



**COACH'S MANUAL**

## **Table of Contents**

<b>Inputting Recruiting Activity in ARMS.....</b>	<b>3</b>
Adding a Recruit.....	4
Recruiting Activities Tracked in ARMS.....	8
 <b>Customizing and Grouping within ARMS.....</b>	 <b>16</b>
Custom Views.....	17
Recruit Fields.....	18
Recruit Facets.....	19
Recruit Groups & Searches.....	20
 <b>Team and Roster Management in ARMS.....</b>	 <b>22</b>
Playing Season / Team Calendar.....	23
CARA Logs & Approval.....	26
Team Management.....	27
Team Communication.....	28

## Inputting Recruiting Activity in ARMS

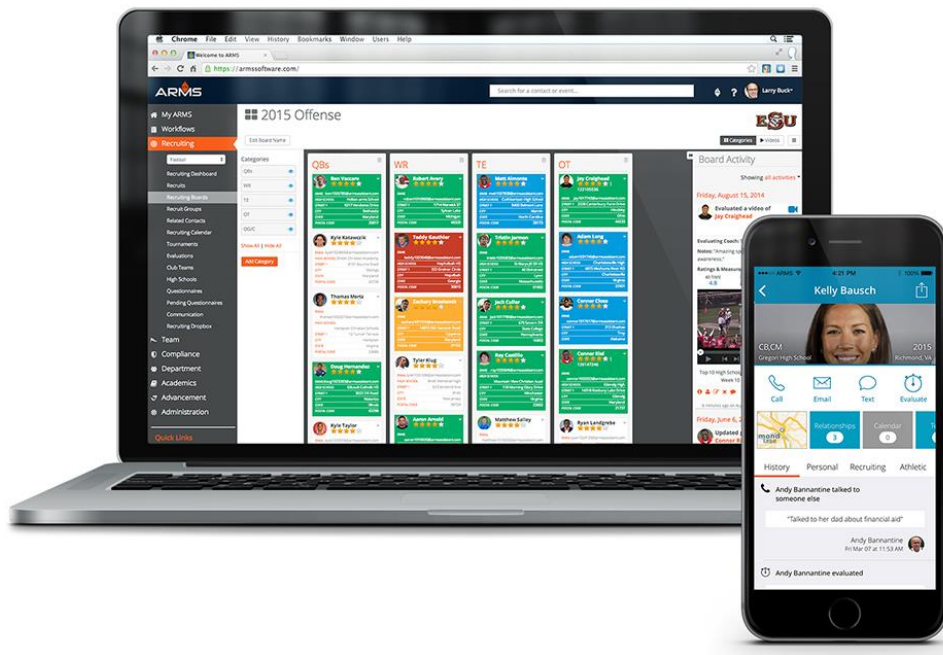
### *Recruiting Overview*

Through ARMS, all recruiting functions can be input, tracked, and approved in one efficient, centralized location.

This inputting process can be done from the coach's computer or on the road while recruiting by using our ARMS Mobile App. Recruiting Activity will be seen and shared across the coaching staff and with compliance in an easy to read and efficient manner.

Below is a guide, from start to finish, to using ARMS for the following:

Inputting a recruit into your system → tracking your recruiting activity for that recruit



## Adding a Recruit

There are several ways to add a recruit in ARMS.

**1.) Add a Recruit manually.** This can be done by clicking on the **Recruiting** module, then scrolling down to “Quick Links”, and selecting **Add New Recruit**.

The screenshot displays the ARMS software interface. On the left is a dark sidebar with a menu. The 'Recruiting' module is highlighted with a red box and an arrow. Below it, the 'Quick Links' section is also highlighted with a red box and an arrow, containing the 'Add New Recruit' button. The main content area shows a table of recruits with columns for Sport, Recruit, Grad Year, Activity Type, Location, Date, Coach, C/E Total, Notes, and Action. The table lists several recruits, including Siamball, Men's Soccer, and others. A search bar is at the top, and a 'Need some help?' button is on the right.

Sport	Recruit	Grad Year	Activity Type	Location	Date	Coach	C/E Total	Notes	Action
Siamball	Pennypacker, H.E.	2019	Off-Campus Contact	NY	10/1/2018 3:16PM	Costanza, Frank	1 of 7 (Contact # 1)	Met with H.E. Pennypacker for after h...	<a href="#">View</a>
Siamball	Pennypacker, H.E.	2019	Evaluation	New York	10/1/2018 12:00PM	Costanza, Frank	N/A	H.E. is a great prospect. Tall. Good ...	<a href="#">View</a>
Men's Soccer	Ku-DiPietro, Ted	2020	Evaluation	SP	5/27/2018	Kiekota, Connor	1 of 7	vs. STA - Teddy was playing in a match...	<a href="#">View</a>
Men's Soccer	Ross, Garrett	2020	Evaluation	SP	5/27/2018	Kiekota, Connor	1 of 7	vs. STA - Nice frame, composed on the...	<a href="#">View</a>
Men's Soccer	Johns, Brandon	2020	Evaluation	Galthersburg, MD	5/27/2018	Kiekota, Connor	1 of 7	vs. STA - Young Bj has very intriguing...	<a href="#">View</a>
Men's Soccer	Rodriguez, Zemedkun	2021	Evaluation	SP	5/28/2018	Kiekota, Connor	1 of 7	vs. Sigma - Best player on the field ...	<a href="#">View</a>
Men's Soccer	Kaufman, Logan	2020	Evaluation	USTC	5/26/2018	Kiekota, Connor	1 of 7	vs. FSA - Thought he was the best pla...	<a href="#">View</a>
Men's Soccer	Doody, Grayson	2020	Evaluation	USTC	5/26/2018	Kiekota, Connor	2 of 7	vs. FSA - Best game I've seen him pla...	<a href="#">View</a>

Once here, simply add the recruit's information (name, email, phone, high school, graduation year, videos, etc.) and click save.

## **2.) Import a list of recruits into ARMS**

The ARMS Support Team will import spreadsheets (.xls/.csv) of recruit data for coaches. All spreadsheets can be sent to [help@armssoftware.com](mailto:help@armssoftware.com) to be loaded to the ARMS database.

### 3.) Add a recruit via the Recruiting Dropbox

Coaches often receive emails from prospects directly into their school email inbox. Using the Recruiting Dropbox, ARMS provides coaches with the ability to store this communication directly on a recruit's profile whether they are new or existing.

The following methods can be used to send emails from your university email account into ARMS:

- Forward (Fwd:) emails to **recruiting@armsdropbox.com**
- Blind Copy (Bcc:) emails sent to **recruiting@armsdropbox.com**

Email communication will be stored on the recruit's profile in the Activity Stream & within the Communication page. If ARMS is unable to match the email to one specific recruit in the database, the email will be stored in Recruiting Dropbox. You will have the option to add the communication onto an existing recruit's profile/contact or as a new recruit profile/contact

The screenshot shows the ARMS web application interface. The top navigation bar includes the ARMS logo, a search bar with 'frank costanza', and user information for 'Athletics Compliance'. The left sidebar contains a list of navigation items: My ARMS, Workflows, Recruiting (selected), and Team. Under 'Recruiting', there is a dropdown menu with options like Recruiting Dashboard, Recruits, Recruiting Boards, etc. The 'Recruiting Dropbox' option is highlighted with a red box and a red arrow. The main content area is titled 'Recruiting Dropbox' and shows two tabs: 'Pending' (1) and 'Resolved' (1). A blue banner message states: 'This page displays contacts from Dropbox emails that could not be mapped. To use the ARMS Dropbox, forward or copy an email to recruiting@armsdropbox.com.' Below this, there is a table of email entries. The table has columns: Name, Email, Type, Subject, Coach, Reason, Date, and Action. One entry is visible: Name: Newman, Email: Unknown sender, Type: Inbound, Subject: Samball, Coach: Frank Costanza, Reason: No Matches, Date: 10/1/2018 3:19PM. The table also includes 'Remove' and 'Add' buttons for each entry. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

As stated above, once a recruit is “added” from the “Pending” tab, that recruit is now in your system and will appear in the “Resolved” section in the dropbox.

## 4.) Add a recruit by Questionnaire

Questionnaires can be made available to recruits by linking a questionnaire to a sport's webpage on the School's Athletic Website, putting the questionnaire link in the coach's email signature, or through direct communication to recruits.

The public URL for questionnaires are found by clicking the **title of the questionnaire** within the Questionnaire tab under Recruiting. Coaches can also work with the ARMS Support Team to verify the link and edit any questions within the questionnaire. Teams can accumulate as many questionnaires as they would like.

The screenshot shows the 'Questionnaire: " ESU Baseball Recruiting Questionnaire "' page. The left sidebar lists navigation options: My ARMS, Workflows, Recruiting (selected), and various recruiting tools. The main content area shows 'QUESTIONNAIRE DETAILS' with fields for Description, Public URL (highlighted with a red box), and Sport. Below this are tabs for Responses, Site Configuration, Invite Email, and Reminder Email. A table at the bottom shows a list of responses with columns for Name, Email Address, Grad Year, Status, and Date Created.

