SchoolCash Access – Admin Guide

In the following guide, we'll cover everything you need to know to manage, monitor and assist sponsors and teachers in their everyday SchoolCash Access activities. Need to add or update user accounts for your sponsors and teachers? View the User Management guide for a detailed look. Wish to share access to an Item's purchase history or approve a sponsor or teacher's submitted Item draft? Check out our Item Management guide for step-by-step instructions. Wondering how to keep track of the funds collected by sponsors and teachers, and how to record those submissions in SchoolCash Accounting? Read all about our Collections admin capabilities in the Collections Admin guide. Finally, check out the Category Assignments guide to learn how to extend and manage view-only access to Category balances and transaction history for your sponsors and teachers.

User Management

Add and manage users with our brand-new User Admin portal. After logging into SchoolCash Accounting, use the left-side navigation "USERS" link to access the portal.
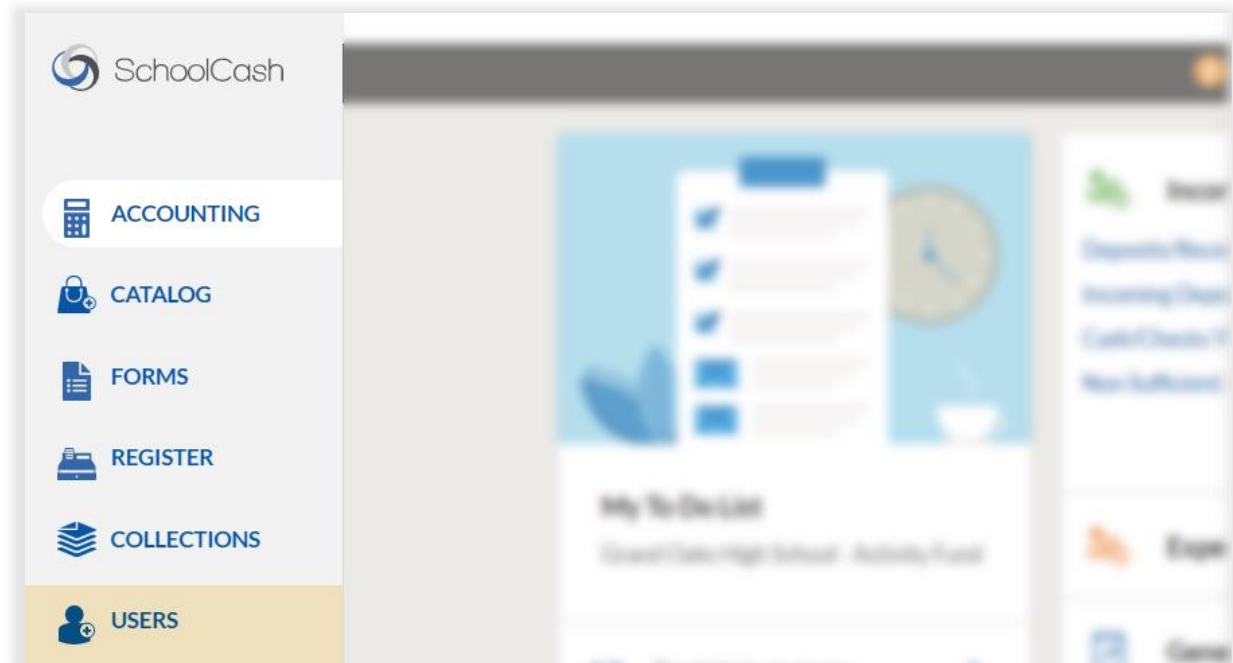
User Lookup

View a full list of your schools' active sponsors and teachers in the main user grid. Search, filter, and sort your user list using the following methods:

❖ Search the user list by typing a portion of a User ID, First or Last name, or email address in the 'Search User' field:

🔍 Search User

❖ Sort the user list by tapping a user grid column header; tap again to reverse the sort order.

❖ Apply filters to the user list by tapping the "ADVANCED SEARCH" button to the right of the 'Search User' input field.

ADVANCED SEARCH

Advanced Search

Filter by:

Available Advanced Search filters:

❖ User school

School	
Grand Oaks High School	
Riverside Junior High School	
Davis Junior High School	

❖ User role

Role	
Full-access Teacher	
Read-only Teacher	
Activity Sponsor	

❖ User status

Status	
Active	
Inactive	
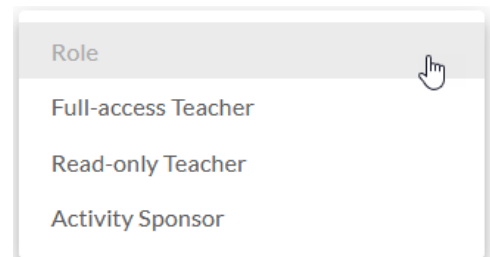
Additional Search Criteria:

- ❖ First Name
- ❖ Last Name
- ❖ User ID
- ❖ Email Address

Record(s) must contain:

First Name

Last Name

User ID

Email Address

Add a New User

Add new user accounts manually with our simple user creation form.

