

Teacher instructions for entering students into Rally

The first thing you will need to do is log on and change your password. Here are your instructions:

- 1) Open your browser...Google Chrome works the best, however, most other updated browsers will work.
- 2) Go to www.rally-lmta.org
- 3) Click Login Button...remember your username and password are the same.
- 4) Look on the upper right hand side of your screen where it says "Welcome". If you move your mouse over it, notice you have 3 choices of what to do...My Information, Change Password or Logout. Please change your password to something easy to remember.
- 5) Simply type your old password, then type your new password and click the button "Change Password".
- 6) Next, move mouse back over "Welcome" and click on "My Information". This info came from your Form 4. Check to make sure all your info is correct. If it is not, please correct it now. If you make any changes, click "Save".
- 7) See the menu buttons at the top of your screen. "My Students", "Select Event"
- 8) We are going to check your students' info. Please click "My Students"
- 9) Your students are in alphabetical order. See the columns, Last Name, First Name, Student ID and "Options" with an "Edit" button.
- 10) Click the "Edit" button to check your students' info. This info came from you Form 4 as well. You will have to change the Years of Study & Years of Study with Current Teacher. That info was not on Form 4 and everyone got 1 year. Once this is updated, please click "Save" and go on to the next student.
- 11) Once all students are updated, you will need to enter them into an event.
- 12) Go to "Select Event" and choose your rally date (the date turns yellow when selected).
- 13) Now go back to "My Students" and click "Add Event Entry".
- 14) This screen allows you to add a student into all events at one time. This will be your Forms 1, 2, 3 when completed. Your Student info is already imported. All you have to do is click on which events the student will participate in, add in their pieces and click "Save".
- 15) A message comes up that says that "Student Event is edited". Click the "X" and it brings you back to that screen. Click "Go Back".
- 16) Notice that the button is now changed from "Add Event Entry" to "Edit Event Entry". This lets you know which students you have entered. If anything changes, you can go back and update. Ex. Student changes a piece or upgrades from N/C to Competitive.
- 17) Once your students are entered, it is time to print forms. Click on "Training Test Event" at top of the page and "View My Entrants". Everything you have entered so far shows

up here. This should look like our Form 4. See the buttons out to side, "Edit Event Entry" and "Print Forms 1, 2, 3". When ready, you can print Forms 1, 2, and 3 by clicking on one button & print Form 4 has a separate button at the top of the page. All info is stored and can be changed at any time. Also, your total amount due is calculated for you.

18) You can print the forms & bring it to your Rally chairs or Rally chairs can log on and print all your forms.

19) Click "Logout" under the Welcome button when you are finished.

20) If you acquire a transfer student, you MUST request a transfer from me by email, so I can adjust the database. You must know the previous teacher and new students' name. If a transfer student is not added properly, he may not be able to receive any special awards. Duplicate students will cause issues in the database!

21) If you forget your password, you MUST send me a request by email so that I can reset it for you.