Name	Email Address	Grad Year	Status	Date Created
TOBY TOBERSON	toby@gmail.com	2022	Complete	10/10/2018 1:48PM
TEST SPRING	something@company.com	2020	Complete	8/28/2018 2:00PM

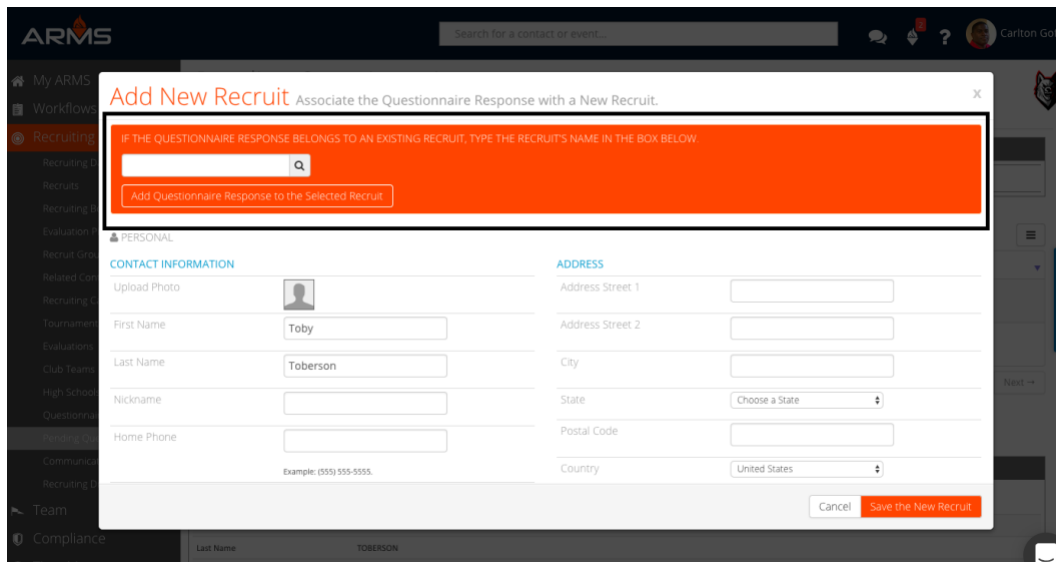
## Pending Questionnaires

When a questionnaire is completed by a PSA, there are two ways to enter them into the database. First, is an already existing recruit fills out the questionnaire, and the information they provide matches an existing profile in your recruiting database. In this case ARMS will automatically map the questionnaire to the recruit's profile. The second is through Pending Questionnaires. If ARMS cannot match the questionnaire with an already existing recruit, the questionnaire will appear in the Pending Questionnaire tab, under Recruiting, waiting on your review.

The screenshot shows the 'Pending Questionnaires' page in the ARMS system. The left sidebar lists navigation options: My ARMS, Workflows, Recruiting (selected), and various recruiting tools. The main content area shows a table of pending questionnaires with columns for Name, Email Address, Grad Year, Status, and Date Created. A red arrow points to the 'Pending Questionnaires' tab in the sidebar. Below the table, there is a section for 'Questionnaire Response' for the 'ESU Football Recruiting Questionnaire'.

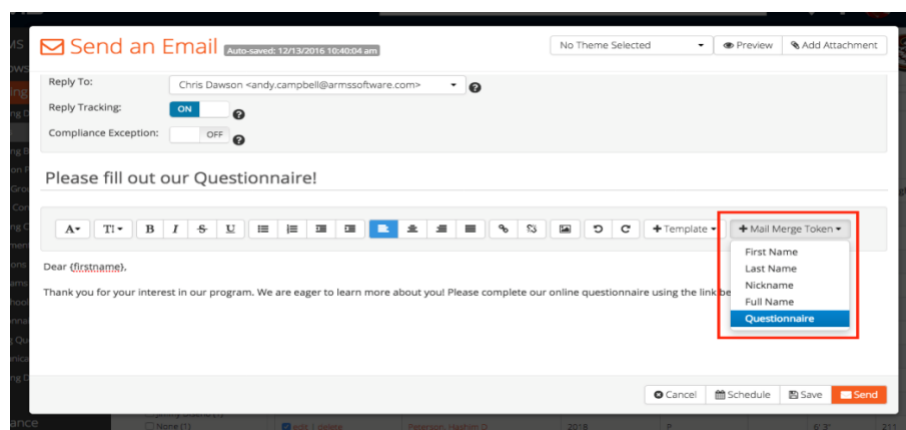
Name	Email Address	Grad Year	Status	Date Created
TOBY TOBERSON	toby@gmail.com	2022	Complete	10/10/2018 1:48PM
TEST SPRING	something@company.com	2020	Complete	8/28/2018 2:00PM

In the Add New Recruit review you can map the questionnaire to an existing profile, or create a new profile. This helps filter the recruit entries into your database.



## Emailing Questionnaires

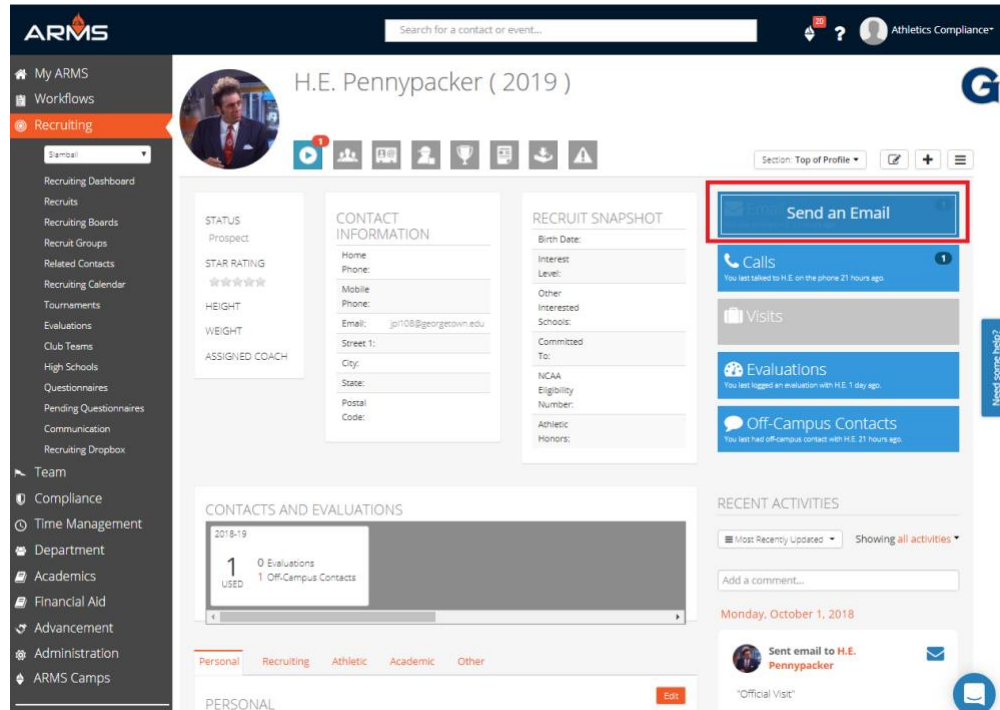
Coaches can email questionnaires directly to individual or a group of recruits in their database. The recruit will receive a unique link to the questionnaire. If they have already completed the questionnaire, any preexisting attributes will be auto-filled and the recruit will have the ability to update as necessary. To email a questionnaire add the **questionnaire token** to any email or provide the link to the questionnaire.



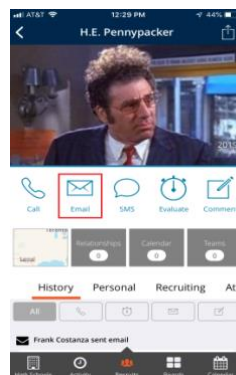
## Recruiting Activities Tracked in ARMS

**1) Emails:** Emails can be sent to recruits via either computer or ARMS Mobile App.

- The easiest way to send an email to a recruit is by simply accessing their recruit profile from your computer and selecting **Send an Email** on the right-hand side. This will automatically bring up the body of an email that you can fill in and send.



