

# Managing Division Level Roles

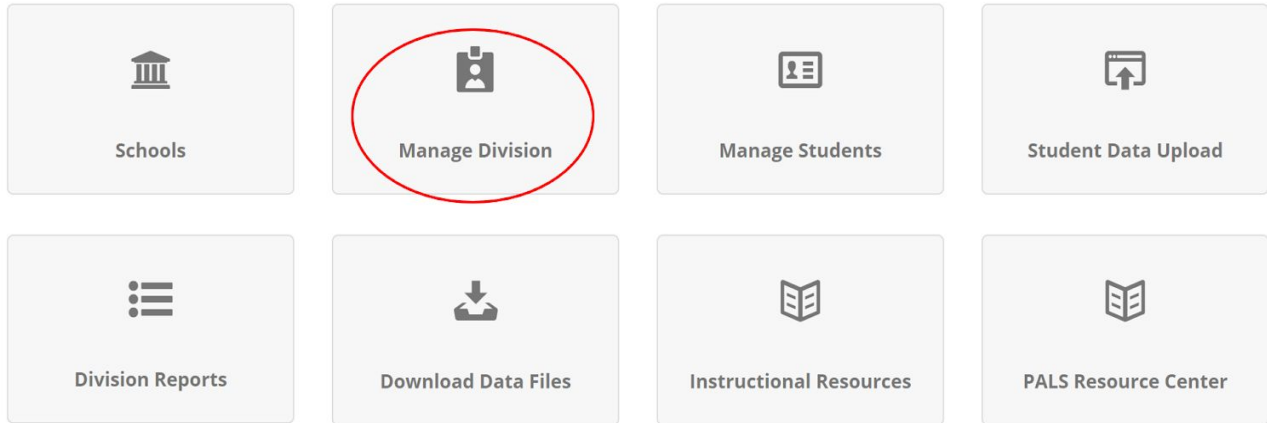
*for division representatives only*

Log in to your PALS Online account at [www.palsk8.com](http://www.palsk8.com).

The division representative can manage division level roles in the PALS Online System by using the “Manage Division Roles” tile on the Home Screen:

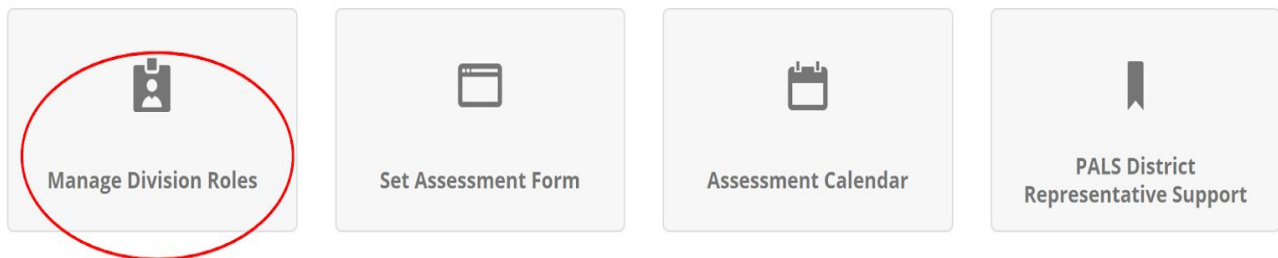
## Division Home Page

[Home](#) > [Choose State](#) > [Choose Division](#) > \*Testing Division



## Division Management

[Home](#) > [Choose State](#) > [Choose Division](#) > \*Testing Division > Division Management



Here, you can see which users have division roles and search for any already-existing user account in your division.

### Manage Division Roles

# PALS Professional Development > Division Roles

#### Add Division Role

Use the dropdown to search by last name or by email address

Q Last Name ▾ Enter search term Enter

🏠 Current Division Roles ✉ Search Results

**No searches performed.**  
Use the dropdown to search by last name or by email address.

To remove a user with a division role, click the “Remove Division Role” link.