- ❖ Step 1: Start by tapping the "ADD NEW USER" button in the upper-right portion of the main user 'List' page:

+ ADD NEW USER

- ❖ Step 2: Enter the user's basic information, including user ID (username), first and last names, status, and a valid, district-issued email address.
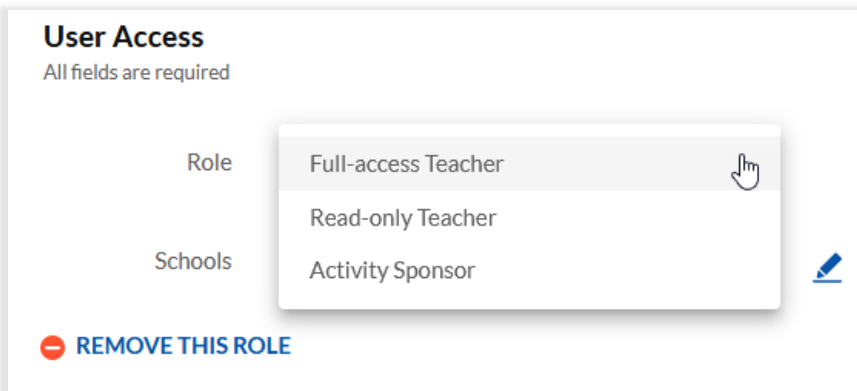
User Details
All fields are required

ID	brittany.marks	Email brittany.marks@wcps.edu
First Name	Brittany	
Last Name	Marks	
Status	Active	

❖ Step 3: After adding basic user information, tap the "ADD ROLE" element under the "User Access" heading:

➕ ADD ROLE

❖ Step 4: Select from the list of available user roles.

- **Note.** Users are restricted from having more than one role-assignment per school/bank account.
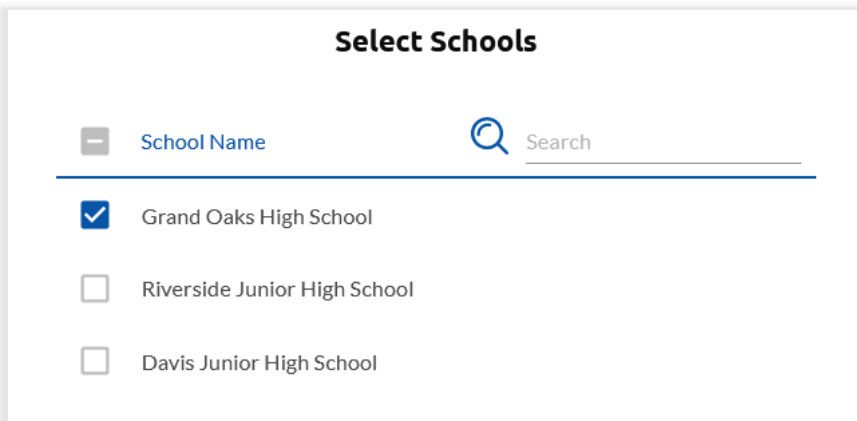- To remove a previously added role, tap the "REMOVE THIS ROLE" buttons and confirm when prompted.

User Access
All fields are required

Role	Full-access Teacher
	Read-only Teacher
Schools	Activity Sponsor

➖ REMOVE THIS ROLE

❖ Step 5: Tap the pencil icon to the right of the "Schools" field to make school selections.

- **Note.** Available selections include schools for which you have been granted user editing/addition rights.
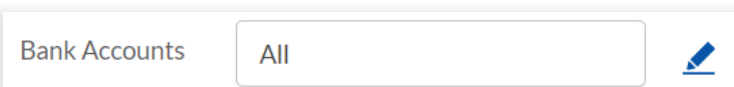
Select Schools

| ☐ School Name | 🔍 Search |

☑ Grand Oaks High School

☐ Riverside Junior High School

☐ Davis Junior High School

❖ Step 6: Tap the pencil icon to the right of the "Bank Accounts" field to edit bank account selections (if applicable).
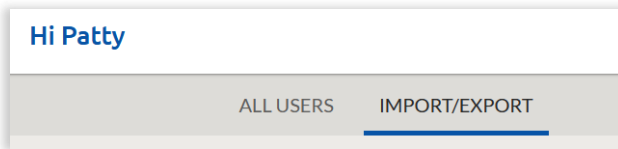
Bank Accounts | All | ✏️

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❖ Step 7: After saving school selections, tap "SAVE" button on main User Details form to add the new user.

- **Note**. After saving the new user, an account registration email will be sent to the user's email address, providing their user ID and prompting for password creation.

> **SAVE**
>
> CANCEL
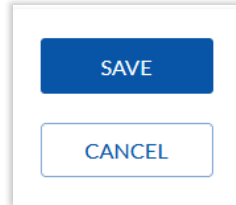
Import and Export Users

Access user Import/Export tools by tapping the "IMPORT/EXPORT" sub-link on your main user "List" page.

> **Hi Patty**
>
> ALL USERS   **IMPORT/EXPORT**

❖ Choose from the available Import/Export options:

> # Import/Export
>
> ## School Users
>
> School-level users receive access to one or more schools/bank accounts for their assigned role(s). Multiple roles are supported for a single user; however, are limited to one role per school.
>
> **Import**   **Export**

Import Users

Add new users or update existing users with our 3-step user Import wizard.