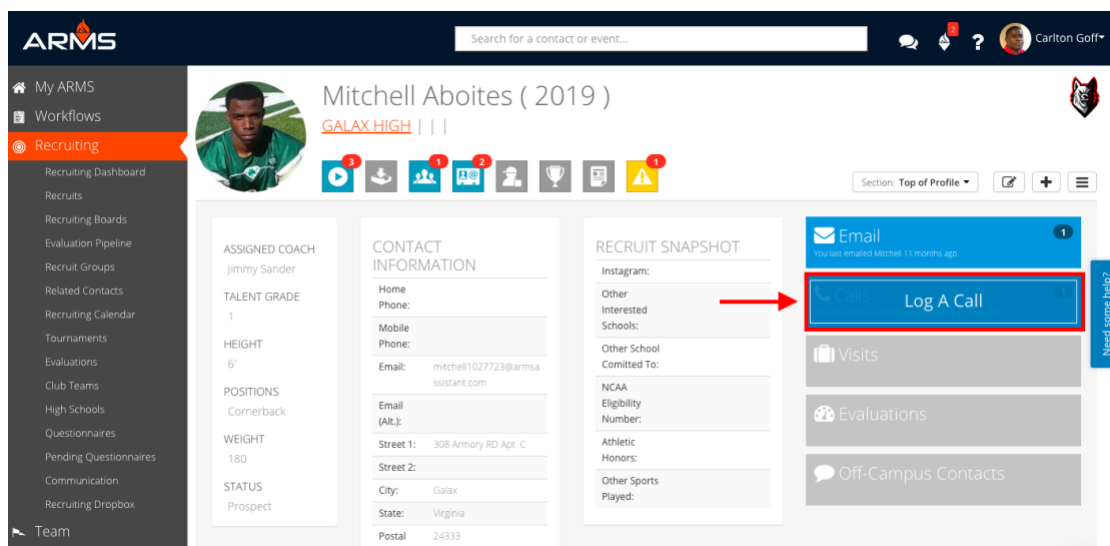
- The other way is by accessing the recruit's profile through the ARMS Mobile App and sending an email through their profile.



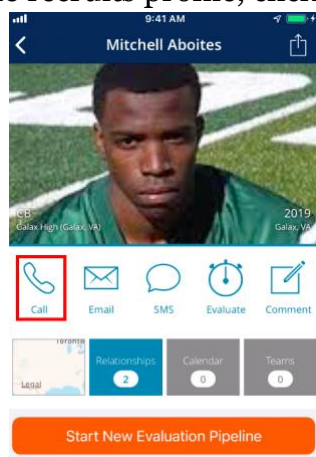


**2) Phone Calls:** Phone calls can be logged on the computer or ARMS Mobile App.

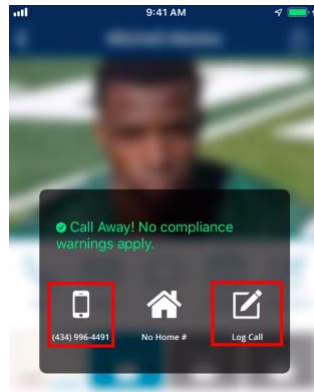
- The easiest way to log a call to a recruit is by simply accessing their recruit profile from your computer and selecting **Log a Call** on the right-hand side. This will automatically bring up a screen where you can fill out the information from the call and save it.



- On the ARMS Mobile App you can Log A Call and also make calls directly out of the App. To do this find the recruits profile, click on the phone icon widget **Call**.

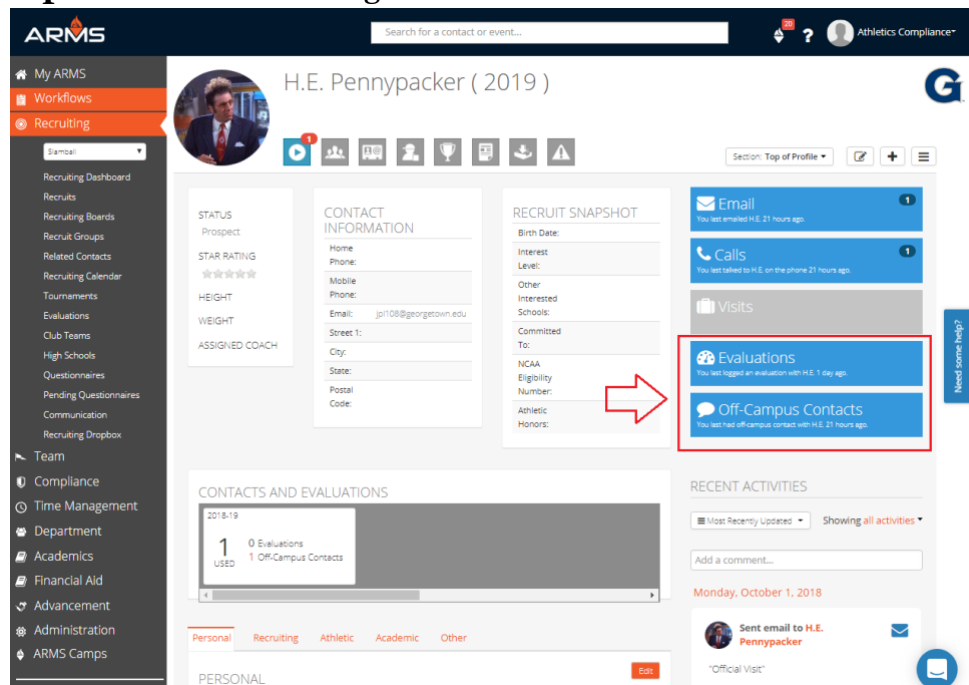


- This will lead you to the menu choices of making an outbound call, or logging a previously made call. ARMS will notify you if you are making any violations by making the call or if you have the green light to call away.



**3) Off-campus Contacts or Evaluations:** Logging of all off-campus contacts or evaluations can be completed via either computer or the ARMS Mobile App.

- The easiest way to record an off-campus contact or evaluation is by accessing the recruit profile from your computer and selecting either **Evaluations** or **Off-Campus Contact** on the right-hand side.



- From here, either an evaluation or contact form will appear wherein there are boxes to fill in the appropriate information regarding the evaluation/contact and save.

**Add New Evaluation** Add a New Evaluation for a Recruit X

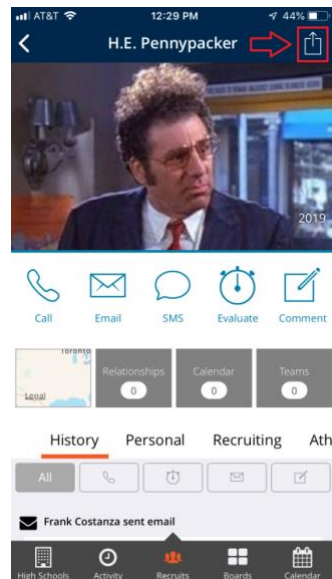
Please enter the following information for the new evaluation. Scroll for more information.

Recruit Name:	H.E. Pennypacker		
Evaluated By:	<div>Evaluated By</div>	Evaluation Date:	<div></div>
<small>AT LEAST ONE COACH IS REQUIRED.</small>			
Associated Event:	<div></div>	Evaluation Time:	<div>hh:mm am</div>
Location:	<div></div>	Is this a Countable Evaluation?	<input checked="" type="checkbox"/>
Evaluated Position:	<div>Evaluated Position</div>	Does this count towards Recruiting Person Days?	<input checked="" type="checkbox"/>

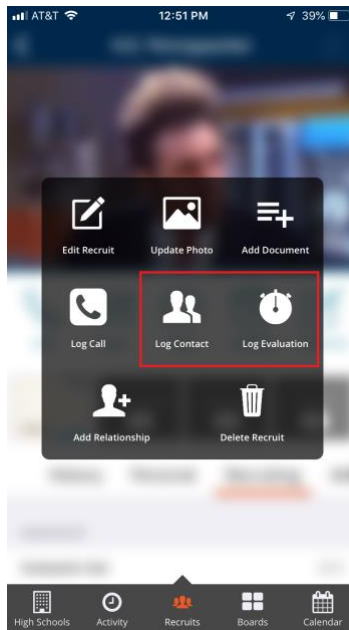
NOTES:

Cancel Save Evaluation

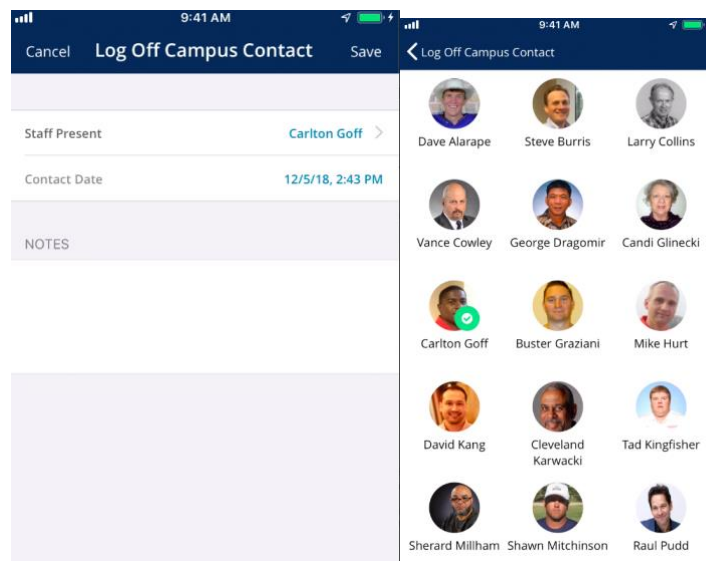
- Also record an evaluation or off-campus contact right from your phone. Simply access the recruit's profile and click the **top right icon**



