The elements of the page are described below.

1. **Site login** – Although most of the web site information is open for all users, there are some areas that are for our member schools only. These areas are for collecting and distributing member information. If you are a member of the AOA and/or AHSCA, you will be issued a username and password by the AAA. If you are NOT a member of the AOA and/or AHSCA, your username and password will be issued by your school.  
The **username** is your e-mail address. The **password** is initially assigned during user setup. If you do not know your password, please click on “forgot your password? Click here.” You will be asked to enter your e-mail address. If your e-mail address is in the user’s list, your password will be e-mailed to you.
2. **Main Menu Bar** – will take you to the most often used pages of our web site. Items on the menu bar with an arrow to the right will show you a list of pages when the cursor is rolled over the item. Items with no arrow will go directly to that page when clicked. To view a list of the pages accessed from this menu, go to the Menu Layout page at the end of these instruction pages.
3. **Your Pages Bar** – lists additional pages or sub pages related to the current page. It will only display if there are such additional pages.
4. **Hot Links Bar** – displays links to pages within our site and also other web sites that are currently relevant.
5. **The AAA Network** – an additional menu of pages on the site.
6. **Front Page News** – this space is reserved to highlight some of our current news items with images.
7. **Sponsor Links** – are direct links to the web sites of our sponsors.
8. **Calendar of Events** – this is a preview of the next upcoming events. For a complete list click Events Calendar on the AAA Network menu.
9. **Important News** – is a list of highlighted news items without images. To see all the news, click “read all news” at the bottom of this box.
10. **Latest news and info** – displays the newest articles added to our news list.
11. **Helpful Links** – lists links to other sites. By clicking “see all links” other links will be displayed by category.

The screenshot shows the website's opening page with the following elements and callouts:

- 1**: Site Search bar at the top left.
- 2**: Navigation menu bar with links: home, sports, schools, members, administrators, media, information.
- 3**: Your Pages bar showing "January School Kit 2008".
- 4**: Hot Links bar with "AAA Handbook" and "McDonalds Directory".
- 5**: Side menu under "the AAA network" with links: about the AAA, activities, news, archives, bulletin board, events calendar, sportsmanship.
- 6**: Front page news section with "2008 AHSAAA Conference Registration Form" and "2008 Basketball State & Regional Tournament Sites".
- 7**: Sponsor Links section with "AAA Athletic World Advertising" and various sponsors like Arkansas Sports 360, Image One, State Farm, Wilson, Chesapeake Energy, Athletic World Advertising, McDonalds, Arkansas Specialty Orthopaedics, Lifetouch, and NWA Photo.
- 8**: AAA calendar of events for February 2008, showing dates for various tournaments.
- 9**: Important news section with "2008 AHSAAA Conference Registration Form", "Regional Basketball Tournament Brackets", "State Basketball Tournament Brackets", "2008 Basketball State & Regional Tournament Sites", and "2008 Soccer State Tournament Sites".
- 10**: Latest news & info section with "2008 State Bowling Qualifiers", "Baseball 2008 Tournament Sites", "Softball 2008 Tournament Sites", "Southeast Arkansas Referee Camp", and "Important Football Dates".
- 11**: Helpful links section with "Arkansas Department of Education", "National Federation of High Schools", and "AAEA On-line Job Board".

At the bottom of the page, there is a copyright notice: ©2008 The Arkansas Activities Association. All rights reserved. | legal information | home. Below that, it says "designed & powered by FLEX360".

1. Site Login
2. Menu Bar
3. Your Pages Bar
4. Hot Links Bar
5. Side Menu
6. Front Page News

7. Sponsor Links
8. Calendar of Events
9. Important News
10. Latest New
11. Helpful Links

Once you are beyond the home page in your browsing, you will notice that other pages are formatted in a slightly different manner. Here is an illustration of how other pages are organized. The top, left, and right sections will remain the same, but the center section will change to display the current page information.

