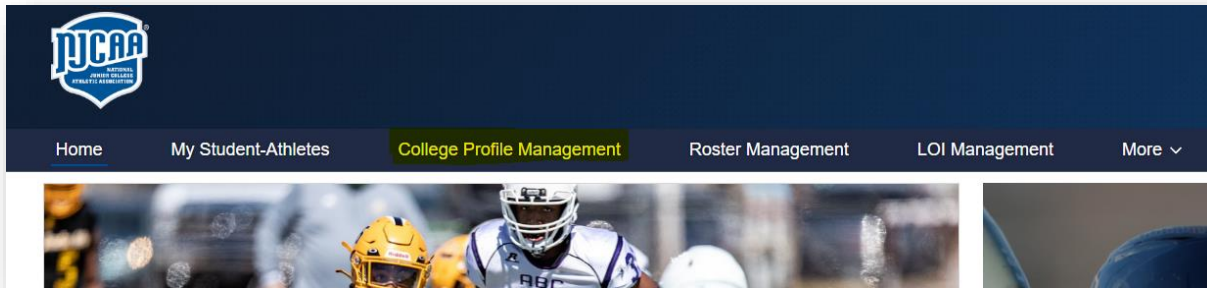


# Table of Contents

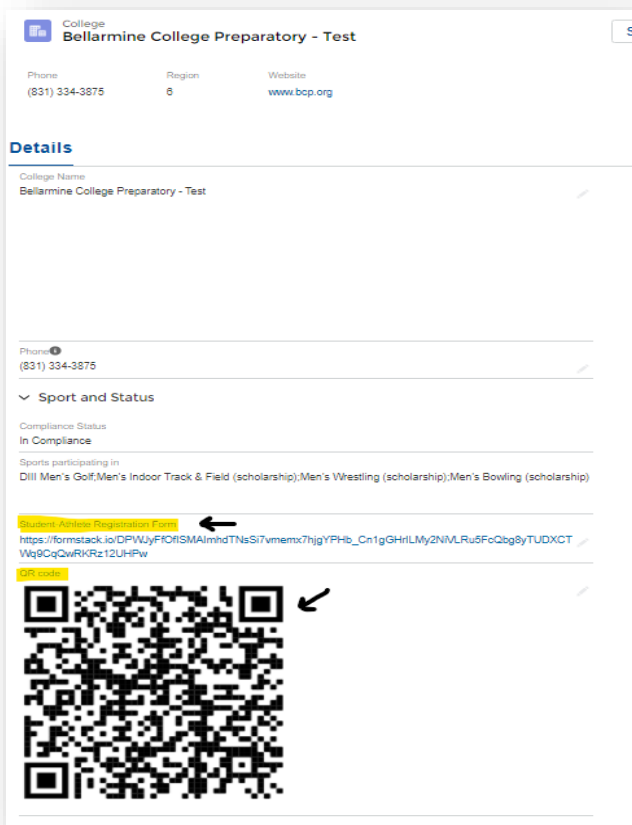
<b>Page 1</b>	Accessing the Student-Athlete Registration QR Code
<b>Page 2-3</b>	Submitting Eligibility
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<b>Page 29-30</b>	Copying Roster with Roster Members

# Click-Path to Access Student-Athlete Registration QR Code

1. From the home page of the Admin Portal, click on the tab labeled “College Profile Management”

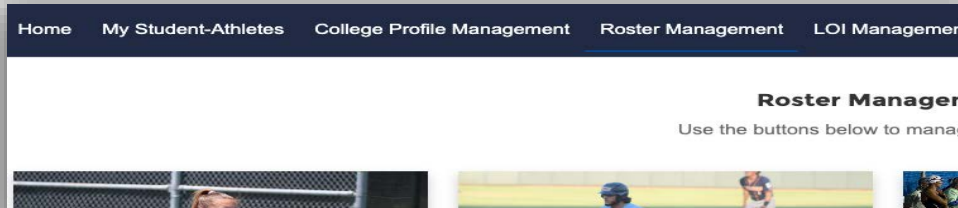


2. On the left-hand side, under Sport and Status, the Student-Athlete Registration QR code and link can be found.

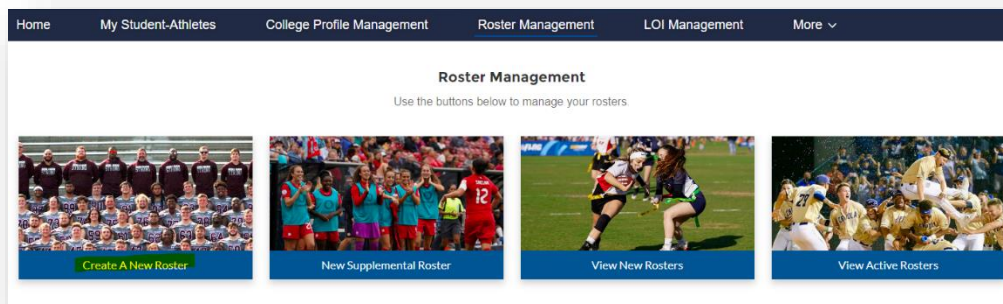


# Click-Path for Submitting Eligibility

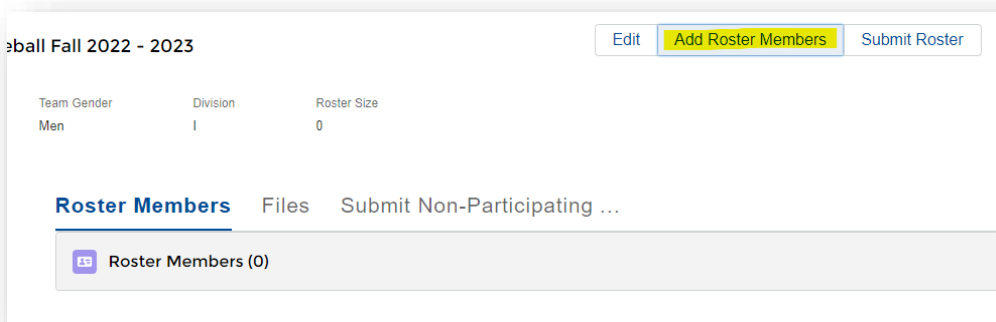
1. Log into the NJCAA Admin Portal
2. Select "Roster Management"



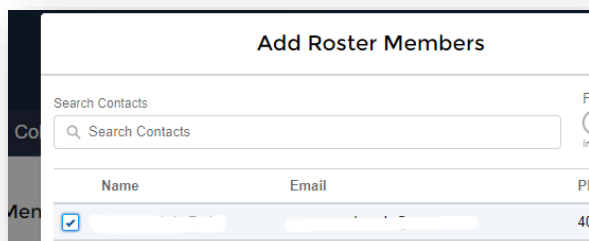
3. Select "Create a New Roster"



4. Fill out the relevant fields, select "Next"
5. Select "Add Roster Members"



6. Select the checkbox next to the student record you wish to add. When you are finished selecting students, select "Add Members" at the bottom of the list.



7. Select “Submit Roster” and select “Next” after reading the signing affirmation.

Preparatory Men Baseball Fall 2022 - 2023

Sports Team	Team Gender	Division	Roster Size
Preparatory - Test	Baseball	Men	1

[Edit](#) [Add Roster Members](#) [Submit Roster](#)

**Roster Members** Files Submit Non-Participating ...

**Roster Members (1)** 1 item • Updated a minute ago

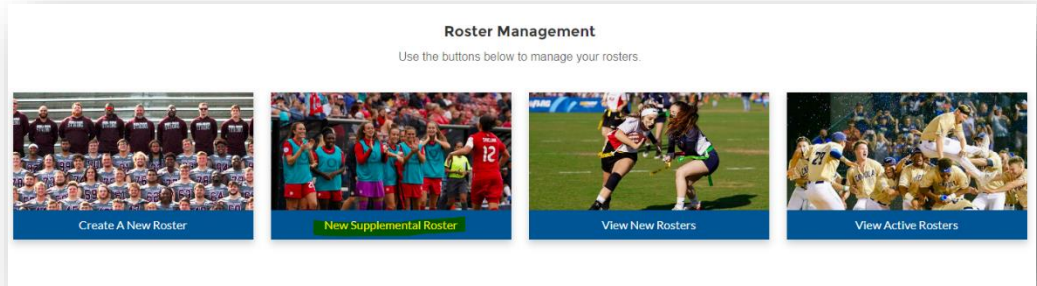
	First Name	Last Name	Email	Phone	Non-Participating
1	Community	Test	<a href="mailto:testnjcaa@email.com">testnjcaa@email.com</a>		<input type="checkbox"/>

[View All](#)

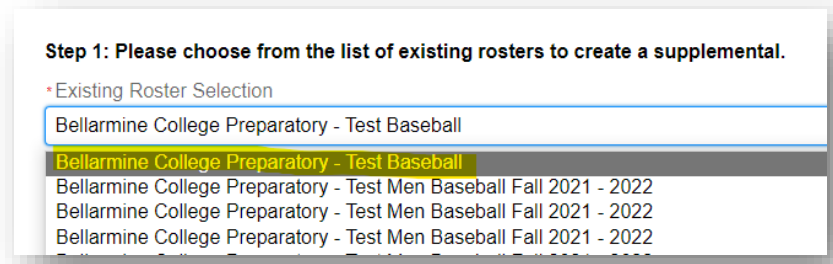
8. Select “Finish”. The roster has been submitted.