❖ **Step 1: Prepare** – Prepare an import file using one of the following file preparation methods:

- **Use template** – Tap the "GET TEMPLATE" element to download a copy of the user import template.

  - This import method is recommended when adding new users, but may also be used for updating existing user records.

  - Required fields are notated with an * in the template's column headers (shown below).

	A	B	C	D	E	F	G	H	I	J
1	User ID*	First Name*	Last Name*	Email*	User Status*	School Number*	School Name	Bank Account Name	Role*	Role Status*
2	JohnSmith	John	Smith	JohnSmith@kevgroup.com	Active	999	School XYZ	Savings	Principal	Active
3										
4										
5										

- **Modify exported records** – Export a list of existing users by clicking the 'EXPORT RECORDS' element. After updating one or more user records, import the entire file to apply changes.

  - This method is recommended when making bulk edits, however new users may be added to the export file and will be created at the time of import.

- ▪ Apply optional role, status, school and bank account filters as desired, or leave "All" selections to export all users (shown below).

Export School-Level Users

Use the filters options to narrow down the user records to be exported.

Role	Status	Schools	Bank Accounts
All ⌄	All ⌄	All ⌄	-

CANCEL   EXPORT

- • After preparing your file and saving to a local drive, tap the "I HAVE MY FILE READY" button to move to Step 2: Upload.

I HAVE MY FILE READY

- ❖ **Step 2: Upload** – Upload the prepared import file after reviewing file requirements.

IMPORT SCHOOL USERS

PREPARE   UPLOAD   REVIEW

File Requirements

Column 1: User ID*

Column 2: First Name*

Column 3: Last Name*

Column 4: Email*

Column 5: User Status* - 'Active' or 'Inactive'

Column 6: School Number*

Column 7: School Name

Column 8: Bank Account Name - (ex. 'All' or 'Savings') - If left blank, will default to 'All'

Column 9: Role*

Column 10: Role Status* - 'Active' or 'Revoked'

*Required fields

Roles Available

Full-access Teacher

Read-only Teacher

Activity Sponsor

💡 Only .CSV files are supported.

⤒ **UPLOAD FILE**

PREVIOUS   NEXT

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<u>File Requirements</u>

Column 1: **User ID***

Column 2: **First Name***

Column 3: **Last Name***

Column 4: **Email*** – Provide user's district-issued email address

Column 5: **User Status*** – 'Active' or 'Inactive'

Column 6: **School Number***

Column 7: **School Name**

Column 8: **Bank Account Name** – (ex. 'All' or 'Savings') – If left blank, will default to 'All' bank accounts

Column 9: **Role Name*** - Choose from the list of "Available Roles"

Column 10: **Role Status*** - 'Active' or 'Revoked'

***Required fields**

> ☀ Only .CSV files are supported.

- After reviewing file requirements and making any necessary changes to the prepared file, tap "UPLOAD FILE" element to browse to and select your import file.

  ⬆ **UPLOAD FILE**

- The file name will appear with a green check mark when the upload completes successfully.

  ✅ **SchoolUsersImport.csv**

- To overwrite a previously uploaded file, tap the "REPLACE FILE" element.

  🔁 **REPLACE FILE**

❖ **Step 3: Review** – Review results of the file analysis before approving the import.

IMPORT SCHOOL USERS

PREPARE   UPLOAD   REVIEW

13 user records found!

🔴 **3** user records will not be imported
View Details

🟠 **0** user records already exist

🟢 **10** users will be added
View Details

🟢 **0** users will be updated

CANCEL   APPROVE

- View the total count of user records found in the uploaded file.

- View a count of records that will not be imported due to data validation errors.

- View a count of records present in the file that already exist in the user database and will have no impact during the import.

- View a count of records found for brand new users that will be added during the import.

- View a count of records found for existing users that will be updated during the import.

- Tap the "View Details" link below each result to view associated records from file along with validation details:

3 user records will not be imported   🖨 PRINT

Line	User	Validation detail
3	Adrianna	Required field missing: Last Name
4	Domenic Boyle	Invalid entry: Role
13	Sloane Curtis	Invalid entry: School Number

BACK TO RESULTS

- Tap the "PRINT" element appearing in the upper right-hand corner of each "View Details" page to print or save results.

- Return to **Step 2: Upload** if adjustments to the import file are required or click "APPROVE" to finalize the user import.

IMPORT SCHOOL USERS

PREPARE   UPLOAD   REVIEW

13 user records found!

✅ **0** user records will not be imported
✅ **0** user records already exist
✅ **13** users will be added
   View Details
✅ **0** users will be updated

CANCEL   APPROVE

- ▪ **Note.** Records flagged as "will not be imported" will be skipped during the import process.

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Export Users

Create custom user reports with our user-export tool.

❖ After choosing "Export" from the main IMPORT/EXPORT page, apply optional **Role**, **Status**, **School** and **Bank Account** filters as desired.

- Tap "EXPORT" button to download results in .CSV file format.

