

Granting Coaches Access to Quickbase

Step 1: Assign the coach to a coaching job on the team's page.

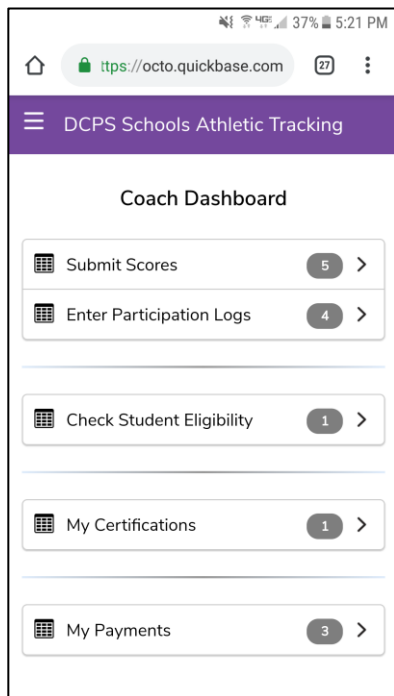
Full Report Grid Edit Email More ▼ 6 coaching jobs			
	Coach's Full Name	Overall Clearance	Position Name
<input type="checkbox"/>	Robert Redd Sr.	Cleared to coach	HS Boys Baseball Head
<input checked="" type="checkbox"/>	Todd Mitchell	Cleared to coach	HS Boys Baseball Asst
<input type="checkbox"/>		NA - Volunteer	Volunteer Coach
<input type="checkbox"/>		NA - Volunteer	Volunteer Coach
<input type="checkbox"/>		NA - Volunteer	Volunteer Coach
<input type="checkbox"/>		NA - Volunteer	Volunteer Coach

Step 2: Verify that the DCIAA has the correct email address on file for that coach. The easiest way to check this is by viewing the [Declaration of Coaches report](#) in the "Coaching Jobs" tab. If the information is incorrect, email dciaa.certs@dc.gov to correct it.

	School Name	Full Sport Name	Coach's Full Name	Position - Role	Coach's Email Address	Coach's Phone Number
<input checked="" type="checkbox"/>	Ron Brown High School	HS Boys Varsity Basketball	Gary Payne	Assistant	gary.payne@dciaa.gov	(202) 508-6288
<input type="checkbox"/>	Ron Brown High School	HS Boys Varsity Basketball	Shatane Porter	Head		
<input type="checkbox"/>	Ron Brown High School	HS Boys Varsity Cross Country	Aaron Jackson	Head	aaron.jackson@dciaa.gov	(202) 726-1362
<input type="checkbox"/>	Ron Brown High School	HS Boys Varsity Football	Lionel Rodgers	Head	lionel.rodgers@dciaa.gov	
<input type="checkbox"/>	Ron Brown High School	HS Boys JV Football	Chonn Lacey	Head	Chonn.Lacey@gmail.com	(888) 908-1884

Step 3: Your coach now has access. You should help your coach install the app on their phone and teach them how to use Quickbase. More specific instructions about installing the app on a phone are available [on our website](#).

Dashboard



You can do a lot from your mobile dashboard:

Scores and Participation Reports. Please submit this information immediately after a game ends. Scores will publish directly to thedciaa.com and immediately update the season standings.

Student Eligibility. Check your students' eligibility status before every game to ensure they're cleared to play.

Certifications and Payments. Verify that our office has received all the paperwork necessary for you to coach and be paid. Please work with your Athletic Director to address any discrepancies.

Return to your Dashboard

You can return to your dashboard from any screen within the app.

