TWO WEEKS BEFORE COMPETITION DAY

Putting Schools in the Right Chapter

On your Coordinator Dashboard, below your MOSS tools, you will find a list of registered schools. This list can either display all of the schools for your entire state, which is the default view setting on the dashboard, or can be filtered to show only the registered schools in your chapter.

Because the current chapter information for each school is provided by coaches upon registration and/or other coordinators at the beginning of the program year, human error, changes to chapter boundaries or simple miscommunication can mean your schools’ chapter assignments are incorrect. To use MOSS, you must ensure that all of the schools in your chapter—and only those—are assigned to your chapter. This means you may need to do one or both of the following, which will be explained in this section:
1) Tag a school for your chapter that is either missing a chapter tag or is tagged for a different chapter.
2) Remove your chapter tag from a school that has been incorrectly added to your chapter.

We’ll start with tagging a school for your chapter that is either missing a chapter tag or tagged for a different chapter. Make sure you’re on the Coordinator Dashboard. Before you can edit schools, you’ll need to review the entire list of schools in your state; there are two ways to do this.

Option 1: Scroll to the bottom half of the dashboard to access Registered Schools. Click on the Registered Schools in My State view. You should not need to click on this, as it should be the default view, but if you’ve clicked on the other tab, you’ll need to click the state tab to return to the view of schools in your state. Look through this list to see if you notice any schools that should have your chapter listed in the State & Chapter column but do not. You’ll learn how to edit these school records on the next page.

What’s Nice About Option 1: Because you’ll need to click on the hyperlinked names of any school that needs its chapter updated, it’s nice to be able to look through and edit in the same place. Schools are listed alphabetically.

Option 2: Scroll back up to the MOSS tools and click on the Export Schools button. This will enable you to download a spreadsheet of the entire state’s list of registered schools.

What’s Nice About Option 2: You can use this spreadsheet to look for schools that are mis-tagged by sorting the spreadsheet by chapter. The spreadsheet also includes the School ID# for each school, which can make it easier to search for a school to edit.
**Editing a School's Chapter:** Click on the hyperlinked school name in Registered Schools. An *Edit School* page for the school you selected will populate, which will allow you to make necessary changes. For example, imagine the Island Chapter Coordinator in the state of Koala Carolina knows Roosevelt Middle School in Smithfield, KC is supposed to be in her chapter, but currently is tagged as being in the Northeast Region Chapter:

1. The Island Chapter Coordinator clicks the hyperlinked school name, which populates the Edit School window.

2. In the Edit School window, she scrolls to the *State and Chapter* section about halfway down the page. We've cropped this page to make it easier to show where to go.

3. Using the drop-down menu she changes the assigned chapter and clicks Save at the bottom of the window.

4. The Island Chapter Coordinator is redirected to a confirmation page once her changes are saved. The dashboard's Registered Schools list also will show this.

**Warning!** Before scoring anything with MOSS, you *must* repeat this process for each school that is mis-tagged so your chapter's list is accurate.
Verifying Your Chapter Schools List Is Accurate: After you have updated any schools that need to be added or removed from your chapter, there are a few ways to see the list of schools in your chapter so you can verify it is accurate.

**Option 1:** Use the Registered Schools in My Chapter filter under Registered Schools on the Coordinator Dashboard. Review the final list of your chapter's registered schools to make sure it is accurate.

| Registered Schools in My State | Registered Schools in My Chapter |

**Option 2:** Use the Export Schools tool to generate a spreadsheet. The spreadsheet will include your entire state's schools, but you can simply sort by chapter to get your list of registered schools.

Now that you have your complete list of schools and a record of their number of registered teams and individuals, you need to contact each school coach and request the following information for each competitor: **First Name, Last Name, Grade, Gender and Team or Individual.**

Because you will import this information into MOSS, you may wish to send each coach a copy of the Import Template for them to fill in and return to you not later than one week before the competition. Where to download the Import Template is discussed in the next section of this guide.