



TO: OTA Franchisees

FROM: HQ

RE: Staff Management Log In Tabs

Efficiency and effectiveness are always the goals for any component of our Franchise System. We think we have achieved both with our Staff Log In TABS. The Log In features we have created are to address some of the areas for our IHT System (interviewing, hiring, training) as well as Program Management, specifically Curriculum Resources.

To visit the Log In Tabs, go to OTA Homepage, Scroll to Bottom, Locate OTA Employee Resources, Click on Instructor Log In Portal, Enter Password

The Log In TABS include:

1. **Employee Resources**
2. **Program Instructor Resources**
3. **Camp Staff Resources**
4. **Curriculum Resources**
5. **Coaches APP OTM**

It's important for Franchisees to visit the Log In TABS and click around to become familiar with the updates and the flow of the On-Boarding platform for a New Hire. It's also important to become familiar with the staff resources that are located in these TABS, for example – Program Progress Reports, Payroll Information, Summer Camp Agenda Templates, and Incident Reports, to name a few.

We have created an IHT System Platform that recognizes the need for an easier flow of paperwork, that can be incorporated using a virtual method of meetings and training sessions (ZOOM) and provides a digital system for Employee Files.

We have created a framework that eliminates the confusion about what on-boarding steps need to be completed for working after school programs or working summer camps.



You will notice at the bottom of the training in Employee Resources (where ALL New Hires must start), there is a note about where to direct the New Hire for the next piece of their training (ASP or CAMPS). This also provides clarity for an employee that has worked one session or the other and will remain a part of the team. They now will know where to go to complete their training to work the other session and update/complete their employee file.

With this digital process, the only piece that should still have a hardcopy format is the "Employee File Checklist". Managers should have printed out copies for each employee that they checkoff and update as a New Hire goes through the IHT process so they can monitor progress and track what has been submitted. **This process will be covered in your training sessions**

Important Take-Aways: (these will be further covered in your training sessions)

1. Our Staff Log In platform eliminates the hardcopy "In-Take Packet":

- All documents, forms, exercises, and signatures are digital.
- Each Franchisee/Program Director creates an "Employee Folder" in Outlook. Each individual employee should then have their own folder within this file.
- When a New Hire completes the form, the software will generate a "completed" document that gets sent to the New Hire via email. The New Hire then forwards the email/attachment to Franchisee/Program Director. Franchisee/Program Director then slides that email/attachment into their Employees Folder for storage. (Should a hardcopy file ever be needed, one could print out the documents)

2. The Log IN Platforms are split into "Web Training Sections" – i.e. Web Training 1, Web Training 2:

- This is designed for ease of directions when explaining to a New Hire what they need to complete.
- Further clarification is achieved by each section of a "Web Training" being labeled by "Steps".
- Directions to a New Hire might say, "please complete Steps 1, 2, 3 of Web Training 1 in Employee Resources".



3. Instructor Employment File Checklist:

- As referenced above, this really should be the only hardcopy document kept on hand to track the New Hire's training steps.

4. New Hire Training and Interaction:

- What has been created is not designed with the purpose of never interacting with a New Hire face to face. There must be in-person interaction with employees. It will always be necessary to meet in order to issue equipment, gear, uniforms, etc. This system has been designed to change the nature of in-person interaction to be more focused on previewing the work experience and answering question about what the New Hire encountered with their Web Training.
- This system is designed to concentrate Hiring Appointments and Training Session on discussion, rather than paperwork which can be completed by New Hire's at their convenience based on the timeline they have been given.

5. Curriculum Resources

- Clicking around in this Log In Tab is vital to becoming an expert on Overtime Athletics
- Understanding the breakdown of our Program Catalogue as well as the components that make up an individual programs curriculum to include Description and Overview, Skills/Drills, Games, and Sample PDC's.
- Make NOTE of special features to curriculum for programs like Cheerleading, Jump Rope, Scooter Dash, Countdown, Pitch and Putt, etc.
- Make NOTE of special programming like Field Day and S.P.A.R.K. Program.
- Make NOTE of special features in OTA Playbook, primarily utilized during summer camps.

We look forward to reviewing these Log In TABS with you and further explaining the steps of the IHT System. It is so important for each Franchisee to spend the time mastering the features of the Log In TABS and making sure they can navigate each of these platforms fluently.