LifeSmarts
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How to Register, Log-in and Compete Online at LifeSmarts.org

For most teams the steps to compete online are: coaches register first, the coach creates the team(s), and students register and join a team. Coaches then appoint a team captain, and students may practice and compete.

For coaches who registered in the 2022-2023 season:

All students who were registered last year have automatically been moved up +1 grade level. If for some reason this is incorrect, you can edit this in the user edit section for that student.
- o Go to LifeSmarts.org and login. This will display your Coach Home Dashboard.
- o Click on Manage Users, then users. Click on the pencil icon at the end of the individual student's name to edit. Make any edits, then click Update at the bottom left.
- For any student who graduated in 2023, coaches can change them to an Alumni status.
  - o Go to LifeSmarts.org and login. This will display your Coach Home Dashboard.
  - o Click on Manage Users, then users. Click on the pencil icon at the end of the individual student's name to edit.
  - o Click on the Alumni toggle button, and then, toggle off the Status – Active button. This will hide quizzes and competitions from that former student's dashboard and will only show an Announcements section.
  - o Click Update at the bottom left.
- For any student who is registered but inactive this year, coaches can move this student to an inactive status.
  - o Go to LifeSmarts.org and login. This will display your Coach Home Dashboard.
  - o Click on Manage Users, then users. Click on the pencil icon at the end of the individual student's name to edit.
  - o Click on the Inactive toggle button, and then, toggle off the Status – Active button. This will hide quizzes and competitions from that former student in their dashboard and will show only an Announcements section.
  - o Click Update at the bottom left.

For any coach who needs to update an existing team:

You can **edit** your teams from last year or this year, if you choose, and add new teams as needed.
- To edit an existing team, login with your coach email address and password, click on manage users, then teams. Click on the name of the team you wish to edit.
- Once that team is displayed, mouse over each student's name. Use the red X to delete them from that team. (Note: If they are now an alumnus or are inactive, follow the instructions above to move them to that status.)
- Click on the Add Member button to add any new members to this team. (Note: Students must already be registered with LifeSmarts in order for them to be added to your team.)
- Click the back button once you have completed edits.

You can **delete any teams** that you no longer need:
- First, move any students on those teams to a new team or to alumni or inactive status following the directions above. Click the back button once you have completed edits.
- Once you have removed students from that team, delete the team that you don't need by clicking on the trash can at the very end of the team name. Click the back button once you have completed edits.

You may **move students from one team to another**, if needed:
- Login at LifeSmarts.org , choose manage users, teams, and select the name of the team to edit.
- Mouse over the student's name and a red X will appear to delete that student from that team. They can then be added to another Varsity team. A student may only be on one Varsity team and two other teams. (Such as FCCLA and BPA or FCCLA and 4-H, etc.)

- You may add team members there using the add member button.
- You may also **change the team captain** by using the remove captain button. Choose a new captain by mousing over the student names and clicking the make captain button.

For new coaches who did not register in the 2022-2023 season:

