



ECP

Quick Start How-To Guide

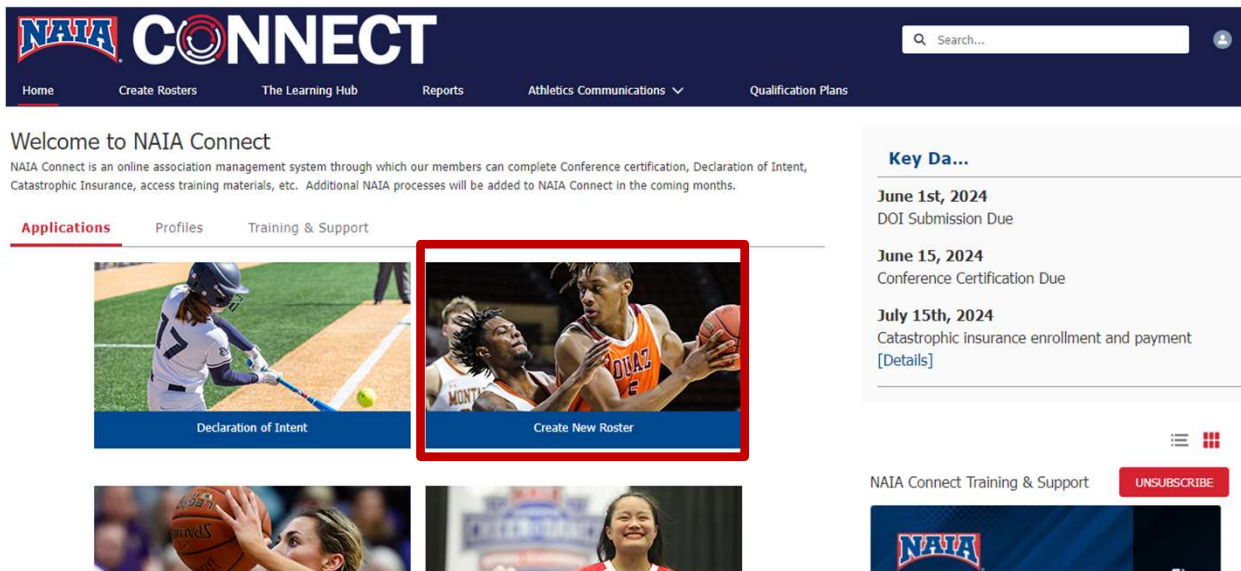
Advanced Users

This quick-start guide covers:

- ▶ How to properly certify your student-athletes for competition based on their athletic and academic eligibility in a given term.
- ▶ How to create sport rosters, add students to an applicable roster, and process eligibility certificates for each team.
- ▶ How to obtain the four required signatures and properly submit a finalized eligibility certificate for approval.

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On the home page, click on the tile menu 'Create New Roster'.

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A screenshot of the NAIA CONNECT website's "Create a Roster (ECP)" form. The header is dark blue with the NAIA CONNECT logo on the left and a search bar on the right. Below the header is a navigation menu with links: Home, Create Rosters (highlighted), The Learning Hub, Reports, Athletics Communications (with a dropdown arrow), and Qualification Plans. The main content area is white and contains the "Create a Roster (ECP)" form. The form has four required fields, each with a red asterisk: "Sport" (a text input with "Baseball" and a clear button), "Term" (a dropdown menu with "Fall" selected), "Year" (a dropdown menu with "2024" selected), and "Competition Level" (a dropdown menu with "Varsity" selected). A red "Next" button is located at the bottom right of the form. The footer is dark blue and contains the NAIA logo and the text "Terms & Privacy | Contact | NAIA.org".

In this step you will enter the sport, term, year and competition level.

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In the next screen, you will be asked to enter the date of the first day of class, as well as the date of end of term. The date of the first day of class and the date of end of the term is defined by the dates listed in your official academic calendar. The end of the term date will also dictate the 30-day window in which to recertify student-athletes for the next term.

A screenshot of the NAIA CONNECT web application. The header is dark blue with the NAIA CONNECT logo on the left and a search bar on the right. Below the header is a navigation menu with links: Home, Create Rosters (highlighted), The Learning Hub, Reports, Athletics Communications (with a dropdown arrow), and Qualification Plans. The main content area is titled "Create a Roster (ECP)". It contains two date input fields. The first field is labeled "Date of the first day of class this term:" and has a calendar icon on the right. The second field is labeled "Date of the end of term:" and also has a calendar icon on the right. Below these fields are two buttons: "Previous" and "Next". The footer is dark blue with the NAIA logo and the text "Terms & Privacy | Contact | NAIA.org".

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Search...

[Home](#) [Create Rosters](#) [The Learning Hub](#) [Reports](#) [Athletics Communications](#) [Qualification Plans](#)

Create a Roster (ECP)

Please verify that the information is correct before creating the Roster.

Sport: **Baseball**

Term: **Fall**

Year: **2024**

Competition Level: **Varsity**

Term Start Date: **August 2, 2024**

Term End Date: **September 30, 2024**

[Previous](#) [Create Roster](#)

