

Recruiting Tools

Athletic

Recruitment



TABLE OF CONTENTS

Purpose of Recruiting Tools _____ **3**

Access Recruiting Tools _____ **3**

Sort Lists _____ **3**

Export to Excel _____ **3**

Change Setup Options _____ **4**

Prospective Athletes _____ **5**

My Targeted Recruits _____ **5**

Official Roster _____ **6**

Search for Athletes under My Targeted Recruits and Official Roster _____ **7**

PURPOSE OF RECRUITING TOOLS

Recruiting Tools are designed for coaches to look for Prospective Athletes, to determine who their Targeted Recruits will be, and to build the Official Roster. The coaches will be required to specify a financial award for Targeted Recruits. Coaches will only be able to see athletes for the sport(s) they are coaching.


ACCESS RECRUITING TOOLS

- † Log into **My Siena**.
- † Scroll down the page until **Recruiting Tools** is displayed under **My Tools**.
- † Click the **Athletic Recruitment** link.



Recruiting Tools
[Athletic Recruitment](#)

- † The **Recruiting Tools** window will display (see illustration below).



Recruiting Tools [Settings] [Help] [Print]

Prospective Athletes | **My Targeted Recruits** | Official Roster

Aid Summary

50 Total Recruits	6 Recruits Awarded	31 Recruits Need Awards	3000.00 Average Award	360.00 Team Average Award
-------------------	--------------------	-------------------------	-----------------------	---------------------------

My Targeted Recruits

[Export to Excel](#)

Sport: Track and Field/Cross Country (Men's) [v]
Academic Year: 2015 - 2016 [v]
Admissions Status: Inquired to Fully Accepted [Save Changes]

SORT LISTS


To sort the list of athletes, click the headings at the top of each column.

- † The first click will sort the list in ascending (A-Z, 1-100) order.
- † When the list is clicked a second time, the items will sort in descending (Z-A, 100-1) order.

EXPORT TO EXCEL

The lists generated in the different screens may be exported to Excel. To do this, follow the directions below.

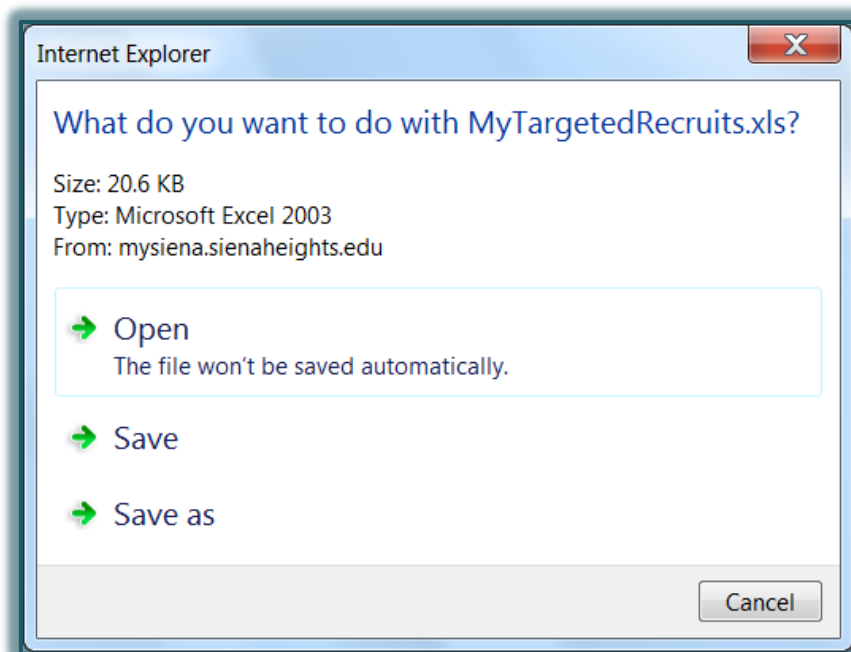
- † Click the **Export to Excel** link on the left side of the window just above the word **Sport** (see illustration at right).
- † The **File Download** dialog box will appear.
- † Click the **Open** button to open the workbook in **Excel**.
- † Click the **Save** button to store the workbook on your computer.
 - ★ The **Save As** dialog box will display.
 - ★ Locate the area where the workbook is to be stored.
 - ★ Click the **Save** button.
 - ★ The workbook will be saved to the specified area.



My Targeted Recruits

[Export to Excel](#)

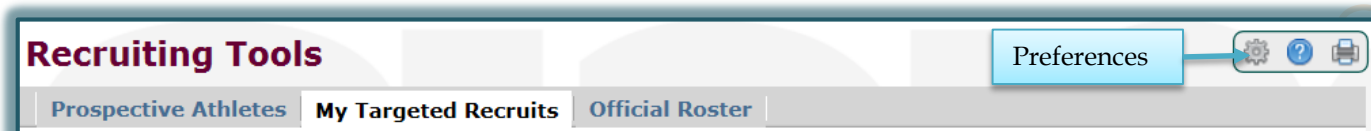
Sport:



CHANGE SETUP OPTIONS

The pages in the Athletic Roster Portlet can be customized by each individual coach. This allows coaches to see additional information about each athlete. To make changes to the screens, complete the following steps.

