



**NCAA COMPLIANCE FORMS
DATABASE**

2011-12

INSTITUTIONAL MANUAL

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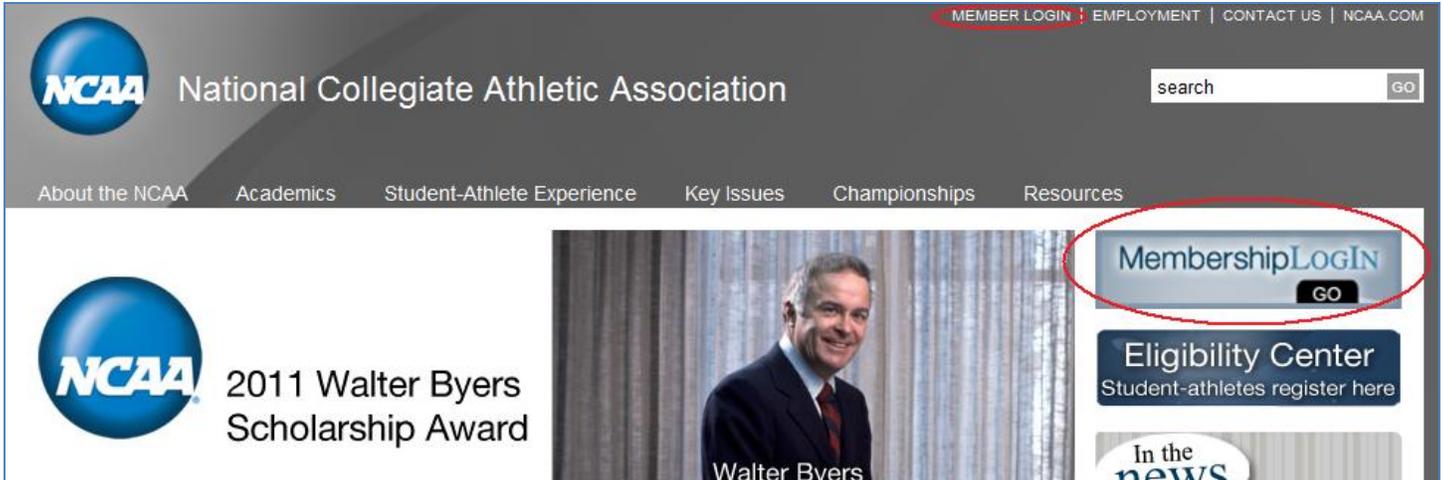
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Section No. 1: Getting Started

- a. To access the NCAA Compliance Forms Database, login to the membership side of www.ncaa.org.



The screenshot shows the top portion of the NCAA website. At the top right, there are links for "MEMBER LOGIN", "EMPLOYMENT", "CONTACT US", and "NCAA.COM". The main header features the NCAA logo and the text "National Collegiate Athletic Association". Below this is a navigation menu with items: "About the NCAA", "Academics", "Student-Athlete Experience", "Key Issues", "Championships", and "Resources". A search bar is located on the right. The main content area includes a large banner for the "2011 Walter Byers Scholarship Award" featuring a photo of Walter Byers. To the right of the banner, there is a "Membership Login" button with a "GO" sub-button, which is circled in red. Below it are buttons for "Eligibility Center" and "In the news".

- b. The NCAA Compliance Forms Database will appear as a business application, **Compliance Forms**, in the **My Application Links** box. If **Compliance Forms** does not appear in the **My Application Links** box, contact your institution's Single-Source Sign-On Administrator to have the application added to your privileges.

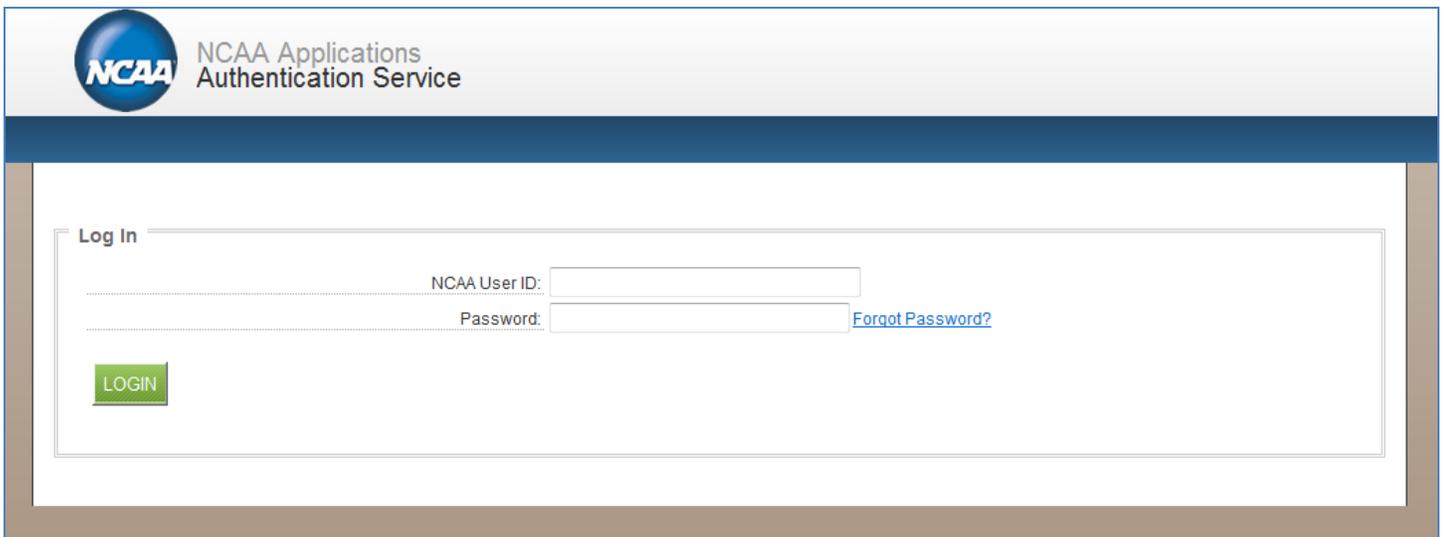


The screenshot shows a different section of the NCAA website. The top navigation bar includes "Home", "Championships", "Governance", "Student-Athlete Programs", "Contact", and "Oth". Below this is a main content area with a headline: "May 6 deadline for most 2012 Honor awards". To the right of this headline is a "Membership Updates" section with a list of news items. At the bottom of the page, there is a "My Application Links" box, which is circled in red. Below this box is a "Welcome to MyNCAA" section with the text "New navigation format".

c. The NCAA Compliance Forms Database may also be accessed by the visiting the following link:

<https://web1.ncaa.org/CompFormSchool/exec/schoolHome>

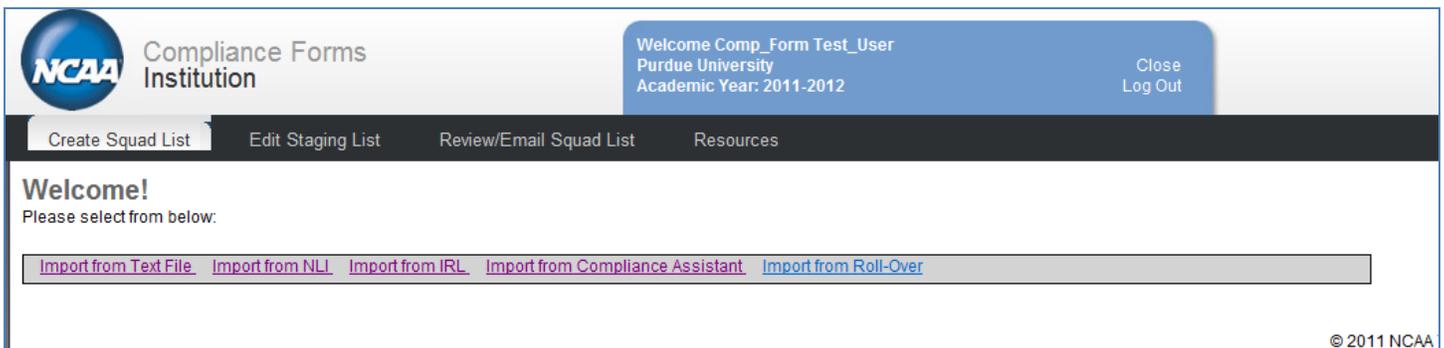
d. The following page will appear:



