

Become A Coach

Head Coaches

- 1. Each school is allowed only one Head Coach
- 2. Sign in with Hunter Education Instructor credentials:
 - https://mdwfp.com
 - Credentials only provided at in-person training events
- 3. After sign-in, from the Dashboard:
 - Open the Shooting Program menu
 - Select Register As Head Coach
 - Complete the Head Coach Registration form

Assistant Coaches

- All schools must have at least one
 Assistant Coach and may have multiple
 Assistant Coaches at their discretion.
- 2. Assistant Coaches must obtain:
 - Mississippi Hunter Education Certificate
- 3. If you are already a Hunter Education Instructor:
 - From your Hunter Education Dashboard select Shooting Program
 - Select Register As Assistant Coach
- 4. If not, see below to set up a new account.

Coach Account Setup

Head Coaches

1. In a web browser, navigate to:

https://education.mdwfp.com/admin

- 2. Log in with your Hunter Education username and password
- To set up an account as a Head Coach, from within your Hunter Education Dashboard:
 - ▶ Open the Shooting Program menu
 - Select Register As Head Coach
 - Complete the Head Coach Registration form
 - Select "Receive Emails" to ensure proper communication with MSSP

Assistant Coaches

1. In a web browser, navigate to:

https://mdwfp.com

Menu: Law Enforcement >> MS Scholastic Shooting Program

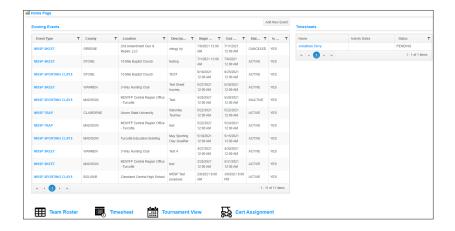
- 2. Scroll to the Additional Resources section
- 3. Click: Head Coach or Assistant Coach/ Volunteer Registration & Login
- Log in with your Hunter Ed username and password if you have completed MSSP In-Person training.
- If you do not already have an account, below the login dialog box select:
 Register as MSSP Assistant Coach/Volunteer
- 6. Complete the required form.
- Enter your name as your digital signature agreeing to follow all MDWFP terms, rules, and conditions
- Click: Register

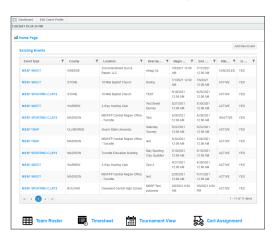


First Time Login

- 1. In a web browser, navigate to: https://education.mdwfp.com/admin
- 2. Enter your Username and Password
- 3. Click: Log In

Assistant Coaches





Manage Your Team

Sign-Up Students

Head Coaches

- Provide each student with the Student Handout
- ► Each student must register for MSSP
- Each student must obtain a hunter education certificate (out-of-state certificates are accepted)
- A parent name and email address must be provided.
- Parents must verify their students and agree to/ approve the registration prior to participation.



Modify Your Roster

- From the Dashboard page, select Team Roster
- Drag and drop the students' names into their assigned squads.
 - Students with next to their name are awaiting their parent's approval via email.
 - ► Students with ₩ next to their name have been assigned to an Admin Squad.
 - Only Junior Varsity students can be assigned to Junior Varsity Squads
 - Varsity Squads will accept both Varsity and Junior Varsity students
- 3. Click Save to save your assignments.
- 4. When all squad assignments are complete, click Submit to register the roster with MSSP.
- 5. Once submitted, roster changes must be requested through MSSP.