Export School-Level Users

Use the filters options to narrow down the user records to be exported.

Role	Status	Schools	Bank Accounts
Multiple ∨	All ∨	All ∨	-

⊖ CLEAR FILTERS

☑ Full-access Teacher

☑ Read-only Teacher

☐ Activity Sponsor

CANCEL   EXPORT

View User History

View a detailed audit log of historical changes to a user's details and access.

❖ From the User Details page, tap the "VIEW HISTORY" element appearing below the 'RESET PASSWORD' button.

User Details
All fields are required

ID	adrianna.wilkerson	Email	adrianna.wilkerson@wcp-schools.
First Name	Adrianna		RESET PASSWORD
Last Name	Wilkerson		🕐 VIEW HISTORY
Status	Active ▾		

❖ Tap the arrow-icon appearing to the right of any audit record to view details of the changes.

History

Date-Time	Event	Author	
Mar 19 2022 - 08:23 AM	User details updated	patty.parker	⌃

Field Name	Original Value	New Value
Status	Active	Inactive

Date-Time	Event	Author	
Feb 23 2022 - 07:49 AM	Category added	patty.parker	⌄
Aug 07 2021 - 04:17 PM	School added	patty.parker	⌄
Aug 05 2021 - 11:22 AM	User details updated	patty.parker	⌄
Aug 05 2021 - 09:48 AM	School added	patty.parker	⌄

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Item Management

Provide sponsors and teachers with controlled access to Item creation and reporting capabilities.

Share an Item

Share Items to extend read-only access and reporting to select sponsors and teachers.

❖ After logging into SchoolCash Accounting, use the left-side navigation "CATALOG" link to access your SchoolCash Catalog.
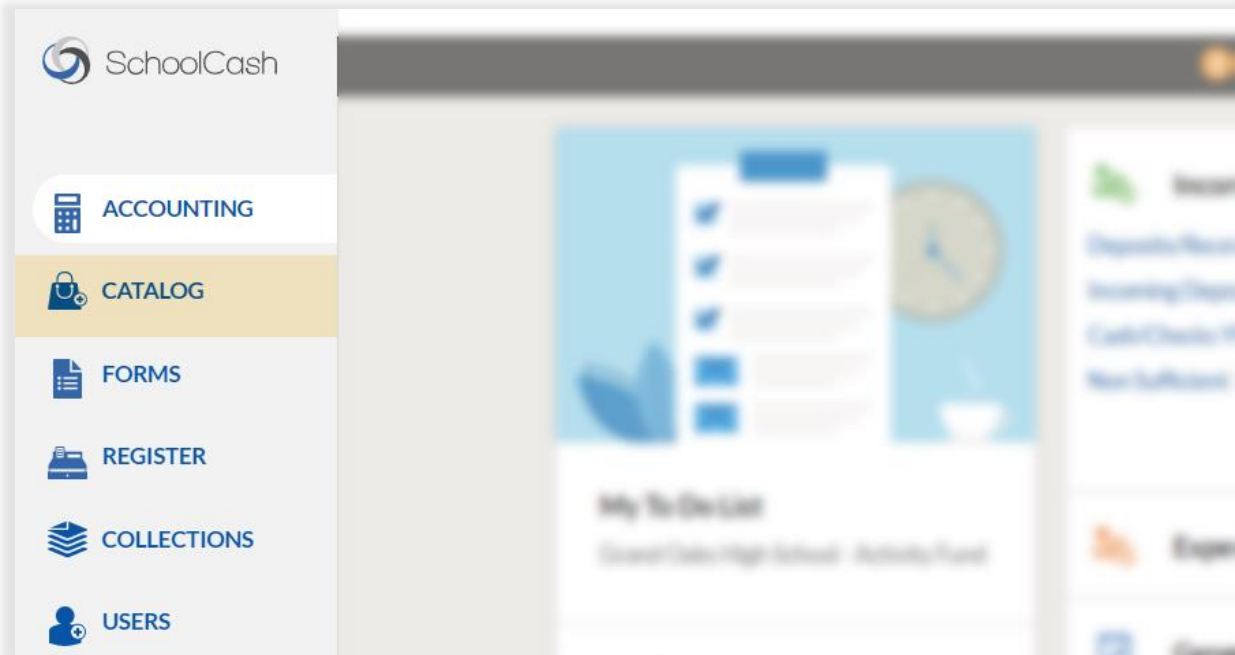
❖ From the Catalog's 'List of Items' page, search for and select the desired Item from your Item list.