- From there, select either **Log Contact** or **Log Evaluation** to submit the off-campus recruiting activity

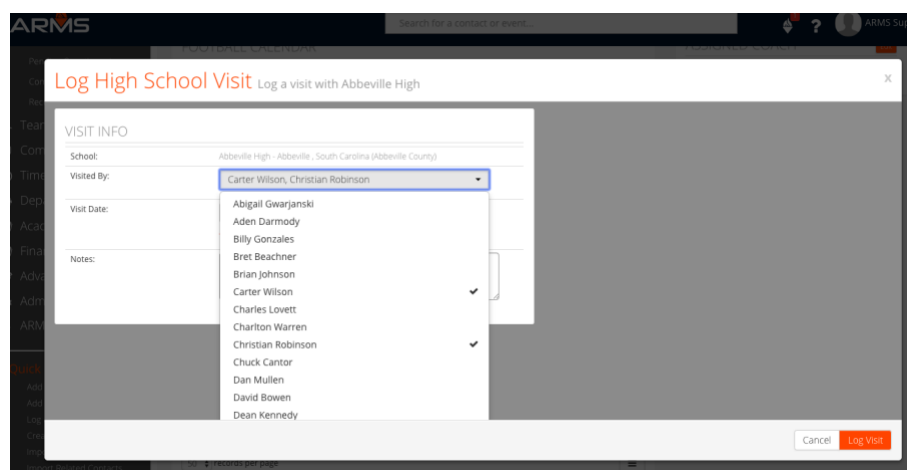
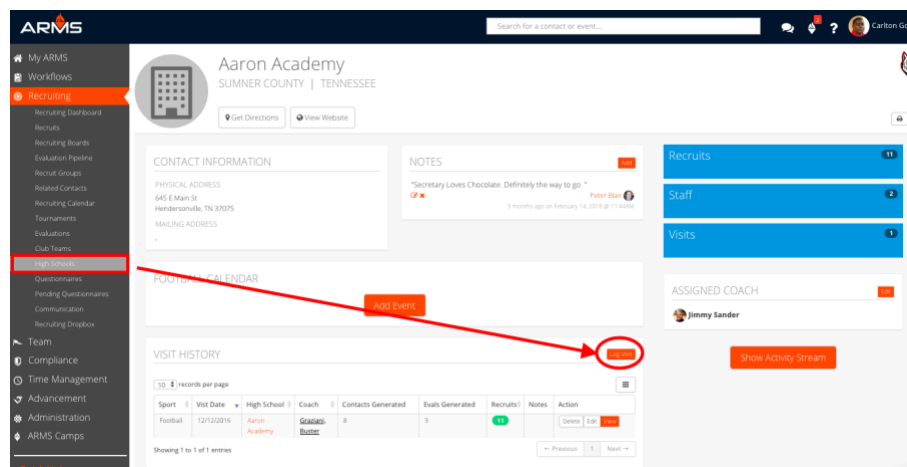


- The ARMS Mobile App can also log multiple coaches on a contact. The “Staff Present” selector will pull directly from the team’s staff list and allow multiple members of your coaching staff to be selected.
- Be aware that the date is auto filled for the day the log is created. If logging the contact after the fact, (i.e. the next morning, or once a coach returns to campus), update the contact to reflect the correct date.



During the Contact Period, there is the ability to log contacts through the High School's profile page on the computer or the ARMs Mobile App (iPhone only). When logging from the High School page, our system is designed to identify "Grad Year", so it will log Contacts to all High School Seniors, while logging Evaluations to all underclassmen. To log contacts through the HS Page:

- Click on the **High School** you are visiting
- Click **Add Visit** button on the Visit History section of the HS profile page



**Log High School Visit** Log a visit with Abbeville High

**VISIT INFO**

School: Abbeville High - Abbeville - South Carolina (Abbeville County)

Visited By: Carter Wilson, Christian Robinson

Visit Date: 12/04/2018

Notes:

**CONTACT PERIOD**

PERIODS END: 12/15/2018

The selected date is within a Contact Period. By default, an Off-Campus Contact (Seniors) or Evaluation (Non-Seniors) will be logged for each Recruit as a part of logging the Visit.

**RECRUITS**

Name	Grad Year	Type
Cortney Jackson	2019	Contact
Nate Temple	2019	Contact
Jhalyn Shuler	2020	Evaluation

**HIGH SCHOOL VISIT TYPE**

☒ Log the High School Visit and a Countable Off-Campus Contact for each Current Recruit (non-seniors will be logged as Evaluations)

☐ Log only the High School Visit

Cancel Log Visit

### On the ARMS Mobile APP

- Go to The High Schools tab and select the visited **High School**
- Select the **upload button** in the top right corner of the screen
- Select the **Log Visit** Icon

9:41 AM

A C Jones HS

Recruits 2

Staff 0

1902 N Adams

Activity Notes Visits Info

There are no activities

9:41 AM

Cancel Log High School Visit Save

**VISIT INFO**

School Galax High (Galax, VA)

Visitor Carlton Goff

Visit Date Dec 5, 2018

**COMPLIANCE**

December 5 falls within a Contact Period.

**Visit Type** Also Log Contacts

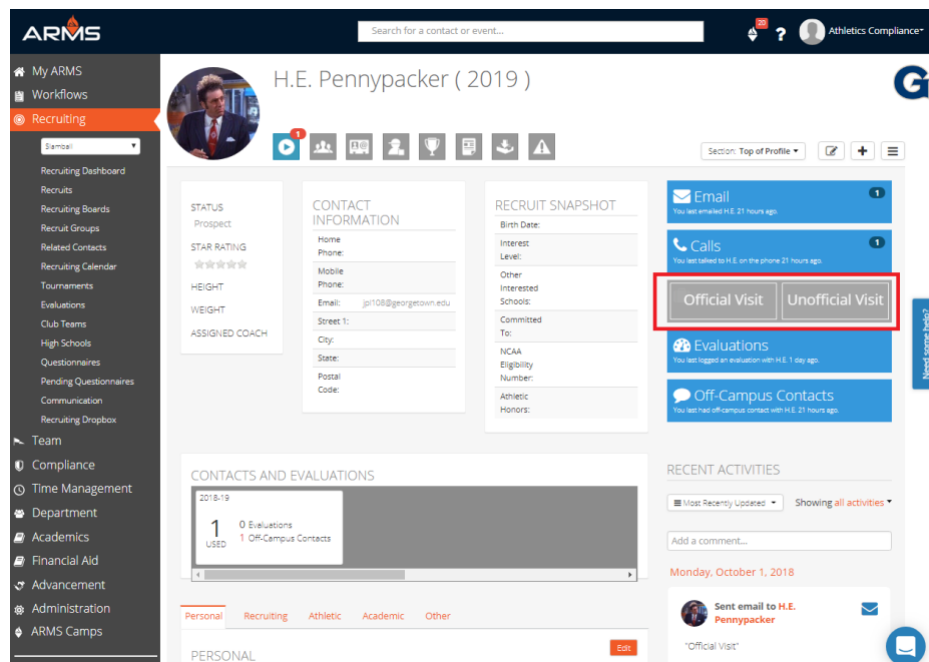
Log the High School Visit and a Countable Off-Campus Contact for each Current Recruit (non-seniors will be logged as Evaluations).

**NOTES**

Recruits Boards Teams Pipeline High Scho...

**4) On-Campus Visits:** All official and unofficial visits can be submitted through ARMS on the computer as well.

- The easiest way to submit an official or unofficial visit is by accessing the recruit profile from the computer and selecting either “Official Visit” or “Unofficial Visit” on the right-hand side when moving the mouse over “Visits”
- Once selected the appropriate workflow or document will appear on the screen.



Many schools will have these visits connected to, or originally started by, a department wide workflow. These workflows will automatically pull PSA's information and will cut down on coaches and administrators time and clicks. Contact ARMS if you believe your school is interested in syncing this feature across the departments and multiple calendars.

