



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

Confirm password Address

School Name City

First Name State

Last Name Zip / Postal Code

Middle Initial Email Address

Phone No

Alternate Phone No

Hunter Ed State

Hunter Ed No

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

Coach Signature

Date

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

Existing Events

Event Type	County	Location	Descri...	Begin ...	End ...	Stat...	N ...
MSSP SKEET	GREENE	2nd Amendment Gun & Repair, LLC	vtngt, hi	7/8/2021 12:00 AM	7/11/2021 12:00 AM	CANCELED	YES
MSSP SKEET	STONE	10 Mile Baptist Church	testing	7/10/2021 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-Way Hunting Club	Test Skett	5/27/2021 12:00 AM	5/28/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	MADISON	MDWFP Central Region Office - Turcotte	Test	5/26/2021 12:00 AM	5/28/2021 12:00 AM	INACTIVE	YES
MSSP TRAP	CLABORNE	Alcorn State University	Saturday	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	5/19/2021 12:00 AM	5/19/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	WARREN	3-Way Hunting Club	Test 4	4/27/2021 12:00 AM	4/28/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	MADISON	MDWFP Central Region Office - Turcotte	test	3/25/2021 12:00 AM	5/19/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	BOLIVAR	Cleveland Central High School	MSSP Test purposes	2/8/2021 8:00 AM	3/6/2021 8:00 PM	ACTIVE	YES

Timesheets

Name	Activity Dates	Status
Jonathan Terry		PENDING

1 - 11 of 11 items

Team Roster **Timesheet** **Tournament View** **Cart Assignment**

Assistant Coaches

Existing Events

Event Type	County	Location	Descri...	Begin ...	End ...	Stat...	N ...
MSSP SKEET	GREENE	2nd Amendment Gun & Repair, LLC	vtngt, hi	7/8/2021 12:00 AM	7/11/2021 12:00 AM	CANCELED	YES
MSSP SKEET	STONE	10 Mile Baptist Church	testing	7/10/2021 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-Way Hunting Club	Test Skett	5/27/2021 12:00 AM	5/28/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	MADISON	MDWFP Central Region Office - Turcotte	Test	5/26/2021 12:00 AM	5/28/2021 12:00 AM	INACTIVE	YES
MSSP TRAP	CLABORNE	Alcorn State University	Saturday	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	5/19/2021 12:00 AM	5/19/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	WARREN	3-Way Hunting Club	Test 4	4/27/2021 12:00 AM	4/28/2021 12:00 AM	ACTIVE	YES
MSSP SKEET	MADISON	MDWFP Central Region Office - Turcotte	test	3/25/2021 12:00 AM	5/19/2021 12:00 AM	ACTIVE	YES
MSSP SPORTING CLAYS	BOLIVAR	Cleveland Central High School	MSSP Test purposes	2/8/2021 8:00 AM	3/6/2021 8:00 PM	ACTIVE	YES

Team Roster **Timesheet** **Tournament View** **Cart Assignment**

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.



MISSISSIPPI

Varsity Squads

Squad	Members
Squad 1	John Doe
Squad 2	Sarah Bauer
Squad 3	Ben Bauer
Squad 4	Chris Jones

Junior Varsity Squads

Squad	Members
Squad 1	
Squad 2	
Squad 3	
Squad 4	

Coach
Jimmy Jones

Varsity
John Smith

Junior Varsity

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 Scholastic Shooting Program

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: [Signature Box] Submit

+ Add new record

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

MISSISSIPPI Scholastic Shooting Program

Dashboard | Event | Shooting Program | Reports

Home Page

Add New Event

Existing Events

Event Type	County	Location	Descrip...	Begin ...	End ...	Stat...	Is ...
MSSP SKEET	GREENE	2nd Amendment Gun & Repair, LLC	wfing, ty	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	7/10/2021 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-Stops Hunting Club	Shovel 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	5/26/2021 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-Stops 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

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 Scholastic Shooting Program

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:

1. From your Dashboard click:
Tournament View
2. Search for the tournament by:
 - ▶ *Event Type (required)*
 - ▶ *TournamentName (required)*
 - ▶ *Season (required)*
 - ▶ *Tournament Start & End Date*
3. Click: *View and Edit Tournament*
4. Select the Start Time drop-downs to view the squad/student assignments.
5. 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

Location

10 Mile Baptist Church

End Date

View and Edit Tournament

Switch to Cart Assignments

Start Time Sunday 6/20 12:00 AM

0 of 24 available

Stand	Squad 1	Squad 2
1	BHS - Squad1	GWHS - Squad1
2	BHS - Junior Squad1	GWHS - Squad3
3	BHS - Junior Squad2	GWHS - Junior Squad3
4	BHS - Junior Squad3	CCHS - Red Team
5	AWS - Squad1	CCHS - Black Team
6	BHS - Junior Squad4	CCHS - Blue Team
7	BHS - Squad2	CCHS - Green Team
8	BHS - Squad3	CCHS - JV's One
9	GWHS - Junior Squad1	CCHS - JV's Two
10	GWHS - Junior Squad2	CCHS - 6666
11	GWHS - Squad2	CCHS - 11
12	GWHS - Squad4	BHS - Squad4

Start Time Monday 6/21 12:00 AM

24 of 24 available

Start Time Tuesday 6/22 12:00 AM

24 of 24 available

Start Time Wednesday 6/23 12:00 AM

24 of 24 available

School Name	Number of Squads
Region: CENTRAL	
Belzoni High School, Belzoni	6
George Washington High School, Jackson	7
Hillsboro High School, Green Hill	1
Patricard Etemus& de Teoria, Rustler	1
Region: NORTH	
Aspen School, Nashville	0
Avanti Wendchansa School of Arts, Jackson	1
christ church school, franklin	0
Cleveland Central High School, Cleveland	8
Highgate School and Academy, Franklin	2
International Wordary Presstary, Jones	0
Jorge Academia Maritime, Jackson	1
robinhood high school, franklin	0
Step Forward School, nashville	1
Umbrella Academy of Rancore, Jackson	1
Region: SOUTH	
Academy, NAG-KVILLE	0
Creevethall 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, Murretsboro	0
Nashville software school, franklin	2
Page Middle School, Madison Heights	3
Premier Elementary School, Franklin	0
Vardaman High School, Vardaman	7

Squad Name	School Name
Name	
Kovess Squad	
CWZL, Martine& - VHS	
MJHT Sessions - BHS	

Switch to Cart Assignments

Cart Assignments

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

1. From your Dashboard click: *Cart Assignment*
2. Search for the tournament by:
 - ▶ *Event Type (required)*
 - ▶ *TournamentName (required)*
 - ▶ *Season (required)*
3. 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

		School Flight Times Report		Start Date: 07/01/2020	
Region: ALL				End Date: 08/31/2021	
School: HHS				Report Run Time: 08/10/2021 10:22:AM	
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

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