The screenshot shows the 'NCAA Applications Authentication Service' login page. At the top left is the NCAA logo. To its right, the text reads 'NCAA Applications Authentication Service'. Below this is a 'Log In' section with two input fields: 'NCAA User ID:' and 'Password:'. A blue link 'Forgot Password?' is located to the right of the password field. A green 'LOGIN' button is positioned below the input fields.

e. Enter your valid **NCAA User ID** and **Password** and click **LOGIN**.

f. The following page should appear after logging into the database:

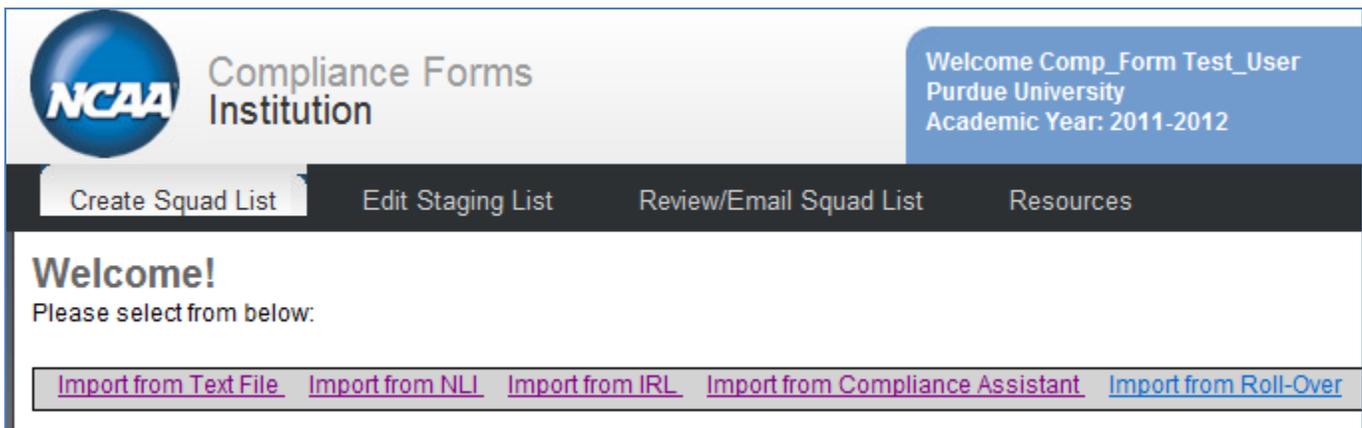


The screenshot shows the 'NCAA Compliance Forms Institution' dashboard. At the top left is the NCAA logo. To its right, the text reads 'Compliance Forms Institution'. In the top right corner, a blue box displays 'Welcome Comp_Form Test_User', 'Purdue University', and 'Academic Year: 2011-2012', with 'Close' and 'Log Out' links. Below this is a navigation bar with buttons for 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. The main content area starts with 'Welcome!' and 'Please select from below:'. Below this is a list of links: 'Import from Text File', 'Import from NLI', 'Import from IRL', 'Import from Compliance Assistant', and 'Import from Roll-Over'. The footer contains the copyright notice '© 2011 NCAA'.

Section No. 2: Creating a Squad List

You may choose to import data from the following sources to create a squad list:

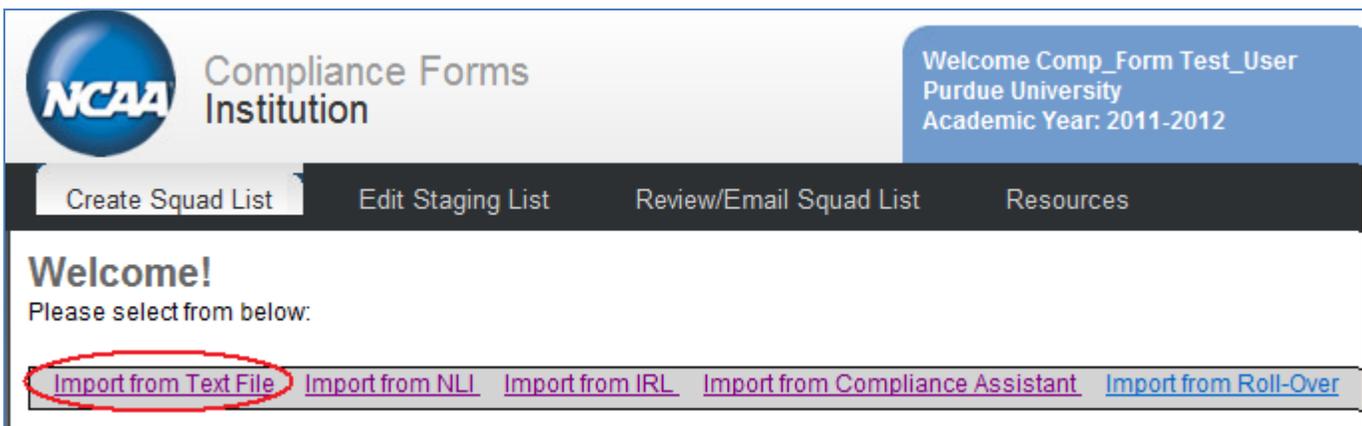
- 1) Text file (manual entry)
- 2) National Letter of Intent (NLI) database
- 3) Institutional Request List (IRL)/NCAA Eligibility Center
- 4) Compliance Assistant (CA)
- 5) Compliance Forms Database Roll-Over *Under construction!*



The screenshot shows the top navigation bar of the NCAA Compliance Forms Institution. On the left is the NCAA logo and the text 'Compliance Forms Institution'. On the right, a blue box displays the user information: 'Welcome Comp_Form Test_User', 'Purdue University', and 'Academic Year: 2011-2012'. Below this is a dark navigation bar with four buttons: 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. The main content area starts with a 'Welcome!' message and the instruction 'Please select from below:'. At the bottom, there is a horizontal menu with five links: 'Import from Text File', 'Import from NLI', 'Import from IRL', 'Import from Compliance Assistant', and 'Import from Roll-Over'.

Importing Data from a Text File

- a. The **Import from Text File** option allows the institution to enter its student-athlete data into the system through a text file.



This screenshot is identical to the one above, but with a red circle drawn around the 'Import from Text File' link in the bottom menu.

b. Click **Import from Text File**. The following page will appear:

Compliance Forms Institution

Welcome Comp_Form Test_User
 Purdue University
 Academic Year: 2011-2012

Create Squad List Edit Staging List Review/Email Squad List Resources

Import from Text File Import from NLI Import from IRL Import from Compliance Assistant Import from Roll-Over

Import from Text File

Text File:

(This will import student-athlete data from a "tab delimited" text file)

This **tab** delimited text file must have the following format. There should be a "**tab**" between each data item. [Show me a sample file.](#)

NCAA ID	Email	First Name	Last Name	Student Type	Division	Sport Code	Date of Birth	City	Country
2901001234	testEmail@ncaa.org	John	Clayton	IF	3	MFB	12/31/1993	Indianapolis	US

Data should comply with the following conditions:

NCAA ID	NCAA ID should always be 10 alphanumeric long	Email	It should be a valid email address.
Student Type	Student type should be 2 characters long. It can only be 'IF', 'IT' or 'RS' IF --> Incoming Freshman IT --> Incoming Transfer RS --> Returning Student	Division	It can only be 1, 2, or 3.
Sport Code	Sport code should be 3 characters long. It must be a valid NCAA sport code. Valid Sport Codes: <input type="text" value="Baseball (MBA)"/>	Date of Birth	Date of birth must be in MM/DD/YYYY format only.
Country Code	Country code should be 2 characters long. It must be a valid country code. Valid Country Codes: <input type="text" value="UNITED STATES OF AMERICA (US)"/>	State Code	If country code is 'US' or Canada ('CA') then the state code must be provided otherwise it can be left blank value for any other country will be ignored. State Code should be 2 characters long. It must be a valid US or Canada state/province code. Valid State Codes: <input type="text" value="ALABAMA (AL)"/>

c. The institution may create a text file using Microsoft Notepad or Microsoft Excel.