- † Click the **Preferences Button** on the right side of the **Athletic Roster Portlet** title bar (see illustration below).



- † The **Customize Portlet** window will display.
- † The following options can be changed using this window.
 - ★ **Columns to Display on Interest Screen** – This list is used to show and hide columns on the Prospective Athletes screen.
 - ★ **Columns to Display on My Targeted Recruits Screen** – Use this list to select which columns will display on the My Targeted Recruits screen.
 - ★ **Columns to Display on Official Roster Screen** – To show or hide columns on the Official Roster Screen, use this list.
 - ★ **Default Admissions Status** – To define which Admissions Status will display by default on the Prospective Athletes screen, select a status from the list.
 - ★ **Default Sport** – This list is used to define which sport will display as the default when the Prospective Athletes and My Targeted Recruits screens are displayed.
 - ★ **Default Recruitment Year** – To change the default recruitment year for the Prospective Athletes and My Targeted Recruits screens, select from this list.
 - ★ **Default Roster Sport** – Select this option to change the default sport on the Official Roster screen.

- ★ **Default Roster Year** – This option can be used to change the default Academic Year for the Official Roster screen.
- † Once all the changes have been made, click the **Save Changes** button at the bottom of the window.
- † To return to the **Athletic Roster Portlet**, click the **Back to Recruiting Tools** button at the bottom of the window.

PROSPECTIVE ATHLETES

This area provides a list of all the athletes who have self-indicated an interest in a particular sport. Each coach will only see athletes interested in the sport he or she is coaching.

- † Click the **Prospective Athletes** tab.

- † Click the **Sport** list arrow to select the sport for which you want to generate a list.
- † Click the **Academic Year** list arrow to specify the recruitment year.
- † To select the **Admissions Status**, click the appropriate list arrow.
- † To send an **email** to the prospective student, click the **Envelope** icon next to the name.
- † To open the **OnTrack** program, click the student's name.
- † To add the student to your **Targeted Recruits** list:
 - ★ Click the check box next to the student's name.
 - ★ Scroll to the bottom of the page.
 - ★ Click the list arrow for the **Selected Students** list and select **Add to My Targeted Recruits**.
 - ★ Click the **Go** button (see illustration below).

- † The selected students will be removed from the **Prospective Students** list and added to the **My Targeted Recruits** list.

MY TARGETED RECRUITS

This area is used to list athletes that the coach has expressed interest in. In this area, you will be required to specify an awards amount.

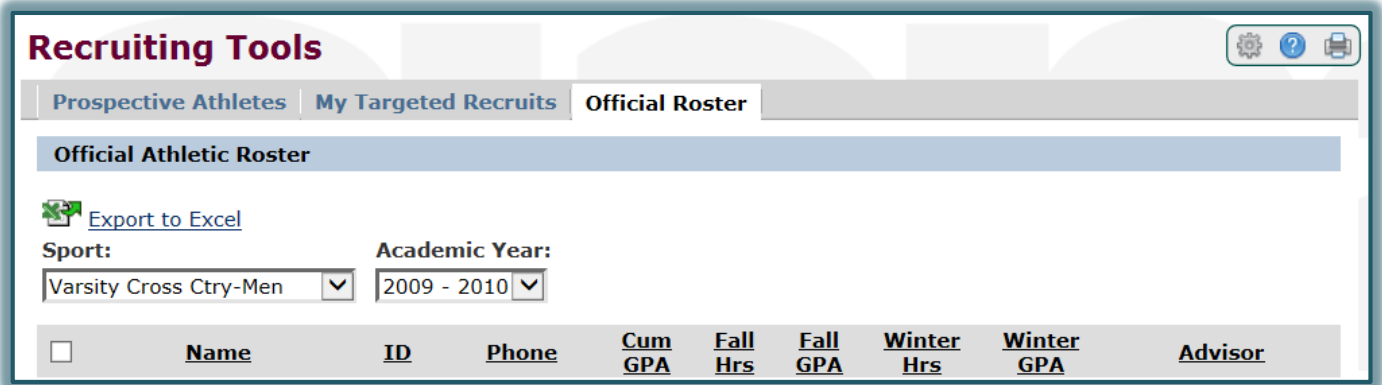
- † Click the **My Targeted Recruits** tab.
- † The **My Targeted Recruits** window will display (see illustration below).
- † In the **Sport** list, select the sport for which the list is to be generated, if necessary.
- † Click the **Academic Year** list arrow to select the year for which the athlete is being recruited.