❖ Tap the "Share" button appearing above the Item's description.
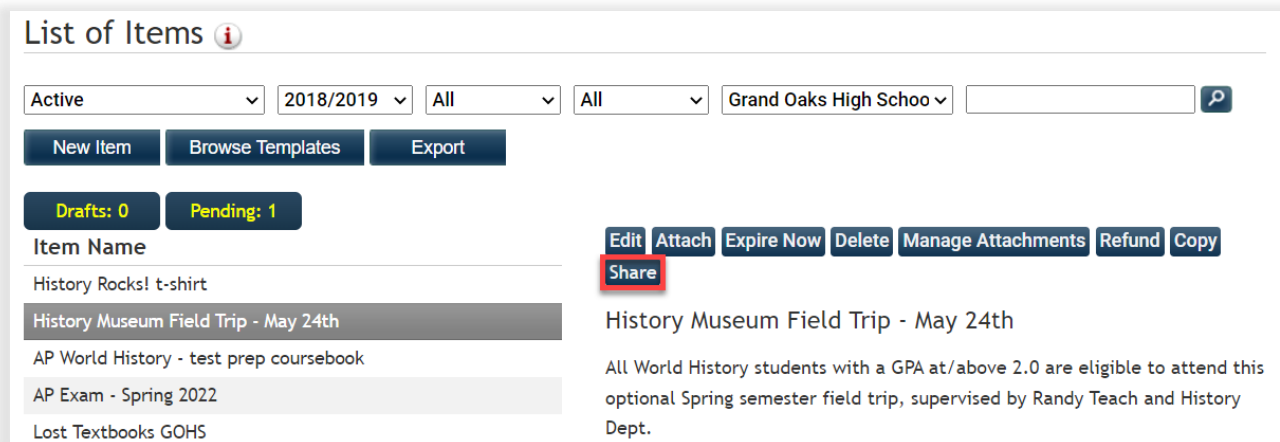
❖ Select individual sponsors/teachers in the user list or "Select All" to share Item with all active sponsors and teachers.

❖ After finalizing selections, tap the "Share" button to save changes.

Approve an Item

Review and approve submitted sponsor/teacher Items to make them available for purchase in the SchoolCash Online store.

❖ Once an Item draft has been submitted by a sponsor or teacher, an "Item pending approval" notification will appear in the 'To Do' list on your SchoolCash Accounting main page. Tap the notification to view the submitted Item draft.

❖ After tapping the "Items Pending Approval" link, a list of submitted Items from sponsors and teachers will appear in your "List of Items".

❖ Select the desired Item from your Item list, then tap the "Edit" button.

❖ Review basic Item details and update if necessary.

❖ Update Financials information, selecting one or more categories to receive Item proceeds.

Financials

School	Grand Oaks High School ▾

School Year *   2021/2022 ▾

Bank Account *   Grand Oaks HS - Activity Fund

Categories *

Category Name *	Category # *			Amount *	
History Club ▾	4445 ▾	▾	▾	30.00	🗑

➕ Add Category

❖ Review Item Availability and update if necessary.

Availability

	Start *	Due	End *
Effective Date * *(mm/dd/yyyy)*	📅 4/15/2022 ▾	📅 6/15/2022 ▾	📅 6/30/2022 ▾

Start Time
🕐 00:00 ▾

End Time 🕐 ▾

Amount

Reminder Email *(mm/dd/yyyy)*   📅 Date ▾

Limit Per Student *(Limit Per Person)* 🔵 1

Limit Quantity *(Quantity Available)* ⚪

Visibility *(Available to Public)*   👥 Public ⚪   — Unlisted ⚪

❖ Review or update Item "Extras", including Item options & choices, scheduled payments, permission form, and custom forms.

Extras

Options & Choices *(Add Option)*	▾
Scheduled Payments *(Recurring Payments)*	▾
Permission Form	▾
Forms	▾

❖ Review Item's final price, then choose from the following approval options:

	Item Price: $30.00
	Transactional Fee: $1.45
	Grand Total: $31.45
👁 Preview Item	REJECT **APPROVE AND ATTACH** ▼
	APPROVE

- **Approve** – Approve Item without attaching to students.

- **Approve and Attach** – Approve the Item and attach to students.

  (Note. Selections will default to the sponsor/teacher's recommendation, but may be modified as needed).

Create Attachment: History Club dues ⓘ

Attach Item As:
- ● Optional   ○ Required

Status: Recommended   ▼

Comment [_____]

Attach Item To
○ All Students   ○ Grade   ○ Course   ○ Homeroom   ● Group   ○ Individual

[Search Groups...]

☐ Group	School Year	Student Count
☑ History Club	2018/2019	8

Comment History
Randy Teach:
> Please approve the Spring semester History club fee.

- **Reject** – Reject the Item after entering a rejection reason for the sponsor or teacher.

Why are you rejecting this item?

0 / 300 characters

CANCEL   **REJECT**

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Collections

Monitor and assist sponsors and teachers in their daily collection activities using special admin features and capabilities.

❖ After logging into SchoolCash Accounting, use the left-side navigation link to access the Collections module.

Collections Overview

After navigating to the Collections module, admin users will find our admin-only *Overview* page. This dynamic dashboard provides full visibility for outstanding work-items across the school and provides quick links to each of the sponsor/teacher's open work-items.