- 1) If the institution elects to use the Microsoft Notepad program, click **Start, All Programs, Accessories** and then **Notepad** to access the program.
- 2) If the institution elects to create a text file using Microsoft Excel, the file must be saved as type **Text (Tab delimited) (*.txt)**. Macintosh users should save the comparable Excel file as type **Text (Macintosh) (*.txt)**.
 - Column headings may be used in Microsoft Excel to facilitate data entry; however, column headings must be deleted prior to importing the text file.

d. Enter the data elements in the text file.

- 1) Eleven data elements must be entered *in the order specified below* for each student-athlete:
 - NCAA ID (must be 10 digits in length)
 - Email

- First Name
- Last Name
- Student Type
 - Enter **IF** if the student-athlete is an incoming freshman.
 - Enter **IT** if the student-athlete is an incoming transfer.
 - Enter **RS** if the student-athlete is a returning student.

- Division (must be 1, 2 or 3)
- Sport Code (must be three characters in length; refer to spreadsheet)
- Date of Birth (MM/DD/YYYY format only)
- City
- Country (must be two characters in length; refer to spreadsheet)
- State (must be two characters in length; refer to spreadsheet)

2) Each data element (for each student-athlete) should be separated by one tab command.

- **Failure to separate each data element by one tab command will result in an unsuccessful import.**

3) Each student-athlete must appear on a new line.

e. The data elements must appear as follows:

0910324564 jkenny10@ncaa.org Kenny Juliette IF 1 WCC 5/03/1989 RYE US NY

f. Below is a sample Microsoft Notepad text file.



g. Below is a sample Microsoft Excel text file.

	A	B	C	D	E	F	G	H	I	J	K
1	0910324564	jkenny10@ncaa.org	Kenny	Juliette	IF	1	WCC	5/03/1989	RYE	US	NY
2											

h. Save the text file and return to the Compliance Forms Database. As noted above, if the text file was created using Microsoft Excel, it must be saved as type **Text (Tab delimited) (*.txt)**.

i. Click **Browse**, select the text file and click **Import from Text File**.

NCAA Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List Review/Email Squad List Resources

[Import from Text File](#) [Import from NLI](#) [Import from IRL](#) [Import from Compliance Assistant](#) [Import from Roll-Over](#)

Import from Text File

Text File:

(This will import student-athlete data from a "tab delimited" text file)

j. After successfully importing the text file, the text box will populate with "Data from text file imported".

NCAA Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List Review/Email Squad List Resources

[Import from Text File](#) [Import from NLI](#) [Import from IRL](#) [Import from Compliance Assistant](#) [Import from Roll-Over](#)

Data from text file has successfully imported.

k. If the data has not been imported successfully, an error message will appear.

The screenshot shows the top navigation bar with the NCAA logo and 'Compliance Forms Institution' text. On the right, a blue box contains the user information: 'Welcome Comp_Form Test_User', 'Purdue University', and 'Academic Year: 2011-2012', with 'Close' and 'Log Out' links. Below this is a dark grey menu with 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. A light grey bar contains several import options: 'Import from Text File', 'Import from NLI', 'Import from IRL', 'Import from Compliance Assistant', and 'Import from Roll-Over'. A red error message states: 'Your text file import has failed due to the following errors. Data has not been imported. Please correct your text file and try again.' Below the message is a table with the following data:

Row No.	NCAA ID	First Name	Last Name	Problem with Data
1	0910324564	Kenny	Juliette	Country Code is not valid!

Importing from the National Letter of Intent Database

- a. The Import from NLI option allows the institution to import student-athlete data contained in the National Letter of Intent database.

This screenshot is similar to the one above, showing the same navigation and user information. The 'Import from NLI' link in the light grey bar is circled in red. Below the navigation bar, the main content area displays 'Welcome!' followed by 'Please select from below:'. The same set of import options is visible at the bottom of the page.

b. Click **Import from NLI**. The following page will appear:

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Close
Log Out

Create Squad List Edit Staging List Review/Email Squad List Resources

[Import from Text File](#) [Import from NLI](#) [Import from IRL](#) [Import from Compliance Assistant](#) [Import from Roll-Over](#)

Import from National Letter of Intent (NLI)

Signing/Academic Year

(This will pull student-athlete data for selected signing/academic year for which student-athletes have signed a National Letter of Intent.)

c. Select a signing/academic year from which to import student-athlete data by clicking the **Signing/Academic Year** drop-down box.

d. Click the **Import from NLI** button to import student-athlete data for the selected signing/academic year.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Close
Log Out

Create Squad List Edit Staging List Review/Email Squad List Resources

[Import from Text File](#) [Import from NLI](#) [Import from IRL](#) [Import from Compliance Assistant](#) [Import from Roll-Over](#)

Import from National Letter of Intent (NLI)

Signing/Academic Year

(This will pull student-athlete data for selected signing/academic year for which student-athletes have signed a Nat

e. A message will appear indicating that the system is processing the user's request. The user should refrain from clicking the **Import from NLI** button multiple times.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Close
Log Out

Create Squad List Edit Staging List Review/Email Squad List Resources

[Import from Text File](#) [Import from NLI](#) [Import from IRL](#) [Import from Compliance Assistant](#) [Import from Roll-Over](#)

Import from National Letter of Intent (NLI)

Signing/Academic Year [Import may take a few minutes. Please wait. Importing data](#)

(This will pull student-athlete data for selected signing/academic year for which student-athletes have signed a National Letter of Intent.)

Processing Please Wait

- f. A message will appear indicating that the student-athlete data for the selected signing/academic year has been successfully imported via the NLI database.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Close
Log Out

Create Squad List Edit Staging List Review/Email Squad List Resources

[Import from Text File](#) [Import from NLI](#) [Import from IRL](#) [Import from Compliance Assistant](#) [Import from Roll-Over](#)

Import from National Letter of Intent (NLI)

Signing/Academic Year

(This will pull student-athlete data for selected signing/academic year for which student-athletes have signed a National Letter of Intent.)

NLI data successfully imported.

Importing Data from the Institutional Request List (IRL)/NCAA Eligibility Center

- a. The **Import from IRL** option allows the institution to import student-athlete data contained in the NCAA Eligibility Center database.

The screenshot shows the top navigation bar of the NCAA Compliance Forms Institution. On the left is the NCAA logo and the text 'Compliance Forms Institution'. On the right, a blue box contains the user information: 'Welcome Comp_Form Test_User', 'Purdue University', and 'Academic Year: 2011-2012', with 'Close' and 'Log Out' links. Below this is a dark navigation bar with buttons for 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. The main content area has a 'Welcome!' heading and the instruction 'Please select from below:'. A horizontal menu contains five links: 'Import from Text File', 'Import from NLI', 'Import from IRL' (circled in red), 'Import from Compliance Assistant', and 'Import from Roll-Over'. Below this menu is a button labeled 'Import IRL Data from Eligibility Center database.'

b. Click **Import from IRL**. The following page will appear:

The screenshot shows the 'Import from IRL' page. The top navigation bar is identical to the previous screenshot. The main content area has the heading 'Import from IRL'. Below the heading is a 'Recruitment Cycle' dropdown menu and an 'Import from IRL' button. Below these elements is a note: '(This will pull student-athlete data from the NCAA Eligibility Center for selected Recruitment Cycle.)' and a large empty rectangular box.

c. Select an academic year from which to import student-athlete data by clicking the **Recruiting Cycle** drop-down box.

- d. **The institution should note that the 2010-11 academic year is not available for selection.** For IRL activation and monitoring purposes, the NCAA Eligibility Center has transitioned from the academic year in which recruitment occurred to the academic year in which enrollment is expected to occur. The 2005-06 through 2009-10 academic years reflect the academic years in which student-athletes were recruited. The 2011-12 academic year reflects the academic year in which student-athletes enrolled.

