



Post Season Roster

Quick Start How-To Guide

Post Season Roster Quick Start How-To Guide

NATA **CONNECT**

Home DOI **ECP** Learning & Training Reports Qual Plans Athletic Communications

Welcome to NAIA Connect

NAIA Connect is an online association management system through which our members can complete Conference certification, Declaration of Intent, Catastrophic Insurance, access training materials, etc. Additional NAIA processes will be added to NAIA Connect in the coming months.

Applications Profiles Training & Support Athletic Communications

Declaration of Intent Create New Roster **View Rosters** View Certificates View Core Reports View Ejections The Learning Hub RDA Winning Decisions NAIA Connect Training Material

Key Dates

WARNING
Adding users and assigning roles is being actively worked on. Please hold off on those changes until further guidance is provided.

July 15th, 2024
Catastrophic insurance enrollment and payment [Details]

NAIA Connect Training & Support

NAIA Athletics Communication Forms 2 Files **NAIA** Rules Education 2 Files

Athletic Communications Rules Education

NAIA General Reports 1 File **NAIA** CORE Report 2 Files

Member Reports CORE Report

NAIA Eligibility Certification Process (ECP) 2 Files **NAIA** The Learning Hub 2 Files

ECP The Learning Hub
This catalog holds training material in support of our new Learning Hub module.

As an Athletic Director, Head Coach, Sports Information Director or Assistant Sports Information Director I am able to create a Postseason Roster from an existing ECP Roster.

You can navigate to the appropriate **Varsity** ECP roster 1 of 2 ways: (1) by clicking the navigation box outlined in RED or (2) by clicking the ECP menu item and selecting ROSTERS.

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NATA CONNECT Search...

Home DOI ECP Learning & Training Reports Qual Plans Athletic Communications

Rosters All Printable View

12 Items • Sorted by Sport • Filtered by All rosters • Updated a few seconds ago

Search this list...

Term (Year)	Type	Roster Name	Conference	School	Sport	Last Modified Date	# Mem...	# In Pr...	# Eligi...	# Inell...	# Certi...	Competition...
1 Fall 2024	ECP Roster	RS-0000185	West Conference	NATA Test College	Women's Soccer	8/1/2024, 12:23 PM	7	0	1	1	5	Varsity
2 Fall 2024	Postseason Roster	RS-0003219	West Conference	NATA Test College	Women's Soccer	10/15/2024, 11:39 AM	2	2	0	0	0	Varsity
3 Fall 2024	ECP Roster	RS-0000186	West Conference	NATA Test College	Men's Bowling	9/26/2024, 11:11 AM	4	0	1	1	2	Varsity
4 Fall 2024	Postseason Roster	RS-0003221	West Conference	NATA Test College	Men's Bowling	10/15/2024, 11:49 AM	2	2	0	0	0	Varsity
5 Fall 2024	ECP Roster	RS-0000180	West Conference	NATA Test College	Men's Basketball	9/19/2024, 12:56 PM	3	0	0	0	3	Varsity
6 Fall 2024	ECP Roster	RS-0000182	West Conference	NATA Test College	Men's Archery	7/11/2024, 2:19 PM	2	1	0	0	1	Varsity
7 Fall 2024	ECP Roster	RS-0001956	West Conference	NATA Test College	Football	8/22/2024, 11:02 AM	1	1	0	0	0	Varsity
8 Fall 2024	Postseason Roster	RS-0003210	West Conference	NATA Test College	Football	10/15/2024, 8:19 AM	0	0	0	0	0	Varsity
9 Fall 2024	ECP Roster	RS-0000178	West Conference	NATA Test College	Baseball	10/4/2024, 1:46 PM	5	0	0	0	5	Junior Varsity
10 Spring 2024	ECP Roster	RS-0000183	West Conference	NATA Test College	Baseball	6/20/2024, 8:53 AM	3	1	0	0	2	Varsity
11 Fall 2024	ECP Roster	RS-0000184	West Conference	NATA Test College	Baseball	9/18/2024, 4:03 PM	4	3	0	0	1	Varsity
12 Fall 2024	Postseason Roster	RS-0003220	West Conference	NATA Test College	Baseball	10/15/2024, 11:22 AM	0	0	0	0	0	Varsity

First you must select the appropriate ECP Roster. Make sure that it is a VARSITY roster as indicated in the far right column. Then, click on the corresponding Roster Name in the column indicated on the left side.



