

# 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.

Add Note


MS

Dec 31, 2023

 Just called and wants to set up a visit


MS

Dec 12, 2023

 Questionnaire sent (Athlete)

MS

Nov 30, 2023

 2024 Demo Event

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.

Notes (2)

Ratings (2)

Boards (0)

Tasks (2)

Add Note

## To edit an existing note

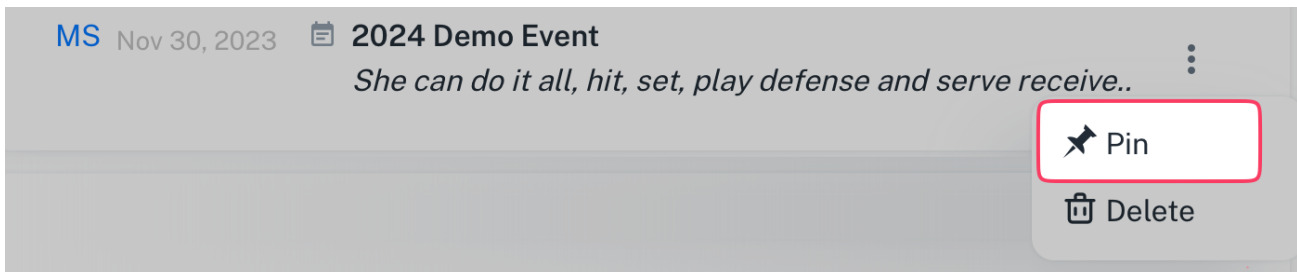
Click the text and make changes. Click outside the text field to save.

Add Note

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

## To pin a note

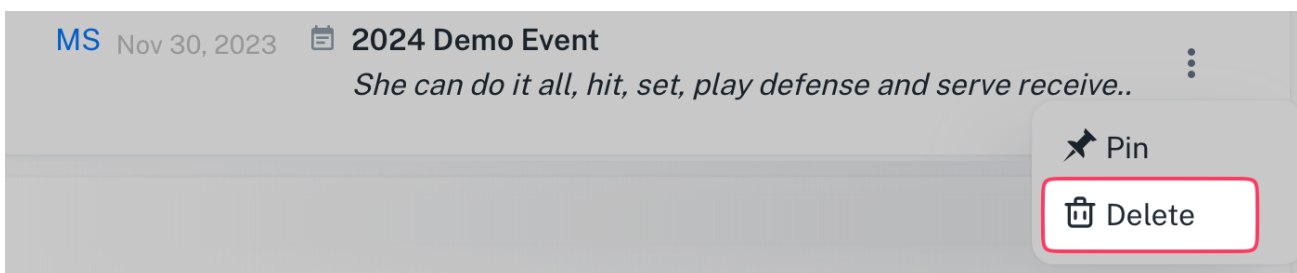
Select the Note's option menu and choose *Pin*.



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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