# How to Submit a Supplemental Roster

1. Log into the NJCAA Admin Portal
2. From the Roster Management page, select “New Supplemental Roster”



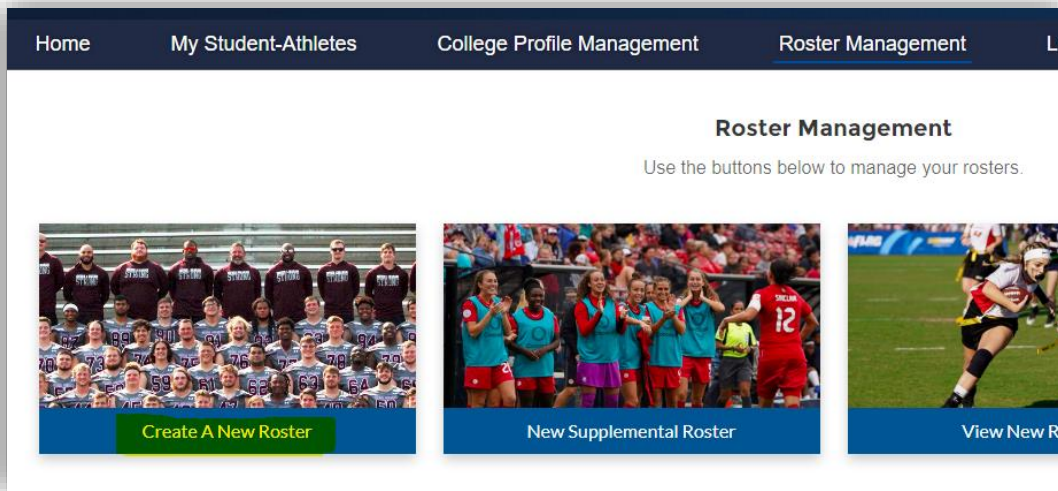
3. Select the roster that you wish to submit a supplemental roster to from the drop-down menu.



4. Make any changes as necessary and select “Submit”
5. Select “Add Roster Members” and add any relevant student records
6. Select “Submit Roster” to submit your roster, then select “Next”
7. Select “Finish” to complete the roster submission

# How to Recertify Two-Term Sport Rosters

1. Under Roster Management, select “Create A New Roster”



2. Select “Spring” as the Semester for the roster submission.

**Step 1: Please enter the roster details and click next. You will be**

\* Division

\* Sports Team

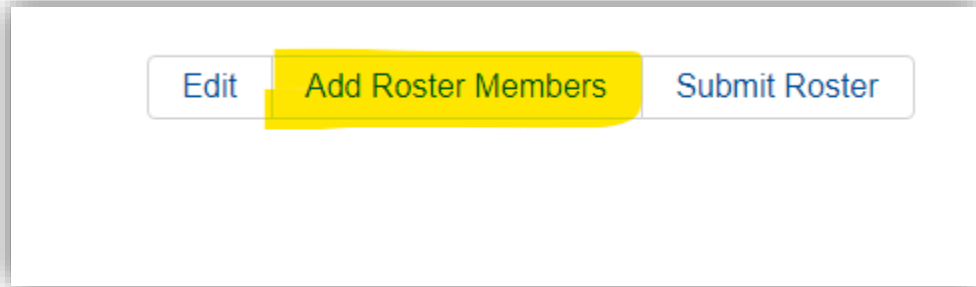
\* Team Gender

\* Semester

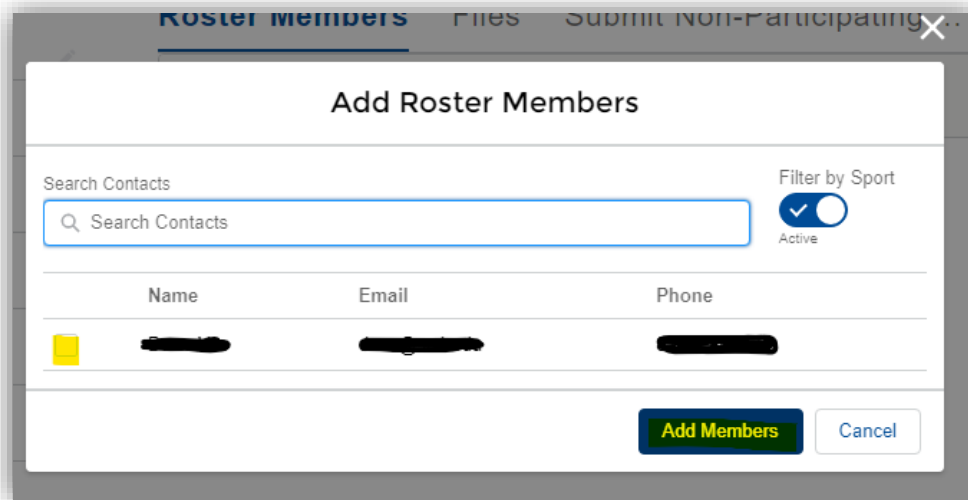
ISSUER FIRST NAME

\* Issuer Last Name

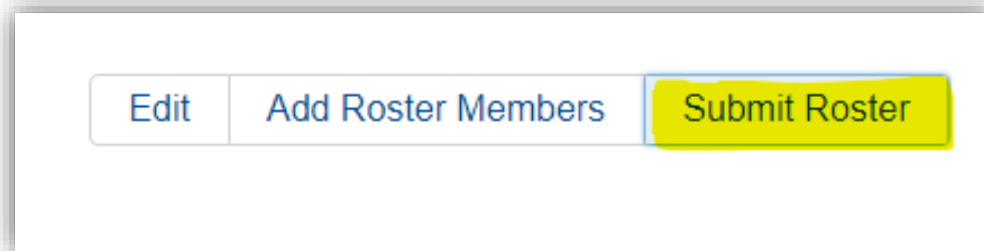
3. Select "Add Roster Members"



4. Select the box beside the student-athlete names that you wish you add to the roster and click "Add Members"



5. Once all the student-athletes that you wish to recertify for the term have been added, select "Submit Roster"



# How to create an NJCAA Letter of Intent

1. Log into the NJCAA Admin Portal
2. Select the "LOI Management" tab



3. Select "Create New LOI"



4. Conduct an LOI search for the prospective student – athlete.

**LOI Search**

\*First Name

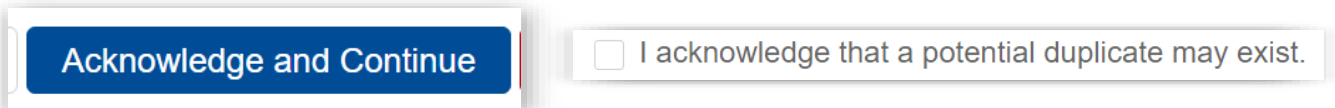
\*Last Name

\*Name of High School

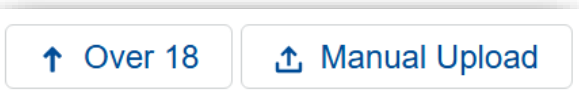
\*Birthdate  📅

[Next ->](#)

4b. If a duplicate LOI populates for the prospective student – athlete when completing the LOI search, you will not be able to continue issuing the LOI without checking the "potential duplicate LOI acknowledgment" check box and selecting the "acknowledge and continue" button.