The screenshot shows the Arkansas Activities Association website. At the top is the logo and navigation menu. Below the navigation menu is a red banner with the text 'CONFUSED FIND AN AGENT WHO CAN HELP.' and a 'Wilson' logo. The main content area is divided into several sections:

- 13** points to the 'the AAA network' section, which includes links for 'about the AAA', 'activities', 'news', 'archives', 'bulletin board', 'events calendar', and 'sportsmanship'.
- 14** points to the 'AHSAAA' section, which contains information about the 2nd Annual AHSAAA Hall of Fame Induction Banquet on Monday, March 10, at 7:00 p.m. It includes a link to the ticket order form and a registration form.
- 15** points to the 'AHSAAA News' section, which features news about the 2008 AHSAAA Conference Registration Form, the AHSAAA Conference dates (March 10-12, 2008), and the AHSAAA State Conference being moved to after the basketball season. It also lists new conference dates and the 2nd Annual AHSAAA Hall of Fame Banquet on Monday, March 10, 2008.
- 16** points to the 'Important info' section, which lists downloadable forms and information, including AD of the Year Forms, AHSAAA Exhibitors Application, AHSAAA Golf Tournament, AHSAAA & AHSAAA Application, Executive Committee Info 2007-08, and HOF Banquet Ticket Order Form.
- 17** points to the 'upcoming events' section, which lists the Athletic Directors State Conference (3/11/2008 - 3/13/2008) and the Athletic Dead Period (4/13/2008 - 4/14/2008).

Other sections on the page include 'sponsor links' (Wilson, Arkansas Sports 360, Image One, State Farm, Wilson, Chesapeake Energy, Athletic World Advertising, McDonald's, Arkansas Specialty Orthopaedics, Lifetouch, NKA Photo), 'latest news & info' (2008 State Bowling Qualifiers, Baseball 2008 Tournament Sites, Softball 2008 Tournament Sites, Southwest Arkansas Referee Camp, Important Football Dates), and 'helpful links' (NIAAA, U.S. Track & Turf, Inc., Leadership Training Course Descriptions).

The new items are numbered in the illustration and described below.

- 13. **Sponsor Banner** – Some of our major sponsors are highlighted here with a banner.
- 14. **Page Description** – This area gives information about the activity or group featured on the page.
- 15. **Page News** – is news that directly pertains to this activity or group.
- 16. **Important Info** – is a list of downloadable forms and information used for this activity or group.
- 17. **Upcoming events** – is a list of upcoming events for this activity or group.

**Member Area** (Users must log in with a username and password to view this area.)

Once you have logged in, the member area will be displayed in the middle of the webpage. You can return to this page at any time by clicking on “return to member home, click here” displayed in the gray area just below the “login.” This page displays the actions available to logged in members. The actions available are also dependent on your user role. Below is a list of options and the user role necessary to view them.

User Roles	Role	Code	Role	Code
	Superintendent	u	Voting Representative	v
	District Administrator	d	Coach	c
	School Administrator	a	Official	o

<b>Member Page Organization</b>		User Roles Allowed	Shows when School/Dist Assigned	Shows when a user can set up new users
<ul style="list-style-type: none"> <li>● <b>School Info</b> <ul style="list-style-type: none"> <li>○ School Name                             <ul style="list-style-type: none"> <li>▪ School Information</li> <li>▪ Coach and Advisor Information</li> <li>▪ Declarations</li> <li>▪ Email Addresses</li> </ul> </li> </ul> </li> </ul>		u, d, a, v	Yes	
<ul style="list-style-type: none"> <li>● <b>Edit School District Information</b></li> </ul>		u, d		
<ul style="list-style-type: none"> <li>● <b>Student and Team Information</b> <ul style="list-style-type: none"> <li>○ Eligible Students</li> <li>○ Edit SIP Information                             <ul style="list-style-type: none"> <li>▪ School Name</li> </ul> </li> <li>○ SIP Students</li> <li>○ Sports Team Information                             <ul style="list-style-type: none"> <li>▪ Rosters</li> <li>▪ Schedules</li> <li>▪ Setup Team</li> <li>▪ Edit Team</li> </ul> </li> </ul> </li> </ul>		u, d, a, v	Yes	
<ul style="list-style-type: none"> <li>○ Edit SIP Information                             <ul style="list-style-type: none"> <li>▪ School Name</li> </ul> </li> <li>○ SIP Students</li> <li>○ Sports Team Information                             <ul style="list-style-type: none"> <li>▪ Rosters</li> <li>▪ Schedules</li> <li>▪ Setup Team</li> <li>▪ Edit Team</li> </ul> </li> </ul>		u, d, a, v	Yes	
<ul style="list-style-type: none"> <li>○ SIP Students</li> <li>○ Sports Team Information                             <ul style="list-style-type: none"> <li>▪ Rosters</li> <li>▪ Schedules</li> <li>▪ Setup Team</li> <li>▪ Edit Team</li> </ul> </li> </ul>		u, d, a, v, c	Yes	
<ul style="list-style-type: none"> <li>● <b>Member and User Info</b> <ul style="list-style-type: none"> <li>○ Setup Website User Profile</li> <li>○ Delete Website User (Select Below) [Names of users in your district]</li> <li>○ Renew AOA Membership</li> <li>○ Online Rules Meeting</li> <li>○ Officials Directory By Sport</li> <li>○ [Online Forms shown will vary]</li> <li>○ [Online Forms shown will vary]</li> <li>○ Edit Your Profile</li> <li>○ Edit Your Official’s Information</li> <li>○ Edit Your Coach’s Information</li> <li>○ View Coaches and Officials Information</li> <li>○ Post to Bulletin Board</li> <li>○ Logout</li> </ul> </li> </ul>		u, d, a, v		Yes
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<ul style="list-style-type: none"> <li>○ View Coaches and Officials Information</li> <li>○ Post to Bulletin Board</li> <li>○ Logout</li> </ul>		All Users		
<ul style="list-style-type: none"> <li>○ Post to Bulletin Board</li> <li>○ Logout</li> </ul>		All Users		
<ul style="list-style-type: none"> <li>○ Logout</li> </ul>		All Users		

