Tags

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Introduction to Tags

Tags are symbols with custom icons, colors, and labels that staff can apply to any athlete. Tags are the primary method for a program to categorize athletes

This feature operates at the program level, meaning that a coach can create, apply, and view tags exclusively for their college. There are 2 different types of tags available -- **Primary** tags and **Secondary** tags.

Primary Tags are displayed as large icons without labels on an athlete card.

Each program can have a maximum of 6 Primary tags. The default set of icons is Heart, Diamond, Spade, Club, Star which can be edited at any time.

Each program may create up to 6 Primary tags. Primary tags are larger and do not display a label.

> The standard tags: Heart, Diamond, Club, Spade, Star from 2023 will be automatically converted to Primary tags.

Secondary Tags are smaller and can contain labels.

Each program may create unlimited secondary tags.

> Categories from 2023 will be automatically converted to Secondary tags.

Any staff member can:

- Create a Tag
- Update a Tag
- Delete a Tag
- Tag athletes with multiple tags
- Apply several Tags to an athlete in bulk from the search results page

> Athletes never see the tags you have given them.

Creating, Editing, Deleting Tags

To Create, Edit, or Delete a tag, click Settings > Tags

How to make Primary and Secondary Tags

https://www.youtube.com/embed/HHnvwgS0AmQ

How to Edit Tags

https://www.youtube.com/embed/VTUHqkvtm6w

How to Delete Tags

https://www.youtube.com/embed/FIIGhSyHYLw

Manage Tags

+ Create New Tag

Primary Tags   Secondary Tags

Primary Tags

=	♥	Top Priority	Watch every time, possible offer	⋮
=	♦	Starter	Could start for us now	⋮
=	♠	Top in Class	Might go higher than us	⋮
=	♣	Maybe	Watch development	⋮
=	★	Head Coach	Have head coach make final assessmen'	⋮

To create a new tag, click the + Create Tag button.

+ Create New Tag

To edit an existing Tag, roll over the tag, or click the options menu to the right of the tag and select "Edit"

🖉 Edit

🗑 Delete

Edit Tag   ✕

Type   Preview

◯ Secondary Tag   ⦿ Primary Tag   ❤️

| Top Priority | | Watch every time, possible offer |

16 characters max   60 characters max

Color

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Icon

⊘ ⊙ 💪 🛟 💵 🔔 🔭 📖 🧠 💡 ⛰️ 📎 ⬤ ♣️ 🏆 ♦️ 💎 ⚙️

When editing a tag, you can:

- Make it Primary or Secondary
- Give it a label and a description (Primary tags don't display the label)
- Choose a color
- Choose an icon

To delete an existing Tag, roll over the tag, or click the options menu to the right of the tag and select "Edit", then confirm deletion.

✏️ Edit
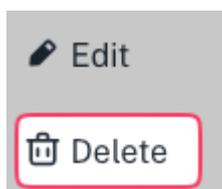
🗑️ Delete

> Warning. Deleting a tag is not reversible. It will be removed from every athlete that contains that tag.

Assigning Tags

You can assign or remove a tag any time you see an Athlete.

How to Assign Primary and Secondary Tags to an Athlete:
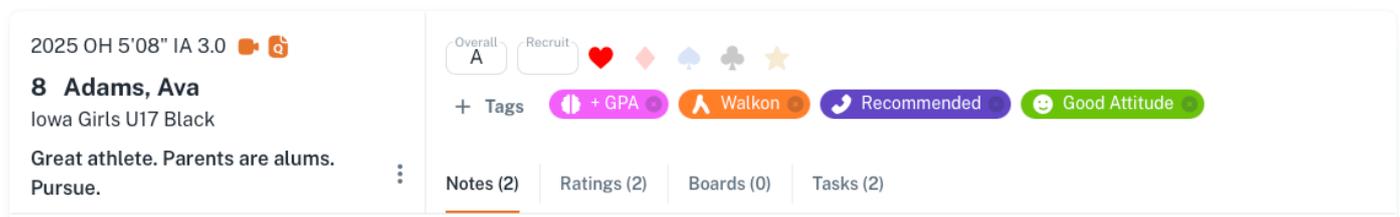
https://www.youtube.com/embed/eow2SpJJIDA

To assign or remove a Primary tag, click the icon.

> Assigned Primary tags are full color. Unassigned Primary tags are dim.

To assign Secondary tag, click the + *Tags* button and choose any available tags.
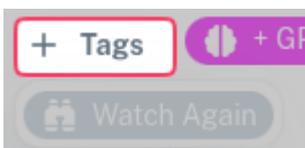
To remove a Secondary tag, click the delete button *(x)* on the far right of the pill.

Walkon