- † When a new athlete is added to the list, **Athletic Aid** must be specified.
 - ★ Click the list arrow next to the athletes' name.
 - ★ Select an amount from the list.
 - ★ This must be done for each student who has been added to the Targeted list.
 - ★ If the student has been already awarded financial aid, but received no athletic aid, a **zero (0)** will appear in this column.
 - ★ The numbers in the **Aid Summary** area will change as athletes are added to the list and as **Aid Awards** are specified.
 - ★ The **Average Award** is the average of all the athletes who have received an award.
 - ★ The **Team Average Award** is the average of everybody being recruited.
- † To specify the level of interest an athlete has for the specified sport, click the list arrow under **Athletic Interest** and select an option. The options are: **None**, **Low**, **Medium**, **High**, and **Very High**.
- † The coach can specify his or her level of interest in an athlete by clicking the list arrow under **Coach's Interest** and selecting an option. The options are: **None**, **Low**, **Medium**, **High**, and **Very High**.
- † Click **Save Changes** to save the changes in any of the lists. **Be sure to click Save Changes before changing the Academic Year or Sport otherwise changes you have made will be lost.**

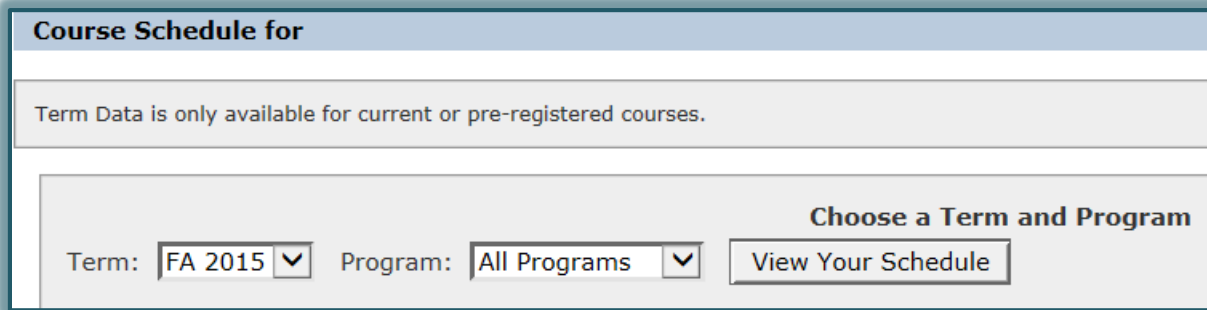
OFFICIAL ROSTER

This list displays all the athletes who have been accepted to the varsity team for the designated sport.

- † Click the **Official Roster** tab.
- † The **Official Athletic Roster** screen will display (see illustration below).
- † Select a sport from the **Sport** list, if necessary.
- † Select an **Academic Year** from the list.
- † A list of students matching the selected options will appear.
- † To send an **Email Message** to a student, click the **Envelope** image next to the name.



- † Click on the athlete's name to display the schedule for the athlete.
- ★ Select the **Term** for which the schedule is to be displayed.
- ★ Select the **Program** for which the schedule is to be displayed. The options are **Graduate** and **Undergraduate**.
- ★ Click the **Search** button.
- ★ The schedule for the selected athlete should display in the window.



- † To display the grades for the athlete, click on the **Fall GPA** link or the **Winter GPA** link for the athlete for whom the grades are to be displayed.
- † To send an email to the **Advisor** for the athlete, click the **Envelope** image next to the advisor's name.
- † To remove a student from the **Official Roster**:
 - ★ Click the check box next to the athlete who is to be removed.
 - ★ Scroll down to the bottom of the screen.
 - ★ Under **For Selected Students**, click **Remove from Official Roster** (see illustration below).
 - ★ Click the **Go** button.
- † To copy the athlete to another **year's roster**:
 - ★ Click the check box next to the athlete who is to be copied.
 - ★ Scroll down to the bottom of the screen.
 - ★ Under **For Selected Students**, click **Copy to Official Roster (Academic Year)**.
 - ★ Click the **Go** button.

SEARCH FOR ATHLETES UNDER MY TARGETED RECRUITS AND OFFICIAL ROSTER

Athletes may be added to the **My Targeted Recruits** screen by selecting them from the **Prospective Athletes** list. They can also be added by searching by the ID number or by Name.

- † Scroll to the bottom of the screen to view the search options (see illustration below).

For Selected Students: Remove from Official Roster <input type="button" value="Go"/>	Add by ID: <input type="text"/> <input type="button" value="Add"/>	Add by Name: First: <input type="text"/> Last: <input type="text"/> <input type="button" value="Search"/>
--	---	--

- † In the **Add by ID** box:
 - * Input the **ID** for the athlete.
 - * Click the **Add** button.
- † To **Add by Name**:
 - * Input the **Last Name** and/or **First Name** of the athlete.
 - * Click the **Search** button.
 - * The **Name Search Results** window will display (see illustration below).
 - * Click the **Select** button for the athlete that is to be added.
 - * The athlete should be added to the list of **Targeted Recruits**.

NOTE: To search for additional students, input a name into the **Last Name** and/or **First Name** box in the **Name Search Results** window and click **Search**.

NOTE: Searches are restricted to only those students and prospects eligible to be included in a particular list.