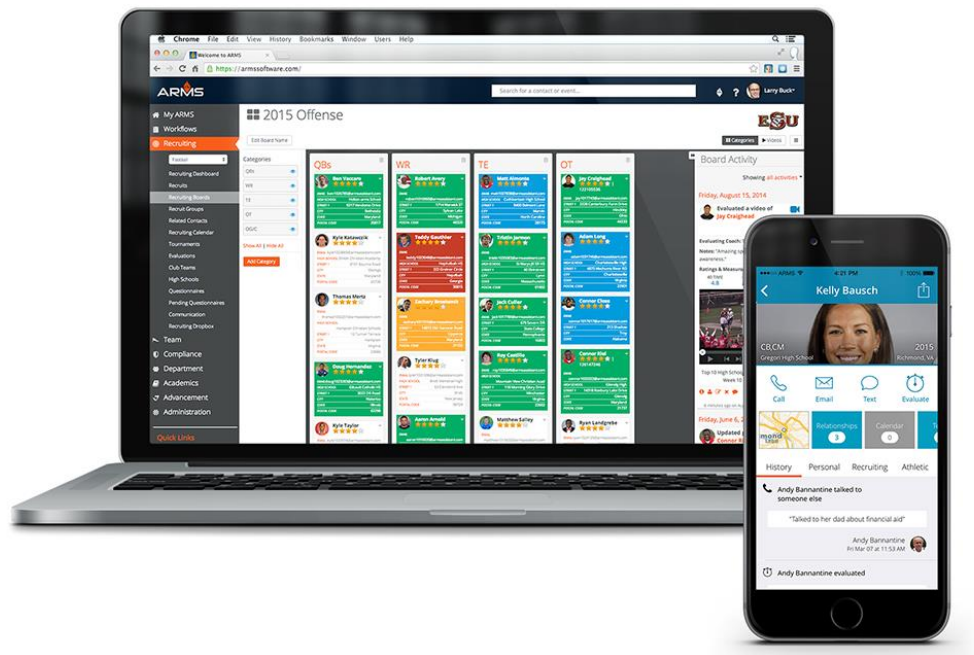
# Customizing & Grouping within Recruiting in ARMS

## *Customizing Overview*

Through ARMS, all recruiting functions can be customized for every individual sport, coach, and staff member associated within an Organization. This allows ARMS to create unique experiences for all users and promotes individuality within your processes.

Below is a guide, from start to finish, to using ARMS for the following:

→ Customizing a recruit's profile → customizing recruiting Fields and Facets → Recruiting Groups

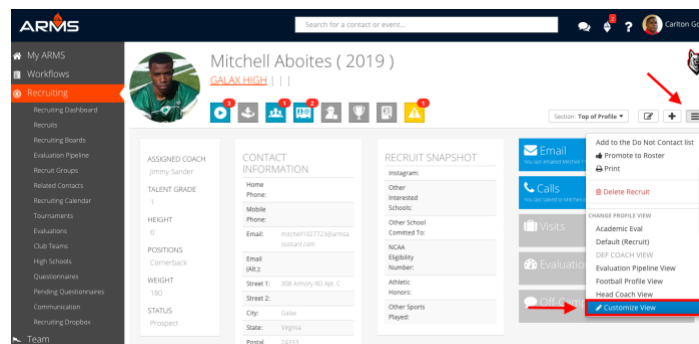




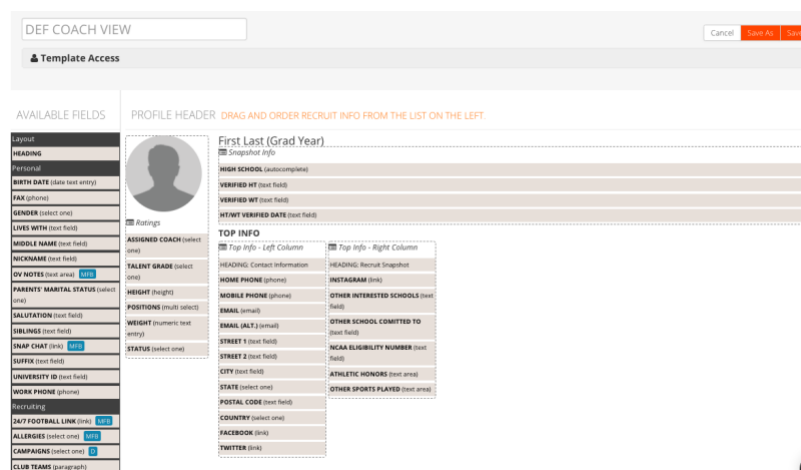
## Custom Views

When in a recruit's profile, the layout of the recruit's information is already preset at the top of the profile. If a coach would like to rearrange the look of this information, Custom Views allows them to customize the recruit profile to your preference.

- In the recruit profile, click the **3 Bar Action Menu** in the top right-hand corner. At the bottom of this drop down list is the ability to change to already made Profile Views and to create a new views by clicking the **Customize View** tab.



- In the Custom Views screen, drag and drop information from the “Available Fields” to the “Profile Header” to put them in the Profile View.
- You can drag and drop within the columns as well to change the order of the recruit fields
- To remove a field, drag and drop from the columns to the grey “Available Fields” area on the left side of the screen
- At the top of the screen is the Title Box, “Save”, and “Save As” buttons. Similar to a Word Doc, “Save” will save over the existing Custom View. To create a new Custom View make a new title in the Title Box and Click “SAVE AS”



## Recruit Fields:

Recruiting Fields are the measures at which coach's characterize and evaluate recruits. They are every category and piece of information collected in a recruit's profile. Because no sport or coach's recruiting measurables or characterizations are the same we want coaches to be able to customize them easily.

- By clicking into the **Administration** module, selecting **Sport**, and clicking into the **Recruit Fields** tab, you are able to add/edit/ delete any Recruit Fields.
- You can separate them by the category they appear on a Recruits profile (Academic, Athletic, Other, Recruiting, Personal)
- You can select the type of field it is as well (Textbox, picklist, etc.)

Action	Name	Category	Type
edit   delete	1 Letter Intro to ESU	Other	Picklist Choices: Yes/No
edit   delete	2018 JR Day	Other	Picklist Choices: RSVP, Attended, No, Just not attend, OK
edit   delete	24/7 Football Link	Recruiting	Link
edit   delete	2 Letter Why ESU	Other	Picklist Choices: Yes/No
edit   delete	3 Letter ESU Academic Excellence	Other	Picklist Choices: Yes/No

- In a recruits profile, at the bottom of the page, is where the Recruit Fields (Red Box) and their Categories (Yellow Box) are located.

PERSONAL

Nickname

Middle Name

Mobile Phone (434) 996-4491

Home Phone

Work Phone

Primary Email mitchell1027723@armsassistant.com

Secondary Email

Fax

SOCIAL MEDIA

Facebook

Twitter

Instagram

ADDRESS

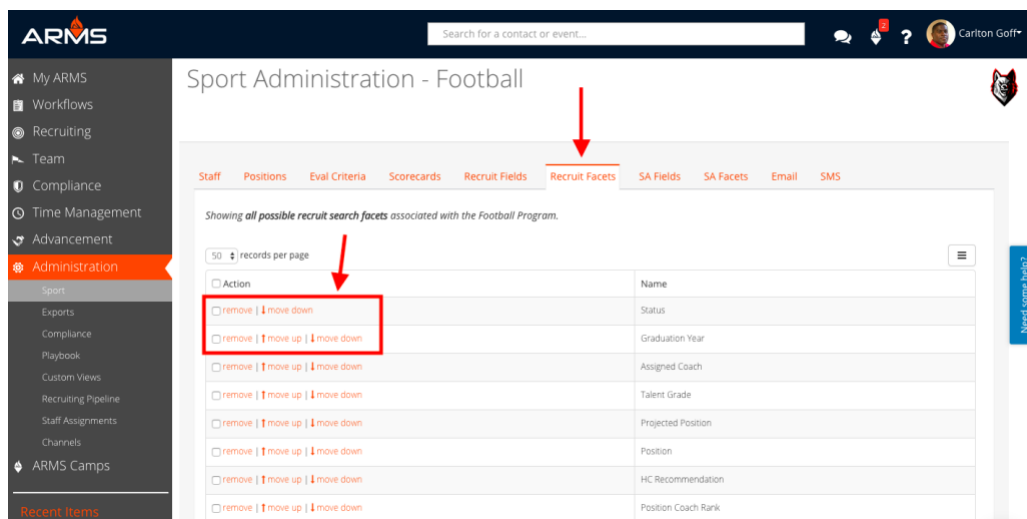
Street 1 308 Armory RD Apt. C

Street 2

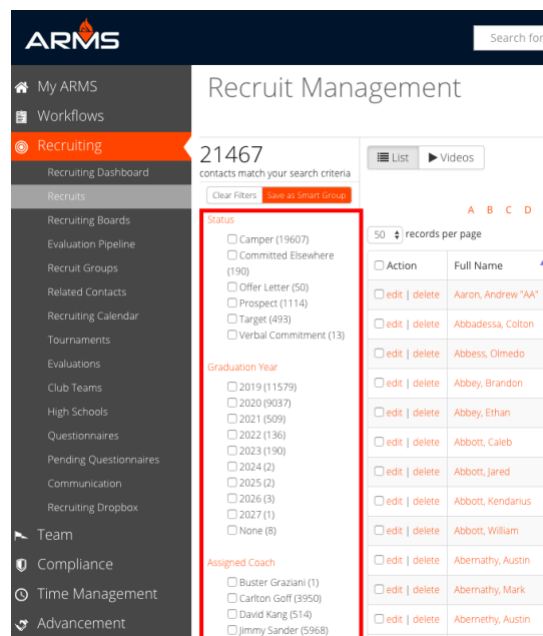
## Recruit Facets:

Recruit Facets are the way in which we search and categorize all of the Recruiting Fields in ARMS. They can be seen on the left side of the Recruit Management screen. This allows users to customize the way they group, search, and identify recruits. The list of Recruit Facets available for are identical to the list of Recruit Fields already created. This list is located to the right of the Recruits Field tab in the Administration module.