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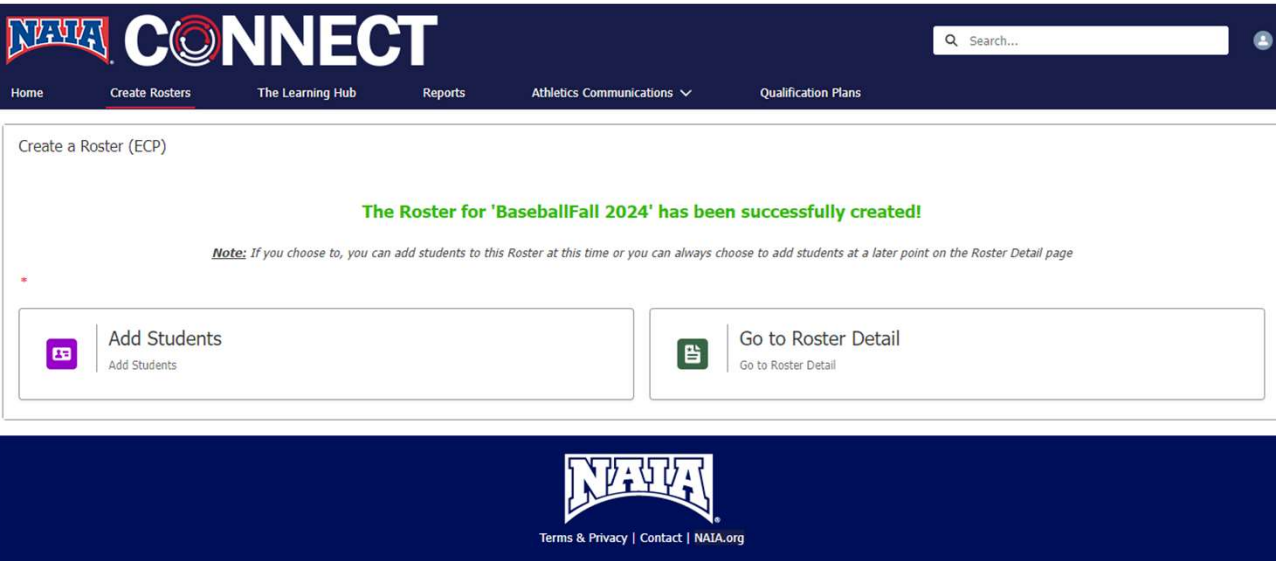
Lastly a confirmation page to validate all the information you just entered. Ensure that the information for the roster is correct when pressing "create roster". Any changes to this roster once it is created, or request to delete a roster, will require contacting the national office for support.

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Once the roster has been created, you can click on 'Add students' to start filling it.



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You will be asked to indicate which type of students:

- a) Assigned Students: students that are on any previous roster from your School, regardless of the sport and term.
- b) Shortlists Students: list of students that were added to a shortlist for that school and sport. The shortlist list must be active.
- c) Unassigned Students: full list of students, excluding the assigned one.

NAIA CONNECT Search...

Home Create Rosters The Learning Hub Reports Athletics Communications Qualification Plans

Add Student to Roster

Please select a source to find available students:

- Assigned Students (7)**
You will be able to select from a list of students assigned to your School
- Shortlist Students (1)**
You will be able to select from shortlists
- Unassigned Students**
You will be able to select from a list of Student that are not assign to a School yet

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In this step you will select student(s) from the list and click 'Add Student-Athlete to the Roster'. If needed, use the 'Search' box to filter students within this list. You can filter by first name, last name, ECID and Campus ID.



Search...

[Home](#) [Create Rosters](#) [The Learning Hub](#) [Reports](#) [Athletics Communications](#) [Qualification Plans](#)

Add Student to Roster

School Students

7 of 7 items • 0 items selected

☐

First Name

▼

☐

Last Name

▼

☐

ECID

▼

☐

Campus ID

▼

☐	Maria	Anastasia	IM-00000148	1429383
☐	John	Arch	IM-00000149	1232141312
☐	Jack	Bill	IM-00000151	312323
☐	Anna	Kournikova	IM-00000146	12345
☐	Jimmy	Pastel	IM-00000152	12312
☐	John	tester	IM-00000144	231321412421
☐	EC-Export-Test	Testing	IM-00000145	123456

Previous

Add Student-Athlete to the Roster



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If you want to navigate to another Roster, click on Home > View Rosters.

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Search...

[Home](#) [Create Rosters](#) [The Learning Hub](#) [Reports](#) [Athletics Communications](#) [Qualification Plans](#)

Rosters

Recently Viewed

8 items • Updated a few seconds ago

Search this list...

	Term (Year)	Roster Name	School	Sport	Last Modified Date	# Members	# In Prog...	# Eligible	# Certified	# Ineligible	
1	Fall 2024	RS-0000187	NAIA Test College	Baseball	6/14/2024, 7:22 AM	0	0	0	0	0	
2	Fall 2024	RS-0000186	NAIA Test College	Men's Beach Volleyball	6/12/2024, 9:02 AM	2	1	1	0	0	
3	Fall 2024	RS-0000184	NAIA Test College	Competitive Dance	6/12/2024, 7:08 AM	1	1	0	0	0	
4	Fall 2024	RS-0000183	NAIA Test College	Men's Basketball	6/7/2024, 9:15 AM	1	1	0	0	0	
5	Fall 2024	RS-0000180	NAIA Test College	Men's Basketball	5/9/2024, 1:20 PM	2	0	1	1	0	
6	Fall 2024	RS-0000182	NAIA Test College	Men's Archery	6/6/2024, 11:26 AM	4	0	2	2	0	
7	Fall 2024	RS-0000179	NAIA Test College	Baseball	5/23/2024, 1:12 PM	1	1	0	0	0	
8	Fall 2024	RS-0000178	NAIA Test College	Baseball	5/16/2024, 7:18 AM	2	0	0	2	0	



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Finally, click on the Roster Name you wish to open.

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After adding students you will be taken back to the roster detail page where you can see the full list of students.

[Home](#) [Create Rosters](#) [The Learning Hub](#) [Reports](#) [Athletics Communications](#) [Qualification Plans](#)

Roster

RS-0000187

School

NAIA Test College

Sport

Baseball

Term (Year)

Fall 2024

Type

ECP Roster

Create Postseason Roster

✓

Students Added

Eligible Students

Certificate created

C. Submitted

C. Approved

Roster Members

Add Members

Remove Members

Create Certificate

Certificates

Details

Roster Members (1)

Updated a few seconds ago

> ▾ ECP Eligibility...

> ▾ *Roster Mem...

> ▾ First Name

> ▾ Last Name

> ▾ ECID

> ▾ Certification ...

> ▾ TTOA

> ▾ *Transfer St...

> ▾ Previous Seas...