User Name	Unfinished Collections	Undeposited Collections	Returned Deposits	Last Collection	Make a Deposit
Randy Teach	0	1	1	Apr 18 2022	
Lee Wen	1	2	0	Apr 18 2022	
Brittany Marks	1	2	0	Apr 18 2022	
Jaylene Allcott	1	2	0	Apr 18 2022	
Sloane Curtis	1	2	0	Apr 18 2022	
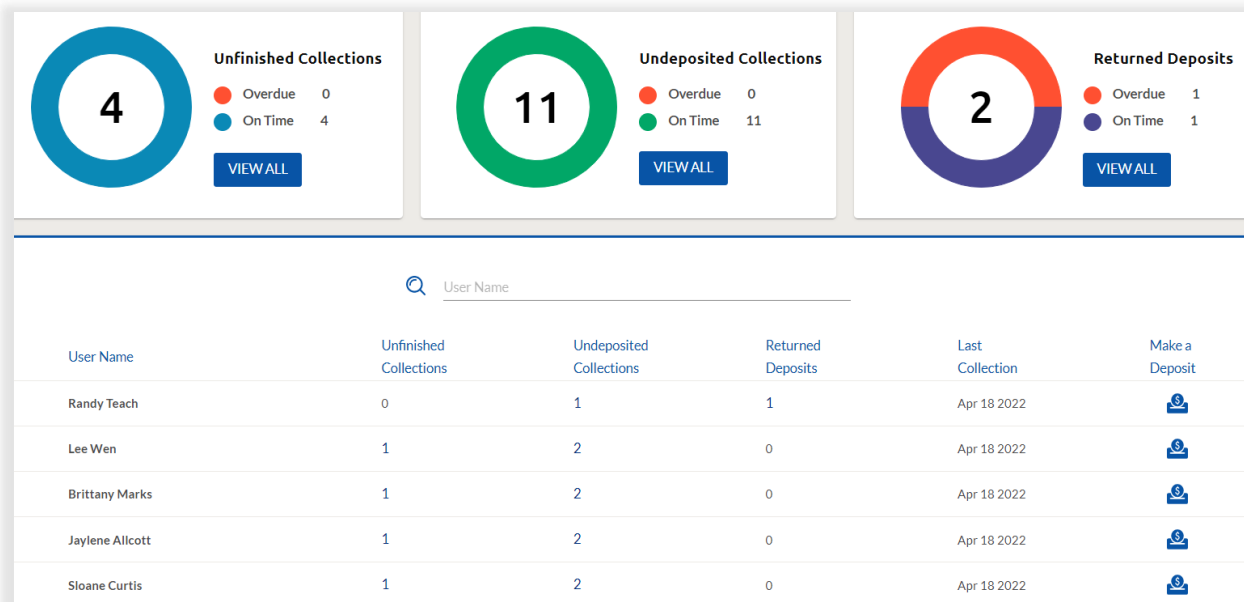
From the Overview page, admin users can:

❖ View counts for 'Overdue' and 'On Time' collections and deposits across the entire school.

• Note. The 'Overdue' count for each status includes items from the prior day, or earlier.

	Unfinished Collections			Undeposited Collections			Returned Deposits
4	Overdue 0		**11**	Overdue 0		**2**	Overdue 1
	On Time 4			On Time 11			On Time 1
	VIEW ALL			VIEW ALL			VIEW ALL
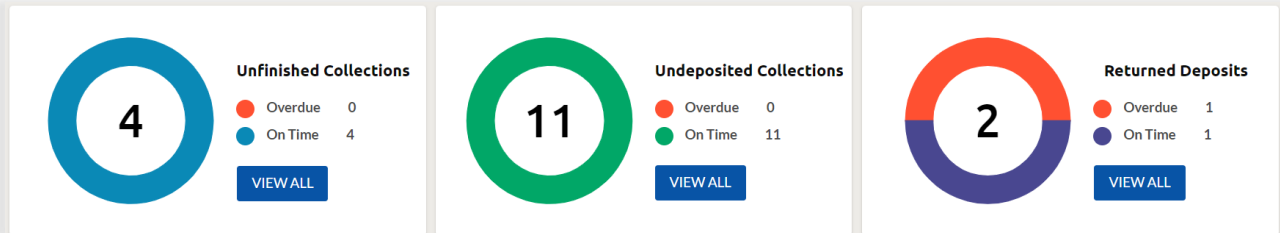
❖ 'View All' collections or deposits present in each work-item status ('Unfinished Collections', 'Undeposited Collections', or 'Returned Deposits').

VIEW ALL

❖ Access in-progress collections and deposits for a specific sponsor or teacher by clicking the hyper-linked count under each work-item status column.

User Name	Unfinished Collections	Undeposited Collections	Returned Deposits	Last Collection	Make a Deposit
Randy Teach	0	1	1	Apr 18 2022	💲
Lee Wen	1	2	0	Apr 18 2022	💲
Brittany Marks	1	2	0	Apr 18 2022	💲

❖ Assist sponsors/teachers in completing unfinished collections by tapping their hyper-linked count of 'Unfinished Collections'.

❖ Assist sponsors/teachers in submitting deposits by tapping the 'Make a Deposit' icon.

💲 Note. The icon will only be visible for sponsors/teachers with "Undeposited Collections"

Collection Lookup

The following activities may be completed from the "Collections" page, which can be accessed from the left-side navigation menu.