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Search...

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

Roster RS-0000180

[School](#) [Sport](#) [Term \(Year\)](#) [Type](#)

[NATA Test College](#) [Men's Basketball](#) [Fall 2024](#) [ECP Roster](#)

[Create Postseason Roster](#)

✓

✓

✓

✓

✓

C. Approved

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

Roster Members (2)
Updated a few seconds ago

> ▾ ECP Eligibility...

* Roster Mem...

First Name

Last Name

ECID

Certification ...

TTOA

* Transfer St...

Previous Seas...

Eligible(1)

1

1

>

Eligible

RM-0000678

EC-Export-Test

Testing

IM-00000145

Pending

1.00

1

Certified Eligible(1)

1

2

>

Certified Eligible

RM-0000677

John

tester

IM-00000144

Certified

4.00

3

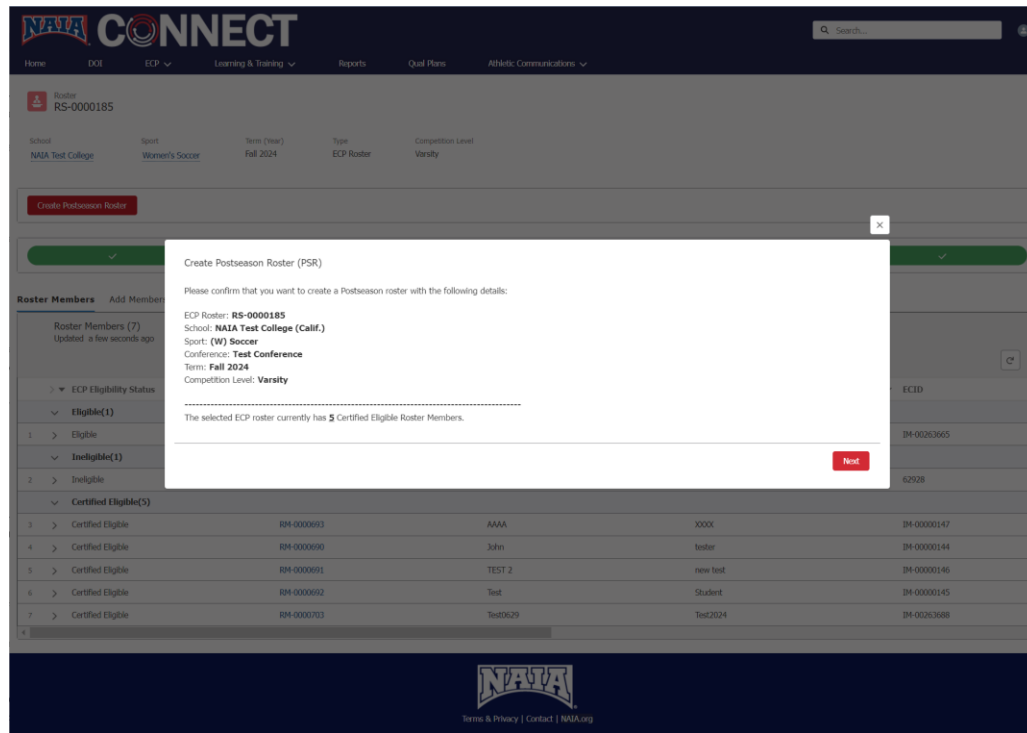
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As an Athletic Director, Head Coach, Sports Information Director or Assistant Sports Information Director I am able to create a Postseason Roster from an existing ECP Roster by clicking on the Create Postseason Roster red button.

Consider that only ONE Postseason Roster can be created for each **Varsity** ECP Roster.

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Create Postseason Roster (PSR)

Please confirm that you want to create a Postseason roster with the following details:

ECP Roster: **RS-0000185**
School: **NATA Test College (Calif.)**
Sport: **(W) Soccer**
Conference: **Test Conference**
Term: **Fall 2024**
Competition Level: **Varsity**

The selected ECP roster currently has **5** Certified Eligible Roster Members.