**School Info** (Shown to users set up as superintendents, district administrators, school administrators and voting representatives.)  
Make changes to school information for the online directory. Sport declarations are made here. School pink sheets are no longer mailed out. It is important for designated school personnel to keep all information up-to-date.

**Edit School District Information** (Shown to users set up as superintendents and district administrators.)  
Make changes to school district information for the online directory.

### **Student and Team Information**

**Eligible Students** (Shown to users set up as superintendents, district administrators, school administrators and voting representatives.)

This selection is use to add edit and delete eligible students in your school. This is also where you can view the eligible students of other AAA schools.

Students who are eligible to participate in sports at your school should be entered and changed here. Students should only be entered once per year. You do not need to enter them for each sport. At the beginning of the next school year, the system is programmed to delete seniors and add one grade level to the remaining list of students. You should review the list and make any other additions, changes and updates to the list. The following are the fields of information to be completed for each student.

- **First Name**: Student's first name
- **MI**: Student's middle initial
- **Last Name**: Student's last name
- **School**: The school for which the student competes should be entered. If the student is in the 9<sup>th</sup> grade and participates on a junior high team in one or more sports and also participates on a senior high team in one or more sports, that student should have two records one for the Sr. high and one for the Jr. High.
- **DOB**: The student's date of birth should be entered here in the following format MM/DD/YYYY, such as 10/10/1995.
- **Gender**: Select male or female from the drop-down box.
- **Grade**: The student's current grade level.

USERS THAT ARE SET UP AS COACHES CANNOT ADD/EDIT STUDENT ELIGIBILITY.

To add a student click the Add Eligible Student button and enter the information. Then click save. To change information of a student in the list, click on the information, change the information and click OK. To delete a student from the list, click the delete button.

**Edit SIP information** (Shown to users set up as superintendents, district administrators, school administrators and voting representatives.)

Click here to edit information about your school's SIP program. The fields on this form are Coordinator Name, Coordinator Email, Coordinator Phone, No participants, and Semester Start Date.

**SIP Students** (Shown to users set up as superintendents, district administrators, school administrators and voting representatives.)

The following information should be entered for each new SIP student.

- **First Name**: Student's first name
- **Last Name**: Student's last name
- **Grade**: The student's grade level upon entering the SIP program
- **Beginning GPA**: The student's GPA upon entering the SIP program

At the end of the semester the following information should be updated for each SIP student

- **GPA 1<sup>st</sup>** : Students GPA at the end of his/her first semester in the SIP program
- **GPA 2<sup>nd</sup>** : Students GPA at the end of his/her second semester in the SIP program
- **Status**: Students current SIP status. These are selected from the dropdown list

To add a student click the Add SIP Student button and enter the information. Then click save.

To change information of a student in the list, click on the information, change the information and click OK.

To delete a student from the list select "Dropped" in the Status field.

To print a list of the SIP students in the selected school, click Print at the top of the page.

**Sports Team Information** (Shown to users set up as superintendents, district administrators, school administrators, voting representatives, and coaches.)

Sports team information is to be entered online on the web site [www.ahsaa.org](http://www.ahsaa.org). To enter and maintain your sports team information, roster and schedule, please follow these instructions.