> ▾

> ▾ In Progress(1)

1

1	>	In Progress	RM-0000698	Jimmy	Pastel	IM-00000152	Pending	☐
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The screenshot displays the NAIA CONNECT web application interface. At the top, there is a dark blue header with the NAIA CONNECT logo on the left, a search bar in the center, and navigation links for Home, Create Rosters, The Learning Hub, Reports, Athletics Communications, and Qualification Plans on the right. Below the header, the main content area shows a roster for 'RS-0000187' from 'NAIA Test College' for 'Baseball' in 'Fall 2024'. A 'Create Postseason Roster' button is visible. A progress bar indicates the steps: Roster created, Students Added, Eligible Students, Certificate created, C. Submitted, and C. Approved. The 'Roster Members' section is active, with the 'Add Members' tab highlighted in red. Below this, there is a section titled 'Add Student to Roster' with the instruction 'Please select a source to find available students:'. Three options are listed: 'Assigned Students (7)' (with a green icon), 'Shortlist Students (1)' (with a blue icon), and 'Unassigned Students' (with a red icon). Each option includes a brief description of the student source. The footer of the application shows the NAIA logo and links for Terms & Privacy, Contact, and NAIA.org.

If you wanted to add more students, simply click on the 'Add Members' tab and repeat the steps above.

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The screenshot shows the NAIA CONNECT web application interface. At the top is a dark blue header with the NAIA CONNECT logo, a search bar, and navigation links: Home, Create Rosters, The Learning Hub, Reports, Athletics Communications, and Qualification Plans. Below the header, the user is logged in as 'Roster RS-0000187'. The page displays metadata: School (NAIA Test College), Sport (Baseball), Term (Year) (Fall 2024), and Type (ECP Roster). A red button labeled 'Create Postseason Roster' is visible. A progress bar shows the steps: Roster created, Students Added, Eligible Students, Certificate created, C. Submitted, and C. Approved. Below the progress bar, there are tabs for Roster Members, Add Members (active), Remove Members, Create Certificate, Certificates, and Details. The 'Add Student to Roster' section prompts the user to 'Please select a source to find available students:'. Three options are listed: 'Assigned Students (7)' (with a green icon), 'Shortlist Students (1)' (with a blue icon and highlighted by a red box), and 'Unassigned Students' (with an orange icon). Each option includes a brief description of the student source.

This time, let's add a 'Shortlist Student' > Select the students from the list > Click 'Add Student-Athlete to the Roster'.

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The screenshot shows the NAIA CONNECT ECP interface. At the top is a dark blue header with the NAIA CONNECT logo, a search bar, and navigation links: Home, Create Rosters, The Learning Hub, Reports, Athletics Communications, and Qualification Plans. Below the header, the user is logged in as 'Roster RS-0000187'. The interface shows the 'Create Postseason Roster' button and a progress bar with steps: Roster created, Students Added, Eligible Students, Certificate created, C. Submitted, and C. Approved. The 'Add Student to Roster' section is active, showing three options: 'Assigned Students (7)', 'Shortlist Students (1)', and 'Unassigned Students'. The 'Unassigned Students' option is highlighted with a red box. The footer contains the NAIA logo and links for Terms & Privacy, Contact, and NAIA.org.

This time, let's add an 'Unassigned Student'. Unassigned students are students who have not been on a roster or shortlist for your school before, but that you can search to add.

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You will be asked to filter by one of the following criteria: Name, ECID or Date of birth. Click 'Next'



Search...

[Home](#)[Create Rosters](#)[The Learning Hub](#)[Reports](#)[Athletics Communications](#)[Qualification Plans](#)

 Roster
RS-0000187

School
NAIA Test College

Sport
Baseball

Term (Year)
Fall 2024

Type
ECP Roster

Create Postseason Roster

Roster created

Students Added

Eligible Students

Certificate created

C. Submitted

C. Approved

Roster Members

Add Members

Remove Members

Create Certificate

Certificates

Details

Add Student to Roster

The number of students in the Unassigned section is too large to display. Please consider filtering by either of the following criteria

* Filter by

☒ Name

☐ ECID

☐ Date Of Birth

* Name

Pastel

Previous

Next



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Select an unassigned student from the results table and click 'Add Student-Athlete to the Roster'. Or click previous to do another search.

The screenshot displays the NAIA CONNECT ECP interface. At the top, the NAIA CONNECT logo is on the left, and a search bar is on the right. Below the logo, navigation links include Home, Create Rosters, The Learning Hub, Reports, Athletics Communications, and Qualification Plans. The main content area shows a roster for RS-0000187, with details for School (NAIA Test College), Sport (Baseball), Term (Fall 2024), and Type (ECP Roster). A 'Create Postseason Roster' button is visible. A progress bar indicates the current step is 'Students Added'. Below the progress bar, a tabbed interface shows 'Roster Members', 'Add Members', 'Remove Members', 'Create Certificate', 'Certificates', and 'Details'. The 'Add Student to Roster' section is active, showing a table of 'Unassigned Students' with one item selected. The table has columns for First Name, Last Name, ECID, and Campus ID. The selected student is Junior Pastel with ECID IM-00000154. At the bottom of the table, there are 'Previous' and 'Add Student-Athlete to the Roster' buttons. The footer contains the NAIA logo and links for Terms & Privacy, Contact, and NAIA.org.

NAIA CONNECT

Home Create Rosters The Learning Hub Reports Athletics Communications Qualification Plans

Roster RS-0000187

School NAIA Test College Sport Baseball Term (Year) Fall 2024 Type ECP Roster

Create Postseason Roster

Students Added

Roster Members Add Members Remove Members Create Certificate Certificates Details

Add Student to Roster

Unassigned Students

1 of 1 item • 1 item selected

First Name	Last Name	ECID	Campus ID
Junior	Pastel	IM-00000154	

Previous Add Student-Athlete to the Roster

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[Home](#) [Create Rosters](#) [The Learning Hub](#) [Reports](#) [Athletics Communications](#) [Qualification Plans](#)

Roster
RS-0000187

School: [NAIA Test College](#) Sport: [Baseball](#) Term (Year): [Fall 2024](#) Type: [ECP Roster](#)

Create Postseason Roster



Students Added

Eligible Students

Certificate created

C. Submitted

C. Approved

Roster Members [Add Members](#) [Remove Members](#) [Create Certificate](#) [Certificates](#) [Details](#)

Add Student to Roster

No students were found with the following filters:

Name: **John**
ECID:
Birthdate:

Please navigate to the 'Previous' screen and try with new filters, or create a 'New Student.'