5. Select the LOI link that is applicable to the prospective student – athlete.



5b. The selected LOI form will populate all required information.

5c. For the “Over 18 Version” the delivery information will display as below:

### Delivery Information

How would you like the Student-Athlete to sign the letter-of-intent?\*

Email

Text

6. Once the LOI information has been inputted, the information needed for the delivery of the LOI will be requested. If the text option has been selected for delivery, the email is still required.

### Information from Institution

Coach First Name\*

Coach Last Name\*

Student-Athlete Email \*

Student-Athlete Phone Number\*

Athletic Director Name\*

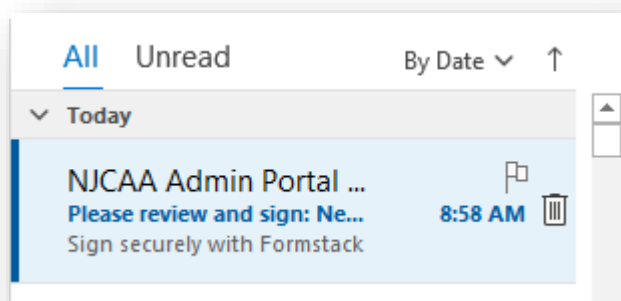
Athletic Director Email\*

College President/Designee Name\*

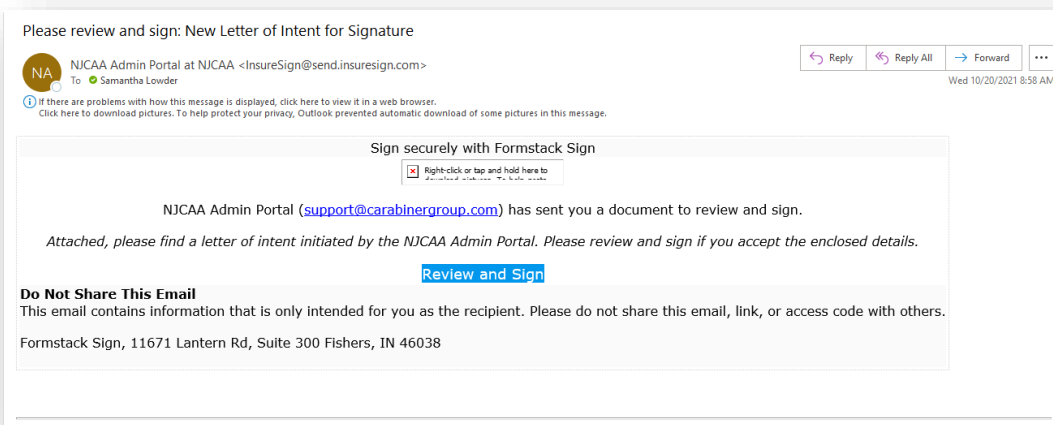
College President/Designee Email\*

\*- required

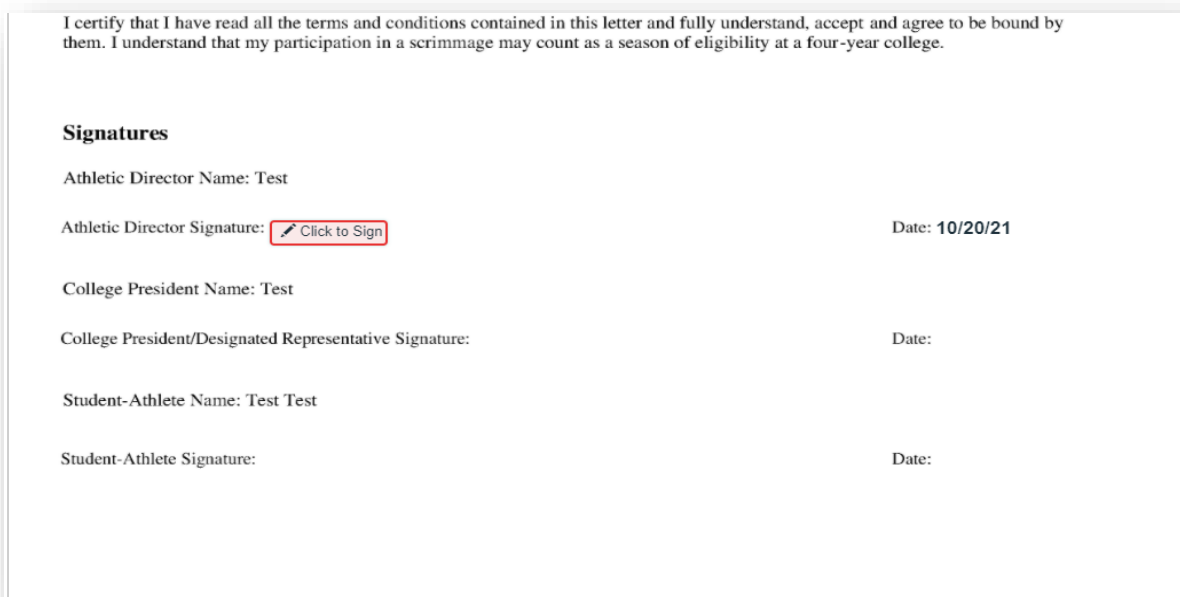
7. Once the Letter of Intent is filled out completely, select “Submit”
8. After submitting the Letter of Intent, the Athletic Director will receive the first email directing to sign the Letter of Intent.



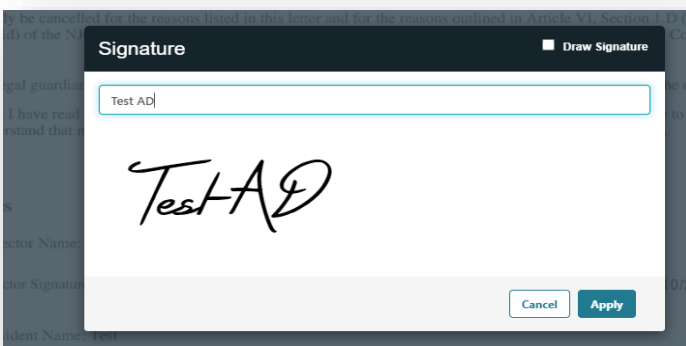
9. Once the email is opened, click “Review and Sign” from the email content.



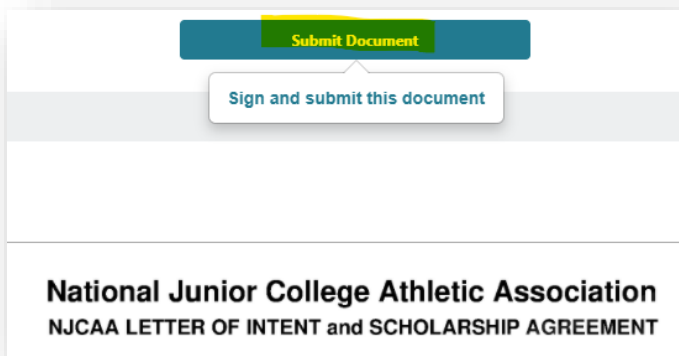
10. The Athletic Director should initial and sign where prompted.



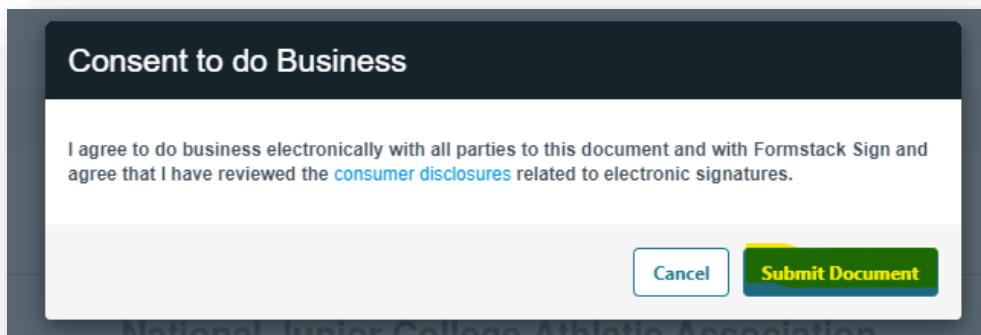
11. The “Click to Sign” function will display a signature pop-up where the signee is able to type or draw their signature.