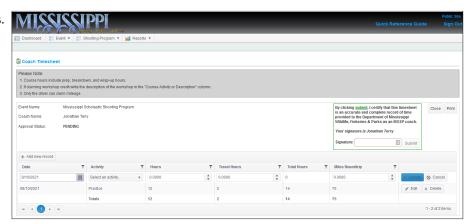


Time Sheets

Submitting Time Sheets

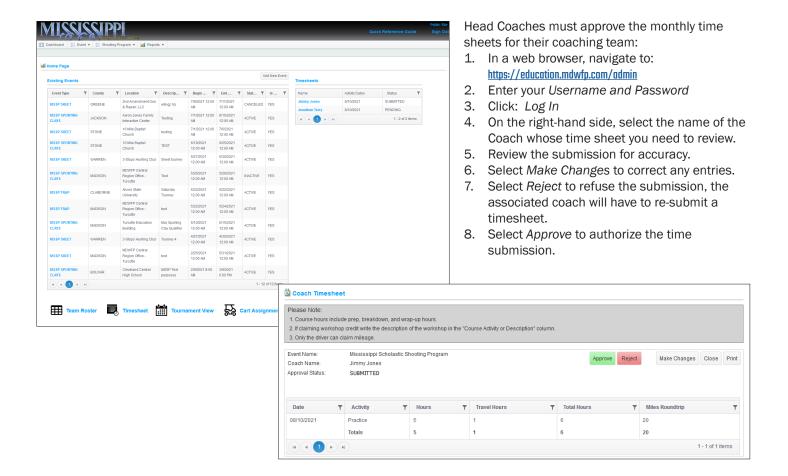
All coaches must submit monthly time sheets.

- 1. In a web browser, navigate to: https://education.mdwfp.com/admin
- 2. Enter your Username and Password
- 3. Click: Log In
- 4. Click: Timesheet
- Click: Add new record
- 6. Enter your timesheet information and select the Update button to save.
- When all entries are complete, add your name to the signature box and click Submit.



Head Coaches

Approving Time Sheets



Prepare for a Tournament

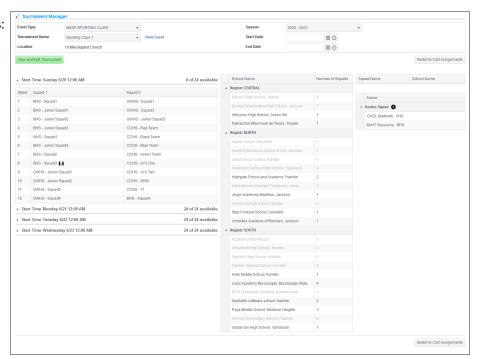
Important - Be sure you and your students know your School Code. Cart assignments are made by School Code and Squad Name.

View Flight / Squad Assignments

Tournament View

To view your team's tournament assignments:

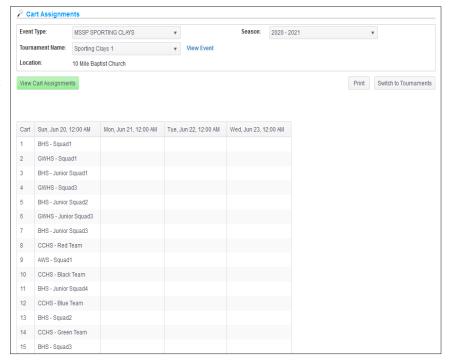
- 1. From your Dashboard click: Tournament View
- 2. Search for the tournament by:
 - ► Event Type (required)
 - ► TournamentName (required)
 - Season (required)
 - Tournament Start & End Date
- 3. Click: View and Edit Tournament
- 4. Select the Start Time drop-downs to view the squad/student assignments.
- Take special note if your squads are split . If so find the remainder of the students in an Admin Squad to the right.



Cart Assignments

To review your team's cart assignments for a tournament:

- 1. From your Dashboard click: Cart Assignment
- 2. Search for the tournament by:
 - ► Event Type (required)
 - TournamentName (required)
 - ► Season (required)
- 3. Click: View Cart Assignments



Prepare for a Tournament

Flight Time Report

To review all your team's flight times for a tournament:

- 1. From your Dashboard select the Reports menu
- 2. Click: School Flight Times Report
- 3. Download and view the report



Contact Information

Please contact MSSP for any questions and roster changes.

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