←		**View Collections**			
🔍		_____			
📅 **FIND MORE**					
Showing data for **Last 30 days**					
Created By	**Collection**	**Student/Item**	**Created Date**	**Amount**	
Tom Parr	C2	Polack, Zoe	Apr 18 2022	$18.95	⊙
Sloane Curtis	C3	Langley, Aliyah	Apr 18 2022	$18.95	⊙
Jaylene Allcott	C1	Gamboa, Savannah	Apr 18 2022	$18.95	⊙
Lee Wen	C4	Bradford, Kate	Apr 18 2022	$119.40	⊙
Brittany Marks	C9	DeSpain, Hunter	Apr 18 2022	$18.95	⊙

❖ View all collections completed at the school within the past 30 days.

❖ Look up older collections (completed more than 30 days ago) and/or apply a custom date range filter using the 'FIND MORE' search option.

📅 **FIND MORE**

❖ Search completed collections by entering a portion of the sponsor or teacher's name, Collection #, Student name, Item name, or Collection amount.

🔍 C4

❖ View individual payment details, print and email copies of payment receipts, or cancel payments that have not been deposited by tapping a collection's arrow icon.

⊙

View Collections

←

C4
Bradford, Kate   Apr 18 2022

Receipt#: 906   Total: $119.40

Item	Price	Qty	Cost	
AP Exam - Spring 2022	$100.45	1	$100.45	
History Rocks! t-shirt	$18.95	1	$18.95	⌄

🗑 ✉ 🖨   Total: $119.40
                                                        Check: $119.40

Once the student payment is located and selected,

🖨 - Print a copy of the student payment receipt.

✉ - Email a copy of the student payment receipt.

🗑 - Cancel student payment (for eligible payment receipts only).

- **CAUTION:** Once confirmed, this action cannot be undone.
- A cancellation receipt may be printed and will be emailed to any recipients of the original payment receipt.

Deposit Lookup

The following activities may be completed from the Deposits page, which can be accessed from the left-side navigation menu.

❖ View all deposits completed at the school within the past 30 days.

View Deposits

←

🔍 Deposit

📅 FIND MORE

Showing data for **Last 30 days**

Created By	Deposit	Status	Date	Amount	
Brittany Marks	D4	🕐 Pending	Apr 18 2022	**$18.95**	⌄
Lee Wen	D3	⊘ Completed	Apr 17 2022	**$100.45**	⌄
Randy Teach	D9	⊘ Returned	Apr 17 2022	**$126.70**	⌄
Tom Parr	D2	⊘ Completed	Apr 17 2022	**$176.25**	⌄

❖ Look up older deposits (completed more than 30 days ago) or apply a custom date range filter using the 'FIND MORE' search option.

📅 FIND MORE

❖ Search completed deposits by entering a portion of the sponsor/teacher's name, Deposit #, Deposit date or Deposit amount.

🔍 D9

Once the desired deposit is located and selected,

⊙ - View and inspect Collections associated with the selected deposit.

🖨 - Print or save a copy of the Deposit Summary report.

Randy Teach	D9	⊘ Returned	Mar 21 2022	$126.70	⌃

Office note:
Bag had an extra $17.55 check written from S. Frazier.

2 collection(s)   Check: $126.70

C19 AP Exam - Spring 2022	Mar 21 2022	$100.45	⊙
C20 Black, Levi	Mar 21 2022	$26.25	⊙

🖨

Recording Incoming Deposits

Add submitted sponsor/teacher deposits to the school's daily deposit and record the associated ledger records.

❖ Once submitted by the sponsor/teacher, a notification of "Incoming Deposits pending" will appear in the 'To Do' list on your SchoolCash Accounting main page. Tap the notification to access the Incoming Deposits page.

❖ From the Incoming Deposits page, locate and select the sponsor/teacher deposit when funds are delivered.

Received From	ID	Date ↓	Amount	Report
Lee Wen	D1	Apr/18/2022 10:27 AM	$207.15	📋
Randy Teach	D6	Apr/18/2022 09:29 AM	$301.35	📋
Brittany Marks	D5	Apr/18/2022 08:59 AM	$200.90	📋
Tom Parr	D4	Apr/18/2022 08:48 AM	$18.95	📋

❖ Review deposit details.

Teacher Deposit #: D1
Received From: Lee Wen

Date: **Apr/18/2022**

On the way!

Cash/Check Details

Cash Total:	$45.10
Check Total:	$162.05
Total:	$207.15

Category Name	Category #	GL Department	GL Name	Amount
History Club	4445			$18.00
History Field Trip	6106			$83.50
AP Testing	6060			$96.00
				1-3 of 5 ‹ ›

✔ ACCEPT DEPOSIT   ↩ RETURN TO SENDER

❖ Generate the sponsor/teacher's Deposit Summary report if desired. 📋

Deposit Summary

Grand Oaks High School
Lee Wen - Deposit#: D1

Submitted on: Apr 18 2022 10:27AM

Collections

#	Student/Item	Date	Cash	Check	Total
C3	Bouche, Zachary	Apr 18 2022	$0.00	$17.55	$17.55
C4	Bradford, Kate	Apr 18 2022	$0.00	$119.40	$119.40
C5	History Museum Field Trip - May 24th	Apr 18 2022	$45.10	$25.10	$70.20
	Green, Tasi		$17.55	$0.00	$17.55
	Eccles, Stephanie		$0.00	$17.55	$17.55
	Kosieja, Tyler		$17.55	$0.00	$17.55
	Navarrete, Aidan		$10.00	$7.55	$17.55
Totals			**$45.10**	**$162.05**	**$207.15**

Item Summary

Item Name	Total
History Museum Field Trip - May 24th	$87.75
AP Exam - Spring 2022	$100.45
History Rocks! t-shirt	$18.95

Category Summary

Category Name	Category #	Total
AP Testing	6060	$96.00
History Field Trip	6106	$83.50
History Club	4445	$18.00
Transactional Fee	9999	$9.58
Transactional Fee Rounding	9998	$0.07

Notes:

On the way!