- Once the Letter of Intent has been signed, the Athletic Director will click “Submit Document” that can be located at the top of the page.



- The page will direct the Athletic Director to acknowledge a “Consent to do Business” and click “Submit Document”



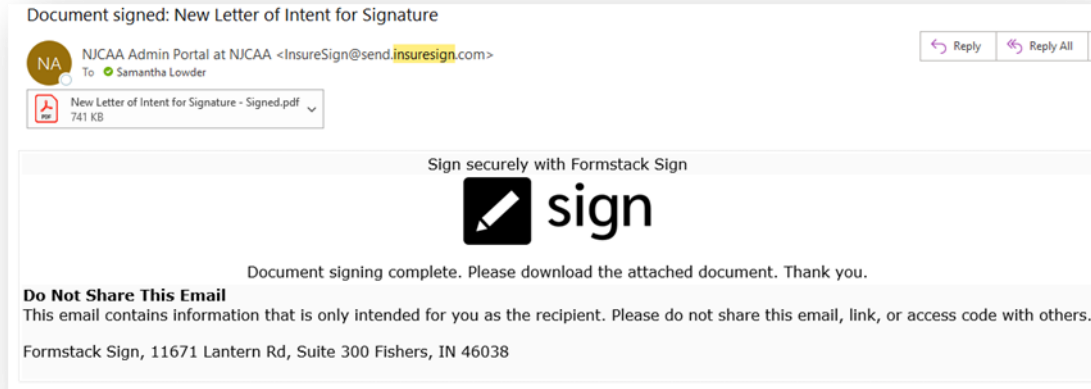
- Once the Athletic Director has submitted the LOI, the President will receive an email and should follow the steps 5-10.

- Once the President completes steps 5-10, the prospective student athlete will receive an email or text to sign the LOI.

- Once the prospective student athlete opens the LOI document, they will be directed to sign the document. The prospective student athlete will click “Click to Sign” to accept the offer.

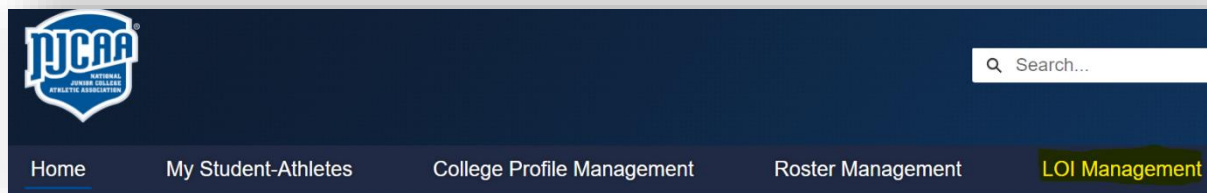


17. Once the prospective student athlete signs the document, a completed LOI will be emailed to all signees.
- i. If the student athlete is under 18, the document will be directed to the parent/guardian for the final signature



# Click-Path for Manual LOI Upload

1. Log into the NJCAA Admin Portal
2. Select the "LOI Management" tab



3. Select "Create New LOI"



4. Complete an LOI search for the prospective student-athlete.

4b. If a duplicate LOI populates for the prospective student-athlete when completing the LOI search, you will not be able to continue issuing the LOI without checking the "potential duplicate LOI acknowledgment" check box and selecting the "acknowledge and continue" button.

5. Select the "Manual LOI link.

6. The Letter of Intent form will populate and direct the submitter to "Add File" for the LOI document and complete all required fields.

6b. When selecting "Add File", the screen will direct you to select the LOI document from your computer's files.

7. Once the Letter of Intent is filled out completely, select "Submit"

# Click-Path for how to release a signed Letter of Intent

1. Log into the NJCAA Admin Portal
2. Select "LOI Management"
3. Select "Active LOIs"



4. Select the Letter of Intent you wish to submit a release agreement for

The screenshot shows a table titled 'Current Letters-of-Intent' with a dropdown arrow and a refresh icon. Below the title, it says '35 items • Sorted by Created Date • Filtered by All letters of intent -'. The table has two columns: 'Letter of I...' and 'Created Date'. The third row is highlighted in yellow.

	Letter of I... ▾	Created Date ↓ ▾
1	A-000014723	2/16/2022, 6:36 AM
2	A-000013876	2/8/2022, 12:39 PM
3	A-000011544	1/31/2022, 12:55 PM

5. Select the release agreement URL on the righthand side of the page

Release Agreement URL  
[https://formstack.io/DPWJyFfOfISMAlmhdTNsSi7vmemx7hJgYPHb\\_Cn1gGGIaYJDybSxOAErJy4X2nyFBGwMibGZAYOSewhX-o5mvA](https://formstack.io/DPWJyFfOfISMAlmhdTNsSi7vmemx7hJgYPHb_Cn1gGGIaYJDybSxOAErJy4X2nyFBGwMibGZAYOSewhX-o5mvA)

6. Complete the form and select "Submit".

- If "Transfer", "Reduction of Aid", or "Other" is selected for the Reason for Release, the student and parent email for signature will be required, as seen below. If the student is over 18, the parent email will not be required.

Reason for Release

Transfer

--select an item--

Graduation

Withdrawal

**Transfer**

Loss of Eligibility

Discipline by the campus authority responsible for campus discipline, and not related to athletic performance or team violations.

Date of Release\*

required

Parent Signature Method\*

Email

Text

Student-Athlete Signature Method\*

Email

Text

Parent/Guardian Name\*

Parent/Guardian Email\*

Student-Athlete Email\*

\*- required

# Click-Path for how to manually release a signed Letter of Intent

1. Log into the NJCAA Admin Portal
2. Select "LOI Management"
3. Select "Active LOIs"



4. Select the Letter of Intent you wish to submit a release agreement for

Current Letters-of-Intent	
Letter of I...	Created Date
1 A-000014723	2/16/2022, 6:36 AM
2 A-000013876	2/8/2022, 12:39 PM
3 <b>A-000011544</b>	1/31/2022, 12:55 PM

5. Select the release agreement URL on the righthand side of the page

Release Agreement URL  
[https://formstack.io/DPWJyFF0fSMAlmhdTNsSi7vmemx7hJgYPHb\\_Cn1gGGIaYJDyBSxOAErJy4X2nyF7mWMBwy4mfSfihRxjWPXQ](https://formstack.io/DPWJyFF0fSMAlmhdTNsSi7vmemx7hJgYPHb_Cn1gGGIaYJDyBSxOAErJy4X2nyF7mWMBwy4mfSfihRxjWPXQ)

Release Agreement URL (Manual Upload)  
[https://formstack.io/DPWJyFF0fSMAlmhdTNsSi7vmemx7hJgYPHb\\_Cn1gGH8dC\\_Sq3RHTg75yUEpzkEeMqZG3QRVEtJ4kwKAjs16Hw](https://formstack.io/DPWJyFF0fSMAlmhdTNsSi7vmemx7hJgYPHb_Cn1gGH8dC_Sq3RHTg75yUEpzkEeMqZG3QRVEtJ4kwKAjs16Hw)

6. Upload the release PDF file to the form

### Release Agreement Initiation

This form is to be used to satisfy Article VI, Section 2.D. The NJCAA Release Agreement must be electronically submitted to the NJCAA National Office for all student-athletes no longer receiving aid. Should the student-athlete choose to enroll at another NJCAA member institution following the full execution of this NJCAA Release Agreement, additional documents from previous institutions may be required to be immediately eligible.