For example:

- 1) Select 0708 to import student-athlete data for student-athletes who were recruited during 2007-08 but enrolled during 2008-09.
 - 2) Select 0910 to import student-athlete data for student-athletes were recruited during 2009-10 but enrolled during 2010-11.
 - 3) Select 1112 to import student-athlete data for student-athletes who were recruited during 2010-11 but will enroll during 2011-12.
- e. Please note that the institution must select an academic year from the **Recruiting Cycle** drop-down box. This field may not be left blank.

Importing Data from Compliance Assistant (CA)

- a. The **Import from Compliance Assistant** option allows the institution to import student-athlete data contained in CA.

The screenshot shows the top navigation bar with the NCAA logo and 'Compliance Forms Institution' text. On the right, a blue box contains the user information: 'Welcome Comp_Form Test_User', 'Purdue University', and 'Academic Year: 2011-2012', with 'Close' and 'Log Out' links. Below this is a dark navigation bar with buttons for 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. The main content area starts with a 'Welcome!' message and 'Please select from below:'. A horizontal bar contains five links: 'Import from Text File', 'Import from NLI', 'Import from IRL', 'Import from Compliance Assistant' (circled in red), and 'Import from Roll-Over'. Below this bar is a button labeled 'Import Data from Compliance Assistant'.

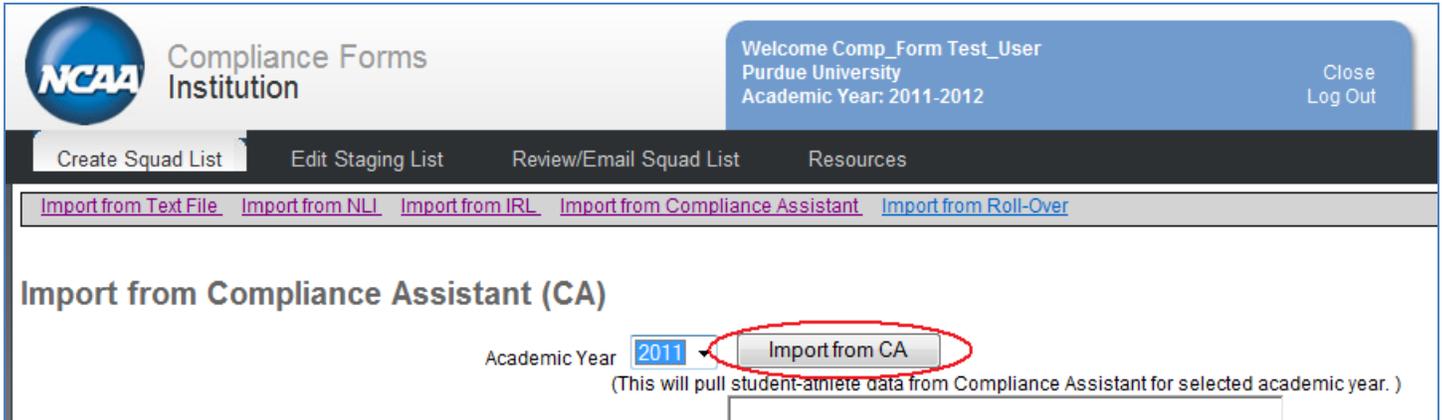
b. Click **Import from Compliance Assistant**. The following page will appear:

This screenshot shows the 'Import from Compliance Assistant (CA)' page. The top navigation and user information are identical to the previous screenshot. The main content area features the title 'Import from Compliance Assistant (CA)'. Below the title is an 'Academic Year' dropdown menu and an 'Import from CA' button. A note below the button reads: '(This will pull student-athlete data from Compliance Assistant for selected academic year.)'. There is an empty input field below the note.

c. Select an academic year from which to import student-athlete data by clicking the **Academic Year** drop-down box.

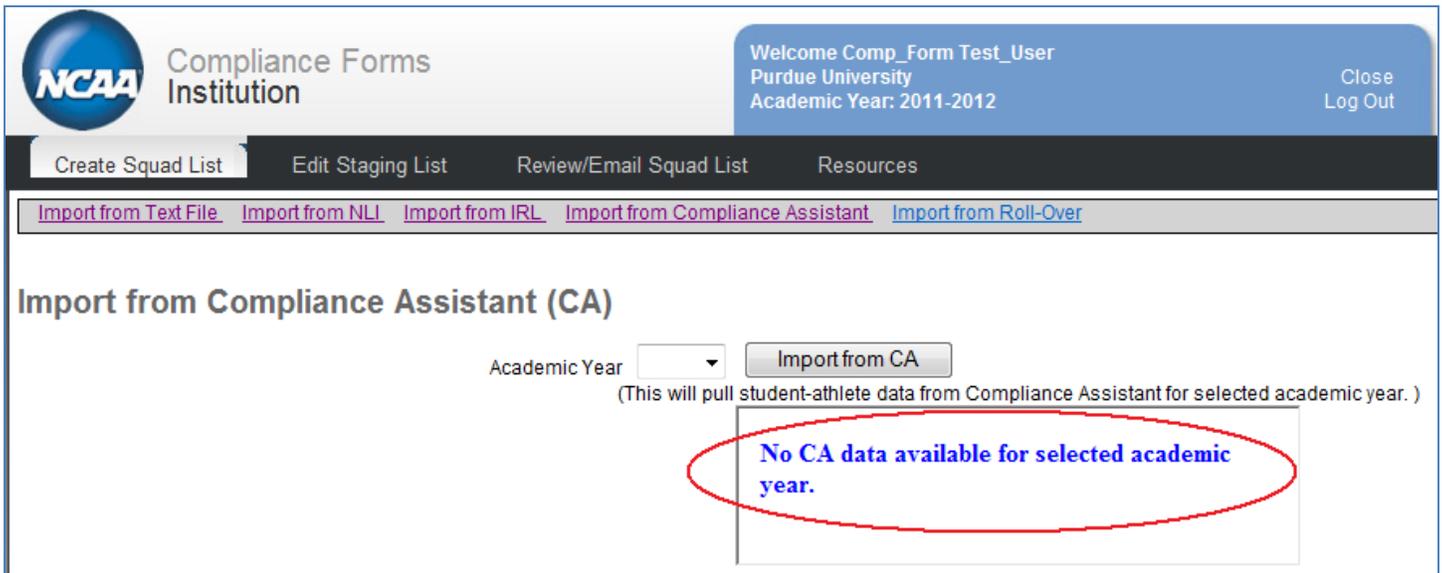
This screenshot shows the 'Import from Compliance Assistant (CA)' page with the 'Academic Year' dropdown menu open. The menu lists the years 2012, 2011 (highlighted in blue), 2010, 2009, and 2008. The 'Academic Year' label and the dropdown arrow are circled in red. The rest of the page, including the navigation bar and the 'Import from CA' button, remains the same as in the previous screenshot.

- d. Click the **Import from CA** button to import student-athlete data for the selected academic year.



The screenshot shows the top navigation bar with the NCAA logo and 'Compliance Forms Institution' on the left, and a user welcome message 'Welcome Comp_Form Test_User' with 'Purdue University' and 'Academic Year: 2011-2012' on the right. Below the navigation bar are tabs for 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. A menu bar contains links for 'Import from Text File', 'Import from NLI', 'Import from IRL', 'Import from Compliance Assistant', and 'Import from Roll-Over'. The main content area is titled 'Import from Compliance Assistant (CA)'. It features an 'Academic Year' dropdown menu set to '2011' and an 'Import from CA' button, both of which are circled in red. A note below the button states: '(This will pull student-athlete data from Compliance Assistant for selected academic year.)'

- e. If no student-athlete data has been entered for the selected academic year, a message will appear in the text box located to the right of the **Import from CA** button.



This screenshot is similar to the previous one, showing the 'Import from Compliance Assistant (CA)' section. However, the 'Academic Year' dropdown is now empty, and the 'Import from CA' button is no longer highlighted. A text box to the right of the button, also circled in red, displays the message: 'No CA data available for selected academic year.'

