

Student Athlete Eligibility Online Interactive Submission Instructions

Log on to the KSHSAA website: www.kshsaa.org. (Hover over the “SCHOOLS” tab, then click on “Login Eligibility” when it becomes visible.)

KSHSAA Web Applications User Signon

- *School User IDs and Passwords will be mailed First Class to school principals on August. If you do not know or cannot find your school's user ID and Password, the school principal and/or athletic director must submit a request in writing (via Fax or USPS) to the KSHSAA. **The request must be on official school letterhead and must be signed by the principal and/or athletic director. School User IDs and Passwords WILL NOT be given out over the phone.***
- *For additional problems regarding the user IDs and passwords, please email kshsaa@kshsaa.org.*
- *Enter your first and last name as you want it to appear on any forms that you fill out. You may login under your school login, official login, or both. Note that each of the logins carry different access privileges to this web site.*

First Name:

Last Name:

School Login

School Userid:

School Password:

Enter your name and the userID and password that has been generated by the KSHSAA office then click “Signon”. Once you click on the “Eligibility Menu” option, you will see a table containing the individual school. Please verify that ALL information is accurate: User ID, School Name, School Number, School Type. If you have used the correct UserID and Password for your school, the information should be correct. From the [Reporting Profile] option, the one item that might be corrected is the grade levels for your school type. If your school type is incorrect, please click on “Reporting Profile” and you will be given a drop down menu to correct the age group for your school.

07/02/07 **Activity Eligibility Reporting Profile** 03:36:22

[\[Eligibility Menu\]](#)
[\[Reporting Profile\]](#)
[\[List Participants\]](#)
[\[Add Participant\]](#)
[\[Upload\]](#)
[\[Print\]](#)

SCHOOL INFORMATION	
Userid	XXXXXX
School Name	Xxxxxx Xxxx
School Number	# # #
School Type	Senior High
Activity Eligibility Reporting Profile	
Identify the grade structure for this report:	9 through 12 <input type="button" value="v"/>

Other Options available for the online eligibility menu:

07/02/07

ACTIVITY ELIGIBILITY CERTIFICATE (FORM C)

03:43:28

[\[Eligibility Menu\]](#) [\[Reporting Profile\]](#) [\[List Participants\]](#) [\[Add Participant\]](#) [\[Upload\]](#) [\[Print\]](#)

- [List Participants] Provides a list of students that have been submitted
- [Add Participants] Allows user to add individual students
- [Upload] Allows user to upload a **text file** of eligible student athletes
- [Print] Displays a table of entries that is a printable through your browsers print command

LIST PARTICIPANTS OPTION

Once you click on “List Participants” you will see a list of the students that have been entered. At this point you can review the information that you have entered and update or delete specific individuals. Additionally, you will have the option to search for individuals using last name, grade, or gender. To run a query, choose your parameters (enter “Boy” or “Girl” leave blank for both) AND/OR enter Last Name AND/OR enter Grade, then click “Run Query” and only those names matching your query will be displayed. *To list all of the names, click on “List Participants” again.*

QUERY OPTIONS

Gender	<input type="text"/>	Last Name	<input type="text"/>	Grade	<input type="text"/>	Run Query
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Additionally, on the [List Participants] menu, you have the opportunity to edit and/or delete a particular individual. To edit, click on “Update” under the function column. To delete, click on “Delete.”

Function	Last Name/ First Name	Gender / Grade	Athletics/ Spirit	Birth Date/ Physical Date First Class Date	New-Sub Last/ Curr Sem Total Sem	Parental Consent/ Age HShip Appr Date	School Last Attended/ Transfer Date/ Approval Date	Create/ Update Date
Update / Delete	RUDER ADDISON	GIRL 9	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	03/23/1993 05/06/2007 08/18/2007	5 5 1	<input type="checkbox"/> <input checked="" type="checkbox"/>		07/02/2007 07/02/2007

ADD PARTICIPANTS OPTION

Once you click on “Add Participants” you will be given a blank table to enter any participants. Add information by tabbing through each field. When you have added the appropriate information, click on “ADD” to submit. To successfully add student athlete participants, you will need to add the following information:

- ◆ First Name
- ◆ Last Name
- ◆ Gender
- ◆ Grade
- ◆ Check box for “Athletics”
- ◆ Check box for “Spirit/Spirit Competition”
- ◆ Birthdate (Enter MM/DD/YY)
- ◆ Physical Date (Enter MM/DD/YY)
- ◆ First Day of Class (Enter MM/DD/YY)
- ◆ Enter the number of subjects the student passed in the last semester (*this field will only accept numbers, DO NOT USE “+”*)
- ◆ Enter the current number of subjects the student is enrolled in currently

- ◆ Enter the number of semesters attended (including current)
- ◆ Click for parental consent
- ◆ If the student has been approved for an Age Hardship, enter date approved (Enter MM/DD/YY); [NOTE: You will not be allowed to enter a student who is over age unless an approved age hardship date is entered.]
- ◆ If a student is a transfer student, the school transferred from will need to be identified as well as the transfer date and transfer approval. You will get an error message if one or more fields is not correct. If that happens, correct the field(s) that are incorrect and try submitting again.

UPLOAD PARTICIPANTS OPTION

Once you click on “Upload Participants” you will be given formatting instructions for entering participants from a text file (.txt or .csv extension). Please make note of the following format options. You can browse to find your file, then click “Upload.” The system will not accept any students unless **ALL** of the qualifying information is correct.

NOTE: If you have added participants individually, you do not need to upload. The upload option is only for schools submitting a group of names from an existing file.

Format: The format of the upload file must be a comma delimited file with a .txt or .csv extension and with the following fields in the exact order as follows:

- **Field #1 Last Name** - minimum of 1 and maximum of 15 characters.
- **Field #2 First Name** - minimum of 1 and maximum of 15 characters.
- **Field #3 Gender** - either B or G.
- **Field #4 Grade** - one of 7,8,9,10,11, or 12 depending upon your school.
- **Field #5 Athletics Flag** - either Y or N.
- **Field #6 Spirit Flag** - either Y or N.
- **Field #7 Birth date** - a valid birth date in MM/DD/YY format.
- **Field #8 Physical Date** - a valid physical date in MM/DD/YY format.
- **Field #9 First Class Date** - a valid first class date in MM/DD/YY format.
- **Field #10 New Subjects Last Semester Count** - a number between 1 and 10.
- **Field #11 New Subjects Current Semester Count** - a number between 1 and 10.
- **Field #12 Total Semesters Count** - a number greater than 0.
- **Field #13 Parental Consent Flag** - either Y or N.
- **Field #14 Age Hardship Approval Date** - a valid hardship approval date in MM/DD/YYYY format.
- **Field #15 School Last Attended** - either blank or the name of the school last attended. Maximum of 40 characters.
- **Field #16 Transfer Date** - either blank or a valid transfer date in MM/DD/YY format.
- **Field #17 Transfer Form Approval Date** - either blank or a valid transfer form approval date.

NOTE: If problems arise in submitting or uploading, please review the Frequently Asked Questions located on the KSHSAA website (front page), www.kshsaa.org, under Related Links, “Entry Forms & Eligibility FAQ”. Additionally, please download and view the tutorial video related to online eligibility from that page.