- Ability to Add/Edit/Move the Facets
- Facets appear in the same order here as they will in Recruit Management Screen



- Click in the Facets to narrow the search on the Recruit Management Screen



## Recruit Groups & Searches:

Organizing recruit's in ARMS can be broken down into two segments, Saved Searches and Groups.

Saved Searches are from the Recruit Management screen when sorting the Recruit Facets available on the left hand side of the screen. They will adjust as the Fields/Facets of the recruits are adjusted. (I.e. 2023, 5 Star, Quarterbacks, Who Live in Texas).

Groups are set groups that change only when users add/remove a recruit manually.

Action	Name	Created Date
<input type="checkbox"/> delete	2019 Best Corners	8/2/2017
<input type="checkbox"/> delete	2019 CG 5 Stars	3/17/2017
<input type="checkbox"/> delete	2019 CG Targets	7/5/2017
<input type="checkbox"/> delete	2019 Commits	12/17/2018
<input type="checkbox"/> delete	2019 Golf DE Group	1/6/2019
<input type="checkbox"/> delete	2019 Kickers	5/8/2017
<input type="checkbox"/> delete	2019 LETTER #2 TARGETS CG	4/17/2018
<input type="checkbox"/> delete	2019 Offer Letters	4/25/2018
<input type="checkbox"/> delete	2019 QB Targets	5/25/2017
<input type="checkbox"/> delete	2019 Recruits	7/30/2015

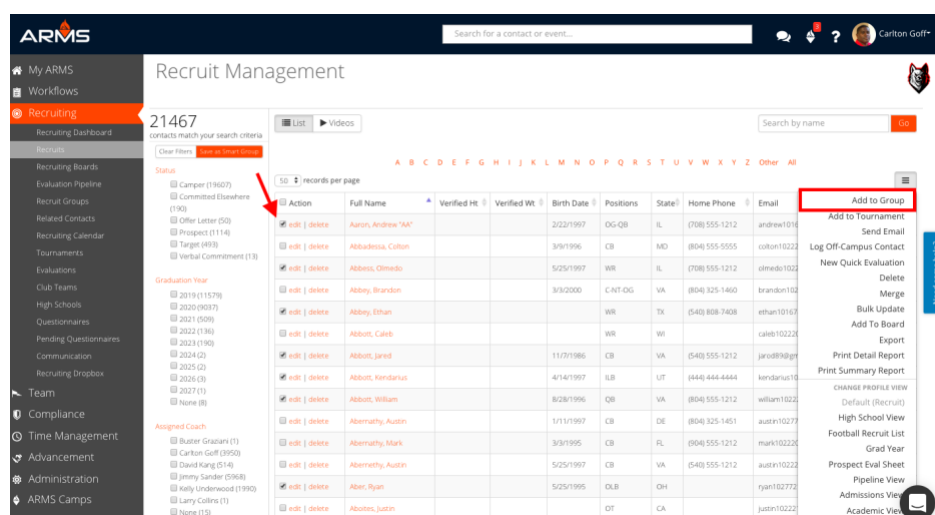
## To Make a Saved Search

In the Recruit Management page, select **the Facets** in which you want to save the search by. Once selected, click **Save Search Options**. Title the search and it will appear in the Recruit Groups & Searches tab under *Saved Searches*. This saved search will grow and shrink as the Recruits associated with the Fields/Facets change.

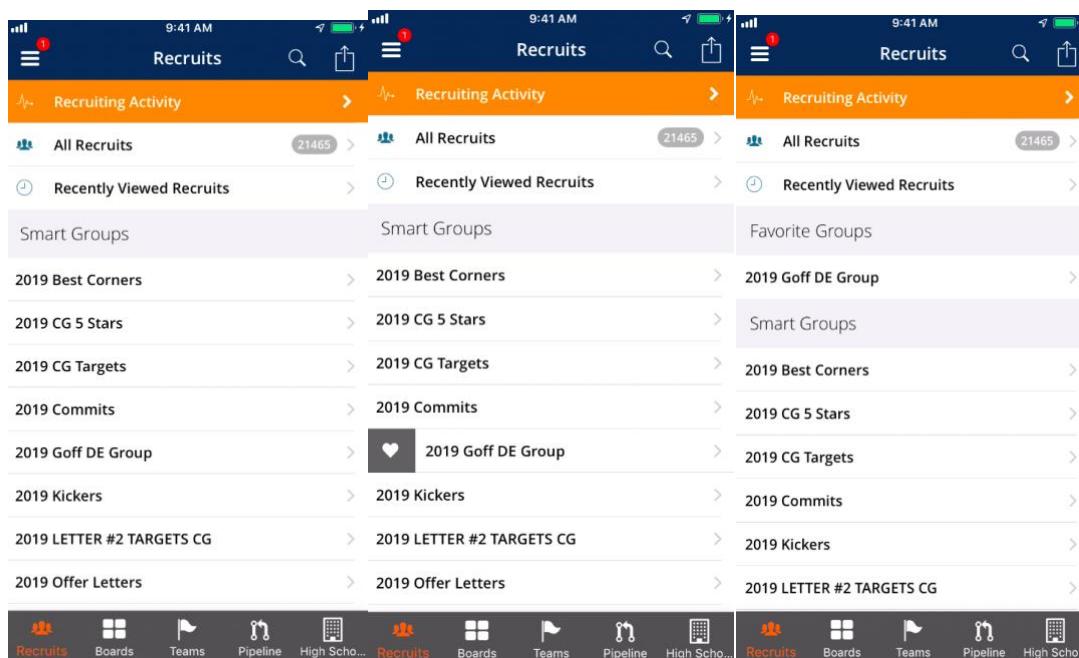
Action	Full Name	Verified	Verified Wt	Birth Date	Positions	State	Home Phone	Email
<input type="checkbox"/> delete	Angeles, Isaac				QB	CA	(878) 555-1212	isaac1022404@armssupport.com
<input type="checkbox"/> delete	Bennett, Kyle			4/14/2000	QB	CA		kyle10171308@armssupport.com
<input type="checkbox"/> delete	Birdwell, Matthew			5/9/2000	QB	VA		matthew1028481@armssupport.com
<input type="checkbox"/> delete	Bryan, Antonio			8/28/2000	QB	VA	(804) 555-1212	antonio1028550@armssupport.com
<input type="checkbox"/> delete	Burnetts, Tyler			3/9/2000	QB	VA	(804) 555-1212	tyler1028611@armssupport.com
<input type="checkbox"/> delete	Eubank, Jeremy 'J Bird'				QB	None		

## To make a Group

In the Recruit Management screen, select **the recruits** in which you want to save in a Group by clicking the **action button** to the left of their name. Once all recruits are highlighted that you want to add, click on the **3 bar action** menu and select **Add to Group**. Title the group and it will appear in Recruit Groups & Searches tab under the *Groups*. This group will only grow and shrink as users manually add/remove recruits.



Groups can also be shown on the ARMS Mobile App. By sliding across the group and clicking the **heart icon** they can save them to the coach's Favorites section, which brings them to the top of the coach's screen for easy access.



## Team & Roster Management in ARMS

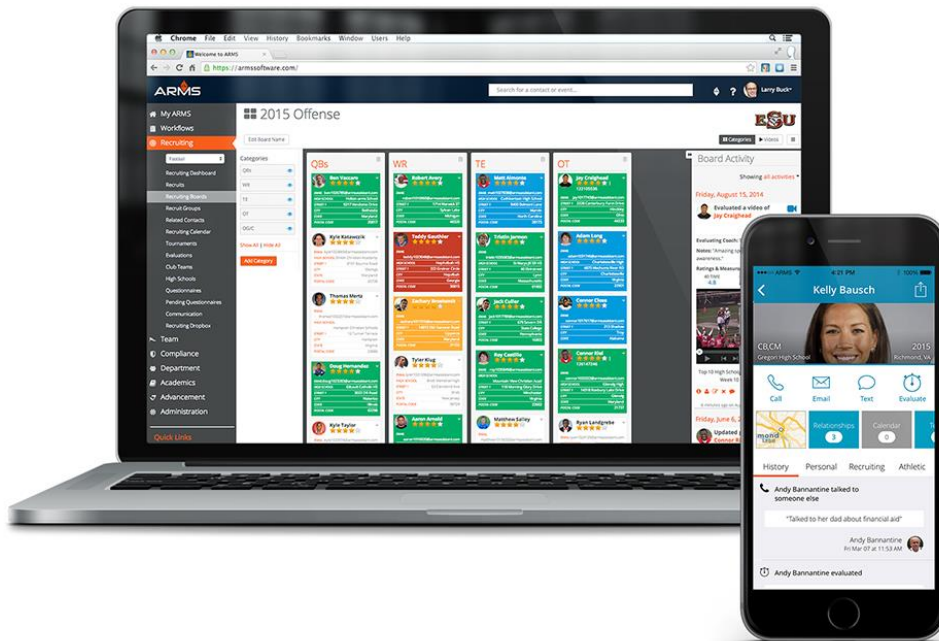
### *Team & Roster Management Overview*

Through ARMS, entire rosters, previous years included, and their practice/class/competition schedule can be managed with ease and simplicity.