### Manage Division Roles

# Choose State > Choose Division > \*Testing Division > Division Management > Division Roles Add New Division User

#### Add Division Role

Use the dropdown to search by last name or by email address

Q Last Name ▾ Enter search term Enter

Include Deactivated Accounts

Current Division Roles ✉ Search Results

- Bertha McPALS-testing (berthamcpals@gmail.com) *Division Representative*
- Stephanie Ring (sring@data-cation.com) *Make Division Representative | Remove Division Role | Deactivate User*
- Peter Bencivenga (pbencivenga@ioeducation.com) *Make Division Representative | Remove Division Role | Deactivate User*
- Peter Bencivenga (pbencivenga@data-cation.com) *Make Division Representative | Remove Division Role | Deactivate User*

Or, you can use this feature to add a division role for a user who does not already have one by searching, and then selecting “Add division Role”.

#### Add Division Role

Use the dropdown to search by last name or by email address

Q Last Name ▾ channess Enter

Current Division Roles ✉ Search Results

- Taylor Channess (tchanness+1@ioeducation.com) *Add division Role*
- Taylor Channess School (tchanness+school@ioeducation.com) *Add division Role*

To add a division role for a user who does not already have an account, use the Add New Division User feature.

## Manage Division Roles

🏠 \*Testing Division > Division Roles

### Add Division Role

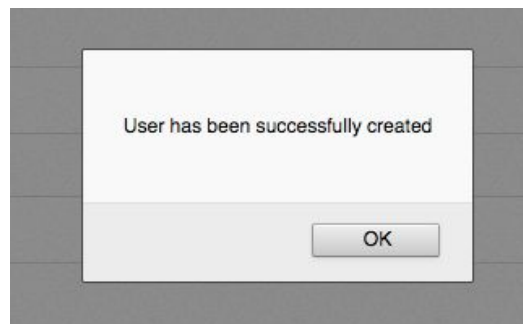
Use the dropdown to search by last name or by email address

Add New Division User

Input the new user's information and select "Add New User".




The screenshot shows a dialog box titled "Create New Division User" with a close button (X) in the top right corner. It contains three input fields: "First Name", "Last Name", and "Email". At the bottom right, there are two buttons: "Cancel" and "Add New User".

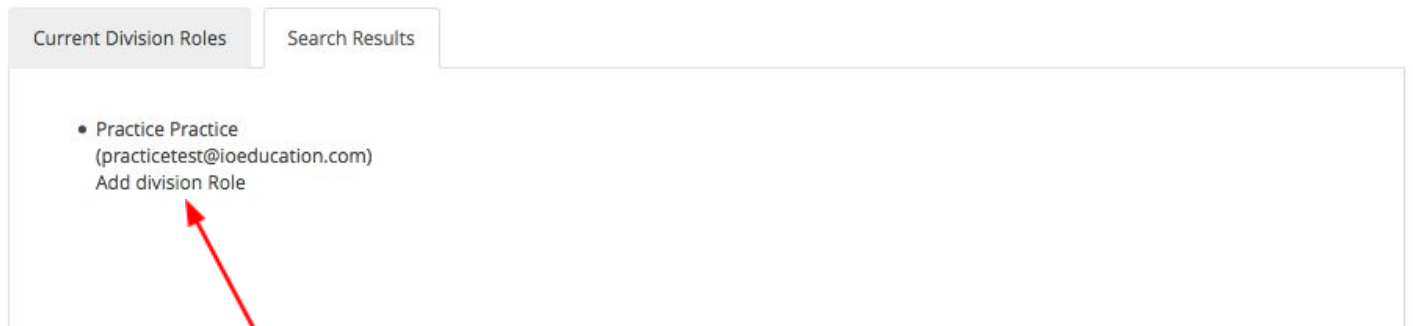


Once the user has been successfully created, search for the new user using the search bar, and select “Add division Role”.

Use the dropdown to search by last name or by email address



A search bar with a dropdown menu on the left showing "Q Last Name" and a search input field containing the text "practice". To the right of the input field is a grey button labeled "Enter". A red arrow points to the dropdown menu.



A panel with two tabs: "Current Division Roles" and "Search Results". The "Search Results" tab is active. Below the tabs, there is a list of search results. The first result is a bullet point followed by the text "Practice Practice (practicetest@ioeducation.com) Add division Role". A red arrow points to the "Add division Role" text.

The new division level user should now appear in the tab labeled “Current Division Roles”.