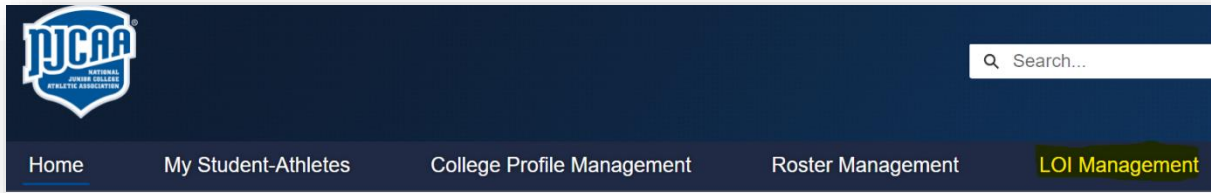
File Upload\*

Student First Name

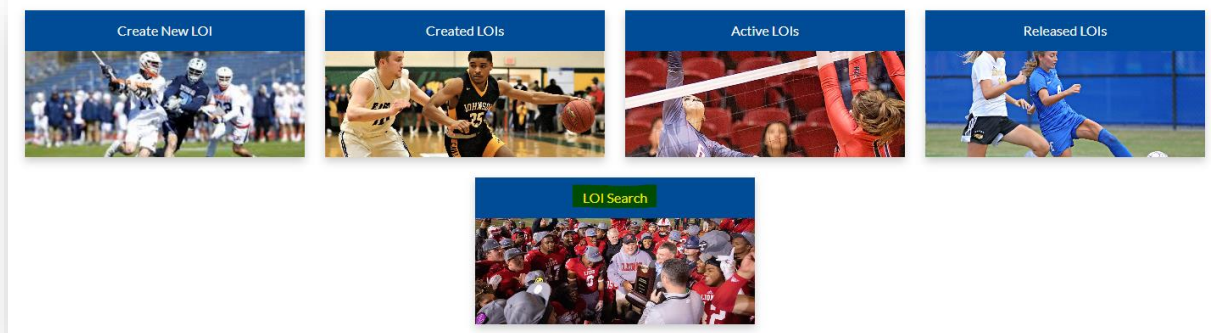
7. Complete the form and select "Submit".

# How to perform an LOI Search

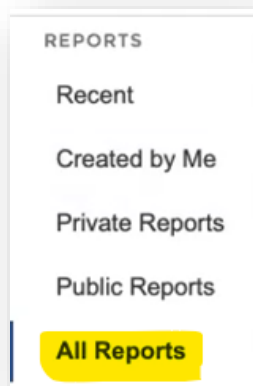
1. Log into the Admin Portal
2. Select the “LOI Management” tab



3. Select “LOI Search”



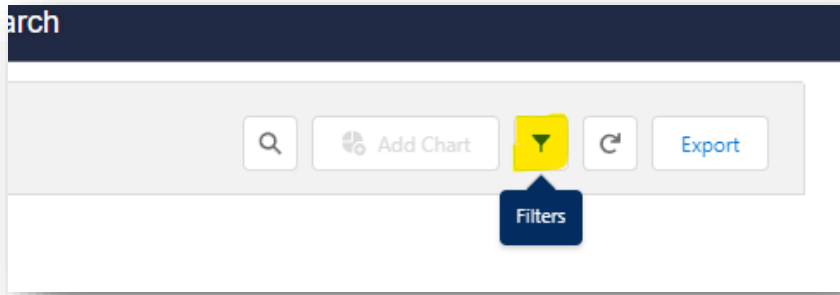
3. Select “All Reports” of the left-hand side of the screen



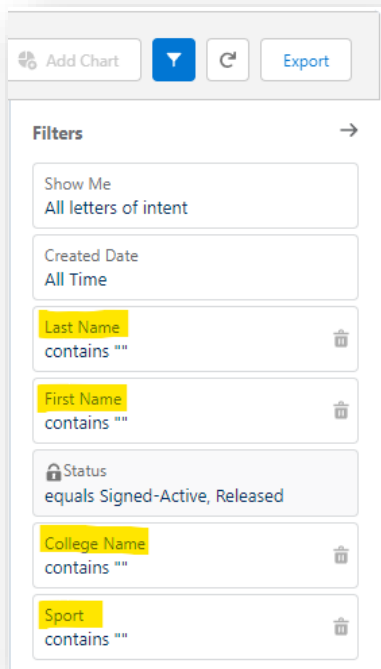
4. Select the report “All Active LOIs”

Report Name	Description	Folder	Created By	Created On	Subscribed
All Active LOIs		Community Reports	Seamus Ruiz-Earle	10/24/2021, 6:38 PM	

- Once the report is populated, select the “Filters” button



- The LOI Search can be filtered by “Last Name”, “First Name”, “College Name”, and “Sport”. The filters can be used together or individually.



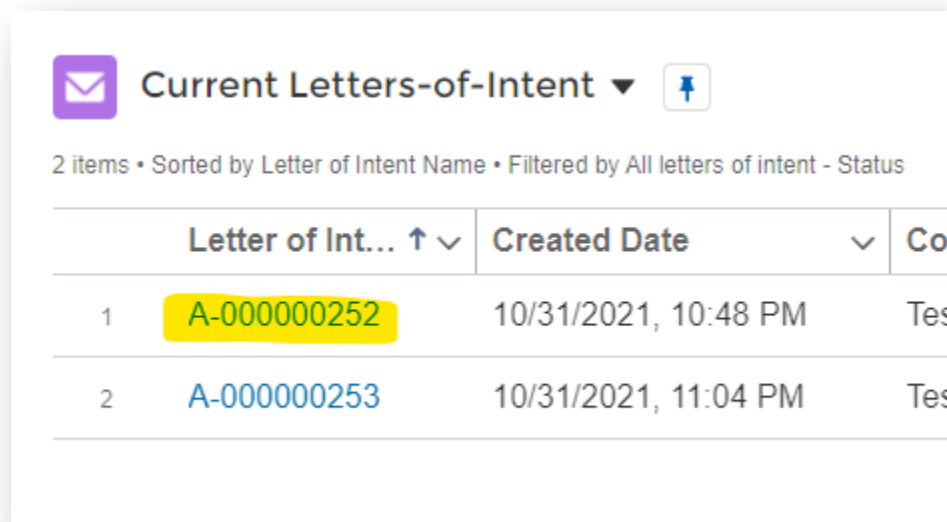
- The search will populate the Letters of Intent that equal the records of the student athlete or school that you entered in the previous step.

# How to Submit a Scholarship Modification Form

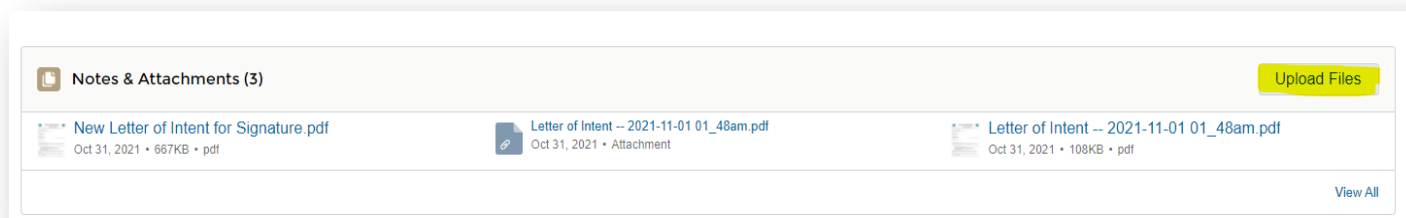
1. Complete the NJCAA Scholarship Modification Form and save to computer
2. Log into the NJCAA Admin Portal
3. Select the “LOI Management” tab
4. Select “Active LOIs”



5. Select the LOI of the student that you wish to submit an LOI increase for



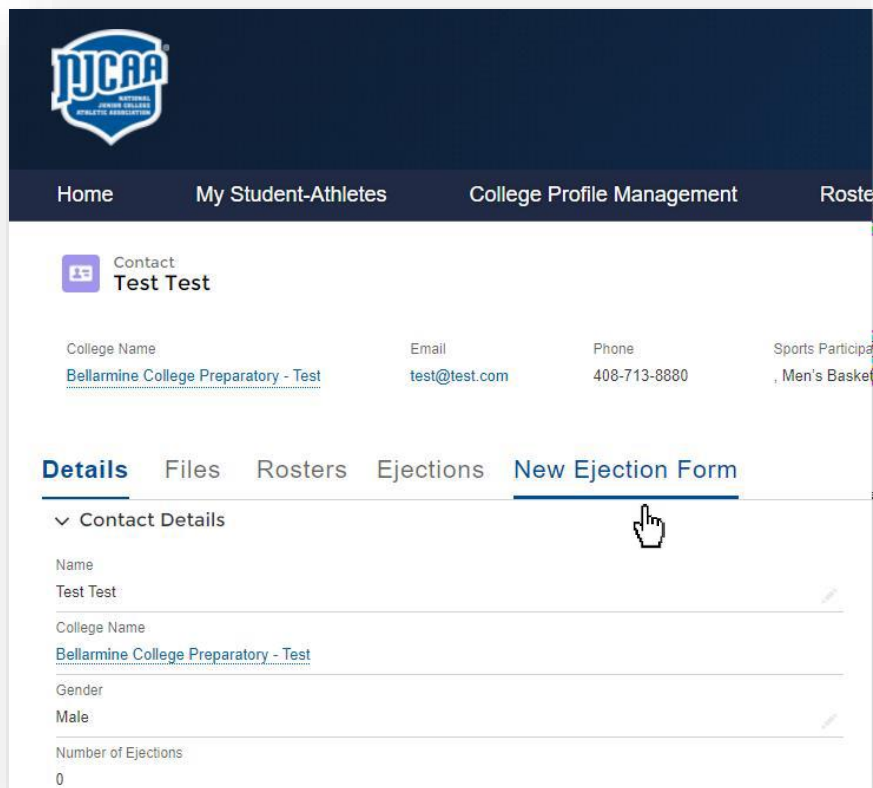
6. Once the LOI information populates, scroll to the bottom of the page, and select “Upload Files”