Next

Roster Members Add Member

Roster Members (7)
Updated a few seconds ago

▼ ECP Eligibility Status

- ▼ **Eligible(1)**
- 1 > Eligible
- ▼ **Ineligible(1)**
- 2 > Ineligible
- ▼ **Certified Eligible(5)**
- 3 > Certified Eligible
- 4 > Certified Eligible
- 5 > Certified Eligible
- 6 > Certified Eligible
- 7 > Certified Eligible

ID	First Name	Last Name	Username	Email
DM-00000147	XXXX	XXXX	XXXX	XXXX@XXXX.XXX
DM-00000144	John	Test	test	test@nata.org
DM-00000146	new test	new test	new test	newtest@nata.org
DM-00000145	Test	Student	test	test@nata.org
DM-00263688	Test0629	Test0629	Test0629	test0629@nata.org

This is the Create Post Season Roster confirmation screen. If all info is correct just click the NEXT button.

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The screenshot displays the NATA CONNECT web application. At the top, the NATA CONNECT logo is on the left, and a search bar is on the right. Below the logo is a navigation menu with links: Home, DOI, ECP, Learning & Training, Reports, Qual Plans, and Athletic Communications. The main content area shows a roster for 'RS-0000185' at 'NATA Test College' for 'Women's Soccer' in 'Fall 2024'. A 'Create Postseason Roster' button is visible. Below this is a progress bar with six steps, all marked with green checkmarks. A modal window titled 'Create Postseason Roster (PSR)' is open, displaying a green success message: 'The postseason roster has been successfully created.' and an 'Open Roster' button. The background shows a table of roster members with columns for ID, Name, and other details. The footer includes the NATA logo and links for Terms & Privacy, Contact, and NATA.org.

NATA CONNECT

Home DOI ECP Learning & Training Reports Qual Plans Athletic Communications

Roster RS-0000185

School: NATA Test College Sport: Women's Soccer Term (Year): Fall 2024 Type: ECP Roster Competition Level: Varsity

Create Postseason Roster

✓ ✓ ✓ ✓ ✓ ✓

Roster Members Add Members Remove Members Create Certificate Certificates Details

Roster Members (7) Updated 2 minutes ago

Create Postseason Roster (PSR)

The postseason roster has been successfully created.

Open Roster

ID	Name	Other
1	Eligible	RM-0000702 Test0629 Test2024 RM-00263665
2	Ineligible	RM-0000701 Mousa Katta 62928
3	Certified Eligible	RM-0000693 AAAA XXXX RM-00000147
4	Certified Eligible	RM-0000690 John tester RM-00000144
5	Certified Eligible	RM-0000691 TEST 2 new test RM-00000146
6	Certified Eligible	RM-0000692 Test Student RM-00000145
7	Certified Eligible	RM-0000703 Test0629 Test2024 RM-00263688

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Click on the Open Roster button to open the Post Season roster that was just created.

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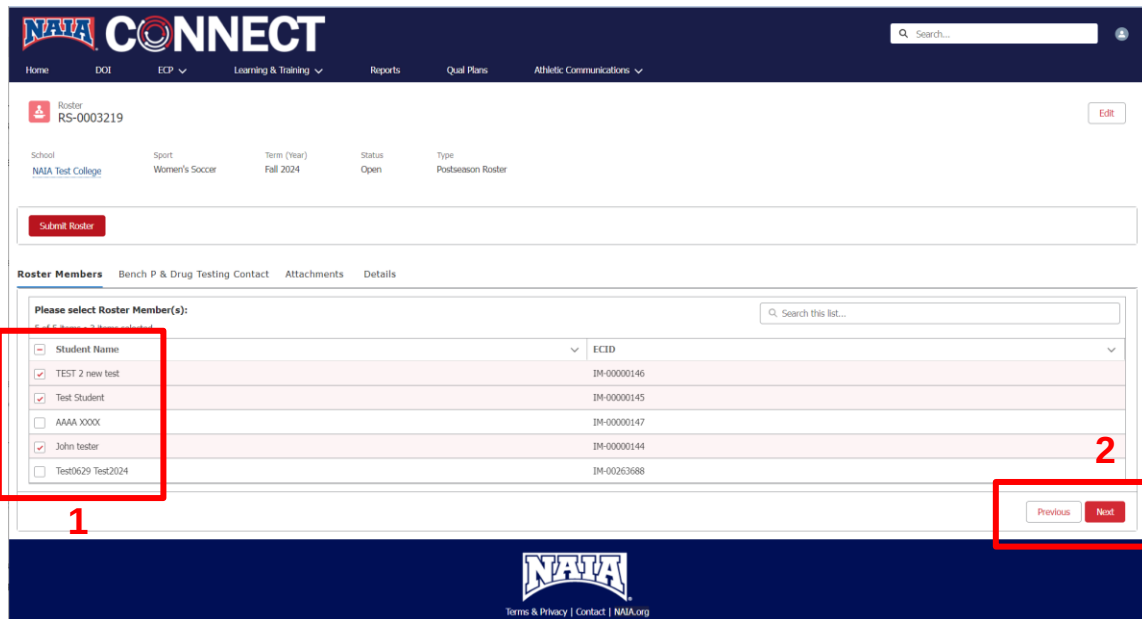


