

Quick Start Guide

KFCA Online Application Instructions

NEW USERS:

1. KFCA Login

- The first time you visit this site click on "Register School"
- In step 3 you will be creating a username and password to be used for all future logins

2. School Search/Select a School

- Begin typing your school's name (at least 4 characters) and then choose from the list
- Once your school name appears in the list, select it and click "Register School"
- If your school does not appear, please email Jimmie Reed at jreed@bardstown.com

3. KFCA: School Registration

- Complete all fields
- Enter the text of the image
- Click "Register School"

4. Name of Your School: Edit School Info/School Info

- Confirm all fields or edit as needed
- Click "Save & Continue"

5. Name of Your School: Coaches Information

- Click "Add a Coach" to add your assistant coaches
- Enter First & Last name
- Click "Save & Add Another Coach" if you have more to enter
- Click "Save" when you are done adding your coaches
- Click "Edit" if you have to make a change to a coach
- When you are finished adding coaches for your school, click "Invoices" in footer

6. Name of Your School: School Invoices

- Click "Initial Invoice/Card Order"
- Under "Include in Order" check the coaches you want to include on the invoice
- Verify the number of cards is correct
- The total cost will be \$200 for the first 10 coaches
- Each additional coach will be \$30
- Click "Order"
- The invoice will be submitted to Jimmie Reed
- Once it's paid he will update the invoice and you will see that it's paid
- If you add additional coaches after the initial invoice use the "Additional Invoice/Card Order" and follow the same steps

RETURNING USERS:

7. KFC A Login

- Enter the username (entire e-mail address) and password you created when you registered your school and click "Submit"
- You can edit your school information at this time
- If you forget your username and password please contact Jimmie Reed at jreed@bardstown.com

8. To add additional coaches after the initial order has been created

- Follow Step #5 to add additional coaches and Step #6 to create additional Invoices/Card Orders