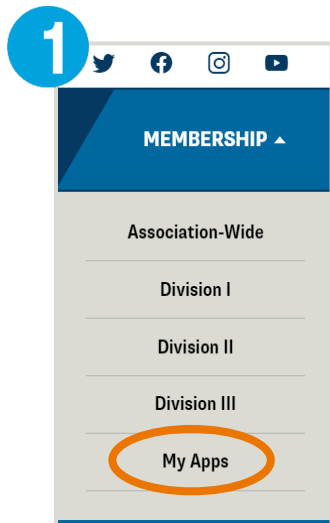
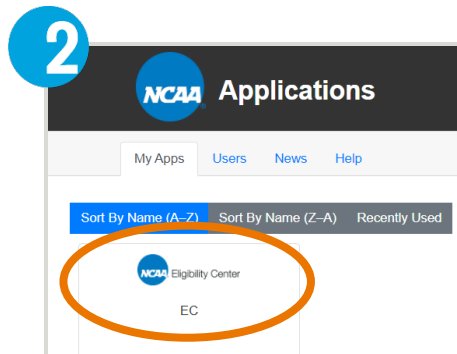




HOW TO VIEW AND UPDATE MEMBERSHIP CONTACTS

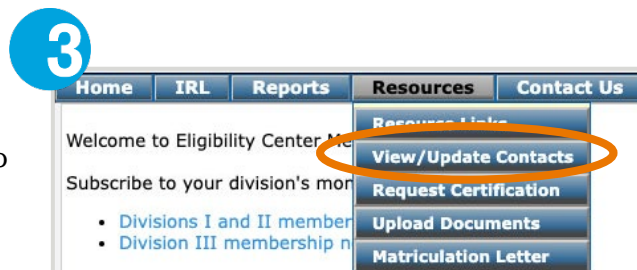


1. To view or update your school's contact information, visit [NCAA.org](https://www.ncaa.org) and log in to [My Apps](#), as shown at left.



2. Click the NCAA Eligibility Center tile, as shown at right.

3. Log in to your school's Eligibility Center account, select View/Update Contacts from the Resources tab.



4. Your school's contact list allows you to have up to 10 contacts. To edit or delete a contact, simply click the preferred option (Edit or Delete) as shown at right, located just below the specific contact. You can then type in the field to update the contact information.

Note: You cannot delete MI Contact#-1. Each member school's account must have at least one contact listed in their account.

To add a new contact to an empty contact field, click Edit and type in the new information.

The first and second contact should list those who interact the most with the Eligibility Center. Eligibility Center staff may only relay account-specific details to individuals on your contact list. These contacts will also be used for the Eligibility Center's year-round proactive outreach efforts and may receive important account-specific communication outside of the [track PSA feature](#). The #1 contact will receive immediate notification via this feature when a recruit does not meet competition standards once a final academic certification is completed.



Best Practice

- » Two email addresses used should be a university/institutional (.edu) email address.
- » Review your school's contact list at the start of each semester, or when changes occur.