Importing Data from Roll-Over

Under construction!

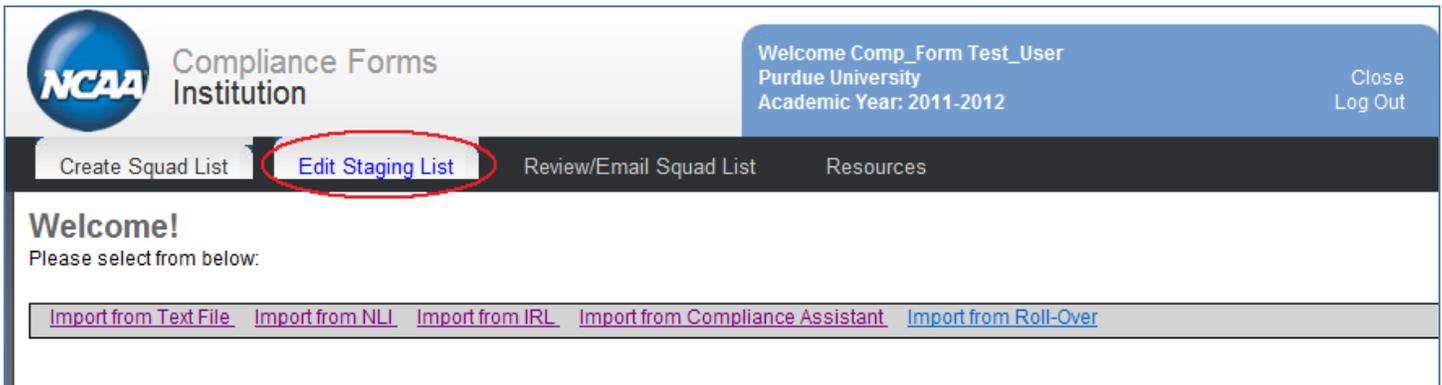
Section No. 3: Editing the Squad List

Edit Staging List Overview

The **Edit Staging List** area is where imported student-athlete data is pooled and displayed. It can be considered the squad list working area. Institutions **must** check the **Edit Staging List** area after importing data to identify duplicate student-athlete records, identify any incorrect information, and to move student-athletes to the final squad list. Duplicate student-athlete records appearing in the same sport may not be moved from the staging area to a squad list.

Viewing Imported Data

- To view and edit imported student-athlete data, click the **Edit Staging List** tab.



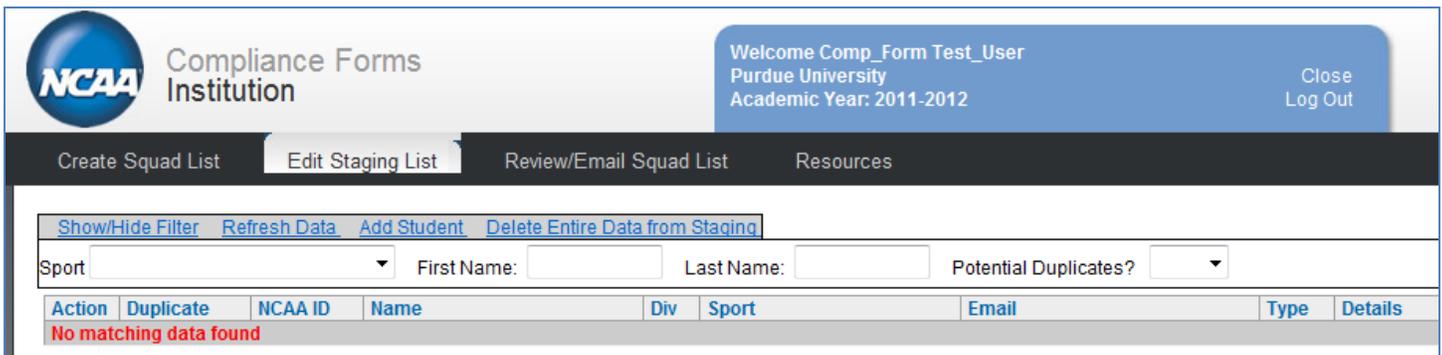
The screenshot shows the top navigation bar of the NCAA Compliance Forms Institution. The 'Edit Staging List' tab is highlighted with a red circle. The dashboard includes a welcome message and several import options.

Navigation: [Create Squad List](#), **[Edit Staging List](#)**, [Review/Email Squad List](#), [Resources](#)

Welcome! Please select from below:

[Import from Text File](#) [Import from NLI](#) [Import from IRL](#) [Import from Compliance Assistant](#) [Import from Roll-Over](#)

- The following screen will appear:



The screenshot shows the 'Edit Staging List' interface. It includes a search form with a sport dropdown, first and last name fields, and a potential duplicates dropdown. Below the search form is a table with columns for Action, Duplicate, NCAA ID, Name, Div, Sport, Email, Type, and Details. The table currently displays 'No matching data found'.

Navigation: [Create Squad List](#), **[Edit Staging List](#)**, [Review/Email Squad List](#), [Resources](#)

[Show/Hide Filter](#) [Refresh Data](#) [Add Student](#) [Delete Entire Data from Staging](#)

Sport: First Name: Last Name: Potential Duplicates?:

Action	Duplicate	NCAA ID	Name	Div	Sport	Email	Type	Details
No matching data found								

- Select the appropriate sport from the drop-down box.

Compliance Forms Institution

Welcome Comp_Form Test_User
 Purdue University
 Academic Year: 2011-2012

Create Squad List **Edit Staging List** Review/Email Squad List Resources

Show/Hide Filter Refresh Data Add Student Delete Entire Data from Staging

Sport Women's Cross Country First Name: Last Name: Potential Duplicates?

Women's Cricket
 Women's Cross Country
 Women's Equestrian
 Women's Fencing
 Women's Golf
 Women's Gymnastics
 Women's Ice Hockey

Name Div Sport Email Type Detail

d. Click the **Filter** button to display the imported student-athlete records.

Compliance Forms Institution

Welcome Comp_Form Test_User
 Purdue University
 Academic Year: 2011-2012

Create Squad List **Edit Staging List** Review/Email Squad List Resources

Show/Hide Filter Refresh Data Add Student Delete Entire Data from Staging

Sport Women's Cross Country First Name: Last Name: Potential Duplicates?

Filter

e. The following screen will appear:

Compliance Forms Institution

Welcome Comp_Form Test_User
 Purdue University
 Academic Year: 2011-2012

Create Squad List **Edit Staging List** Review/Email Squad List Resources

Show/Hide Filter Refresh Data Add Student Delete Entire Data from Staging

Sport Women's Cross Country First Name: Last Name: Potential Duplicates? **Filter**

Action	Duplicate	NCAA ID	Name	Div	Sport	Email	Type	Details	Action
Move		0910324564 *	Juliette, Kenny	I	Women's Cross Country	jkenny10@ncaa.org	Frosh	05/03/1989, RYE, NY, US	Delete

Understanding the Imported Data

a. Imported data will be displayed in the format below:

Show/Hide Filter Refresh Data Add Student Delete Entire Data from Staging

Sport Women's Cross Country First Name: Last Name: Potential Duplicates? **Filter**

Action	Duplicate	NCAA ID	Name	Div	Sport	Email	Type	Details	Action
Move		0910324564 *	Juliette, Kenny	I	Women's Cross Country	jkenny10@ncaa.org	Frosh	05/03/1989, RYE, NY, US	Delete

1) **Action**

The **Action** column located on the left-hand side of the main screen provides the institution with the option to move a particular student-athlete to the squad list. After the student-athlete record has been reviewed and verified, click the **Move** link in the **Action** column to the left of the student-athlete's name to move the student-athlete to the squad list.

2) **Duplicate**

The **Duplicate** column indicates whether a student-athlete has the same NCAA ID as another student-athlete entered into the system.

