

How to add students to a school Group within ChessKid

Since we have a ChessKid Enterprise account, we have created separate Groups within ChessKid for each of the school chess clubs Academic Competition supports through the Academic Chess programs. Below are instructions for coaches so you can add Kid [student] accounts to your Group.

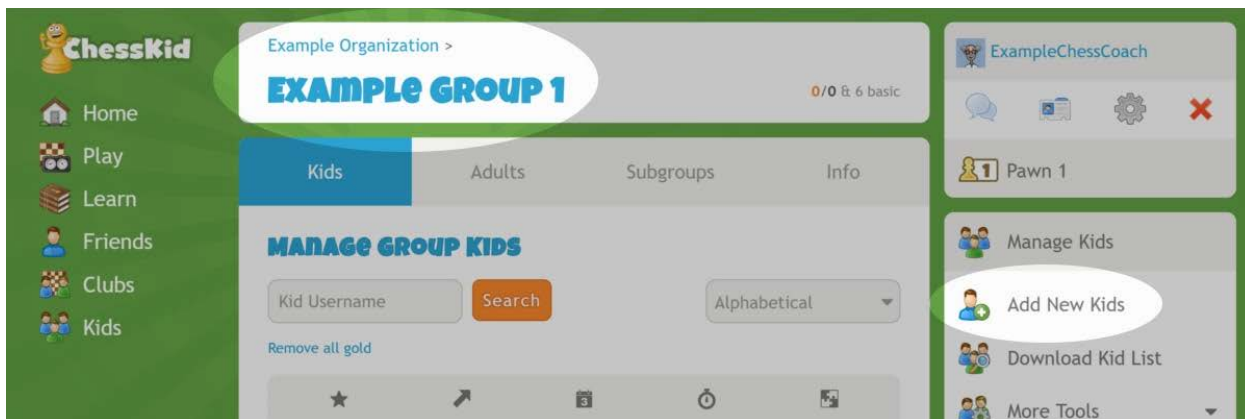
Policy for Usernames

- Coaches must have received a signed 2020 - 2021 ACADEMIC CHESS PARENT PERMISSION FORM
- Account usernames MUST follow this pattern: School Name, Student's First Name or other name in place of the student's first name, Number for additional students with same first names. i.e. CantyDavid or CantyDavid2 or CantyChesskid
- This policy is in compliance with the [CPS Acceptable Use Policy](#) for E-Learning and communicating with student

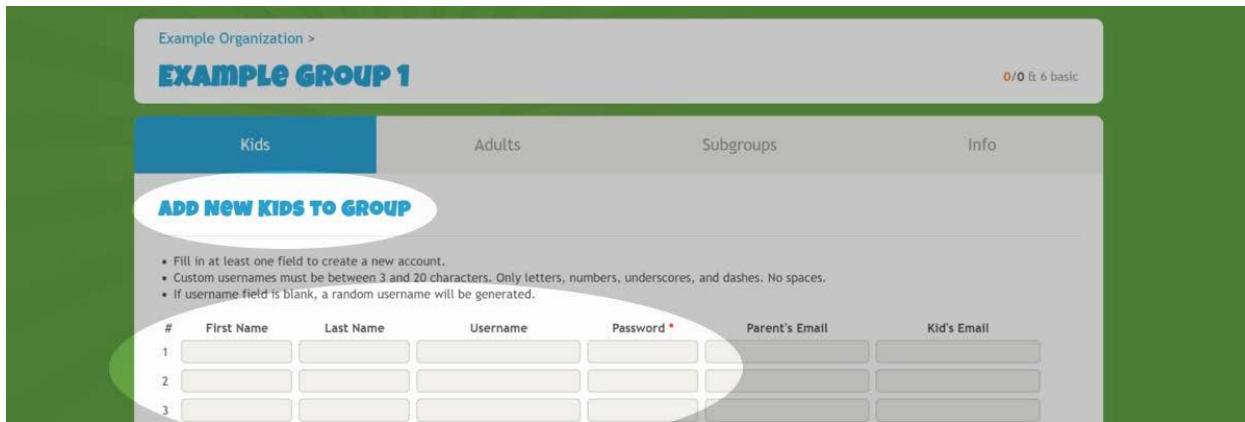
How to Create Accounts

(This is a very organized way of creating accounts: you control the custom usernames and all students will have an account immediately.)

- Enter the **Group** you'd like the Kids added to,
- Click **Add New Kids** from the right-side menu:



- Complete the spreadsheet with your students' First Name, Last Name, Username & and easy-to-type Password. Do not enter a Parent & Kid Email.



- Be sure to give your Kids their Usernames & Passwords – and explain how to log in.
- A great way to do this is with the **Print Login Cards** tool! This creates a printout with your kids' names, usernames & passwords that you can distribute during a class or club. Find this on the right-side menu of your **Group page**:

