ENTERING ATHLETIC PARTICIPATION

This guide will cover:

- Entering and Updating Student Athletic Participation

**Step One**

Navigate to the following breadcrumb:

**Step Two**

**Athletic Participation**

Enter any information you have and click Search. Leave fields blank for a list of all values.

![Search Criteria](image)

Complete the following field in the Search Criteria:

- **ID**

If the ID is not available, use the Last Name, First Name, Campus ID (UCID) or National ID (SSN) fields to refine the search. Click on the Search button once the value(s) is(are) entered. If more than one row is returned in the search results section select the correct student. The Athletic Participation page will load.
Step Three

**Athletic Participation**

- Click on the Sport drop down list and select the desired sport from the list of available values. If the student is already in a sport and needs a second sport added to the list click on the plus sign in the sport section to add a new sport row.
- Click in the effective date field and enter the first day of the first month of that term, and the year (for example, for fall of 2016, enter 08/01/2016; for spring of 2017, enter 01/01/2017; for summer of 2017 enter 05/01/2017). A New effective date row should be added for every academic year the student will participate in the sport.
- Click on the Athletic Participation drop down list and select the desired Athletic Participation values. The available values are Active, Active-Former, Active Non-NCAA, and Inactive. Please do not use the Converted value. If a students eligibility changes during the academic year, please add a new effective dated row using the first day of the spring term as the date. Explanation of when to use each value:
### Athletic Participation Catalyst Values

<table>
<thead>
<tr>
<th>Definition/Student Type</th>
<th>Athletic Participation Catalyst Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Converted</td>
<td>Converted Rows</td>
</tr>
<tr>
<td>Active</td>
<td>Currently active students in their NCAA sport. New row every year they are active</td>
</tr>
<tr>
<td>Active -Former</td>
<td>Active - Former Students (using APR but not actually participating - came back after census date)</td>
</tr>
<tr>
<td>Active Non-NCAA</td>
<td>Active - Non NCAA sports</td>
</tr>
<tr>
<td>Inactive</td>
<td>Inactive - year when they become 'inactive'</td>
</tr>
</tbody>
</table>

- If a comment needs to be entered click in the Comments field and enter the desired comment.
- Click Save.
- Enter an "inactive year" for every student upon completion of their program/sport. For example, if a student graduates in the spring of 2017, you will enter a new effective dated row for fall of 2017 with the status "inactive".

You have now completed the steps Entering Athletic Participation on a Student’s Record.