WARNING: All student-athletes should have a corresponding ECID. The option to proceed with a student who does not have an ECID should be used only in rare and exceptional situations (and only after exhausting the search function with all name combination searches first). Proceeding with certifying a student-athlete who does not have an ECID may bear the risk of certifying an ineligible student. An institution that permits a student-athlete to compete while ineligible is subject to forfeits and additional penalties. Contact NAIA Legislative Services for assistance before moving forward.

New Student

Previous

Add Student-Athlete to the Roster



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In case no students were found, you will see the following message:

"Please navigate to the 'Previous' screen and try with new filters, or create a 'New Student.'"

If you have ran out of searches, and still want to proceed and add student, click on "New Student".

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Search...

Home Create Rosters The Learning Hub Reports Athletics Communications ▾ Qualification Plans

Roster
RS-0000187

School: [NAIA Test College](#) Sport: [Baseball](#) Term (Year): [Fall 2024](#) Type: [ECP Roster](#)

Create Postseason Roster

✓

Students AddedEligible StudentsCertificate createdC. SubmittedC. Approved

Roster Members **Add Members** Remove Members Create Certificate Certificates Details

Add Student to Roster

* First Name
John

* Last Name
Baker

* Email
johnbakerzin123@gmail.com

* Birthdate
Jun 9, 2005

Campus ID

Phone

Previous Create Student

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Fill out the student information and click "Create Student". After this, the student will have been created and added to the roster.

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If you need to remove a student from the roster, go to the "Remove Members" tab > Select the student(s) and click "Remove selected students".

You will get a success confirmation message.

Note: only students with a Certification Status equal to "Pending" or Rejected" can be removed from the Roster.

Roster RS-0000187

School: NAIA Test College | Sport: Baseball | Term (Year): Fall 2024 | Type: ECP Roster

Create Postseason Roster

Students Added | Eligible Students | Certificate created | C. Submitted | C. Approved

Roster Members | Add Members | **Remove Members** | Create Certificate | Certificates | Details

Remove students from the roster (ECP)

Students in the roster
3 of 3 items • 1 item selected

☐	First Name	Last Name	ECID	Campus ID	Sport
☐	Jimmy	Pastel	IM-00000152	12312	Baseball
☒	Junior	Pastel	IM-00000154		Baseball
☐	John	Baker	IM-00000155		Baseball

Remove selected students

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Search...
Home Create Rosters The Learning Hub Reports Athletics Communications ▾ Qualification Plans

Roster
RS-0000187

School
NAIA Test College

Sport
Baseball

Term (Year)
Fall 2024

Type
ECP Roster

Create Postseason Roster

✓

Students AddedEligible StudentsCertificate createdC. SubmittedC. Approved

Roster Members Add Members Remove Members Create Certificate Certificates Details

Roster Members (2)
Updated a few seconds ago

	> ▾ ECP Eligibilit...	> * Roster Me...	> ▾ First Name	> ▾ Last Name	> ▾ ECID	> ▾ Certification ...	> ▾ TTOA	> ▾ * Transfer St...	> ▾ Previous Sea...	
	> ▾ In Progress(2)									2
1	> In Progress	RM-0000698	Jimmy	Pastel	IM-00000152	Pending				
2	> In Progress	RM-0000700	John	Baker	IM-00000155	Pending				

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After adding a student to the roster, they become a roster member. To go to the roster member details, simply click on the link 'RM-00700'.

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NAIA CONNECT

Home Create Rosters The Learning Hub Reports Athletics Communications Qualification Plans

Search...

Student Member
RM-0000700

Name: John Baker
ECID: 14-0000155

Campus ID:

* Previous Seasons: ☐ Transfer Student

* College GPA:

☐ Junior or Above

* Total Terms of Attendance, Any Institution, Including Current: ☐ Full-Time Enrollment Exception - Final Term

* Institutional Credit Hours Enrolled This Term: ☐ Post-Baccalaureate Student

Hours Earned Last Term of Attendance: ☐ 24/36 Hour Rule Exception

Hours Earned Term of Attendance Before Last: ☐ Progress Rule Exception

Hours Earned Two Terms of Attendance Before Last: ☐ On Hold (Awaiting Student Information)

Hours Earned Summer/Non-Term: ☐ Force Eligibility

* Cumulative Hours Earned

☐ 72 Semester Hours in General Ed or Major

Comments:

☐ Include on Eligibility Certificate

Eligibility Center Determination:
Term of Determination:
0 of 0 Items • 0 Items selected
Sport: Status:
No items to display.
See details

☐ Exceptions to an Eligibility Determination
☐ Competitive Experience Review

Next

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You will be required to edit the student's details prior to adding them to the eligibility certificate. Only students who have met all eligibility requirements and determined eligible will be added to the certificate. This includes filling out the required questionnaire of transfer player eligibility statement and outside competitive experience if applicable.

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Search...

Home Create Rosters The Learning Hub Reports Athletics Communications ▾ Qualification Plans

Roster Member
RM-0000700

The student ST-0000220 is Ineligible.

Previous Seasons & College GPA:
Pass

Previous Seasons & Cumulative Hours Earned (Quarter):
Progress Rule Not Met: When Previous Seasons = 2 Then Cumulative Hours Must Be 72 or Greater..

24/36 Hours Rule (Quarter):
When TTOA 3 for a quarter student, with no transfer, the total hours must be at least 24.

12-Hour Full-Time Enrollment Requirement/ Institutional Credit Hours Enrolled This Term:
Pass

Total Terms of Attendance, Any Institution, Including Current:
Pass

Previous Next

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In case it is Ineligible, the system will tell you which rules were not met.

