# **Season Eligibility Instructions**

Revised - August 2021

#### **IMPORTANT NOTES:**

- Make sure all the information is included in the coach profiles for the season. Go to School Setup >
   Coaches. Make sure all certification dates are entered.
- New starting 2021-2022: Schools must also upload completed <u>Annual Systems Operation Maintenance</u>
   <u>Checklist</u> with Eligibility Summary. This Checklist can be submitted anytime during the season, but the
   school will not be eligible to host any post-season contests until or unless a completed form is
   submitted to the NCHSAA.

## **Step By Step**

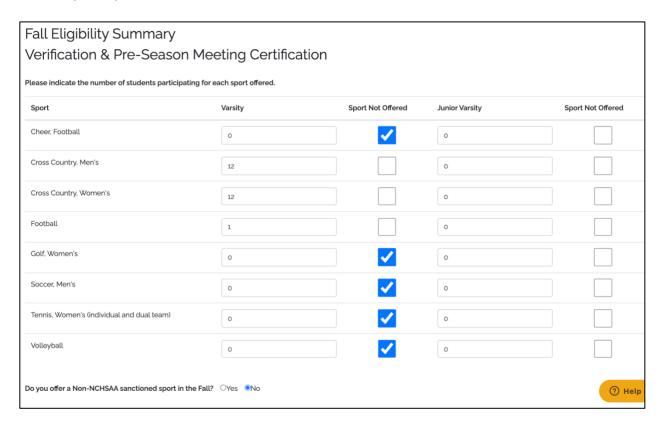
1. In Home Campus, go to NCHSAA Forms > Season Eligibility



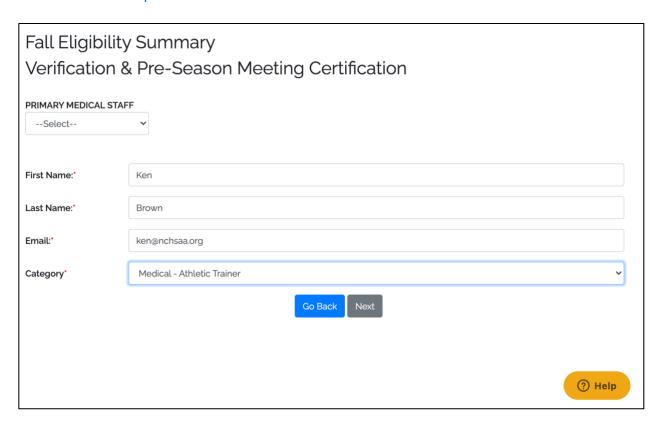
2. Select the season and click Submit



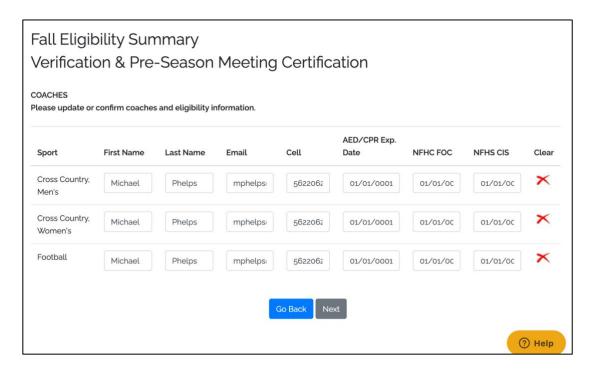
### 3. Enter in participation numbers and click Next



4. Select from the drop-down menu or enter in new medical staff information and click Next

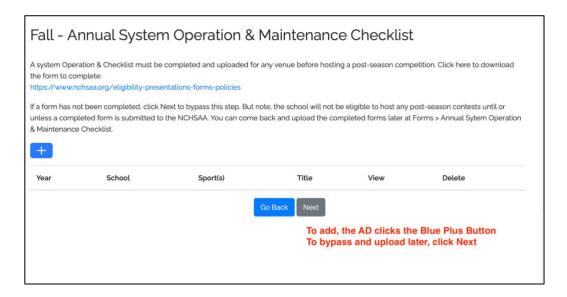


Confirm all coach information is entered incorrectly and click Next.
 Since this screen has a lot of fields, sometimes it's hard to enter the information, which is why it's suggested to check this in the Coach Manager before starting.



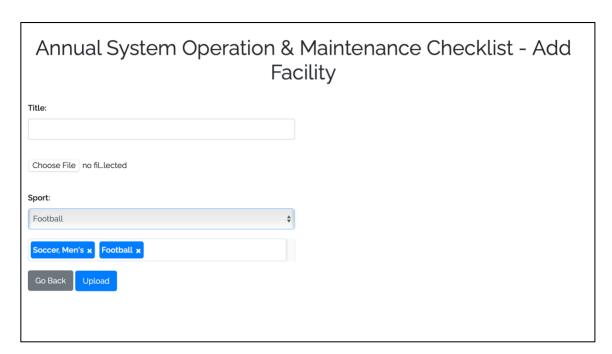
6. This page will appear next.
If you have completed your Systems Operation & Maintenance Checklist, click the Blue Plus Button to upload. (Step #7 shows that screen).

If you have not completed your Systems Operation & Maintenance Checklist, click next and this can be added later. Uploading this Checklist is not required at the time you complete your Season Eligibility Summary.



7. If you clicked the Blue Plus Button, this page will appear. And you can upload as many completed Checklists as necessary, adding the sports played on those fields/courts.

### Once done, click Go Back



8. Whether you click the **Blue Plus Button or Next** in Step #6, you will end up on the Attestation Page. Your season summary will not be submitted until the **Acknowledge & Submit** button.

