



Become A Coach

Head Coaches

1. Each school is allowed only one Head Coach
2. Sign in with Hunter Education Instructor credentials:
 - ▶ <https://mdwfp.com>
 - ▶ Credentials only provided at in-person training events
3. After sign-in, from the Dashboard:
 - ▶ Open the Shooting Program menu
 - ▶ Select Register As Head Coach
 - ▶ Complete the Head Coach Registration form

Assistant Coaches

1. All schools must have at least one Assistant Coach and may have multiple Assistant Coaches at their discretion.
2. Assistant Coaches must obtain:
 - ▶ Mississippi Hunter Education Certificate
3. If you are already a Hunter Education Instructor:
 - ▶ From your Hunter Education Dashboard select Shooting Program
 - ▶ Select Register As Assistant Coach
4. If not, see below to set up a new account.

Coach Account Setup

Head Coaches

1. In a web browser, navigate to: <https://education.mdwfp.com/admin>
2. Log in with your Hunter Education username and password
3. To set up an account as a Head Coach, from within your Hunter Education Dashboard:
 - ▶ Open the Shooting Program menu
 - ▶ Select Register As Head Coach
 - ▶ Complete the Head Coach Registration form
 - ▶ Select "Receive Emails" to ensure proper communication with MSSP

Assistant Coaches

1. In a web browser, navigate to: <https://mdwfp.com>
Menu: Law Enforcement >> MS Scholastic Shooting Program
2. Scroll to the Additional Resources section
3. Click: *Head Coach or Assistant Coach/Volunteer Registration & Login*
4. Log in with your Hunter Ed username and password if you have completed MSSP In-Person training.
5. If you do not already have an account, below the login dialog box select : *Register as MSSP Assistant Coach/Volunteer*
6. Complete the required form.
7. Enter your name as your digital signature agreeing to follow all MDWFP terms, rules, and conditions
8. Click: *Register*

MISSISSIPPI WILDLIFE, FISHERIES, & PARKS

Home Shooting Program Education Classes Duplicate Request Cards Login/Create an Account

Username DOB

Password SSN Alternate Phone No

Confirm password Address Hunter Ed State

School Name City Hunter Ed No

First Name State I agree to follow all MDWFP rules, terms, and conditions (SEE BELOW SAFETY RULES)

Last Name Zip / Postal Code Coach Signature

Middle Initial Email Address Date

Phone No

Receive E-mail or Mail YES NO

First Time Login

1. In a web browser, navigate to:
<https://education.mdwfp.com/admin>
2. Enter your *Username and Password*
3. Click: *Log In*

Head Coaches

Assistant Coaches

Manage Your Team

Sign-Up Students

- ▶ Provide each student with the Student Handout
- ▶ Each student must register for MSSP
- ▶ Each student must obtain a hunter education certificate (out-of-state certificates are accepted)
- ▶ A parent name and email address must be provided.
- ▶ Parents must verify their students and agree to/ approve the registration prior to participation.

Modify Your Roster

1. From the *Dashboard* page, select *Team Roster*
2. Drag and drop the students' names into their assigned squads.
 - ▶ Students with next to their name are awaiting their parent's approval via email.
 - ▶ Students with next to their name have been assigned to an Admin Squad.
 - ▶ Only Junior Varsity students can be assigned to Junior Varsity Squads
 - ▶ Varsity Squads will accept both Varsity and Junior Varsity students
3. Click *Save* to save your assignments.
4. When all squad assignments are complete, click *Submit* to register the roster with MSSP.
5. Once submitted, roster changes must be requested through MSSP.

Time Sheets

Submitting Time Sheets

All coaches must submit monthly time sheets.

1. In a web browser, navigate to:
<https://education.mdwfp.com/admin>
2. Enter your *Username and Password*
3. Click: *Log In*
4. Click: *Timesheet*
5. Click: *Add new record*
6. Enter your timesheet information and select the Update button to save.
7. When all entries are complete, add your name to the signature box and click Submit.

MISSISSIPPI Quick Reference Guide Public Sign Out

Dashboard | Event | Shooting Program | Reports

Coach Timesheet

Please Note:
1. Course hours include prep, breakdown, and wrap-up hours.
2. If claiming workshop credit write the description of the workshop in the "Course Activity or Description" column.
3. Only the driver can claim mileage.