1. Coach Registers and Creates Team

- Go to LifeSmarts.org and click the Register button in the upper righthand corner. (Everyone must register with the new quizzing system. On all subsequent visits, you will login.)
- Read the Coach prompts on the right-hand side before entering your information.
- Select "Coach" as your role from the drop-down menu.
- Select your state.
- Enter a legitimate email. *Please have your school IT department add LifeSmarts to your safe senders list (LifeSmarts@nclnet.org and nclnet.org emails).*
- Create a unique username and password. Remember them. You will use them every time you log in.
- Check the boxes to receive email in case you need your password reset and to receive our e-news to stay up-to-date on LifeSmarts.
- Click "Register" to complete your registration.
- When you log in, the "Home" dashboard will appear.
- To create a team: Click the "Manage Users" tab, then teams, then the "new team" button. Coaches may edit existing teams or create new teams.
- Under team type, select "Varsity" for high school LifeSmarts teams (grades 9-12); "JV" for middle school LifeSmarts teams (grades 6-8); "4-H" for 4-H Online Challenge, "SkillsUSA" for the SkillsUSA Health & Safety Challenge; "FBLA" for the FBLA LifeSmarts Challenge; "FCCLA" for the FCCLA/LifeSmarts Knowledge Bowl; or BPA for the BPA Personal Finance Challenge or BPA Technology & Workforce Preparation Challenge.
- Your students can be on ONE Varsity or Junior Varsity Team as well as two other teams. (such as FBLA or FCCLA).
- BPA and FBLA only allow TWO students per team.
- If you select either Varsity or JV team types, a drop-down menu will appear entitled, "What type of team is this?" **Select all that apply.**
- ⚠️ **IMPORTANT:** We recommend that you be very specific when naming your team to include your team type. If your team is part of a youth leadership or career technical organization, include that organization name in your team's name.
  Examples of Team Naming:
  Junior Varsity: Madison County 4-H JV or Arnold Middle School JV
  Varsity: Example High Varsity or Lemon County Varsity Quiz Bowl Team
  4-H: Seminole County 4-H Varsity or Seminole 4-H Varsity LifeSmarts Team
  BPA: Monroe High BPA Financial Challenge Team or Monroe High BPA Varsity LifeSmarts (Note: For LifeSmarts Varsity competition, BPA teams of 2 will establish a new LifeSmarts Varsity team with at least four team members)
  FCCLA: Harmony FCCLA or Harmony FCCLA Chapter
  FBLA: Model County FBLA – Member1_Member2 or Clarke High FBLA Team 1 (Note: For LifeSmarts Varsity competition, FBLA advisers will create a separate Varsity team of at least four team members)
  SkillsUSA: Apple County SkillsUSA or Apple High SkillsUSA Chapter
  ☞You may create as many teams as you wish, but number each team and/or use different team names.
- To logout, click on the round icon in the upper righthand corner that bears your initials.

2. Students Register and Join Teams

- Go to LifeSmarts.org and click the Register button in the upper righthand corner. (Everyone must register once. On all subsequent visits you will login.)
- Read the Student prompts on the right-hand side before entering your information.
- Select "Student" as your role from the drop-down menu.
- Select your state.

- Enter a legitimate email. Ideally, this is a permanent email address.
- Create a unique username and password. Remember them. You will use them every time you log in.
- Check the box to receive email in case you need your password reset.
- Once you are registered, you will be taken to the competition dashboard.
- Click on the My Teams tab to join a team.
- Look for your coach and team in the list and click the JOIN button to join the team.
  - Students may join one Junior Varsity (grades 6-8) or Varsity team (grades 9-12), *and* up to <u>two</u> other teams such as 4-H, BPA FBLA, FCCLA, SkillsUSA, etc.
  - IMPORTANT: To compete in the LifeSmarts competition you must be on either a Varsity or Junior Varsity team, whichever is appropriate for you!
  - To logout, click on the round icon in the upper righthand corner that bears your initials.

3. Coach Chooses Team Captain
- When you log in you will be directed to the instructor dashboard. Click on "Manage Users" and then "Teams."
- Select the team name (which is highlighted in blue) and click on "Add Member." Type part of the student's name or email address and hit return to select from a list. Click "Add" next to the student you wish to add.
- Mouse over a name and the words "Make Captain" will appear. Click to select your team captain.
- If you add a student by mistake, click the red X to remove them from the team.
- If you wish to change captains, click "Make Captain" for another student and remove the designation from the first student.
- The blue "Captain" button will appear by the captain's name.

4. Students Practice and Compete
- Students login and click "Quizzes."
- There are practice quizzes that students can take on each of the five LifeSmarts topics.
  - When a student is ready to compete, click on the Competitions tab. Working individually, students first take the 20-question pre-quiz. This covers all topic areas and is not part of the student's final score.
  - Students may then continue to take practice quizzes under the "Practice Quizzes" tab.
- Next, working individually, students take five 20-question topic quizzes, one on each LifeSmarts subject: the environment, personal finance, health & safety, consumer rights & responsibilities, and technology & workforce preparation.
- When students finish the five topic quizzes the capstone quiz will be available. This 20-question quiz covers all topic areas and serves as the final quiz.
- Students must complete the capstone to receive a final score. The capstone quiz score, plus the scores from the five topic quizzes, become a student's final score.
- Once four or more students have completed all six qualifying quizzes, the team achieves a team score and becomes eligible to compete at the next level (depending on your state this may be an online or in-person state competition).
- **NOTE:** Quizzes for special competitions like FCCLA, FBLA, BPA, 4-H and TeamSmarts, etc., will be under the "Quizzes" tab rather than the Competitions tab.

Email the LifeSmarts staff at LifeSmarts@nclnet.org with any questions.