



"MY LINFIELD" ATHLETICS ACCESS GUIDE

*All things Linfield Athletics is now available in the MyLinfield Parent Portal!
This is the new "go-to" place for all information regarding Athletics!*

ATHLETIC CLEARANCE

For a student-athlete to be cleared for athletic participation they must complete the following steps:

- (1) **Online Athletic Clearance** through MyLinfield (*Renewed every school year*)
 - Login to Parent Portal on MyLinfield
 - Click on the yellow bar at the top of the screen that says "Forms to Review"
 - Click the green button next to your student-athlete's name to begin the online clearance and complete the forms
 - Be sure to download the Physical form from the second to last tab for step #2
 - Click submit
- (2) **Current Pre-Participation Exam (PPE)/Physical** on file with the Athletic Department (*Expires one year from the date of exam*)
 - Visit a doctor to have the PPE/Physical completed
 - Submit the completed the PPE/Physical form to Athletics by:
 - Emailing cgault@linfield.com OR bringing the form to the Athletic Office

SCHEDULES

Game schedules are available to view in MyLinfield. ***This is the ONLY place to view game schedules WITH dismissal and depart times as well as game locations and addresses.***

HOW TO VIEW SCHEDULES

#1 – CALENDAR TAB

Click on the "Calendar" Tab and on the left-hand side, you will see sections for:

- "My Calendars"
 - These calendars display events of groups that you and/or your student-athlete are a part of, including individual athletic teams. (*For example, if your student-athlete plays basketball, this calendar only displays their basketball team's game schedule.*)
 - When the box next to "Games/Practices" is checked (and turns green), you will be able to view your student-athlete's individual game schedule on the calendar.
 - When the green box is unchecked (and turns white), those individual team's games will no longer be visible on the calendar.
- "School Calendars"
 - These calendars display events for different campuses and departments
 - Scroll down and click the " > " next to the "School Athletics" calendar and a dropdown of **ALL** sports schedules will appear.
 - From this dropdown menu, you can select which sports schedules you want to view as well as the type of schedule (home games, away games, practices, etc.)
 - For example, if you only want to know when Varsity Football has home games, you can uncheck all sports, and then check "Home Games" and "Varsity Football" and only those games will appear on your calendar instead of all sports schedules.
- Click on any event on the calendar to view more details!



#2 – INDIVIDUAL TEAM PAGE

- From your main Parent Portal page under the “Progress” tab, scroll down to the Athletics tile to view the team(s) that your student-athlete is a part of
 - **PLEASE NOTE!** – Teams will not be visible on this tile until rosters have been submitted by the coach to the Athletic Department post tryouts/first week practices
- Click on the sport name to visit the Team Page
- Then, click on the “Schedule” Tab to view the game schedule
 - Under the “Details” column, click on the “Directions & Details” link to view:
 - Dismiss/Depart/Pickup Times
 - Form of Transportation
 - Game Location & Address
 - If there is no link under the “Details” column, then there is no early dismissal!

NOTIFICATIONS

Set up notifications for game additions, changes, and more!

- After logging in, click the dropdown menu by your name in the upper right-hand corner
- Click “Settings”
- On the left-hand side under “Account Settings” click “Notifications”
- Enter a valid email address and cell phone number
- For “Announcements Posted” under the “Setup” Tab, click “Edit Options”
 - Make sure “Athletics” is checked under “My Groups” AND “My Child’s Groups”
 - Click “Save”
- Then under each type of notification, select how you want to be notified whether it be via email or text

RESOURCE BOARD

- The Athletics Resource Board serves as a location for more general Athletics information such as announcements, links, and downloads.
- To view the Athletics Resource Board, click on the “Resources” Tab from the Parent Portal main page and locate the board “Linfield Athletics”

MOBILE ACCESS

All the above information can be accessed on your phone by visiting www.linfield.myschoolapp.com in any web browser.

- iPhone users can bookmark this site onto their home screen in the form of an **APP!**
 - Visit www.linfield.myschoolapp.com in Safari
 - Login with your username and password
 - Click the share button in the center of the bottom of navigation (square icon with an up arrow)
 - Scroll down and click “Add To Home Screen”
 - Rename the bookmark
 - Click “Add” in the upper right-hand corner
 - The window will automatically close and the Linfield Lion will appear in the form of an app on your home screen.