



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: Coach registers first, Coach creates the team(s), Students register and join a team. The Coach then appoints a team captain, and students may practice and compete.

For coaches who registered in the 2024-2025 season:

All students who were registered last year or the year prior are still in the system.

- **Important:** Update each student's age and grade in the edit user section.
 - Go to LifeSmarts.org and login. This will display your Coach Home Dashboard.
 - Click on Manage Users, then users. Click on the pencil icon at the end of the individual student's name to edit. Make edits, then click Update at the bottom left.
- Students who graduated in 2024 (or prior) should be changed to Alumni status.
 - Go to LifeSmarts.org and login. This will display your Coach Home Dashboard.
 - Click on Manage Users, then users. Click on the pencil icon at the end of the individual student's name to edit.
 - Toggle off the Status – Active button. This will hide quizzes and competitions from that former student's dashboard.
 - Toggle on the Alumni Area button.
 - Click Update at the bottom left.
- For any student who is registered but will be inactive this year, coaches can move this student to an inactive status.
 - Go to LifeSmarts.org and login. This will display your Coach Home Dashboard.
 - Click on Manage Users, then users. Click on the pencil icon at the end of the individual student's name to edit.
 - 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.
 - Click Update at the bottom left.

For any registered coach who needs to update an existing team or add a new team:

You can **edit** your existing teams and/or 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 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 do not need by clicking on the trash can at the far right of the team information. Click the back button once you have completed edits.

You can **reactivate inactive teams**, if needed:

- NOTE: If a team did not complete any quizzes last year or had no student members, it has been moved to inactive status.
- To reactivate any team:

- Login, choose manage users, then click Teams.
- Select the name of the team that you want to reactivate.
- Page over to the far right to the end of the information for the team you want to edit.
- Click on the pencil icon and make any needed edits, including sliding the inactive button (at the bottom) over to active.
- Click on update button at the bottom to save.

You may **move students from one team to another**, if needed:

- Login at 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 or Junior Varsity team and two other teams.* (Such as FCCLA and BPA or FCCLA and 4-H, etc.). If your team is an organization Varsity or Junior Varsity team such as 4-H Varsity or 4-H JV, that counts as their Varsity Team. Contact Cheryl at Cheryl@nclnet.org if you have questions or need assistance.
- You can add team members there using the add member button.
- You can also **change the team captain** by using the remove captain button next to the name of the student who will no longer serve as the team captain. Choose a new team captain by mousing over the student names and clicking the make captain button by the name of the student who will serve as the team captain.

You may **create new teams** as needed:

- When you log in at LifeSmarts.org, your coach "Home" dashboard will appear.
- To create a team:
 - Click the "Manage Users" tab, then teams, then the "new team" button in the upper right of the page.
 - 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 and team competition, "SkillsUSA" for the LifeSmarts SkillsUSA Health & Safety Challenge; "FBLA" for the LifeSmarts FBLA Challenge; "FCCLA" for the FCCLA/LifeSmarts Knowledge Bowl; or BPA for the LifeSmarts BPA Personal Finance Challenge and/or LifeSmarts 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 teams 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.**
 - Be certain to click the green "Create" button at the bottom of the form.

For new coaches who have not registered previously:

1. Coach Registers and Creates Team

- Go to LifeSmarts.org and click the Register button in the upper righthand corner. (Everyone must register with our 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, company or university 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 in the upper right of the page.
- 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 LifeSmarts SkillsUSA Health &

Safety Challenge; “FBLA” for the LifeSmarts FBLA Challenge; “FCCLA” for the FCCLA/LifeSmarts Knowledge Bowl; or BPA for the LifeSmarts BPA Personal Finance Challenge and/or LifeSmarts 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 teams 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.
- **Team Naming:** We recommend that you include the team type in the team name(s). If your team is part of a partner youth leadership or career and technical organization, it is helpful to include that organization name in your team’s name. You can also use member names, numbers, or colors to differentiate teams.
 - ***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; SCHS Tigers rather than Tigers
 - 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 Clark 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
 - Be sure to save as you create teams.
 - You may create as many teams as you wish.
 - *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](https://www.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. (Make certain you allow emails from nclnet.org)
- 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 two other teams* such as 4-H, BPA FBLA, FCCLA, SkillsUSA, etc.
 - **IMPORTANT:** To compete in the overall LifeSmarts competition and qualify for the LifeSmarts National Championship, you must be on either a Varsity or Junior Varsity team.
 - To logout, click on the round icon in the upper righthand corner that bears your initials.

3. Coach Adds Members to Team and Chooses Team Captain

- Coaches, when you log in you will be taken to the instructor dashboard. Click on “Manage Users” then “Teams.”
- Select the name of the team you want to work with (highlighted in blue).
- Once that team page is on the screen, to add a student to the team 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.

- To make a student the team captain, mouse over the student’s name and the words “Make Captain” will appear. Click to select your team captain.
- If you add a student by mistake to the team, click the red X to remove them from the team.
- If you need to change the Team Captain, click “Remove Captain” by the name of the current team captain, then “Make Captain” by the name of the student you wish to be team captain.
- The blue “Captain” button will appear by the captain’s name.

4. Students Practice and Compete – LifeSmarts Varsity and Junior Varsity Levels

These instructions are for Varsity and Junior Varsity LifeSmarts Teams.

- 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 in the LifeSmarts Varsity or Junior Varsity competition, 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).

5. How to Compete in Competitions for Partner Organizations and other Special Competitions

- **NOTE:** Quizzes for special competitions like **4-H, BPA, FBLA, FCCLA, SkillsUSA, and TeamSmarts**, etc., will be under the “**Quizzes**” tab rather than the Competitions tab.
- **Follow special instructions for partner organization competitions on the pages below:**
 - [4-H](#)
 - [BPA](#)
 - [FBLA](#)
 - [FCCLA](#)
 - [SkillsUSA](#)

Email Cheryl at LifeSmarts (CherylV@nclnet.org) if you need help or have any questions.



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