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A screenshot of the NAIA CONNECT web interface. The header is dark blue with the NAIA CONNECT logo on the left, a search bar on the right, and a navigation menu with links: Home, Create Rosters, The Learning Hub, Reports, Athletics Communications (with a dropdown arrow), and Qualification Plans. Below the header, there is a section for a Roster Member with ID RM-0000700. A message box states: "The student ST-0000220 is Eligible . Force Eligibility applied. Reason: Force Eligibility Test". At the bottom of the message box are "Previous" and "Next" buttons. The footer is dark blue with the NAIA logo and links for Terms & Privacy, Contact, and NAIA.org.

Similarly, you will see the 'Eligible' screen. Click 'Next'.

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The screenshot displays the NAIA CONNECT web application. At the top, there is a navigation bar with the NAIA CONNECT logo, a search bar, and links for Home, Create Rosters, The Learning Hub, Reports, Athletics Communications, and Qualification Plans. Below the navigation bar, the main content area shows a roster for 'NAIA Test College' with details for 'Baseball' and 'Fall 2024'. A 'Create Postseason Roster' button is visible. A progress bar indicates the current step is 'Eligible Students'. Below the progress bar, there are tabs for 'Roster Members', 'Add Members', 'Remove Members', 'Create Certificate' (highlighted with a red box), 'Certificates', and 'Details'. The 'Roster Members' section shows a table with 2 members. The table has columns for ECP Eligibility, Roster Member ID, First Name, Last Name, ECID, Certification Status, TTOA, Transfer Status, and Previous Season. The table shows one member in 'In Progress' and one member in 'Eligible' status. The 'Eligible' member is highlighted with a red box.

> ▼ ECP Eligibilit...	* Roster Me...	First Name	Last Name	ECID	Certification ...	TTOA	* Transfer St...	Previous Sea...	
▼ In Progress(1)							☐		1
▼ Eligible(1)							☐		1
2 > Eligible	RM-0000700	John	Baker	IM-00000155	Pending	3.00	☐		2

Once you have Eligible Roster Members, you will be allowed to create a certificate. Click on the tab 'Create Certificate'.

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NAIA CONNECT

Home Create Rosters The Learning Hub Reports Athletics Communications Qualification Plans

Roster RS-0000187

School NAIA Test College Sport Baseball Term (Year) Fall 2024 Type ECP Roster

Create Postseason Roster

Eligible Students Certificate created C. Submitted C. Approved

Roster Members Add Members Remove Members **Create Certificate** Certificates Details

Create a Certificate (ECP)

Select Students

The following table shows the filtered list of eligible students related with the roster. Please select the student(s) that you would like to add to the certificate:

First Name	Last Name	ECID	Campus ID	TOA	SOC
John	Baker	DM-00000155		3	2

Select approvers

*Athletics Director: TEST Lut Contact

*Head Coach: Alex Schultz

*Faculty Athletics Representative: Victor Contact

*Registrar: TEST Lut Contact

*Date of First Contest: Aug 21, 2024

Create Certificate

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To create a certificate, you will first select the student(s). Only Eligible students will be showed in this table. You will then select the 4 approvers. The dropdown will be populated with a list of active contacts you have previously entered for your institution. Finally you will enter a date of first contest which will be specific to the student-athletes included on this specific certificate, not the date of first competition for the entire team. Once done, click 'Create Certificate'.

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Once a Certificate has been created, click on 'Go to Certificate Detail'.

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The screenshot displays the NAIA CONNECT web application interface for an Eligibility Certificate (ECP). The top navigation bar includes links for Home, Create Rosters, The Learning Hub, Reports, Athletics Communications, and Qualification Plans. The main content area shows the ECP details for EC-0000139, including the school (NAIA Test College), roster (RS-0000187), status (Not Submitted), and term (Fall 2024). A progress bar indicates the current step is 'Students Added'. Below this, a message states 'This certificate has not been submitted for Approval.' The 'Add/Remove Students' section is active, showing a table of eligible students. The table has columns for First Name, Last Name, ECID, Email, and Phone. The table is currently empty, displaying 'No items to display.' A red 'Add Students' button is visible. Below the table, there is a section for 'Remove students from the certificate (ECP)' which shows a table with one student, John Baker, with ECID IM-00000155 and email johnbakerpm123@gmail.com. A red 'Remove selected students' button is also present. The footer includes the NAIA logo and links for Terms & Privacy, Contact, and NAIA.org.

NAIA CONNECT

Home Create Rosters The Learning Hub Reports Athletics Communications Qualification Plans

Eligibility Certificate
EC-0000139

+ Follow Submit Certificate

School: NAIA Test College Roster: RS-0000187 Status: Not Submitted Term (Year): Fall 2024 Submitted:

Students Added Certificate Submitted Certificate Approved

This certificate has not been submitted for Approval.

Students Add/Remove Students Approvals Attachments Details Export

Add Students to the Certificate (ECP)

The following table shows the filtered list of eligible students related with the roster. Please select the student(s) that you would like to add to the certificate:

Eligible Students
0 of 0 items • 0 items selected

Search this list...

First Name	Last Name	ECID	Email	Phone
No items to display.				

Add Students

Remove students from the certificate (ECP)

Students in the certificate
1 of 1 item • 0 items selected

Search this list...

First Name	Last Name	ECID	Email	Phone
John	Baker	IM-00000155	johnbakerpm123@gmail.com	

Remove selected students

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In case you need it, from this page you can click on 'Add/Remove Students'. Again, only Eligible students will be shown here.

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Search...

[Home](#) [Create Rosters](#) [The Learning Hub](#) [Reports](#) [Athletics Communications](#) [Qualification Plans](#)

Eligibility Certificate
EC-0000139

[+ Follow](#) [Submit Certificate](#)

School
NAIA Test College

Roster
[RS-0000187](#)

Status
Not Submitted

Term (Year)
Fall 2024

Submitted

✓

Students Added

Certificate Submitted

Certificate Approved

This certificate has not been submitted for Approval.