While the Postseason Roster is in status Open, I am able to add and remove Roster Members from a defined list of Certified Eligible students. To add a Roster Member you can click on the red button "Add Roster Member".

A screenshot of the NATA CONNECT web application interface. The top navigation bar is dark blue with the NATA CONNECT logo on the left and a search bar on the right. Below the navigation bar, there's a section for "Roster RS-0000183" with an "Edit" button. A table displays roster details: School (NAIA Test College), Sport (Men's Basketball), Term (Year) (Fall 2024), Status (Open), and Type (Postseason Roster). Below the table is a "Submit Roster" button. Further down, there's a "Roster Members" section with tabs for "Bench P & Drug Testing Contact", "Attachments", and "Details". The "Details" tab is active, showing statistics: "# Total spots: 15", "# Existing Roster Members: 0", "# Spots left: 15", and "# Available Roster Members: 1". A red button labeled "Add Roster Members" is highlighted with a red rectangle. At the bottom, there's a footer with the NATA logo and links for "Terms & Privacy" and "Contact | NAIA.org".

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Roster RS-0003219 [Edit](#)

School: [NATA Test College](#) Sport: [Women's Soccer](#) Term (Year): [Fall 2024](#) Status: [Open](#) Type: [Postseason Roster](#)

[Submit Roster](#)

Roster Members [Bench P & Drug Testing Contact](#) [Attachments](#) [Details](#)

Please select Roster Member(s):

☐ Student Name	ECID
☒ TEST 2 new test	IM-00000146
☒ Test Student	IM-00000145
☐ AAAA XXXX	IM-00000147
☒ John tester	IM-00000144
☐ Test0629 Test2024	IM-00263688

[Previous](#) [Next](#)

- (1) Click in the checkboxes of the appropriate Student Athletes to add to your post season roster.
- (2) Then click the NEXT button.

Post Season Roster

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Roster RS-0003219 [Edit](#)

School: [NATA Test College](#) Sport: Women's Soccer Term (Year): Fall 2024 Status: Open Type: Postseason Roster

[Submit Roster](#)

Roster Members [Bench P & Drug Testing Contact](#) [Attachments](#) [Details](#)

Total spots: 24
Existing Roster Members: 3
Spots left: 21

[Add Roster Members](#)

	Student Full N...	Pronunciation	Jersey	Position	Height	Class	Hometown	P. School	High School	T. Cautions	T. Ejections	Suspension	
1	John tester		112	Forward	4' 3"	Senior	New York	N/A	MHS	0	0		
2	TEST 2 new test		5	Goalie	4' 1"	Graduate Student	New York	N/A	MHS	0	1	10/2/2024	
3	Test Student		11	Goalie	4' 0"	Freshman	New York	N/A	MSH	0	0		

[Next](#)

Then, it is necessary to populate the information for the Student Athlete. The fields displayed for each sport are specific to the sport and data validations are enforced to ensure accurate data. Once the data is entered you will click the NEXT button to add data to the postseason roster.

Should you want to DELETE a Student Athlete from the roster, click the TRASH CAN on the far right. Click YES on the Delete Record confirmation popup. Then make sure you click the NEXT button to refresh the screen and totals to reflect the deletion.

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If you do not populate any of the required information fields an error message will appear as such as "You must indicate Academic Class Standing." Other Validation may appear, please look at the error message field on the far left and populate the corresponding field's information.

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Search...