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❖ Tap the "Cash/Check Details" link to review and update cash and check details for the selected sponsor/teacher deposit.

Cash/Check Details

(Note. Check details entered by sponsor/teacher will populate automatically)

CASH COLLECTED	CHECKS COLLECTED

Summary

Qty	Amt	Total
1	$7.55	$7.55
2	$17.55	$35.10
1	$119.40	$119.40

Details

Check #	Amount	Name on check
7.55	$7.55	Alford, Russell
5014	$17.55	Amrein, Stephen and Elizab
1011	$17.55	Newsom, Dean and Nancy
1906	$119.40	West, Rebecca and Andy

Check Total: **$162.05**

(Note. Cash details must match the cash total recorded with the sponsor/teacher deposit)

CASH COLLECTED	CHECKS COLLECTED

Bills			**Rolled Coins**			**Loose Coins**		
	Qty	Amt		Qty	Amt		Qty	Amt
$1	0	$0.00	1¢	0	$0.00	1¢	0	$0.00
$2	0	$0.00	5¢	0	$0.00	5¢	2	$0.10
$5	1	$5.00	10¢	0	$0.00	10¢	0	$0.00
$10	2	$20.00	25¢	0	$0.00	25¢	0	$0.00
$20	1	$20.00	50¢	0	$0.00	50¢	0	$0.00
$50	0	$0.00	$1	0	$0.00	$1	0	$0.00
$100	0	$0.00						

Total Bills: $45.00   **Total Rolled Coins: $0.00**   **Total Loose Coins: $0.10**

Clear

Cash Total: **$45.10**

❖ If errors are found that require correction, tap the "Return to Sender" button to return the deposit to the sponsor/teacher that submitted it:

↩ RETURN TO SENDER
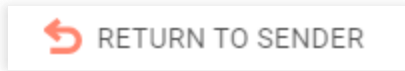
❖ Once a deposit's details have been verified, tap the "Accept Deposit" button to generate a new receipt form in the Deposits/Receipts module. Note. Each accepted sponsor/teacher deposit will generate its own receipt form.

✓ ACCEPT DEPOSIT

❖ When preparing the school's daily bank deposit, navigate to the Deposits/Receipts module to review receipt forms before adding to the ledger.

Category Assignments

Easily add and manage category assignments for sponsors and teachers within your User Admin portal.

❖ After navigating to the portal from your SchoolCash Accounting main menu, tap the "Categories" option in your left-side navigation menu to access the "Category Assignments" page.
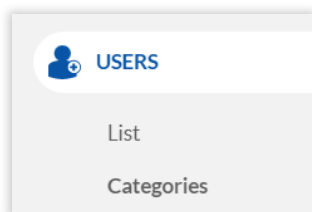
Category Assignment Lookup

Locate and select a sponsor/teacher to view or update their category assignments.

❖ Choose a bank account from the drop-down list appearing at the top of the Category Assignments page. (Skip this step if managing category assignments for a single bank account)

❖ View a complete list of sponsors and teachers belonging to the selected bank account who are eligible to receive category assignments.

❖ Locate a user by paging through the full list or by entering a portion of the user's ID, name, or email address in the "Search User" input field.

❖ Tap the blue arrow icon to view the selected user's current category assignments.

Add a New Category Assignment

Add new category assignments for the selected sponsor/teacher.

❖ Step 1: Tap the "ADD CATEGORY" element appearing on the left side of the Category Assignments page.

❖ Step 2: Select desired fund category using Category # and Category Name drop-down fields. (Note. Partial category #s or names may be entered to view a list of matching results)

❖ Step 3: Review/modify access start and end dates.

- **Access Start Date** – Required;
  - Default = current date (access granted immediately after saving)
  - Date selection must be a current or future date
- **Access End Date** – Optional;
  - Default = empty (access granted indefinitely)
  - Date selection (if provided) must be a current or future date

❖ Step 4: Save changes.

SAVE

Edit Category Assignments

Edit or remove category assignments for the selected sponsor/teacher.

❖ Update access start and end dates for a previously added category assignment.

Category #	Category Name	Access Start Date	Access End Date	Remove
2200	Volleyball	Mar-23-2022		🗑
2000	Athletics	Apr-12-2022	Jun-30-2022	🗑

- **Access Start Date** – Required; selection must be a current or future date
- **Access End Date** – Optional; selection must be a current or future date

❖ Remove an unsaved or previously added category assignment by tapping the "Remove" icon.

🗑