CARA, RARA, Team Communication, Roster Management, etc. is all under one roof in ARMS and is easily accessible. Most of the Roster Management features will be handled by Compliance, however if coaches are a single sport users, ARMS Support can assist with any additional features necessary to run your organization seamlessly.

Below is a guide, from start to finish, in using ARMS for the following:

Declaring Playing Season/Team Calendar → CARA Logs & Approval System → Customization & Grouping of Roster → Communicating with Student-Athletes

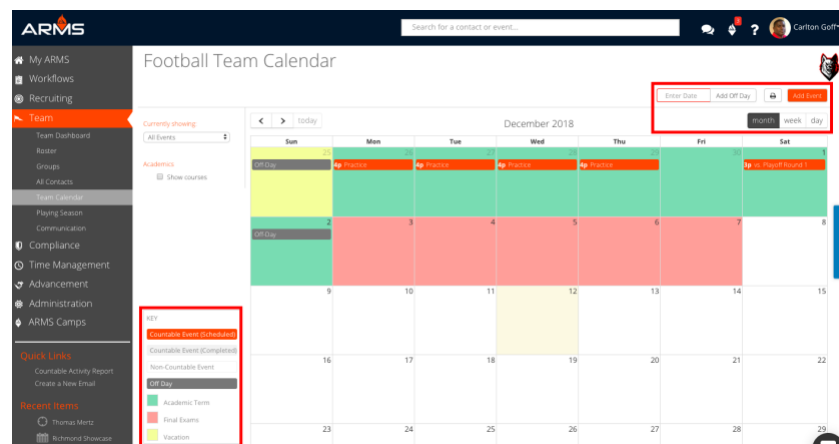


## **Playing Season/Team Calendar:**

ARMS provides the ability to declare the Playing Season and segments for the current Academic Year and have it all outlined and legible in the Playing Season Calendar. Depending on each individual school, Compliance will usually help designate Out-of-Season, Championship & Non-Championship Segments along with Week Start dates before ever putting any events in the calendar.

### **Team Calendar**

In this tab, under the Team Module, the team calendar can be seen in a very basic view sorted from Daily-Monthly. This allows users to see and do the very basics, like adding an Event or an Off-Day. Coaches and administrators will also be able to have the option to see SA's class schedule as well, in order to plan or coordinate different events.



### **Playing Seasons Calendar**

In this tab, under the Team module, the outlined segments of your season will be visible. This is a more detailed view of the Team Calendar and will be used more for CARA Approval and Compliance uses. The Playing Season and Team Calendars are in sync and show the same events, but act differently in functionality.

The Playing Season Calendar is more interactive and has Compliance features within the calendar. The only thing the Playing Season Calendar will not show is the team's Academic Courses.

Once all events (Practices, Competitions, Team Meetings, etc.) are put in the calendar, there will be notifications on the top of the screen, the end of the week, and the individual day if there are any CARA Violations as a pre-violation warning.

In regards to submission and approval settings, compliance will most likely handle CARA Logs setting within ARMS for Coaches. Once the approval timeline is set, coach's will be asked to submit the events for to Compliance to approve. The Playing Season Calendar provides the option to submit (Red Box) and see where the events are within the approval process by following the key (Bright Blue Box).



2018-19

Postseason (0)

today

Football

Additional Off Days: 2 / 14

EVENTS AWAITING SUBMISSION

Due 12/09/2018 23

Review Events Now

Event Types

☒ CARA

☒ RARA

☐ Other

CONFIGURATION

Segment Settings

KEY

Approved

Awaiting Approval

Awaiting Submission

Not Submittable

Rejected

Off-Day

Academic Term

Final Exams

Vacation

10/22/2018	22	23	24	25	26	27	28	
4p Practice (CARA)	7a Skills Lift (CARA)	7a Bigs Lift (CARA)	4p Practice (CARA)	7a Non-Travel Lift (CARA)	12p @ Southwestern State University (CARA)	Off-Day		6 Days
10/29/2018	29	30	31	1	2	3	4	
4p Practice (CARA)	7a Skills Lift (CARA)	7a Bigs Lift (CARA)	4p Practice (CARA)	7a Non-Travel Lift (CARA)	4p vs. Northland University (CARA)	Off-Day		6 Days
11/5/2018	5	6	7	8	9	10	11	
4p Practice (CARA)	7a Skills Lift (CARA)	7a Bigs Lift (CARA)	4p Practice (CARA)	7a Non-Travel Lift (CARA)	1p vs. Southland University (CARA)	Off-Day		6 Days
11/12/2018	12	13	14	15	16	17	18	
4p Practice (CARA)	7a Skills Lift (CARA)	7a Bigs Lift (CARA)	4p Practice (CARA)	7a Non-Travel Lift (CARA)	7p @ West State A&T University (CARA)	Off-Day		6 Days
11/19/2018	19	20	21	22	23	24	25	
4p Practice (CARA)	7a Skills Lift (CARA)	7a Bigs Lift (CARA)	4p Practice (CARA)	7a Non-Travel Lift (CARA)	12p Practice (CARA)	1p vs. North State A&M University (CARA)	Off-Day	6 Days

POSTSEASON (0)

11/26/2018 - 1/1/2019

Week Start: Monday

Week Start	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Totals
11/26/2018	4p Practice (CARA)	4p Practice (CARA)	4p Practice (CARA)	4p Practice (CARA)		3p vs. Playoff Round 1 (CARA)	Off-Day	6 Days

Need some help?

## Calendars In the ARMS Mobile App

User's calendars can also be found on the ARMS Mobile App. The ability to Add/Edit/Delete events is only on the computer, however the App allows you to filter by Calendar to see them each individually or collectively (My, Recruiting, Team). By clicking into the events users can see the event details and participants.

<div>9:41 AM</div> <div>Calendar</div> <div>Filter</div> <div>THURSDAY NOVEMBER 29, 2018</div> <div>all day Unofficial Visit (MFB)</div> <div>4:00 PM 6:00 PM Practice (MFB)</div> <div>SATURDAY DECEMBER 01, 2018</div> <div>3:00 PM 6:00 PM vs. Playoff Round 1 (MFB)</div> <div>Wolf Den Stadium</div> <div>SUNDAY DECEMBER 02, 2018</div> <div>all day Off-Day (MFB)</div> <div>SUNDAY FEBRUARY 17, 2019</div> <div>3:00 PM 3:00 PM Visit 1 (MFB)</div> <div>WEDNESDAY JUNE 26, 2019</div> <div>all day 2017 BC Camp (MFB)</div> <div>Boston</div> <div>Today</div> <div>Month</div>	<div>9:41 AM</div> <div>Calendar</div> <div>Filter</div> <div>THURSDAY NOVEMBER 29, 2018</div> <div>all day Unofficial Visit (MFB)</div> <div>Calendar Filters</div> <div>Reset</div> <div>Close</div> <div>EVENT TYPES</div> <div>My</div> <div>Recruiting</div> <div>Team</div> <div>SPORTS</div> <div>Football</div>
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## CARA Logs & Approval

The ability to submit CARA Logs is conveniently placed on the Playing Season tab under the Team Module. Every compliance office is different in how and when they want the logs submitted. Compliance will set up a submission timeline (daily, weekly, monthly) that will make events available for coaches to submit. Once they are available to submit, find the CARA Log Submission box to the left of the Playing Season Calendar.

### Football Playing Season

2018-19 ▼ Top ▼ today Additional Off Days: 2 / 14

Due 12/09/2018  
New Events 23  
Review Events Now

OUT OF SEASON 7/1/2018 - 8/5/2018  
Week Start: Sunday

Week Start Sun Mon Tue Wed Thu Fri Sat Total

In the CARA Log Review, coaches are able to see the days/weeks/months they are submitting for approval and the information associated within those events. By clicking the **Details**, more information of the events will show. This will show the compliance rules that are being checked off and the individual Student-Athletes who were counted during the events and their hours.

Submit for Certification

You are submitting a Log for all Pending Team Activity prior to 12/9/2018.  
If you need to make any adjustments to the events on your calendar prior to submitting, please close this window and update your calendar accordingly.

ASSOCIATED CARA WEEKS

Events represented in this log are shown below by CARA week.