HomeCreate RostersThe Learning HubReportsAthletics Communications ▼Qualification Plans

Roster
RS-0000183

Edit

School
NAIA Test College

Sport
Men's Basketball

Term (Year)
Fall 2024

Status
Open

Type
Postseason Roster

Submit Roster

Roster Members

Bench P & Drug Testing Contact

Attachments

Details

Bench Personnel (existing/max): 0/6

Drug Testing Contact: 0/1

Add Bench Personnel

Add Drug Testing Contact



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While the Postseason Roster is in status Open, Add and remove Bench Personnel and Drug Testing Contact. By going to the tab "Bench P & Drug Testing Contact" and clicking on one of both buttons.

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To add a Bench Personnel click on the "Add Bench Personnel", then on the + button (located on the right side of the screen next to the "1") and populating the information. It is mandatory to add at least one Bench Personnel on this step. The system does enforce the limits for bench personnel and requirement for a Drug Testing Contact.

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Roster Members **Bench P & Drug Testing Contact** Attachments Details

Bench Personnel (existing/max): 1/6

Add Bench Personnel

Drug Testing Contact: 1/1

Bench Personnel (1)

	↑ First Name	Last Name	Pronunciation	Duties/Title	T. Cautio...	T. Ejections	Suspension	
1	Bench	Personnel	Personnel	Player	Caution	12	1/17/2024	

Next

Drug Testing Contact (1)

	First Name	Last Name	Duties/Title	Phone number	
1	John Test	Drug	Tester	2132142132131	

Next

To add a Drug Testing Contact click on the "Add Drug Testing Contact", then on the + button and populating the information. It is mandatory to add 1 Drug Testing Contact in this step.

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The screenshot shows the NATA CONNECT web application interface for submitting a Post Season Roster. The top navigation bar includes links for Home, Create Rosters, The Learning Hub, Reports, Athletics Communications, and Qualification Plans. A search bar is also present. The main content area displays the Roster ID RS-0000183 and an 'Edit' button. Below this, a 'Submit Roster' button is visible. The interface is divided into sections for Roster Members, Bench Personnel, and Drug Testing Contact. A modal window titled 'Ready to be submitted!' is open, displaying a confirmation message: 'The Postseason Roster RS-0000183 is ready to be submitted. After Submitted you will receive a confirmation email. Shortly, a PDF report will be available for download in the files section.' The modal also includes a 'Submit' button. Below the modal, there are sections for 'Bench Personnel (1)' and 'Drug Testing Contact (1)'. The 'Bench Personnel' section shows a table with one entry: 'Bench' with a 'First Name' dropdown set to 'Bench'. The 'Drug Testing Contact' section shows a table with one entry: 'Jose' with a 'Last Name' dropdown set to 'Tester', a 'Duties/Title' dropdown set to 'Tester', and a 'Phone number' field containing '+1356464655'. A 'Next' button is visible at the bottom right of the form.

NATA CONNECT

Home Create Rosters The Learning Hub Reports Athletics Communications Qualification Plans

Roster RS-0000183 Edit

School NATA Test College Sport Men's Basketball Term (Year) Fall 2024 Status Open Type Postseason Roster

Submit Roster

Roster Members **Bench P & Drug Testing Contact** Attachments Details

Bench Personnel (existing) Ready to be submitted!

Drug Testing Contact: 1/1

The Postseason Roster RS-0000183 is ready to be submitted. After Submitted you will receive a confirmation email. Shortly, a PDF report will be available for download in the files section.

Once the Roster has been submitted it will be locked, you will not be able to make changes, unless you decide to Re-open it.

Bench Personnel (1)

↑ First Name

1 Bench Submit

Next

Drug Testing Contact (1)

	First Name	Last Name	Duties/Title	Phone number	
1	Jose	Tester	Tester	+1356464655	

Next

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Once the Postseason Roster is complete I can Submit it, this will get the record status change to 'Submitted'. I will only be able to Submit a Postseason Roster if it follows this conditions:

- At least one Roster Member
- At least one Bench Personnel and no more than the max allowed per sport.
- One and only one Drug Testing Contact.