[Students](#) [Add/Remove Students](#) [Approvals](#) [Attachments](#) [Details](#) [Export](#)

Students (1)
Updated a few seconds ago

Select Filter

🔄

📄

📄

	☐	F...	L...	F...	E...	T...	E...	C...	T...	P...	I...	I...	I...	H...	H...	C...	4...	J...	C...	
1	☐	John	Baker	RM-00...	IM-000...		Eligible	Pending	3	False	2	12.00					24.00	Yes	No	3.000

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If you need to export the list of students of a certificate, go to the far right tab 'Export' and click on the downward arrow. A CSV or Excel will be downloaded.

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Once you are ready to Submit for approval, click on the top right button 'Submit Certificate'.

Search...
Home Create Rosters The Learning Hub Reports Athletics Communications ▾ Qualification Plans

Eligibility Certificate
EC-0000139
[+ Follow](#) **Submit Certificate**

School: NAIA Test College Roster: RS-0000187 Status: Not Submitted Term (Year): Fall 2024 Submitted

✓

Students Added

Certificate Submitted

Certificate Approved

This certificate has not been submitted for Approval.

Students Add/Remove Students Approvals Attachments Details **Export**

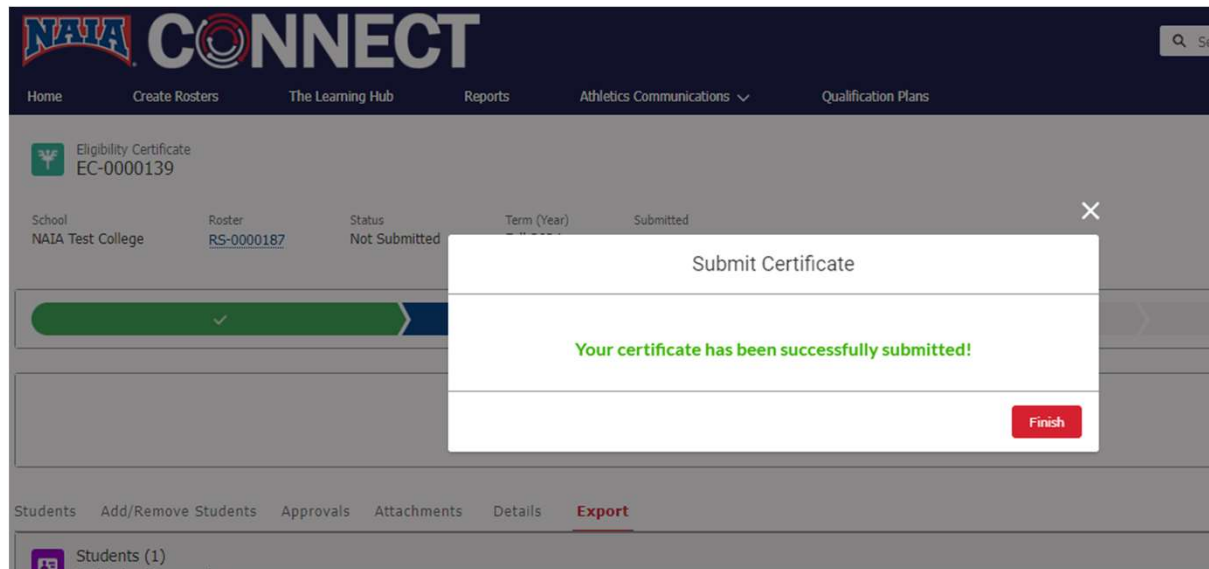
Students (1)
Updated a few seconds ago
Select Filter

	☐	F...	L...	F...	E...	T...	E...	C...	T...	P...	I...	I...	I...	H...	H...	C...	4...	J...	C...	
1	☐	John	Baker	RM-00...	IM-000...		Eligible	Pending	3	False	2	12.00				24.00	Yes	No	3.000	

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A confirmation page will be shown.

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Quick Start How-To Guide



Students **Add/Remove Students** Approvals Attachments Details Export

Add Students to the Certificate (ECP)

You cannot add students to the Certificate in this status

Remove students from the certificate (ECP)

You cannot remove students from the Certificate in this status



While the certificate is out for approval, you won't be able to add or remove students.

ECP

Quick Start How-To Guide



ECP Certificate Approval Email

Dear **Lut test user**,

Please go to the [Certificate](#), review the details and send your response.

School: **NAIA Test College**

Roster: **RS-0000187**

Certificate: **EC-0000139**

Sport: **Baseball**

School Year: **2024**

Thank you,
NAIA

National Association of Intercollegiate Athletics
120 W. 12th Street, Suite 700, Kansas City, Mo. 64105

After a certificate has been submitted, all approvers will receive an email notification. By clicking on the link, you will be taken to the certificate approval page.

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Search...

Home Create Rosters The Learning Hub Reports Athletics Communications ▾ Qualification Plans

Eligibility Certificate
EC-0000139 + Follow Submit Certificate

School: NAIA Test College Roster: [RS-0000187](#) Status: Submitted Term (Year): Fall 2024 Submitted: 6/14/2024, 8:41 AM

✓

✓

Certificate Submitted

Certificate Approved

I certify that everything on this certificate is true and complete:

☐ Approved
☒ Rejected

* Reason

Information not complete.

Save

Students Add/Remove Students Approvals Attachments Details Export

Students (1)
Updated 12 minutes ago

Select Filter

	>	☐	ECP Eligib...	Roster Me...	First Name	Last Name	ECID	Cert. Status	TTOA	Transfer S...	Previous Sea...	
1	>	☐	Eligible	RM-0000700	John	Baker	IM-00000155	Submitted	3	False	2	

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If there something missing, you can reject the submission and enter a reason.

ECP

Quick Start How-To Guide



ECP Certificate Rejection Email

Dear,

An ECP eligibility certificate has been rejected by one of your institution's signatories.