Event Name: Mississippi Scholastic Shooting Program
Coach Name: Jonathan Terry
Approval Status: PENDING

By clicking **submit**, I certify that this timesheet is an accurate and complete record of time provided to the Department of Mississippi Wildlife, Fisheries & Parks as an MSSP coach.
Your signature is Jonathan Terry
Signature: Submit

Date	Activity	Hours	Travel Hours	Total Hours	Miles Roundtrip
8/10/2021	Select an activity...	0.0000	0.0000	0	0.0000
08/10/2021	Practice	12	2	14	75
Totals		12	2	14	75

1 - 2 of 2 items

Head Coaches

Approving Time Sheets

Head Coaches must approve the monthly time sheets for their coaching team:

1. In a web browser, navigate to:
<https://education.mdwfp.com/admin>
2. Enter your *Username and Password*
3. Click: *Log In*
4. On the right-hand side, select the name of the Coach whose time sheet you need to review.
5. Review the submission for accuracy.
6. Select *Make Changes* to correct any entries.
7. Select *Reject* to refuse the submission, the associated coach will have to re-submit a timesheet.
8. Select *Approve* to authorize the time submission.

MISSISSIPPI Quick Reference Guide Public Sign Out

Dashboard | Event | Shooting Program | Reports

Home Page

Existing Events

Event Type	County	Location	Descrip...	Begin ...	End ...	Stat...	Is ...
MSSP SKEET	GREENE	2nd Amendment Gun & Repair, LLC	wflog, tv	7/9/2021 12:00 AM	7/11/2021 12:00 AM	CANCELED	YES
MSSP SPORTING CLAYS	JACKSON	Aaron Jones Family Interactive Center	Testing	7/10/2021 12:00 AM	8/15/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	STONE	10 Mile Baptist Church	testing	7/11/2021 12:00 AM	7/6/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	STONE	10 Mile Baptist Church	TEST	6/19/2021 12:00 AM	6/25/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	WARREN	3-Steps Hunting Club	Shivel tourney	5/27/2021 12:00 AM	5/30/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	MADISON	MDWFP Central Region Office - Turcotte	Test	5/29/2021 12:00 AM	5/29/2021 12:00 AM	INACTIVE	YES
MSSP TRAP	CLABORNE	Alcorn State University	Saturday Tourney	5/22/2021 12:00 AM	5/22/2021 12:00 AM	ACTIVE	YES
MSSP TRAP	MADISON	MDWFP Central Region Office - Turcotte	test	5/22/2021 12:00 AM	5/24/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	MADISON	Turcotte Education Building	May Sporting Clay Qualifier	5/10/2021 12:00 AM	5/15/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	WARREN	3-Steps Hunting Club	Tourney 4	4/27/2021 12:00 AM	4/30/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	MADISON	MDWFP Central Region Office - Turcotte	test	2/25/2021 12:00 AM	5/11/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	BOLIVAR	Cleveland Central High School	MSSP Test purposes	2/9/2021 8:00 AM	3/9/2021 6:00 PM	ACTIVE	YES

1 - 12 of 12 items

MISSISSIPPI Quick Reference Guide Public Sign Out

Dashboard | Event | Shooting Program | Reports

Coach Timesheet

Please Note:
1. Course hours include prep, breakdown, and wrap-up hours.
2. If claiming workshop credit write the description of the workshop in the "Course Activity or Description" column.
3. Only the driver can claim mileage.

Event Name: Mississippi Scholastic Shooting Program
Coach Name: Jimmy Jones
Approval Status: SUBMITTED

Approve Reject Make Changes Close Print

Date	Activity	Hours	Travel Hours	Total Hours	Miles Roundtrip
08/10/2021	Practice	5	1	6	20
Totals		5	1	6	20

1 - 1 of 1 items

Prepare for a Tournament

Important - Be sure you and your students know your School Code. Cart assignments are made by School Code and Squad Name.

View Flight / Squad Assignments

Tournament View

To view your team's tournament assignments:

- From your Dashboard click: *Tournament View*
- Search for the tournament by:
 - ▶ *Event Type (required)*
 - ▶ *TournamentName (required)*
 - ▶ *Season (required)*
 - ▶ *Tournament Start & End Date*
- Click: *View and Edit Tournament*
- Select the Start Time drop-downs to view the squad/student assignments.
- Take special note if your squads are split 🚧. If so find the remainder of the students in an Admin Squad to the right.