3) **NCAA ID**

The **NCAA ID** column displays the NCAA ID of the student-athlete. If there is a red asterisk (*) next to the student-athlete's NCAA ID, the displayed NCAA ID cannot be found in the NCAA Eligibility Center database. Student-athletes with an unrecognizable NCAA ID cannot be moved to the squad list.

4) **Name**

The **Name** column displays the student-athlete's first and last name. The name display contains a hyperlink which, when clicked, creates a pop-up window. The institution may update a student-athlete's demographic information via the pop-up window. Click **Save** to save changes to the student-athlete's record in the database and **Close** to refresh the main data page.

Update Student-Athlete in Staging Area

Student-Athlete Information

Fields marked with "*" are required fields.

If you want to view or update a student-athlete's record, enter the NCAA ID and click anywhere on this page. The student-athlete's first name, last name and date of birth will be populated for you.

If you think the NCAA ID of student-athlete is incorrect, click on the "Lookup NCAA ID" to find the student-athlete. If you don't find the student-athlete, you can create a student-athlete record and NCAA ID.

Please search for the student-athlete thoroughly before creating new student-athlete record and NCAA ID.

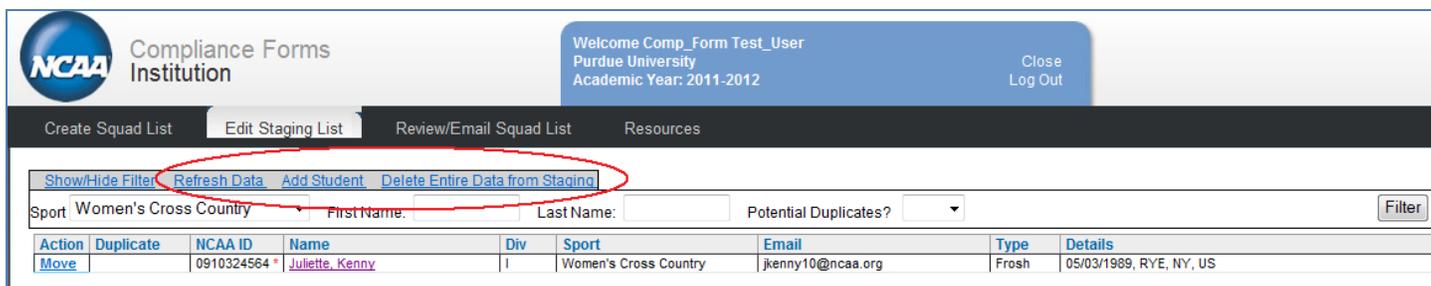
Academic Year:	<input type="text" value="2011-2012"/>	Student Type:	<input type="text" value="Incoming Freshman"/>
NCAA ID: *	<input type="text" value="0910324564"/>	Last Name: *	<input type="text" value="Juliette"/>
First Name: *	<input type="text" value="Kenny"/>	Email Address:	<input type="text" value="jkenny10@ncaa.org"/>
<input type="button" value="Lookup NCAA ID"/>	DOB: <input type="text" value="05/03/1989"/>	Sport: *	<input type="text" value="Women's Cross Country"/>
Division: *	<input type="text" value="I"/>	Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
City:	<input type="text" value="RYE"/>	State:	<input type="text" value="NEW YORK"/>

The updating of **NCAA ID**, **Student Type**, **Division**, and **Sport Code** will update the selected student-athlete record on the main screen of the staging area. The updating of other fields will update all identical records of the student-athlete in the database.

- 5) **Div**
The **Div** column displays the division of the student-athlete's sport.
- 6) **Sport**
The **Sport** column displays the student-athlete's sport.
- 7) **Email**
The **Email** column displays the student-athlete's email address.
- 8) **Type**
The **Type** column displays the student-athlete's status as an incoming freshman (**IF**), incoming transfer (**IT**) or returning student (**RS**).
- 9) **Details**
The **Details** column displays the student-athlete's date of birth (mm/dd/yyyy) and the student-athlete's home city, state and country. This data may be modified by clicking the student-athlete's name.
- 10) **Action**
The **Action** column on the right-hand side of the main screen provides the institution with the option to delete a student-athlete record from the staging area.

Edit Squad List Functions

- a. In addition to the **Filter** function, the institution should make note of the **Refresh Data**, **Add Student** and **Delete Entire Data from Staging** functions that appear in the **Edit Staging List** area.



The screenshot shows the NCAA Compliance Forms Database interface. The top navigation bar includes the NCAA logo, 'Compliance Forms Institution', and a user welcome message: 'Welcome Comp_Form Test_User, Purdue University, Academic Year: 2011-2012'. Below the navigation bar, there are tabs for 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. The 'Edit Staging List' tab is active, and a red circle highlights the buttons 'Refresh Data', 'Add Student', and 'Delete Entire Data from Staging'. Below the buttons, there is a search area with 'Sport' set to 'Women's Cross Country', 'First Name' and 'Last Name' fields, and a 'Potential Duplicates?' dropdown. A 'Filter' button is also present. Below the search area is a table with columns: Action, Duplicate, NCAA ID, Name, Div, Sport, Email, Type, and Details. The table contains one row of data for a student-athlete named Juliette, Kenny.

Action	Duplicate	NCAA ID	Name	Div	Sport	Email	Type	Details
Move		0910324564 *	Juliette, Kenny	I	Women's Cross Country	jkenny10@ncaa.org	Frosh	05/03/1989, RYE, NY, US

- 1) **Refresh Data**
Click **Refresh Data** to refresh the data in the screen per the filter defined earlier (e.g., sport).
- 2) **Add Student**
Click **Add Student** to add a student-athlete to the staging area.
Once clicked, the following pop-up window will appear:

Add Student-Athlete to Staging Area

Student-Athlete Information

Fields marked with "*" are required fields.

If you want to add a student-athlete's record, enter the NCAA ID and click anywhere on this page. The student-athlete's first name, last name and date of birth will be populated for you.

If you don't know the NCAA ID of student-athlete, enter student-athlete's first name, last name and click on the "Lookup NCAA ID" to find the student-athlete. If you don't find the student-athlete, you can athlete record and NCAA ID.

Please search for the student-athlete thoroughly before creating new student-athlete record and NCAA ID.

Academic Year:	<input type="text" value="2011-2012"/>	Student Type:	<input type="text"/>
NCAA ID: *	<input type="text"/>	Last Name: *	<input type="text"/>
First Name: *	<input type="text"/>	Email Address:	<input type="text"/>
<input type="button" value="Lookup NCAA ID"/>		Sport: *	<input type="text"/>
DOB:	<input type="text"/> <input type="button" value="Calendar"/>		
Division: *	<input type="text"/>		
Country:	<input type="text"/>		
City:	<input type="text"/>		

- Complete ALL fields.
- Click the **Add Student** button to add the student-athlete to the database. Click the **Close** button to refresh the main screen of the staging area. The new student-athlete record will appear on the main screen.

3) Delete Entire Data from Staging

Click **Delete Entire Data from Staging** to delete all imported student-athlete data from the staging area.

Creating an NCAA ID

- a. Using the **Add Student** function, the institution may create an NCAA ID for a student-athlete who has not registered with the NCAA Eligibility Center or has not otherwise been assigned an NCAA ID.
- b. Click the **Add Student** link.

The screenshot shows the top navigation bar with the NCAA logo and 'Compliance Forms Institution' text. A blue header bar contains the user information: 'Welcome Comp_Form Test_User', 'Purdue University', and 'Academic Year: 2011-2012'. A 'Close Log Out' button is also present. Below this is a dark navigation bar with 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List', and 'Resources'. The main content area has a toolbar with 'Show/Hide Filter', 'Refresh Data', 'Add Student' (circled in red), and 'Delete Entire Data from Staging'. Below the toolbar are search filters for 'Sport' (Women's Cross Country), 'First Name', 'Last Name', and 'Potential Duplicates?'. A table below shows one student record:

Action	Duplicate	NCAA ID	Name	Div	Sport	Email	Type	Details
Move		0910324564 *	Juliette, Kenny	I	Women's Cross Country	jkenny10@ncaa.org	Frosh	05/03/1989, RYE, NY, US

c. The following screen will appear:

The screenshot shows the 'Add Student-Athlete to Staging Area' form. It includes instructions and a form with the following fields:

- Academic Year: 2011-2012 (dropdown)
- Student Type: (dropdown)
- NCAA ID: *
- First Name: *
- Last Name: *
- DOB: (text input with calendar icon)
- Email Address: (text input)
- Division: * (dropdown with 'I' selected)
- Sport: * (dropdown)
- Country: (dropdown)
- City: (text input)

Buttons at the bottom: 'Add Student', 'Reset', and 'Close'. A 'Lookup NCAA ID' button is also present.

d. Click the **Lookup NCAA ID** button.