School: **NAIA Test College**

Roster: **RS-0000185**

Certificate: **EC-0000136**

Sport: **Baseball**

School Year: **Fall 2024**

Reason: **I am not able to approve.**

You may view the status and contents of this certificate at the following URL:

[EC-0000136](#)

Thank you,

NAIA

As soon as one person rejects, an email notification will be sent out to the submitter.

ECP

Quick Start How-To Guide





HomeCreate RostersThe Learning HubReportsAthletics Communications ▾

Eligibility Certificate
EC-0000139

School NAIA Test College	Roster RS-0000187	Status Rejected	Term (Year) Fall 2024	Submitted 6/14/2024, 8:41 AM
-----------------------------	--------------------------------------	--------------------	--------------------------	---------------------------------

The certificate status will change to 'Rejected'. The submitter will need to make required changes and submit again.

ECP

Quick Start How-To Guide



Students Add/Remove Students **Approvals** Attachments Details Export

Approvals (3)
Updated a few seconds ago

Select Filter

	>	*Approval Name	Approver	Decision	Decision Date	*Athletics Dire...	*FAR	*Head Coach	*Registrar	
1	>	AP-0000323	Alex Schultz	Pending		☒	☐	☐	☐	
2	>	AP-0000324	Lut test user	Pending		☐	☒	☒	☐	
3	>	AP-0000325	Victor Bolzon	Pending		☐	☐	☐	☒	

If for some reason the approver is not available to approve, the record can be reassigned. Take into consideration that the desired reassigned user must cover all roles of current approver. To do so, click on the corresponding Approval, example AP-00000324.

In this example, the user is covering 2 roles: FAR and Head Coach.

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Search...

Home Create Rosters The Learning Hub Reports Athletics Communications ▾ Qualification Plans

Approval
AP-0000324

+ Follow Reassign Approver

Certificate
EC-0000133

Decision
Pending

Approval Name
AP-0000324

Round
1

Active
☒

Eligibility Declarations Detail

Certificate
EC-0000133

Approver
Lut test user

Decision
Pending

Reason (Not Approval)

Decision Date

Athletics Director
☐

FAR
☒

Registrar
☐

Head Coach
☒

System Information

Created By
Carabiner Group, 6/14/2024, 9:00 AM

Last Modified By
Carabiner Group, 6/14/2024, 9:00 AM

Click on the top right corner button 'Reassign Approver'. An approval can only be reassign if the status is 'Pending'.



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Reassign Approver

The current approval covers the following roles: [Faculty Athletics Representative, Head Coach]. We could not find a contact that has all listed roles.

Please go to the Contacts section and add the missing roles to the contact that you wish to re-assign this to.

Contact Roles	
4 of 4 items • 0 items selected	
Name	Job Title
Linda S	Faculty Athletics Representative
TEST Brenda White Contact	Faculty Athletics Representative
TEST Scott Harold Contact	Faculty Athletics Representative
Victor Contact	Faculty Athletics Representative

Background interface details: Approval AP-0000324, Certificate EC-0000133, Decision Pending, Round 1, Active, Eligibility Declarations Detail, Approver Lut test user, Registrar, Head Coach.

If for instance no single user is found that covers all roles, in the example the 2 mentioned roles. The following message will be shown with a table of the related roles.

ECP

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New Roles

35 of 35 items • 2 items selected

☐

Role

▼

Require Sport

☐	Chief Executive Officer	
☐	Chief Financial Officer	
☐	Convention Attendee	
☐	ECP Software User	
☐	Eligibility Center Contact	
☒	Faculty Athletics Representative	
☐	Financial Aid Director	
☒	Head Coach	✓
☐	InCred Contact Person	
☐	Member	

Next

Go to your Institution Profile > Contacts > Open the Contact you want to add a role to > select the role and click 'Next'.

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A screenshot of a web application showing a "Reassign Approver" dialog box. The dialog box has a title bar with a close button (X). Inside, there is a section titled "Approvers" with a search bar labeled "Search this list...". Below the search bar, it says "1 of 1 item • 1 item selected". A table with one row is visible, showing "Contact Name" and "Victor Bolzon". The "Victor Bolzon" row is highlighted with a red background. At the bottom right of the dialog box is a red "Next" button. Below the dialog box, there are two checkboxes: the first is unchecked and labeled "FAR", and the second is checked.

Once you are done adding contact roles, go back to the Certificate > Approval > Click on 'Reassign Approver' > Select the new approver.

ECP

Quick Start How-To Guide



Students Add/Remove Students **Approvals** Attachments Details Export

Approvals (4) Updated a few seconds ago									
Select Filter									
	>	* Approval Name	Approver	Decision	Decision Date	* Athletics Dire...	* FAR	* Head Coach	* Registrar
1	>	AP-0000323	Alex Schultz	Pending		☒	☐	☐	☐
2	>	AP-0000324	Lut test user	Re-assigned		☐	☒	☒	☐
3	>	AP-0000325	Victor Bolzon	Pending		☐	☐	☐	☒
4	>	AP-0000326	Test 2 Comm 2	Pending		☐	☒	☒	☐

You will notice that a new Approval record will be created, and the old one will be marked as 'Re-assigned'.



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Finally go back and approve the certificate.

Search...
Home Create Rosters The Learning Hub Reports Athletics Communications ▾ Qualification Plans

Eligibility Certificate
EC-0000139 + Follow Submit Certificate

School: NAIA Test College Roster: [RS-0000187](#) Status: Submitted Term (Year): Fall 2024 Submitted: 6/14/2024, 9:22 AM

✓

✓

Certificate Submitted

Certificate Approved

I certify that everything on this certificate is true and complete:
☒ Approved
☐ Rejected Save

Students Add/Remove Students Approvals Attachments Details Export

Students (1)
Updated a few seconds ago
Select Filter 🔄 ☰ 📄

	>	☐	ECP Eligib... ⓘ ▾	Roster Me... ⓘ ▾	First Name ▾	Last Name ▾	ECID ▾	Cert. Status ⓘ ▾	TTOA ⓘ ▾	Transfer S... ⓘ ▾	Previous Sea... ▾ ⓘ
1	>	☐	Eligible	RM-0000700	John	Baker	IM-00000155	Submitted	3	False	2

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Quick Start How-To Guide



ECP Certificate Approval Email

Dear,

An ECP eligibility certificate has been fully approved by all signatories and submitted to your conference eligibility chair. The student(s) is now considered certified and may begin competing.

