



TSSAA Portal Information

1. Logging in to the TSSAA Portal - portal.tssaa.org
 - a. Use your email address and password to login.
 - b. Once logged in, there are several Tutorial Videos on the TSSAA Dashboard.
2. Membership - each school should have completed the membership statement and uploaded the signed membership contract prior to this meeting. These should be completed by August 1st annually.
 - a. The membership statement can be found on the Portal by selecting Forms > New Form > Membership Statement. Once it has been submitted, you can find it under Forms > Submitted Forms.
 - b. The membership contract will be emailed to you after completing the membership statement. Once signed, it needs to be uploaded back onto the Portal by selecting Forms > New Forms > Signed Contract Upload.

Note: If you receive a pop-up box saying “Access to the Portal has been suspended until...”

1. Read the message to see what it wants you to do.
 2. Click the X to close the message.
 3. You will be on the page where it wants you to complete the task. Do what it asks and save, and then you should be able to access other areas of the Portal.
3. Add AD, principal, and coaches
 - a. On the left-hand menu, select School > Coaches & Staff.
 - b. You will see three tabs on this page (Teams, All Staff, Email Lists).
 - c. On the All Staff tab, you will see a listing of all staff members that have been added to the Portal. Add more by selecting the red "Add New Staff Member" button at the top.
 - d. On the Teams tab, you will select staff from the dropdown menu and assign them roles as coaches or administrators.
4. How to add a schedule
 - a. On the left-hand menu, select Sports > Rosters & Schedules.
 - b. Select the blue “Schedule” button next to the sport.
 - c. Select the green “Add Games/Events” button at the top and input the information.

Note: If another school adds you to their schedule as an opponent, it will show up on your schedule.

5. How to add a student
 - a. On the left-hand menu, select Students > Add Students.
 - b. This is where you will enter the Core Information (Name, DOB, Gender, & Grade) for each student-athlete that plays for your school.
6. Eligibility
 - a. Once you have entered the Core Information for Students, on the left-hand menu, select Eligibility > Awaiting Action.
 - b. Select the blue "Answer Questions" button next to each student to answer their eligibility questions.
 - c. **Note:** For returning students, utilize Eligibility > Express Eligibility. This allows you to check the box next to students who meet the following criteria so you do not have to answer questions for each:
 - A returning student
 - Enrolled and in regular attendance at your school for the last 12 months
 - Was academically promoted to the next higher grade (not repeating)
7. Rosters
 - a. On the left-hand menu, select Sports > Rosters & Schedules.
 - b. Select the blue "Roster" button next to the sport.
 - c. On the left side, you will see a list of your eligible student-athletes. Select the green "+Add" button next to the students who needed to be added to the roster. They will be added to the roster on the right side of the screen.
8. Middle School Website - ms.tssaa.org
 - a. Sectional and State Championship Info - Under "Sports", select the sport, then look in the gray Postseason Information box
 - b. Classification for State Championship sports
 - c. A digital copy of the TSSAA Bylaws - Under "About TSSAA Middle School Division"

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