

### ATHLETIC DIRECTORS:

**Spring sports** online rules clinics will be offered the *month of January* for **varsity** head coaches on PlanetHS.com. Participation is mandatory for South Carolina High School League head coaches who did not attend the summer clinic.

It is strongly encouraged to use the browser **Google Chrome** when completing the clinic. Timed pop-ups will appear throughout the presentation, requiring you to confirm your participation within a two minute window. If you miss these alerts, you will be directed to restart the video.

At the conclusion, you must click "I've Completed this Video" within two minutes to be marked as complete. A certificate will appear upon clicking the complete button **IF** you have pop-ups enabled on your browser.

[If your school is offering a spring sport for the first time, please e-mail Ryan Bethea \(ryanbethea@planeths.com\) beforehand to have the team created on PlanetHS.](mailto:ryanbethea@planeths.com)

For sports that have "team" and "individual" pages listed on PlanetHS (i.e. track and field), it is encouraged to use the "team" page. Please assign head coaching permissions accordingly for which page you intend to use.

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**STEP ONE: CREATE YOUR COACH AN ACCOUNT!** As the athletic director, visit the School Dashboard >> User Management >> View Members to create head coach accounts **AND** add the required permissions to complete the clinic. **Some coaches will already have accounts from previous rules clinics or PlanetHS.com premium modules.**

A. Click Create Account at bottom of screen and then enter coach's name/e-mail.

B. Click **green +** to add "head coach" permission. Type & select the corresponding sport.

C. Head coaches will then log into PlanetHS.com using e-mail address and temporary password: planeths Please click "Keep me Logged In" when signing in.

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**STEP TWO: LOCATE THE RULES CLINIC!** Head coaches will only be able to access the rules clinic once the athletic director has given them the "head coach" permission for their sport(s). After receiving the needed permission, coaches should follow these four steps:

1. Hover over **ATHLETICS** tab and select **TEAMS**.
2. In the Teams list, click your team.
3. On your sport's page, scroll down the left column to click **Training Videos**.
4. Click the video link to begin presentation.

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**STEP THREE: COMPLETE THE CLINIC!** Watch the full presentation and click "I Completed this Video" at the very end! Be sure to enable pop-ups to receive a certificate. You can also obtain a certificate by restarting the rules clinic process from Step Two. A certificate link will be located underneath the completed video.