Academic Year:	2011-2012 ▾	Student Type:	▾
NCAA ID: *	<input type="text"/>	Last Name: *	<input type="text"/>
First Name: *	<input type="text"/>	Email Address:	<input type="text"/>
Lookup NCAA ID		Sport: *	▾
DOB:	<input type="text"/>		
Division: *	I ▾		
Country:	▾		
City:	<input type="text"/>		
<input type="button" value="Add Student"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>			

e. The following screen will appear:

NCAA ID Lookup [Tutorial Mode: On](#)
Need Help

Search Criteria

First Name:	Last Name:	Graduation Year:	Date of Birth:
<input type="text"/>	<input type="text"/>	Select Graduation Year ▾	<input type="text"/>
City:	State:	Country:	
<input type="text"/>	Select State ▾	<input checked="" type="radio"/> USA <input type="radio"/> Other <input type="radio"/> Don't Know	
High School Name:	High School City:	High School State:	
<input type="text"/>	<input type="text"/>	Select High School State ▾	
IRL or NLI Sport:			
Select Sport ▾			

The NCAA ID Lookup Tool allows the user to find the assigned NCAA ID of a prospective or enrolled student-athlete registered with the Eligibility Center. The feature also allows the user to create an NCAA ID for a prospective or enrolled student-athlete not registered with the Eligibility Center. Users in all divisions can create an NCAA ID for student-athletes using this tool.

f. Complete all fields.

NCAA ID Lookup [Tutorial Mode: On](#)
Need Help 

Search Criteria

First Name: Last Name: Graduation Year: Date of Birth:

City: State: Country: USA Other Don't Know

High School Name: High School City: High School State:

IRL or NLI Sport:

Found 0 records.
No students match your search criteria. Please double-check your input fields before creating a new NCAA ID by verifying spelling, date of birth, hometown, high school, etc. If your student did not register with the Eligibility Center, then use the "Create NCAA ID" button to continue.

g. Click the **Create NCAA ID** button.

NCAA ID Lookup [Tutorial Mode: On](#)
Need Help 

Search Criteria

First Name: Last Name: Graduation Year: Date of Birth:

City: State: Country: USA Other Don't Know

High School Name: High School City: High School State:

IRL or NLI Sport:

Found 0 records.
No students match your search criteria. Please double-check your input fields before creating a new NCAA ID by verifying spelling, date of birth, hometown, high school, etc. If your student did not register with the Eligibility Center, then use the "Create NCAA ID" button to continue.

h. The following screen will appear:

NCAA ID Lookup [Tutorial Mode: On](#)
Need Help 

NCAA ID Creation

First Name:	Last Name:	Graduation Year:	Date of Birth:
<input type="text" value="Juliette"/>	<input type="text" value="Kenny"/>	<input type="text" value="2011"/>	<input type="text" value="05/03/1989"/>
City:	State:	Country:	
<input type="text" value="Rye"/>	<input type="text" value="NEW YORK"/>	<input type="text" value="UNITED STATES OF AMERICA"/>	
High School Name:	High School City:	High School State:	
<input type="text" value="Rye High School"/>	<input type="text" value="Rye"/>	<input type="text" value="NEW YORK"/>	

To create an NCAA ID for the student, you should enter all of the information into the appropriate fields on the NCAA ID Creation screen and click the "Create" button.

i. Click the **Create** button.

NCAA ID Lookup [Tutorial Mode: On](#)
Need Help 

NCAA ID Creation

First Name:	Last Name:	Graduation Year:	Date of Birth:
<input type="text" value="Juliette"/>	<input type="text" value="Kenny"/>	<input type="text" value="2011"/>	<input type="text" value="05/03/1989"/>
City:	State:	Country:	
<input type="text" value="Rye"/>	<input type="text" value="NEW YORK"/>	<input type="text" value="UNITED STATES OF AMERICA"/>	
High School Name:	High School City:	High School State:	
<input type="text" value="Rye High School"/>	<input type="text" value="Rye"/>	<input type="text" value="NEW YORK"/>	

To create an NCAA ID for the student, you should enter all of the information into the appropriate fields on the NCAA ID Creation screen and click the "Create" button.

j. Re-open the **Add Student** window. The following fields will be pre-populated:

- Academic Year
- NCAA ID
- First Name
- Last Name
- DOB
- Division

k. Complete the remaining fields and click the **Add Student** button.

Academic Year:	2011-2012	Student Type:	Incoming Freshman
NCAA ID: *	1106C38241	Last Name: *	Kenny
First Name: *	Juliette	Email Address:	jkenny20@ncaa.org
<input type="button" value="Lookup NCAA ID"/>		Sport: *	Women's Track, Outdoor
DOB:	05/03/1989	Country:	UNITED STATES OF AMERICA
Division: *	I	City:	Rye
State:	NEW YORK		
<input type="button" value="Add Student"/>	<input type="button" value="Reset"/>	<input type="button" value="Close"/>	

l. A message will appear indicating that the student-athlete record has been added successfully.

<input type="button" value="Lookup NCAA ID"/>			
DOB:	05/03/1989	Email Address:	jkenny20@ncaa.org
Division: *	I	Sport: *	Women's Track, Outdoor
Country:	UNITED STATES OF AMERICA		
City:	Rye	State:	NEW YORK
<input type="button" value="Add Student"/>	<input type="button" value="Reset"/>	<input type="button" value="Close"/>	
<input type="button" value="Record successfully added..."/>			

m. Click the **Close** button to close the window.

Section No. 4: Emailing a Student-Athlete

- a. To email a student-athlete and request that he or she complete the compliance forms, click the **Review/Email Squad List** tab. The following screen will appear:

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List **Review/Email Squad List** Resources

Show/Hide Filter Refresh Data Show Entire Squad List Send Email

Sport First Name: Last Name:

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
No matching data found							

- b. In addition to allowing the institution to email a student-athlete, the **Review/Email Squad List** function allows the institution to update a student-athlete's demographic details or delete a student-athlete from the squad list. The **Review/Email Squad List** screen closely resembles the **Edit Staging List** screen but serves a different purpose.
- c. Select the appropriate sport.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List **Review/Email Squad List** Resources

Show/Hide Filter Refresh Data Show Entire Squad List Send Email

Sport First Name: Last Name:

- Men's Sailing
- Men's Skiing
- Men's Slow Pitch Softball
- Men's Soccer
- Men's Squash
- Men's Swimming
- Men's Tennis
- Men's Track
- Men's Track, Indoor
- Men's Track, Outdoor
- Men's Triathlon
- Men's Volleyball
- Men's Water Polo

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
No m							

- d. After selecting the sport, click the **Filter** button to the right.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List **Review/Email Squad List** Resources

Show/Hide Filter Refresh Data Show Entire Squad List Send Email

Sport: Men's Water Polo First Name: Last Name: Filter

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
No matching data found							

e. The student-athlete records that were moved to the squad list should appear.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List **Review/Email Squad List** Resources

Show/Hide Filter Refresh Data Show Entire Squad List Send Email

Sport: Men's Water Polo First Name: Last Name: Filter

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input type="checkbox"/>	1106C40241	Kenny Gregory	I	Men's Water Polo	gkenny10@ncaa.org	Frosh	08/18/1990, Rye, NY, US

f. Select the student-athlete the institution wishes to email by clicking the checkbox to the left of the **Status** column.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List **Review/Email Squad List** Resources

Show/Hide Filter Refresh Data Show Entire Squad List Send Email

Sport: Men's Water Polo First Name: Last Name:

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input checked="" type="checkbox"/>	1106C40241	Kenny Gregory	I	Men's Water Polo	gkenny10@ncaa.org	Frosh	08/18/1990, Rye, NY, US

g. Click the **Send Email** link above the data chart.