Week	Events Within the Week				Compliance		Action
	Competitions	Practices	Coach-Led Skills	Other	Countable Days	Compliance Check	
11/12/2018 - 11/18/2018	1	5	0	3	6	✓	Details
11/19/2018 - 11/25/2018	1	5	0	3	6	✓	Details
11/26/2018 - 12/2/2018	1	4	0	0	0	✓	Details

Cancel Next

If there are competitions in the Logs being submitted, ARMS will ask coaches to fill out who participated in those competitions. If no competitions were held during the timeline then the review will go right to the next step of the CARA Log Approval.

## **Team Management**

Roster management is another function of ARMS that will be used differently across all users, depending on how each school's Compliance Team wants to handle it. Usually, compliance will handle adding and removing roster members, status changes, and year-to-year changes on a team roster. There are several ways however, to make the Roster tab in ARMS very user friendly and accessible to the information coaches need. Coaches will be able to edit all SA's information on their roster, customize the SA Facets and Fields in which they search by, and group roster members based on Skills, Position, Classes, etc.

### **Student-Athlete Fields and Facets**

Coaches have the ability to create customized fields and facets to use for Student-Athletes. It is the exact same process as adding Recruit Fields & Facets through the Administration Module. Reference the "*Recruit Fields*" & "*Recruit Facets*" sections under "**Customizing & Grouping within Recruiting in ARMS**", pg. 16 in this manual, to find how to add them.

The idea of using SA Fields & Facets is under the same assumption as before. Each team, sport, and coach measures and groups players uniquely. Use these fields and facets for equipment management, team evaluations, year-to-year improvements, positional groupings etc.

SA Fields will appear in SA's Profile, SA Facets will appear in the Roster Management screen under the tab Roster.

### **Roster Groups**

Roster Groups & Searches work the exact same as Recruit Groups in ARMS. The idea of having Groups and Saved Searches for each sports roster has the identical functionality as it does in the Recruit Module. These groups are most utilized in creating events and Team Communication.

- When creating an event, roster groups are available to use as bulk additions for participants in that event
- ARMS will auto-default to the entire Official Roster on a newly created event
- This avoids adding/removing individuals to Events and promotes presubscribed groups to be more efficient
- Can add both Saved Searches and Groups

## Team Communication

Team Communication is offered in a variety of different platforms on ARMS and the ARMS Mobile App. This provides coaches the access to freely communicate and track communication with their players and staff members. The communication channels ARMS utilizes are Email, Text messaging, ARMS Mobile Chat, and ARMS Announcement. Each platform is different and has its own individual functionality. Coaches should find what is most efficient for themselves and their team to fit their communication needs. Team Communication on ARMS is purposely very similar, in parts the exact same, to communicating with Recruits.

## Communication - Roster

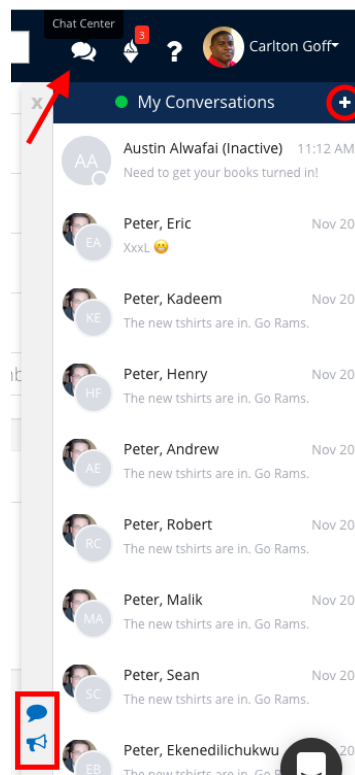
Within the Roster Management screen is the ability to communicate with current SA's. By **selecting the SA's** you wish to reach out to and going to the **3 bar action menu**, users can Email, Chat, and Text the selected SA's.

## Communication - Groups

Within Student Athlete Groups, communication is a fairly simple. If users want to communicate to the entire group, select **the name of the group** in the Groups tab, click the **3 bar action menu** for your options, and select the **communication feature** you wish to use. If you want to select individuals from a group, click into **the group** and select them **individually**.

## Chat/Announcement Communication

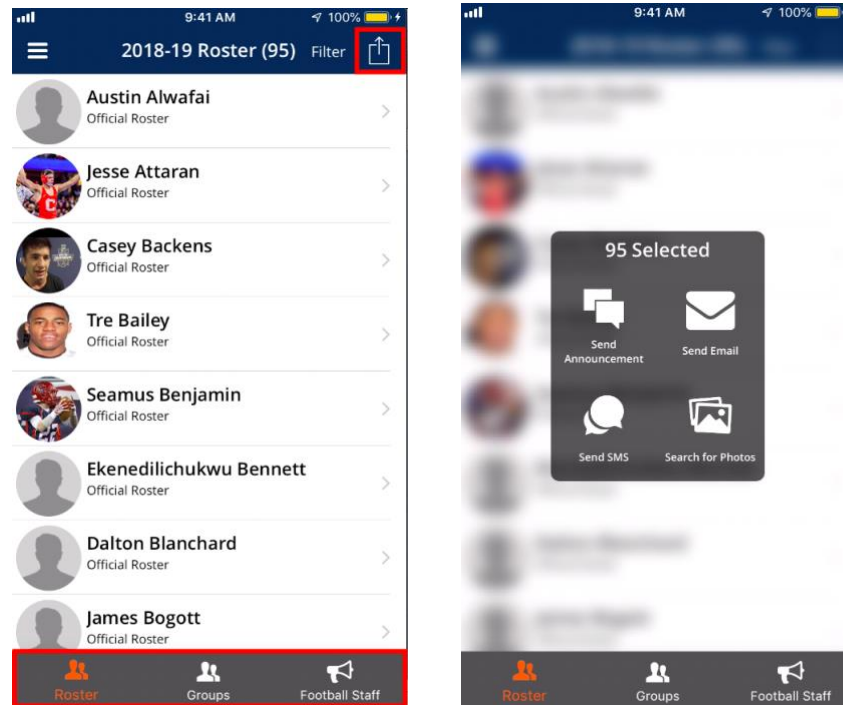
In ARMS users can also chat with other users on your Roster or Staff through our ARMS Chat feature. They can receive these messages on their phone or on their computer when logged into ARMS. The 2 chat bubbles next to the ARMS Notification Torch is where the Chat feature lives. To create a message, click the **plus sign** in the right hand corner. Existing conversations are all below as well as the ability to switch between Chat and Announcements.



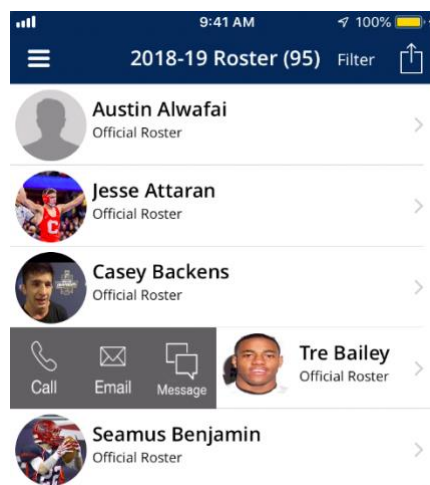
## Communication – ARMS Mobile App

On the ARMS Mobile App, the same features to communicate with Team Roster, Staff, and Groups are available as on the desktop. Within the Team Management Module in the ARMS Mobile App these features are a click away.

- Team Roster, Roster Groups, and Staff are all available to scroll through.
- Each Communication feature is easily found as an option by clicking the **action button** in the top right hand corner of the screen

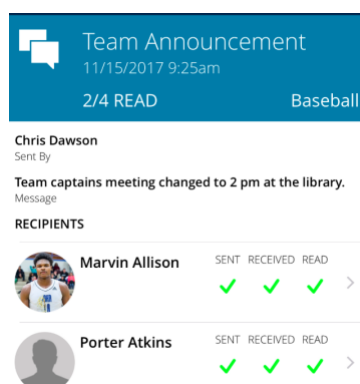


- Connect with individuals by sliding right on their name to reveal communication options as well



## Different Types of Communication

- **Announcement** – Can only be from ARMS user to ARMS user and is a function of the chat feature in ARMS and on the ARMS Mobile APP. In this, message senders can see if the announcement was sent, if an individual received the announcement, and if they read the announcement (opened the message). Do this by clicking **into the announcement** on both the ARMS Mobile APP and Online.



- **Chat** – Chat will be only from ARMS user to ARMS user over either the ARMS Mobile App or ARMS online. Chat allows users to communicate back and forth with an individual. Players cannot start a Chat, but once a coach or administrator initiates, players can respond back whenever.
- **Email** – Email is general email. The recipients will receive the email in their email inbox and be able to reply to you from there as well.
- **Text** – The Text option is not through the ARMS Mobile App and is an outsourced communication method. This will send a text to the SA's/user's designated Mobile phone. It will not use the sender's number to communicate; therefore they cannot send a Text back to the sender at that number. It will come to the SA/user as a normal SMS text message to their phone.