UNIVERSITY OF Northern Iowa
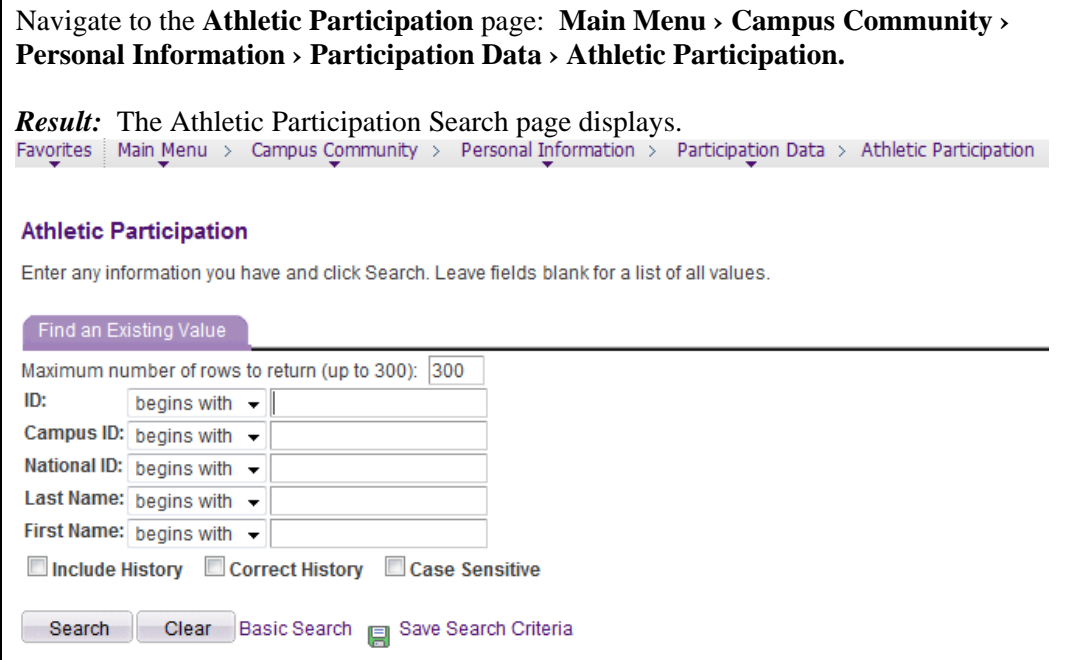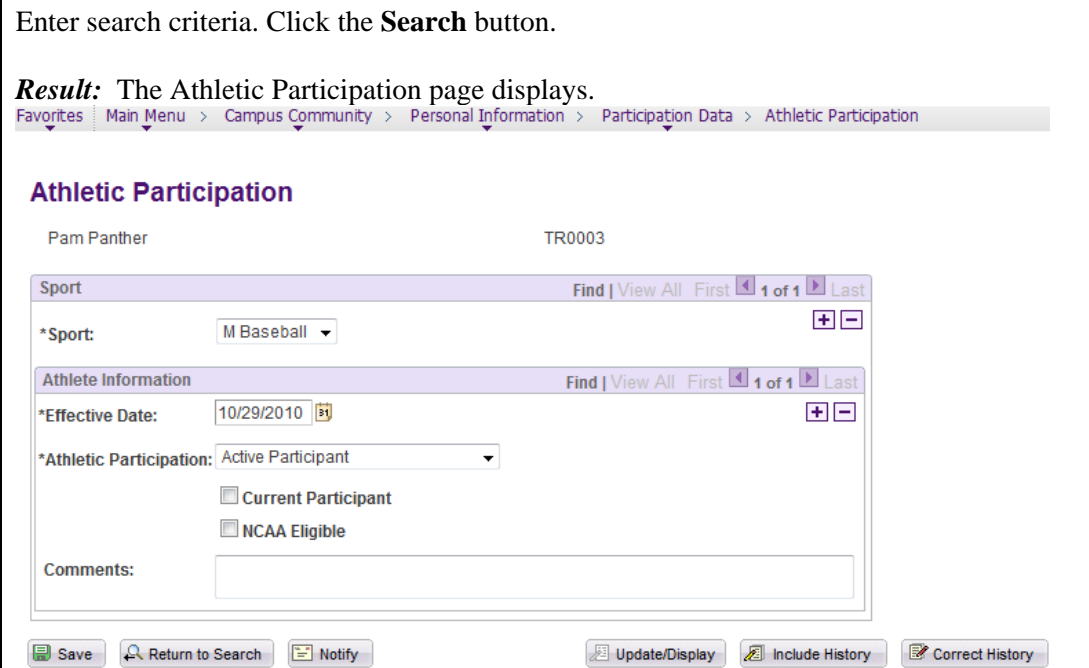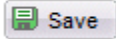
CS – Athletic Participation

Purpose: Athletic Participation Codes may be used to identify athletes and track their athletic participation. The following describes how to view and enter athletic participation information.

Step	Action
1.	Navigate to the **Athletic Participation** page: **Main Menu › Campus Community › Personal Information › Participation Data › Athletic Participation.** ***Result:*** The Athletic Participation Search page displays. Favorites | Main Menu > Campus Community > Personal Information > Participation Data > Athletic Participation **Athletic Participation** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 ID: begins with ▾ Campus ID: begins with ▾ National ID: begins with ▾ Last Name: begins with ▾ First Name: begins with ▾ ☐ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
2.	Enter search criteria. Click the **Search** button. ***Result:*** The Athletic Participation page displays. Favorites | Main Menu > Campus Community > Personal Information > Participation Data > Athletic Participation **Athletic Participation** Pam Panther TR0003 Sport Find | View All First ◂ 1 of 1 ▸ Last ⊞ ⊟ *Sport: M Baseball ▾ Athlete Information Find | View All First ◂ 1 of 1 ▸ Last ⊞ ⊟ *Effective Date: 10/29/2010 📅 *Athletic Participation: Active Participant ▾ ☐ Current Participant ☐ NCAA Eligible Comments: 💾 Save 🔍 Return to Search 📧 Notify 📄 Update/Display 📄 Include History ✏ Correct History

Step	Action
3.	Complete the following: • **Sport** – Select the appropriate sport from the drop-down list. The leading letters indicate the type (M = Mens, W = Womens, NN = Non-NCAA). • **Effective Date** – Defaults to today's date. Update as applicable with changes in status (Athletic Participation). • **Athletic Participation** – Select the level or status of the student's participation in the specified sport, such as active participant, recruited, etc. • **Current Participant** – Select this checkbox if the student is currently participating in the specified sport. • **NCAA Eligible** – Currently NOT USED. This information is tracked within the Athletics Department. • **Comments** – Comments are optional. Use the comments field to provide additional detail.
4.	Click the **Save** button.

IMPORTANT NOTES:

• **Multiple Sports** – If a student participates in multiple sports, add a row in the *Sport* section.

• **Change in Athletic Participation Status** – When the student's participation status changes (e.g. Recruited to Active Participant), add a new row in the *Athlete Information* section. Update the **Effective Date** as appropriate.