Compliance Forms Institution

Welcome Comp_Form Test_User
Purdue University
Academic Year: 2011-2012

Create Squad List Edit Staging List **Review/Email Squad List** Resources

Show/Hide Filter Refresh Data Show Entire Squad List Send Email

Sport: Men's Water Polo First Name: Last Name:

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input checked="" type="checkbox"/>	1106C40241	Kenny Gregory	I	Men's Water Polo	gkenny10@ncaa.org	Frosh	08/18/1990, Rye, NY, US

h. The following message will appear:

The screenshot shows the 'Review/Email Squad List' screen. At the top, there is a header with the NCAA logo and 'Compliance Forms Institution'. A blue banner on the right says 'Welcome Comp_Form Test_User, Purdue University, Academic Year: 2011-2012' with 'Close' and 'Log Out' buttons. Below the header are navigation tabs: 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List' (selected), and 'Resources'. A toolbar contains links: 'Show/Hide Filter', 'Refresh Data', 'Show Entire Squad List', and 'Send Email'. Below this is a search area with 'Sport' set to 'Men's Water Polo', and fields for 'First Name' and 'Last Name'. A table lists student-athletes with columns: Status, NCAA ID, Name, Div, Sport, Email, Type, and Details. One student, Kenny Gregory, is selected. A dialog box titled 'Message from webpage' is overlaid, asking 'Are you sure to send mail to the selected students?' with 'OK' and 'Cancel' buttons. A red oval highlights the question mark icon and the text in the dialog box.

i. Click the **OK** button to send an email to the selected student-athlete with login information to access the compliance forms questionnaire application.

Section No. 5: Monitoring Completion of the Forms

a. To monitor the student-athlete's completion of the forms, visit the **Review/Email Squad List** screen. Student-athlete data will be displayed in the following format:

	Status	NCAA ID	Name	Div	Sport	E-mail	Type	Details	
<input type="checkbox"/>		0311012466	DANIEL, JOHNY	III	Field Hockey	nkumar4@ncaa.org ✓	Transfer	09/09/1986, INDIANAPOLIS, INDIANA, US	Delete
<input type="checkbox"/>		0708228773	KOVACEVIC, MARK	I	Field Hockey	nkumar2@ncaa.org ✓	Frosh	02/16/1997, INDIANAPOLIS, MICHIGAN, US	Delete
<input type="checkbox"/>		0510000825	KUMAR, NANDA	II	Field Hockey	nkumar@ncaa.org ✓	Frosh	05/16/1996, CROWN POINT, INDIANA, US	Delete
<input type="checkbox"/>		0612116291	PETER, JOHN	I	Field Hockey	nkumar3@ncaa.org ✓	Frosh	09/09/1986, INDIANAPOLIS, INDIANA, US	Delete

1) Status

The icon in the **Status** column will change to reflect the student-athlete's progress. For example, the black and gold star icon indicates that the compliance forms have not been completed.

Status	Completion Status and Issues
	<ul style="list-style-type: none"> • Forms have not been completed. • No questions have been answered. • Forms have not been submitted.
	<ul style="list-style-type: none"> • Forms are incomplete. • Student-athlete answered at least one question. • Forms have not been submitted.
	<ul style="list-style-type: none"> • Forms have been completed.
	<ul style="list-style-type: none"> • Student-athlete answered at least one question in a manner that requires follow up by the institution. • Forms have been submitted.
	<ul style="list-style-type: none"> • Student-athlete answered “Yes” to one or more questions related to drug testing.
	<ul style="list-style-type: none"> • Student-athlete has a question for the compliance office.
	<ul style="list-style-type: none"> • Compliance office has not received the student-athlete’s minor consent form.
	<ul style="list-style-type: none"> • PDF report of questions and student-athlete’s answers.

2) **NCAA ID**

The **NCAA ID** column displays the NCAA ID of the student-athlete. If there is a red asterisk (*) next to the student-athlete’s NCAA ID, the displayed NCAA ID cannot be found in the NCAA Eligibility Center database.

3) **Name**

The **Name** column displays the first and last name of the student-athlete. The name display contains a hyperlink which, when clicked, creates a pop-up window. An institution may make changes to a student-athlete’s demographic information via this window. Click **Save** to save changes to the student-athlete’s record in the database. Click **Close** to refresh the main data page.

Update Squad Student-Athlete

Student-Athlete Information

Academic Year:	2011-2012 ▾		
NCAA ID:	1106C40241		
Student Type:	Incoming Freshman ▾		
First Name:	Gregory		
Last Name:	Kenny		
Date Of Birth:	08/18/1990		
Email Address:	gkenny10@ncaa.org		
Country:	UNITED STATES OF AMERICA ▾		
City:	Rye	State:	NEW YORK ▾
Division:	I ▾	Sport:	Men's Water Polo ▾

Save Reset Close

The updating of **NCAA ID**, **Student Type**, **Division**, and **Sport Code** will update the selected student-athlete's record on the main screen of the staging area. The updating of other fields will update all identical records of the student-athlete in the database.

If a student-athlete is under the age of 18, the student-athlete will be identified as a minor in the pop-up window. Once the institution has received the student-athlete's minor consent form, the institution may check the box to the right of **MINOR Consent Form Received?**.

If a student-athlete has completed and submitted the compliance forms, the student-athlete cannot make revisions to previous answers. The institution may unlock the student-athlete's record by clicking **Unlock Student** if the institution deems it appropriate to do so.

- 4) **Div**
The **Div** column displays the division of the student-athlete's sport.
- 5) **Sport**
The **Sport** column displays the student-athlete's sport.

6) **Email**

The **Email** column displays the student-athlete’s email address. Upon clicking the **Send Email** link, the following screen will appear:

The screenshot shows the 'Review/Email Squad List' page. At the top, there is a header with the NCAA logo and 'Compliance Forms Institution'. A blue box on the right says 'Welcome Comp_Form Test_User, Purdue University, Academic Year: 2011-2012' with 'Close' and 'Log Out' links. Below the header is a navigation bar with 'Create Squad List', 'Edit Staging List', 'Review/Email Squad List' (selected), and 'Resources'. The main content area has a toolbar with 'Show/Hide Filter', 'Refresh Data', 'Show Entire Squad List', and 'Send Email'. Below the toolbar are search filters for 'Sport' (Men's Water Polo), 'First Name', and 'Last Name'. A table displays the following data:

	Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input type="checkbox"/>	+	1106C40241	Kenny, Gregory	I	Men's Water Polo	Email Sent	Frosh	08/18/1990, Rye, NY, US

If an email has already been sent to a student-athlete, upon refreshing the screen data, a check mark will appear next to the student-athlete’s email address.

This screenshot is identical to the previous one, but the 'Email' column for Kenny Gregory now displays 'gkenny10@ncaa.org' with a checkmark, indicating a successful email send. The 'Email Sent' text is no longer present.

NOTE: The initial email will include the student-athlete’s username, password, URL link to the forms and a notation that the student-athlete’s password will expire in seven days. Subsequent emails will only include the student-athlete’s username, password and the URL link to the forms.

7) **Type**

The **Type** column displays the student-athlete’s status as an incoming freshman (**IF**), incoming transfer (**IT**) or returning student (**RS**).

8) **Details**

State and country. This data may be modified by clicking the student-athlete’s name. The **Details** column displays the student-athlete’s date of birth (mm/dd/yyyy) and the student-athlete’s home city,

9) **Action**

The **Action** column on the right-hand side of the main screen provides the institution with the option to delete a student-athlete’s record from the staging area.

Section No. 6: Submitting Comments and Questions

Please direct comments and questions regarding the NCAA Compliance Forms Database to ncaatechnology@ncaa.org.