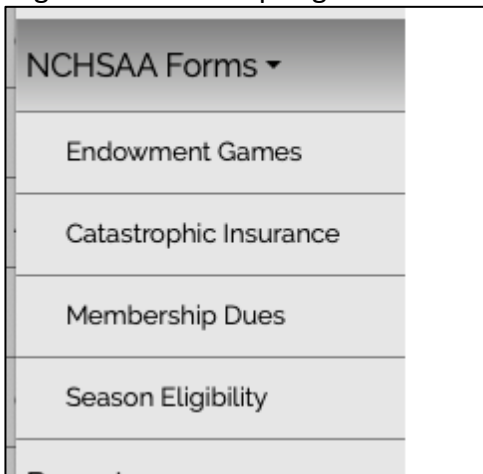


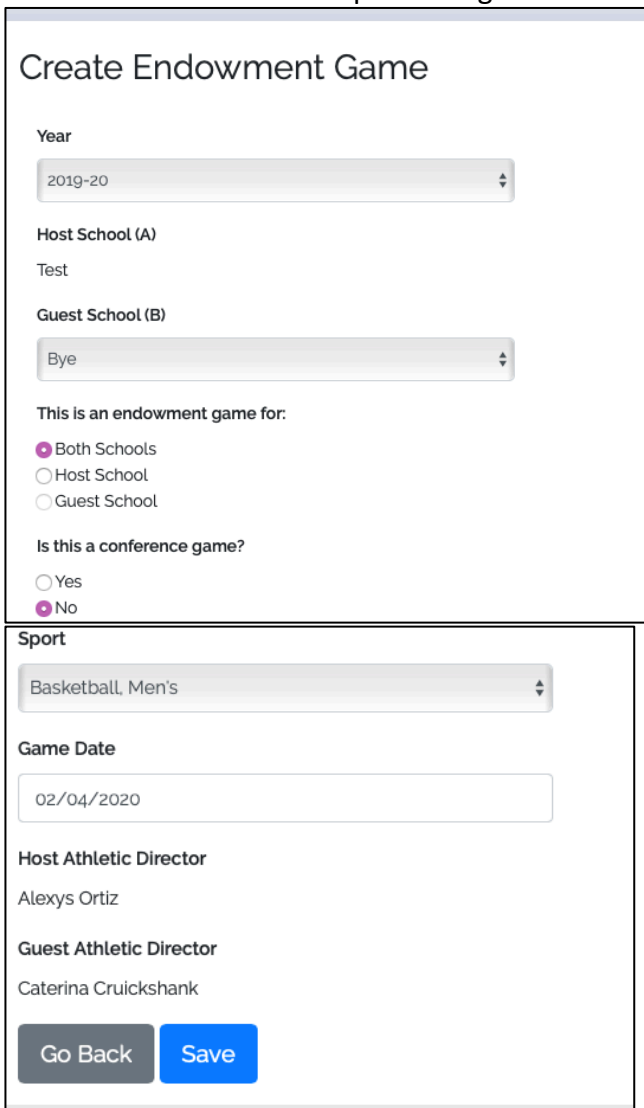
### PRIOR TO THE GAME:

Log into Home Campus go to **NCHSAA Forms > Endowment Games**



A screenshot of a web interface showing a dropdown menu for 'NCHSAA Forms'. The menu is open, displaying several options: 'Endowment Games', 'Catastrophic Insurance', 'Membership Dues', and 'Season Eligibility'. The 'Endowment Games' option is highlighted with a light gray background.




Click on **Add New** and complete the game information and hit save.



A screenshot of a web form titled 'Create Endowment Game'. The form contains the following fields and options:

- Year:** A dropdown menu showing '2019-20'.
- Host School (A):** A dropdown menu showing 'Test'.
- Guest School (B):** A dropdown menu showing 'Bye'.
- This is an endowment game for:** Three radio button options: 'Both Schools' (selected), 'Host School', and 'Guest School'.
- Is this a conference game?** Two radio button options: 'Yes' and 'No' (selected).
- Sport:** A dropdown menu showing 'Basketball, Men's'.
- Game Date:** A text input field showing '02/04/2020'.
- Host Athletic Director:** A text input field showing 'Alexys Ortiz'.
- Guest Athletic Director:** A text input field showing 'Caterina Cruickshank'.
- Buttons:** Two buttons at the bottom: 'Go Back' (gray) and 'Save' (blue).

Now both you and the NCHSAA member school's AD can see the information on Home Campus about the game. The school that initiated the game is the only one who can modify it.

Sport	Date Submitted	Status	View	Finance Form	Invoice	Delete
Basketball, Men's	06/13/2019	Pending Game				

### AFTER THE GAME:

To reconcile, click on the **Finance Form** folder and enter in

- **Total Gate Receipts, Other Receipts, Total Expenses** and agreed upon school percentage of the **Net Receipts**.
- The system calculates: **Total Gross Receipts, NCHSAA Share** and **Adjusted Gross Receipts**.
- Then hit **Save**

## Endowment Game Finance Form

Sport: Basketball, Men's

Host School: Test

Guest School: Bye

Contest Date: 02/04/2020

Total Gate Receipts

Other Receipts (Radio/TV)

Total Gross Receipts

NCHSAA Share

Adjusted Gross Receipts

Total Expenses

Net Receipts

NCHSAA is to receive 25% of Total Gross Receipts. The remaining profit split is to be agreed upon between the host and visiting schools. Please type in the percentage of the **Net Receipts** which has been agreed upon for both schools.

Host School %

 \$0.00

Visiting School %

 \$0.00

Go Back

Save

You will see this icon under the **Invoice** column, click that to view and print the invoice.



This is what the invoice will look like. Print this and return to the NCHSAA as instructed.



222 Finley Golf Course Rd.  
Chapel Hill, NC 27517

## INVOICE

Date	Invoice #
06-14-2019	424
Due Date	
06-24-2019	

**Submit this invoice along with payment to:**

NCHSAA  
Attn: Gary Cavanaugh  
PO Box 3216  
Chapel Hill, NC 27515

Endowment Game - Test	Rate	Amount
Baseball, Albemarle vs Test - 06-14-2019	1	\$375.00
<b>Total Gate Receipts: \$1000</b> <b>Other Receipts (Radio/TV Fees): \$500</b> <b>Total Gross Receipts: \$1500</b> <b>NCHSAA Share: \$375.00</b>  <b>Albemarle Share: \$437.5 Test Share: \$437.5</b>		
<b>Checks payable to: North Carolina High School Athletic Association</b>	<b>Total Amount:</b>	\$375.00
	<b>Payment Credit:</b>	\$0.00
	<b>Balance Due:</b>	\$375.00

[Print Invoice](#)