**Rosters** (Shown to users set up as superintendents, district administrators, school administrators, voting representatives, and coaches.)

Students must have previously been entered in the "Eligible Student List" to be available for the roster. If this has not been done, go to "Eligible Students."

To enter , edit or view a roster first select the school and the sport and click Go. If the school selected is one you are authorized to access, new students can be added and current students can be edited for this roster. If it is another school you may only view or print the roster.

Rosters page includes these fields.

Name – This drop-down box will list the eligible students for the school. Click on the name of the student you wish to add. His/her name and grade will be displayed.

Position, Height, Weight and Uniform #– These fields should be completed for all applicable sports. Height should be entered as *feet – inches* (6-6). If entered like this 6'6", the record will not be saved.

To add a student to the roster click the Add student button and enter the information. Then click save. When the record is saved, it will display below in the list of students. If it does not display, it has not been added.

To change information of a student in the list, click on the information, change the information and click OK.

To delete a student from the roster, click the delete button.

To print a roster click Print at the top of the page.

**Schedules** (Shown to users set up as superintendents, district administrators, school administrators, voting representatives, and coaches.)

To enter , edit or view a schedule, first select the school and the sport and click Go. If the school selected is one you are authorized to access, schedule information can be added or edited for this team. If it is another school you may only view or print the schedule.

- Opponent –
  - a. This drop-down box lists all AAA member schools. Click on the school who is your opponent for this game.
  - b. If the team is from out of state select "Other – Out of State".
  - c. If you are playing in a tournament, select "Other - Tournament".
  - d. If it is a Classic, enter each game separately.
- Game Date – The date of the game should be entered here in this format MM/DD/YYYY.
- Game Time – Enter game time here. Use this format H:MM am(or pm).
- Location –
  - List the location of the game. (School or other venue)
  - If the team is from out of state, enter the opponent school name here. If the game is a home game, add "at Home".
  - If this is a tournament, enter the Tournament Name and location
- Home or Visitor – Select whether you are home or visitor for this game.
- Conference Game – Select yes or no, if this a conference game.

To add a game click the Add Game button and enter the information. Then click save.

To change information for a game or to add the game report information, click on the information, change the information and click OK.

To delete a game, click the delete button.

To print a schedule click Print at the top of the page.

**Set up Team** (Shown to users set up as superintendents, district administrators, school administrators, voting representatives, and coaches.)

The team must be set up before the schedule and roster can be added and displayed. Once the team page has been setup, changes and additions (such as team and coach pictures ) must be added by going to "Edit Team". The Set up Team page includes these fields

- Team – This is a drop-down box that contains a list of all AAA sanctioned sports. Click on the sport to select it.
- School – This drop-down box includes the schools in your district that you are authorized to access.
- Class – Enter the team's classification here using this format 7A, 6A, 5A, 4A, 3A, 2A, or 1A (for Swimming enter "All").
- Conference – Enter the conference name without the classification.
- Head Coach – Enter the name of the Head Coach.
- Asst. Coaches – The names of the assistant coaches are entered here. Type in a name and press the enter key to go to the next line. There is space for 6 assistant coaches.
- Head Coach Photo and Team Photo– Photos for the head coach and also for the team should be submitted to us before the beginning of the regional and state events. We will use these photos for our tournament programs.
  - Click the "Add Image" button next to the box that reads "Head Coach Photo" or "Team Photo" and a pop-up box will be displayed.
  - Click the "Browse" button. The window that is displayed will allow you to choose the photo file from your computer.
  - Click on the photo file so that it is displayed in the "file name" box, and click open
  - Click upload.
  - Click the "Submit" button to complete the record.

**Edit Team** (Shown to users set up as superintendents, district administrators, school administrators, voting representatives, and coaches.)

Selecting this option will take you to the "Update Sports Information" page. The fields on this page are:

- Team-This is a drop-down box that contains a list of all AAA sanctioned sports. Click on the sport to select it.
- School – This drop-down box includes the schools in your district that you are authorized to access.
- Submit – Click submit and the team information will be displayed and can be edited.

## **Member and User Info**

**Setup Web Site User Profile** (Only shown to users who are authorized to set up new users – this option was assigned when the profile was initially set up)

The following is the information required for a new user. Each person who is responsible to login to the site, should have his/her own user name and password.