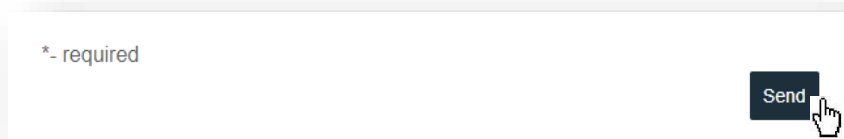
7. Select the completed NJCAA Scholarship Modification Form from step 1 and select “Open”. The file will then be added to the files of the letter of intent submission.

# Click-Path to Submitting an Ejection Form

1. Log in to the NJCAA Admin Portal
2. Select “College Profile Management” tab
3. Select “New Ejection Form”

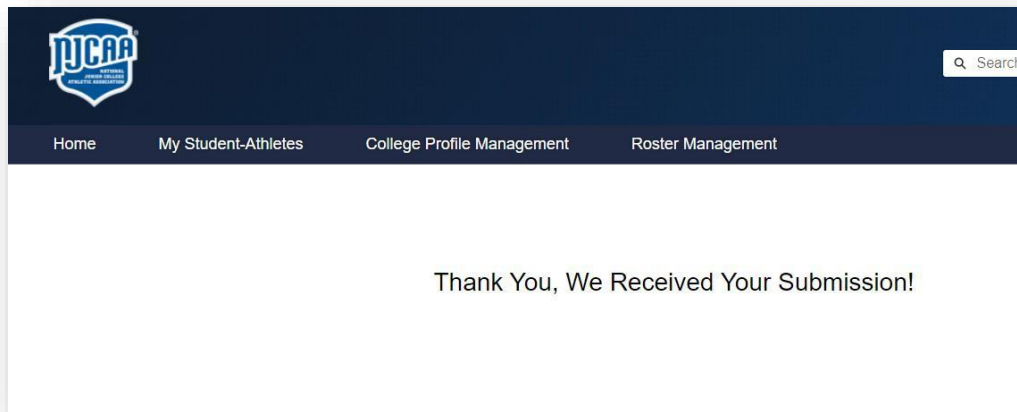


4. Once the Ejection Form populates, fill out all required fields.
5. Once the form is complete, select “Send”



6. Enter the email address of the Region Director. Email addresses can be looked up using the provided link.

7. After selecting “Send” a “Thank You, We Received Your Submission!” screen will appear

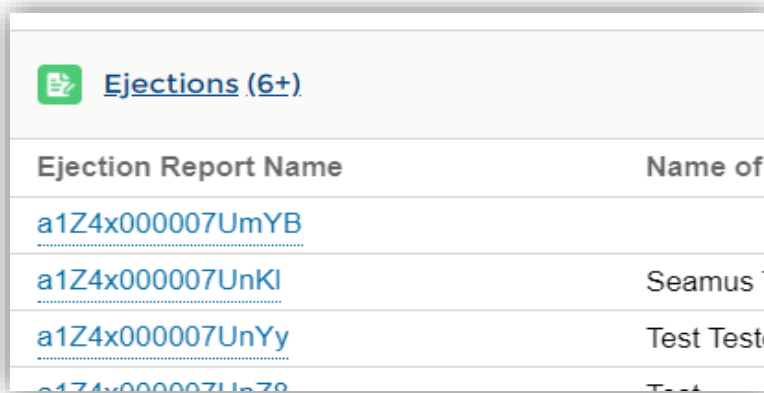


# Click-Path for viewing Ejection Report Submissions

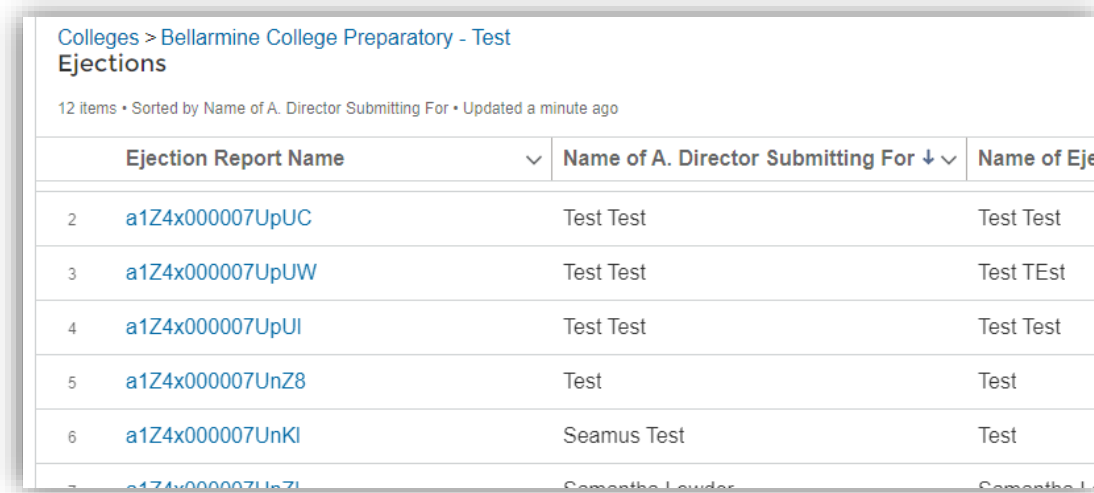
1. Select "College Profile Management" tab
3. Select "Related Data"



4. Select "Ejections"

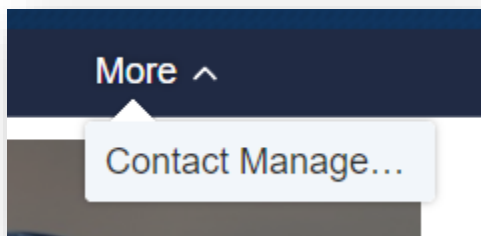


5. The ejection reports will appear on the Ejections page.



# How to Complete the Year-End Process for Student Records

1. Select the “Contact Management” tab



2. To update a student-athlete’s record, click on the field that you are updating, and click on the ‘Pencil’ icon on the right-hand side of field.
  - i. The “Status” field should be completed for all student-athletes
    - a. Active = Returning to your institution
    - b. Not Active = Not returning to your institution
    - c. Unconfirmed = Student has not confirmed Active or Not Active status
  - ii. If the “Status” is “Not Active”, the “Not Active Reason”, “Transferred To”, and “Transfer Type” fields are required to be completed for the student-athlete
    - a. Transfer Type “Academically” = Continuing education but not participating in sports
    - b. Transfer Type “Athletically” = Continuing education and participating in collegiate athletics

## Tips:

- On the left-hand side of the screen, click on checkboxes next to any student-athletes you would like to make the same updates to. When making an update to a student-athlete's Status, Reason, or Transfer Location, a checkbox reading 'Update X selected items' (where X is the number of checked boxes on the left) will appear. Click on that box and then click 'Apply'.
- Sorting by First or Last Name is available by clicking on the arrow beside “First Name” or “Last Name”

**Contact Management** Instructions

My Athletes - Unconfirmed ▼

50+ Items • Sorted by First Name • Filtered by All contacts - Status, My Account Contact, Contact Record Type

