

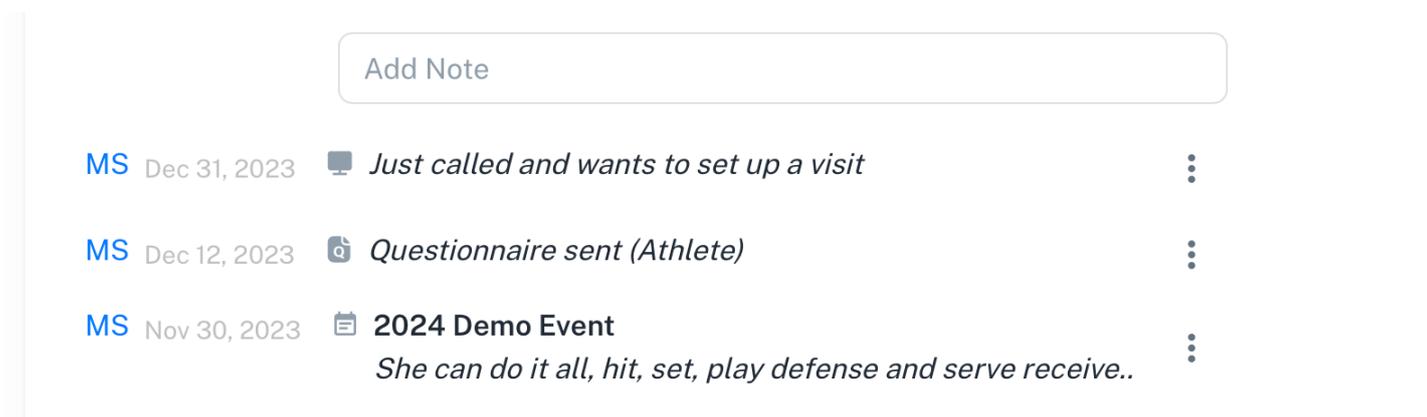
# Notes

Notes are connected to an athlete and written by a staff member or generated by system activities.

[https://www.youtube.com/embed/94hp2IK\\_bPQ](https://www.youtube.com/embed/94hp2IK_bPQ)

An athlete can have unlimited notes. Notes have categories such as *Questionnaire, Web, Video, Event, Email*. Each note has the initials of the staff member that created the note and a small icon next to the note so you know which type it is. Event notes have the name of the event as a title.

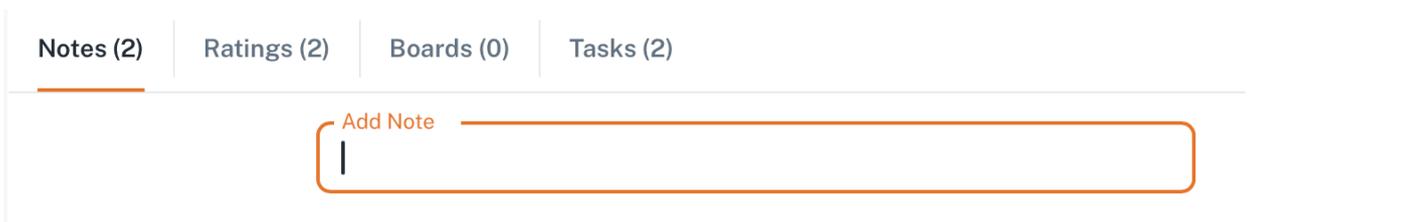
Notes are sorted from newest to oldest unless pinned.



The screenshot shows a user interface for managing notes. At the top, there is a rounded rectangular button labeled "Add Note". Below this, there is a list of three notes. Each note entry consists of a blue "MS" icon, a date, a small icon representing the note type, a title, and a three-dot menu icon on the right. The first note is dated "Dec 31, 2023" with a speech bubble icon and the title "Just called and wants to set up a visit". The second note is dated "Dec 12, 2023" with a document icon and the title "Questionnaire sent (Athlete)". The third note is dated "Nov 30, 2023" with a calendar icon and the title "2024 Demo Event", followed by a subtitle "She can do it all, hit, set, play defense and serve receive..".

## To create a new note

Click the *Add Note* field, type the note, and click outside the text field to save.



The screenshot shows a navigation bar with four tabs: "Notes (2)", "Ratings (2)", "Boards (0)", and "Tasks (2)". Below the navigation bar, there is a form for creating a new note. The form has a rounded rectangular text input field with a vertical line cursor inside. Above the input field, the text "Add Note" is displayed in orange.

## To edit an existing note

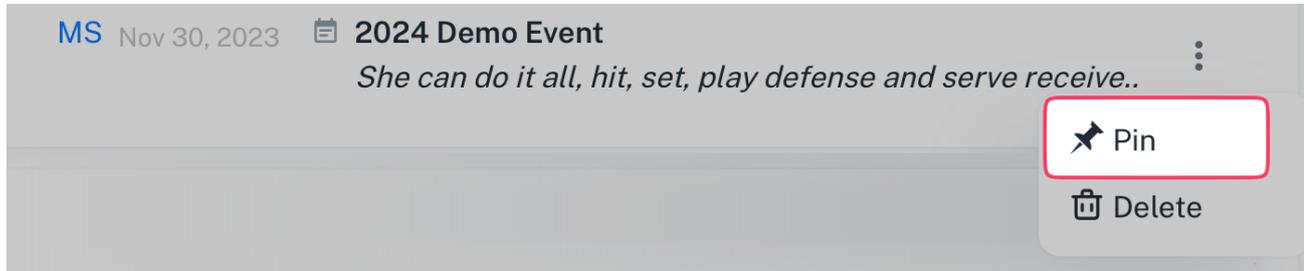
Click the text and make changes. Click outside the text field to save.

Add Note

She can do it all, hit, set, play defense and serve receive..

## To pin a note

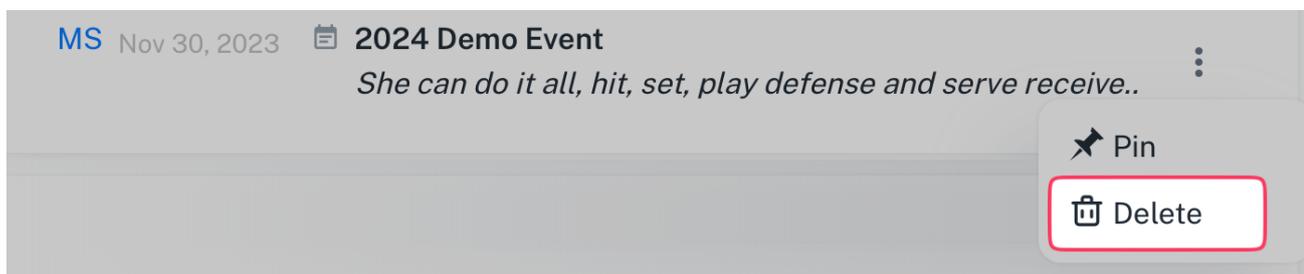
Select the Note's option menu and choose *Pin*.



Pinned notes will stay at the top of an athletes notes list even if other notes are more recent.

## To delete a note

Select the Note's option menu and choose *Delete*.



Deleting a note cannot be undone.

## The main types of notes are:

- *Web* notes are usually notes added from desktop
- *Event* notes are added at a particular tournament using the UA app.

## In addition there are system notes added automatically

- *Questionnaire* notes are added automatically when you send a questionnaire to the athlete
- *Video* notes are added when you make a note on a video sent to you from an athlete
- *Email* note appears when you use the *Email to Note* function

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