- First Name: User's first name
- Last Name: User's last name
- Title: User's primary position at the school such as Athletic Director or Coach
- E-mail: The user's e-mail address will become his/her user name. Each one must be unique.
- Password: A password must be selected for each user. Once he/she logs in, the user may change his/her password. When this entry is submitted, the user will receive an e-mail that gives him/her the user name and password you have selected.
- School: If the user is only allowed to maintain records for one school in your district, select the school name. If the user can make changes for all schools in the district, select "Not applicable."

- **Sports:** If a user is responsible for maintaining rosters and schedules for a sport(s), select the sport(s). More than one may be selected.
- **User Role:** This field will determine what a user is allowed to do. The roles are:
  - Superintendent: Access to add or change information for all schools in your district, and to add new users.
  - District Admin: Access to add or change all information for all schools in your district except Voting Rep.
  - School Admin: Access to add or change all information for just the one school selected.
  - Coach: Access to view and print eligible students, attend online rules meetings, add/edit schedules, add/edit rosters and modify their user information.
  - Voting Rep: Has same privileges as school admin, but will be sent information that should go to the voting rep.
- **Can add new user profiles for other school personnel:** You may check this box for administrators who can also add new users.
- When finished, please click the submit button.

**MAKE SURE TO READ THE MESSAGE AFTER YOU CLICK SUBMIT! If the user name (e-mail address) is already in the system, you will receive this message, "This user account is already registered! Click HERE to update this user." This may happen because the user is already set up as an AHSCA or AOA member. Click the word "HERE" and you may add your school district and school, and change the user role for this person. If you see this message, you will only update the user's district, school and user role. Passwords will not be updated/changed.**

#### **Delete Web User** (Only shown to superintendents)

If your user role is Superintendent, you will see a drop-down box of the first and last names of users in your school district. To remove a user, click on the user's name and click the delete button.

#### **Renew AOA Membership** (Shown to members of the AOA)

Membership in the AOA can be renewed and sports added here and paid with a credit card. New members must complete a registration form including appropriate signatures.

#### **Online Rules Meetings** (Shown to all users)

Online rules meetings can now be viewed on our web site. To be given credit for the rules meeting attendance, check the box next to "Check here to validate that you have viewed the entire rules meeting video and understand the rules presented." Then click the certify button. The user whose name appears will be given credit for the rules meeting. Schools are given credit based on AAA Handbook rules.

#### **Edit Your Profile** (Shown to all users)

You may change or correct the information associated with your user profile at any time. The changeable items include First Name, Last Name, Title, E-mail, and password. If your e-mail address changes, enter the new address here. Be aware that changes made here do not change the email address in your AHSCA and AOA record. Those changes are made in the member information for AOA or AHSCA. Your user name will now be the new e-mail address. We encourage you to change your password to something more secure and easy to remember.

#### **Post to Bulletin Board** (Shown to all users)

Information you wish to have displayed on the bulletin board is entered here. The posting is reviewed by the AAA before being posted, so it may take up to 48 hours before it is displayed. Bulletin Board Posts contain the following fields.

- **Post Title:** The heading for your post should be entered here. It should be concise, but contain the most pertinent information, such as school name and event date.
- **Category:** Choose a category from the drop-down list. If it doesn't fit one of the categories, choose other.

- End Date: Enter the date that the post should be removed from the Bulletin Board in the following format MM/DD/YYYY. If it is later decided that the post should be removed at an earlier date, simply call or e-mail the AAA office to have it removed.
- Description: Enter all of the information for the post here.
- Click the submit button to complete the post entry.

**Log-Out** (Shown to all users)

Click here to log out from the member area of the site.

## Home Page Menu Layout

### Horizontal Menu

(Drop Downs are listed below underlined heading.)

<u>Home</u>	<u>Sports</u>	<u>Schools</u>	<u>Activities</u>	<u>Administrators</u>	<u>Media</u>	<u>Information</u>
	Baseball	Online Directory				Scholarship
	Basketball	Classes and Conferences				Coaches Education
	Bowling	Team Schedules				Forms Download
	Football					Archives
	Golf					
	Soccer					
	Softball					
	Spirit					
	Swimming					
	Tennis					
	Track/XCountry					
	Volleyball					
	Wrestling					

### Vertical Menu

About the AAA  
ADs - AHSAAA  
Coaches - AHSCA  
Officials - AOA  
Spirit Coaches-AHSSCA  
Coaches Education  
Bulletin Board