Tournament Manager

Event Type: MSSP SPORTING CLAYS Season: 2020 - 2021
 Tournament Name: Sporting Clays 1 View Event Start Date: [Calendar Icon]
 Location: 10 Mile Baptist Church End Date: [Calendar Icon]

View and Edit Tournament Switch to Cart Assignments

Start Time	Squad 1	Squad 2	School Name	Number of Squads	Squad Name	School Name
Start Time Sunday 6/20 12:00 AM 0 of 24 available			Region: CENTRAL			
1	BHS - Squad1	GWHS - Squad1	Belzoni High School, Belzoni	8		
2	BHS - Junior Squad1	GWHS - Squad3	George Washington High School, Jackson	7		
3	BHS - Junior Squad2	GWHS - Junior Squad3	Hillsboro High School, Green Hill	1		
4	BHS - Junior Squad3	CCHS - Red Team	Patriarchal Ebermussé de Teona, Ruster	1		
5	AWS - Squad1	CCHS - Black Team	Aspen School, Nashville	0		
6	BHS - Junior Squad4	CCHS - Blue Team	Avanti Winchaska School of Arts, Jackson	1		
7	BHS - Squad2	CCHS - Green Team	christ church school, franklin	0		
8	BHS - Squad3 🚧	CCHS - Jr's One	Cleveland Central High School, Cleveland	8		
9	GWHS - Junior Squad1	CCHS - Jr's Two	Highgate School and Academy, Franklin	2		
10	GWHS - Junior Squad2	CCHS - 6566	International Wordard Prestatory, Jones	0		
11	GWHS - Squad2	CCHS - 11	Jorge Academia Marfilmo, Jackson	1		
12	GWHS - Squad4	BHS - Squad4	robinhood high school, franklin	0		
Start Time Monday 6/21 12:00 AM 24 of 24 available			Region: NORTH			
Start Time Tuesday 6/22 12:00 AM 24 of 24 available			Region: SOUTH			
Start Time Wednesday 6/23 12:00 AM 24 of 24 available			Academy, NASHVILLE	0		
			Chilwell High School, franklin	0		
			Franklin High School, franklin	0		
			Franklin Special School, Franklin	0		
			Holly Middle School, franklin	1		
			Linux Academy Mississippi, Mississippi State	4		
			MTSU Extension Building, Murfreesboro	0		
			Nashville software school, franklin	2		
			Page Middle School, Madison Heights	3		
			Premier Elementary School, Franklin	0		
			Vardaman High School, Vardaman	7		

Switch to Cart Assignments

Cart Assignments

To review your team's cart assignments for a tournament:

- From your Dashboard click: *Cart Assignment*
- Search for the tournament by:
 - ▶ *Event Type (required)*
 - ▶ *TournamentName (required)*
 - ▶ *Season (required)*
- Click: *View Cart Assignments*

Cart Assignments

Event Type: MSSP SPORTING CLAYS Season: 2020 - 2021
 Tournament Name: Sporting Clays 1 View Event
 Location: 10 Mile Baptist Church

View Cart Assignments Print Switch to Tournaments

Cart	Sun, Jun 20, 12:00 AM	Mon, Jun 21, 12:00 AM	Tue, Jun 22, 12:00 AM	Wed, Jun 23, 12:00 AM
1	BHS - Squad1			
2	GWHS - Squad1			
3	BHS - Junior Squad1			
4	GWHS - Squad3			
5	BHS - Junior Squad2			
6	GWHS - Junior Squad3			
7	BHS - Junior Squad3			
8	CCHS - Red Team			
9	AWS - Squad1			
10	CCHS - Black Team			
11	BHS - Junior Squad4			
12	CCHS - Blue Team			
13	BHS - Squad2			
14	CCHS - Green Team			
15	BHS - Squad3			

Prepare for a Tournament

Flight Time Report

To review all your team's flight times for a tournament:

1. From your Dashboard select the *Reports* menu
2. Click: *School Flight Times Report*
3. Download and view the report

Region	School Name	Event Name	Flight Time	Squad	Cart
CENTRAL	Hillsboro High School	Sporting Clays 1	Monday, June 21, 2021 12:00:00 AM	HHS - Squad1	1
				HHS - Squad2	2

School Flight Times Report

Region: ALL
School: HHS

Start Date: 07/01/2020
End Date: 08/31/2021
Report Run Time: 08/10/2021 10:22:AM

Contact Information

Please contact MSSP for any questions and roster changes.

Michelle Carter

Phone: 555-555-1212

Email: michelle.carter@wfp.ms.gov

Jad Touchton

Phone: 555-555-2222

Email: jad.touchton@wfp.ms.gov

