

Providing Staff Members with Permission

Only staff members who are listed on the staff members list in NAIA Help will have access to the short list, provided they have one of the following roles: AD, Assistant AD, Coach, Assistant Coach, FAR.

To add staff members, please do the following:

- 1) Log into NAIA Help
- 2) Select the "View/Edit Staff" link under the "Institutional Information" section
- 3) Add staff member, via the "Add Staff Member" section
- 4) Check the staff member list, directly below the "Add Staff Member" section, to confirm who has access

Note:

- Registrars will see different information on the school profile. They do not or should not have access to change or see the athletic information, like term-specific deadlines and short list.
- Going forward, AD's will be able to control the default permissions. This feature is currently not yet operational and therefore only default permissions are in place temporarily until this feature can be added our IT team.

Gaining Access to PlayNAIA

All users who had accounts on the previous site will need to update their passwords in the new PlayNAIA website.

- All members received an email invitation to the new site. Upon logging in for the first time, members will be prompted to update their passwords.
 - If you did not receive the invitation email and are having trouble resetting your password, please check with your IT department to ensure that system emails can be received and are not blocked by spam filters. The email address that the emails came from is: noreply@naia.org
- A second round of emails is being sent this week to members who have not yet activated their accounts.

Students and high school counselors who still need to create a new password will receive a second email this week, prompting them to log in and create their password.

Previously Registered Students

Please encourage students who were registered and paid in the old site, to activate their account on the new site. To activate their accounts on the new site students will need to do the following:

- 1) Create a new password
- 2) Complete the "Register" task
- 3) Complete the "Complete my Profile" task

Note:

- Students and approved short list schools will not be able to see what tasks need to be completed until students have completed the above actions.
 - Documents that were received prior to May 2, will be showing in the document list, under the "Completed Tasks" section.
 - "Current Tasks" may be showing for documents that were previously received. These tasks will be updated by NAIA staff members.

Using the Short List

Currently the filter feature is not working. If you are able to, downloading the export list enables you to filter your short list in Excel, however, we understand that the export feature is currently only sporadically working. These features are currently being worked on and will be updated as soon as possible. To use your short list, do the following:

- 1) Sort the "Sport" column
- 2) Double click the page number at the bottom middle of the screen and type in the page number you'd like to see or use the next/back page arrows.

Note:

- When loading your short list page, especially for the first time, it can take several minutes to load (and may look like a blank page in the interim.)
- Students will not appear on the short list until they have submitted their profiles.
- Recently added students will have their names appear in black font, and will need to approve access for you to see their account information. These students will need to log into their account and approve access by selecting the "Approve Short List Access" task from their "Current Tasks" list.

Students do not need to approve short list access to move through the eligibility process. The short list approval process is strictly to protect student data and notify students that they have been added to a short list.

How to Initiate a Reapplication (Reactivation)

Students will no longer be "reactivated." You will need to "Initiate a Reapplication" in order for them to reapply for a new decision, in a new term.

- 1) Click on the student's name from the short list to see their account dashboard
- 2) Select the "Decision Details" link (if student already has decision posted)
- 3) Select the "Reapplication" link

Note:

- If reapplication is not available, the "Request Update Decision" link will appear. You will also see a link for "Request an Appellate Review" (this replaces the previous request for review process).
- Students who reapply may incur an additional fee if they are reapplying as a different student type. (Ex: A student registered as a freshman initially and is now reapplying as a college student. The student must now pay the difference between the high school and college/transfer registration fees.)