School: **NAIA Test College**

Roster: **RS-0000187**

Certificate: **EC-0000139**

Sport: **Baseball**

School Year: **Fall 2024**

If your conference and/or institution has additional certification regulations in place, please work with the appropriate parties to ensure all requirements are met before allowing the student(s) to compete.

You may view the status and contents of this certificate at the following URL:

[EC-0000139](#)

Thank you,

NAIA

Once all approvers have approved, the certificate status will get updated to 'Approved' and an email notification will be sent out to:

- 4 Approvers (AD, FAR, HC, Registrar)
- Submitter
- Eligibility Chair

ECP

Quick Start How-To Guide



NAIA CONNECT

Home Create Rosters The Learning Hub Reports Athletics Communications Qualification Plans

Eligibility Certificate
EC-0000139

+ Follow Submit Certificate

School: NAIA Test College Roster: RS-0000187 Status: Approved Term (Year): Fall 2024 Submitted: 6/14/2024, 9:22 AM

This certificate was fully approved on 6/14/2024, 9:23 AM. Click on the [Approvals](#) tab to see more details.

Students Add/Remove Students Approvals **Attachments** Details Export

Files (1) Add Files

Title	Owner	Last Modified	Size
SB - ECP Certificate -- 2024-06-14 11_23am.pdf	Lut Garcia	6/14/2024, 9:23 AM	112KB

View All

NAIA
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Shortly after approved, navigate to the 'Attachments' tabs where you will find the certificate PDF.

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SB - ECP Certificate -- 2024-06-14 11_23am.pdf

Download

View File Details

Search

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 EC-0000139

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 RS-0000187

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[Add Files](#)

[Title](#)
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[Title](#)
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Search

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[The Learning Center](#)

Eligibility Certificate

Download PDF.

ECP

Quick Start How-To Guide



The screenshot displays the NAIA CONNECT web application interface for the ECP (Eligibility Certificate Process). The top navigation bar includes links for Home, DOI, ECP, The Learning Hub, and Core Report. The main content area shows the ECP details for EC-0000140, including School (NAIA Test College), Roster (RS-0000186), Status (Not Submitted), Term (Fall 2024), and Submitted. A progress bar indicates the current stage is 'Students Added'. Below this, a message states: 'This certificate has not been submitted for Approval.' The 'Add/Remove Students' tab is active, showing a table of eligible students. The table has columns for First Name, Last Name, ECID, Email, and Phone. Two students are listed: Jack Bill (ECID: IM-00000151) and Jimmy Pastel (ECID: IM-00000152). A 'Remove selected students' button is visible at the bottom right of the table.

First Name	Last Name	ECID	Email	Phone
Jack	Bill	IM-00000151		
Jimmy	Pastel	IM-00000152		

Take into account that you will only be able to remove students when the certificate has not been submitted yet, or if it has been rejected. If the certificate has been sent out for approval, or if it has been fully approved, you won't be able to make any changes.

Go to the 'Add/Remove Students' tab > Select the Students > Click 'Remove selected students'

ECP

Quick Start How-To Guide



Search...

Home DOI ECP The Learning Hub Core Report

Eligibility Certificate
EC-0000140

[+ Follow](#) [Delete](#) [Clone](#) [Edit](#)

School: NAIA Test College Roster: [RS-0000186](#) Status: Not Submitted Term (Year): Fall 2024 Submitted

✓

Students Added

Certificate Submitted

Certificate Approved

This certificate has not been submitted for Approval.

Students Add/Remove Students Approvals Attachments Details Export

Students (2)
Updated a few seconds ago

Select Filter

		ECP Eli...	Roster ...	First Name	Last Name	ECID	Cert. St...	TTOA	Transfe...	Previous S...	
1	>	☐ Eligible	RM-0000695	Jack	Bill	IM-00000151	Removed	14	False	3	
2	>	☐ Eligible	RM-0000696	Jimmy	Pastel	IM-00000152	Pending	3	False	3	

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You will notice that the students will still be visible in the certificate, but with a status equal to 'Removed'.

ECP

Quick Start How-To Guide



ECP Certificate Approval Email

Dear,

An ECP eligibility certificate has been fully approved by all signatories and submitted to your conference eligibility chair. The student(s) is now considered certified and may begin competing.

School: **NAIA Test College**

Roster: **RS-0000187**

Certificate: **EC-0000139**

Sport: **Baseball**

School Year: **Fall 2024**

If your conference and/or institution has additional certification regulations in place, please work with the appropriate parties to ensure all requirements are met before allowing the student(s) to compete.

You may view the status and contents of this certificate at the following URL:

[EC-0000139](#)

Thank you,

NAIA

Repeat the previous step 'Submit for approval', all approvers will receive a new notification email.

Once all approvers have approved, the certificate status will get updated to 'Approved', an email notification will be sent out to:

- 4 Approvers (Athletics Director, Faculty Athletics Representative, Head Coach, Registrar)
- Submitter
- Eligibility Chair

Key Takeaways

- ▶ Only one roster per sport and term will be allowed.
- ▶ If you are a sport specific user, such as a Head Coach, you will only be allow to create rosters for your assigned sport(s).
- ▶ The date of the first day of class and the date of end of the term is defined by the dates listed in your official academic calendar. The end of the term date will also dictate the 30-day window in which to recertify student-athletes for the next term.
- ▶ After adding a student you must validate their “eligibility”
- ▶ Only “Eligible” student can be added to certificates.
- ▶ When creating a certificate, you must indicate the 4 approvers. Only active users that match each role will be shown in the drop down.
- ▶ During the approval process, all parties will receive email notifications.
- ▶ Removed students from certificates will still be shown in the PDF.