	<input type="checkbox"/> First ... ↓	Last Name ▼	Email ▼	Status ▼	Not Acti... ▼	Transferr... ▼	T
1	<input type="checkbox"/> Test	Test		Unconfirmed			
2	<input type="checkbox"/> Test	Test		Unconfirmed			
3	<input type="checkbox"/> Test	Test		Unconfirmed			

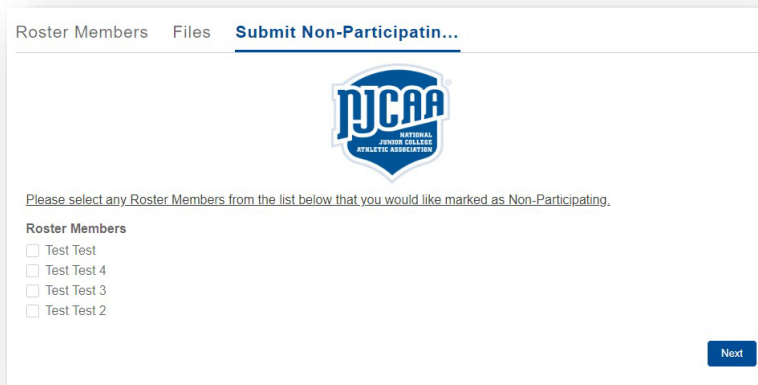
3. After conducting the changes to the student-records, click the 'Save' button at the bottom of the screen.
4. After saving the changes, student-athletes may no longer be visible on the current view due to their status changing.
  - i. To view student-athletes that have updated status', click on 'My Athletes - Unconfirmed' in the left-hand corner and select the 'My Athletes - Active' or 'My Athletes - Not Active' views to view student-athletes with the selected statuses.
  - ii. To make modifications to the student-athletes, follow step 2.

# How to Submit Non-Participants

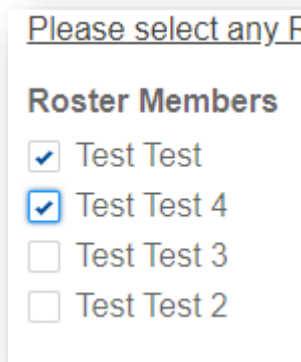
1. Select the “Roster Management” tab
2. Select the roster from “View Active Rosters” that you wish to submit non-participants for



3. Select the “Submit Non-Participants” tab
4. Check the box beside the names of the student-athletes that you wish to mark as non-participants and then select “Next”

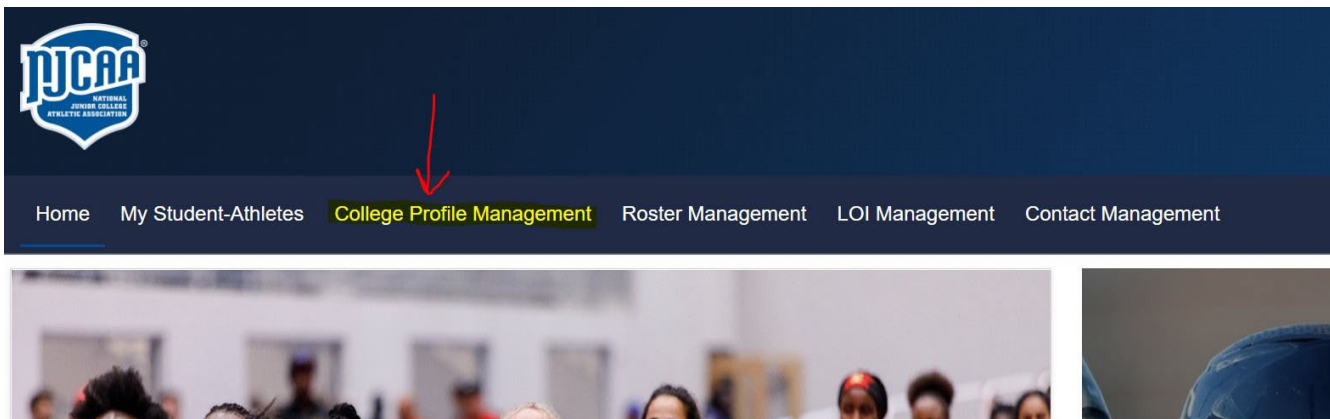


5. After selecting “Next”, the “Roster Members Updated Successfully.” message will confirm the non-participants have been submitted.

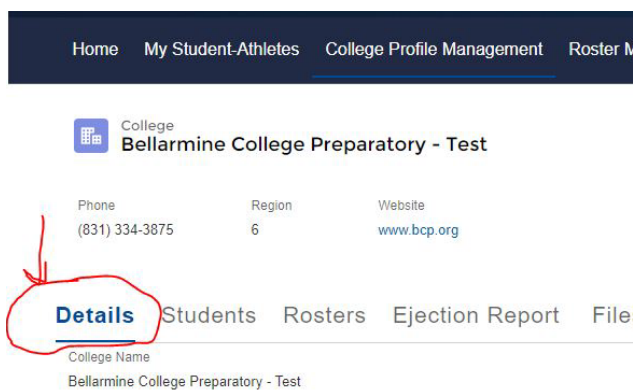


# How to Complete the Coach/Admin Registration Form

1. To find your college's custom link:
  - a. Log into the NJCAA Admin Portal.
  - b. From the home page, select the College Profile Management Tab.



- c. Under the Details tab, copy and paste the Coach/Admin Registration Form link or QR code into an email or word document to share with all who should complete the form.



Coach/Admin Registration Form  
[https://formstack.io/DPWJyFOfiSMAlmhdTNsSi7vmemx7hjjYPhb\\_Cn1gGGhz\\_a5Q5v9p0ftf7\\_00Sw](https://formstack.io/DPWJyFOfiSMAlmhdTNsSi7vmemx7hjjYPhb_Cn1gGGhz_a5Q5v9p0ftf7_00Sw)

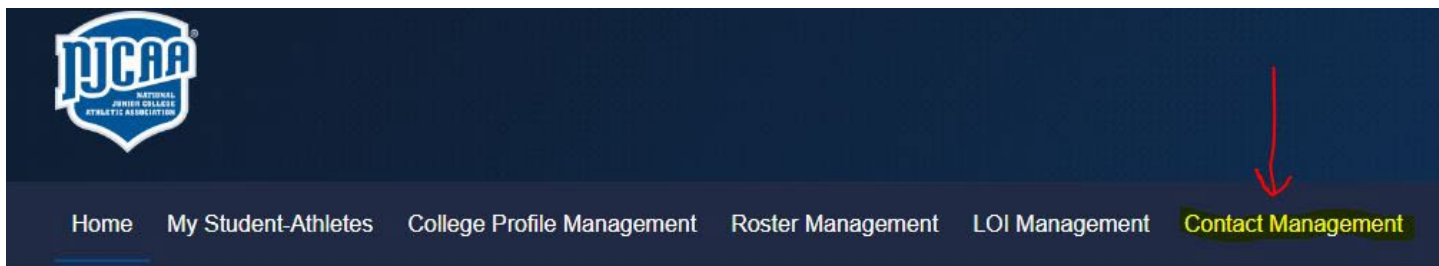
Coach/Admin Registration Form QR Code



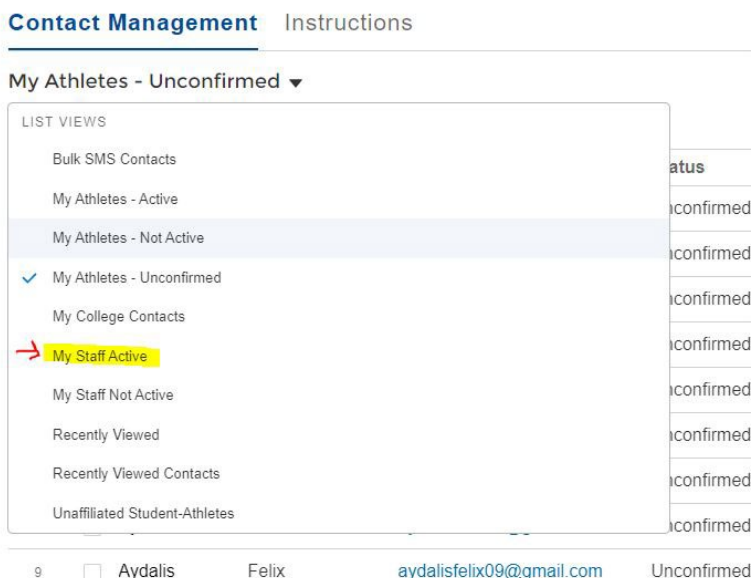
2. Recipients of the link should complete all necessary fields and hit Send.

## How to Maintain Coach/Admin Records

1. Institutions are responsible for accurately maintaining coach and admin records, to ensure the most up-to-date information is always contained in the system.
  - a. All coaches/admins are required to complete their own record form. Please see the “Complete Coach/Admin Registration Form” Click Path for instructions on that process.
  - b. New coaches/admins should complete the form during onboarding and an administrator should change the status of the record to Not Active when individuals depart.
  
2. To maintain the coaches/admin records:
  - a. Log into the NJCAA Admin Portal.
  - b. From the home page, select the Contact Management Tab.



- c. On the dropdown list, click the dropdown arrow and select My Staff Active.



- d. To edit information or the status of a coach/administrator, click the dropdown beside the correct name and select Edit. *Note: This process is slightly different from the year-end process for Student Athletes, as this maintenance does not allow Inline Edits. You must click the dropdown to Edit the record.*

**Contact Management** Instructions

My Staff Active ▾

3 items • Sorted by First Name • Filtered by All contacts - 4 more filters applied

Q Search this list... [Settings] [Edit]

	First Na... ↑ ▾	Last Name ▾	Position Title ▾	Status ▾	Sport(s) ▾	Email ▾	
1	Jack	Smith	Compliance/Eligibility staff	Active	Men's Cross Country; Women's Cross Country	test@test.edu	▾
2	Sam	Lowder		Active			▾
3	Test	Test	Head Coach; Athletic Director	Active	Men's Basketball	test@njcaa.org	▾

- e. To edit the contact as no longer active, click the dropdown in the Status field and change to Not Active.

Contact Details

\* Name  
Salutation: --None-- ▾

First Name: Jack

\* Last Name: Smith

Preferred Email ⓘ: Personal ▾

College Name: Bellarmine College Preparatory - Test

Email: test@test.edu

Contact Record Type: Coach

Gender: Male ▾

Status: Active ▾

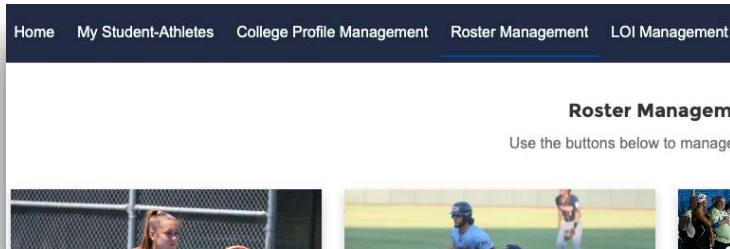
Sport(s): Available: Baseball, Men's Basketball; Chosen: Men's Cross Country, Women's Cross Co...

- f. Click the Save button at the bottom of the screen to save your changes.

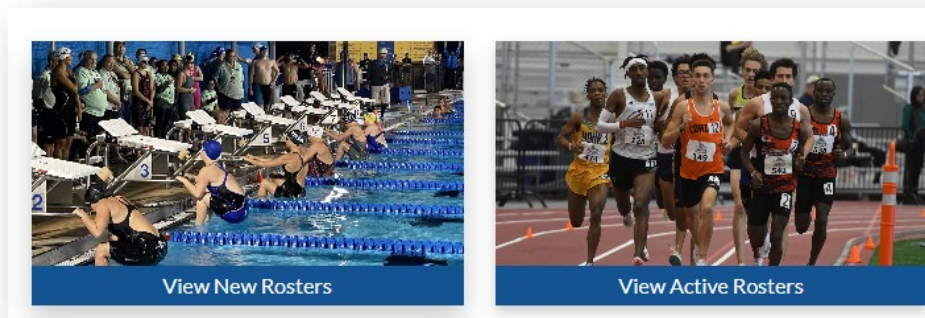
# Click-Path for Copying Roster with Roster Members

1. Log into the NJCAA Admin Portal

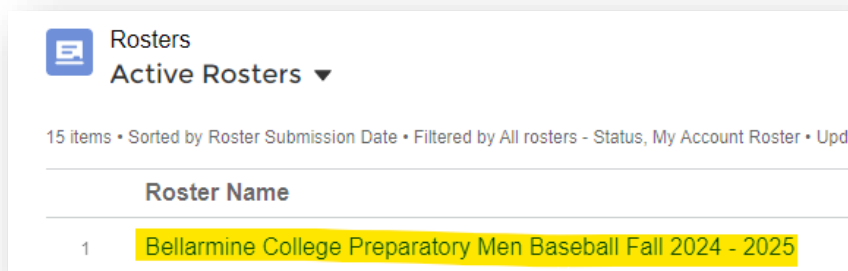
2. Select "Roster Management"



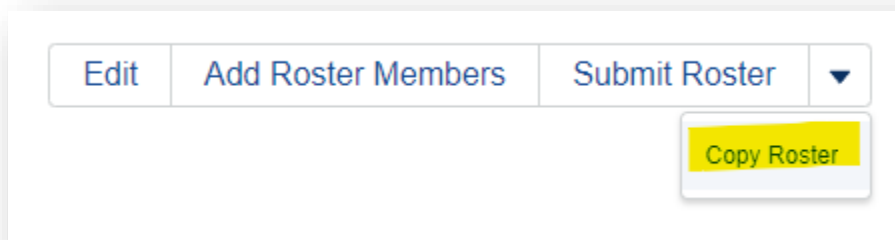
3. Select "View New Rosters" or "View Active Rosters" depending on which roster you wish to copy



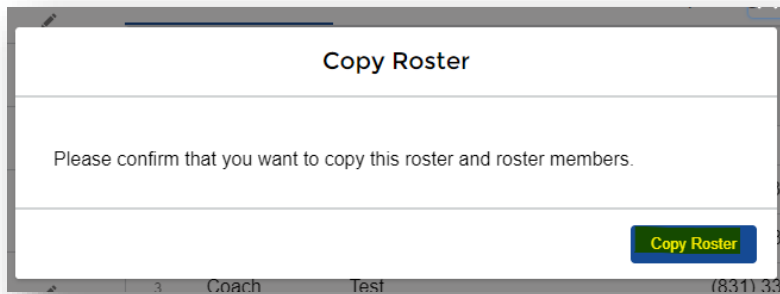
4. Select the name of the roster that you wish to copy



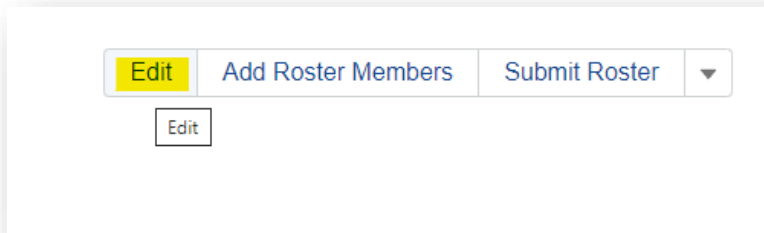
5. Select "Copy Roster" from the dropdown menu



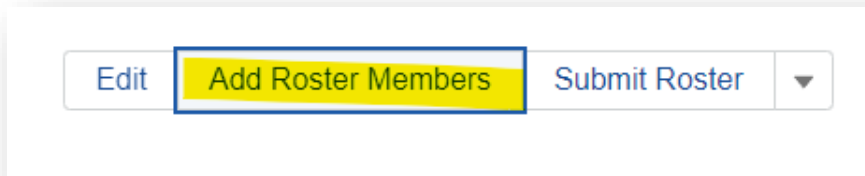
6. Select “Copy Roster” from the pop-up screen



7. The copied roster will display after selecting “Copy Roster” and at this point you can edit roster details and add/remove roster members. Use the “Edit” button to edit the roster information such as sport, term, term dates, etc.



8. Use the “Add Roster Members” to add members to the roster



9. Use the dropdown menu beside a student or coaches record to delete them from the roster if you wish to remove a record that was copied over



10. Once you have made all necessary changes to the roster, you must select “Submit Roster” for the roster to be submitted for eligibility purposes. If you do not select “Submit Roster”, the roster will display in “New Rosters”