Sport specific validations:

- Rank: tennis, bowling and golf. Rank cannot be repeated.
- Wrestling Weight class validation. (2 player per class max)
- Tennis doubles validation (2 players per team max)
- Beach Volleyball validation (2 players per team max)

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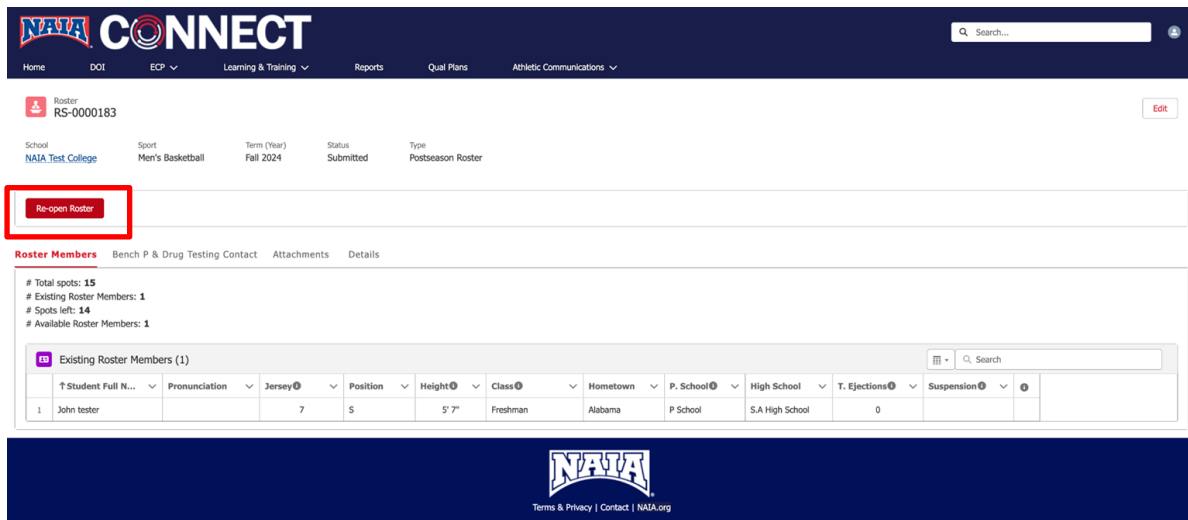


The screenshot shows the NATA CONNECT web application. At the top is a dark blue header with the NATA CONNECT logo on the left, a search bar in the center, and a user profile icon on the right. Below the header is a navigation menu with links: Home, Create Rosters, The Learning Hub, Reports, Athletics Communications (with a dropdown arrow), and Qualification Plans. The main content area displays a roster entry for "Roster RS-0000183" with an "Edit" button. Below this, a table lists details: School (NATA Test College), Sport (Men's Basketball), Term (Year) (Fall 2024), Status (Submitted), and Type (Postseason Roster). A "Re-open Roster" button is visible. Below the table, there are tabs for "Roster Members", "Bench P & Drug Testing Contact", "Attachments" (which is selected and underlined in red), and "Details". The "Attachments" tab shows a list of "Notes & Attachments (1)" with a dropdown arrow. One attachment is listed: "SB - PSR - Jersey Numbers -- 2024-06-07 11_16am.pdf", dated "Jun 7, 2024" and "92KB", with a PDF icon. A "View All" link is at the bottom right of the attachments list. The footer of the page is dark blue with the NATA logo and the text "Terms & Privacy | Contact | NATA.org".

A confirmation email will be sent to the submitter and a PDF report is generated every time a Postseason Roster is Submitted. The version of this PDF can be found on the attachments tab. It takes up to 1-2 minutes for the document to be generated.

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The screenshot shows the NATA CONNECT web application interface for managing a Post Season Roster. The top navigation bar includes links for Home, DOI, ECP, Learning & Training, Reports, Qual Plans, and Athletic Communications. A search bar is located on the right. The main content area displays the roster details for RS-0000183, including School (NAIA Test College), Sport (Men's Basketball), Term (Fall 2024), Status (Submitted), and Type (Postseason Roster). A red button labeled "Re-open Roster" is highlighted with a red box. Below this, the "Roster Members" section shows a table of existing roster members. The table has columns for Student Full Name, Pronunciation, Jersey, Position, Height, Class, Hometown, P. School, High School, T. Ejections, and Suspension. One member, John tester, is listed.

Roster RS-0000183 Edit

School: NAIA Test College Sport: Men's Basketball Term (Year): Fall 2024 Status: Submitted Type: Postseason Roster

Re-open Roster

Roster Members Bench P & Drug Testing Contact Attachments Details

Total spots: 15
Existing Roster Members: 1
Spots left: 14
Available Roster Members: 1

Existing Roster Members (1)

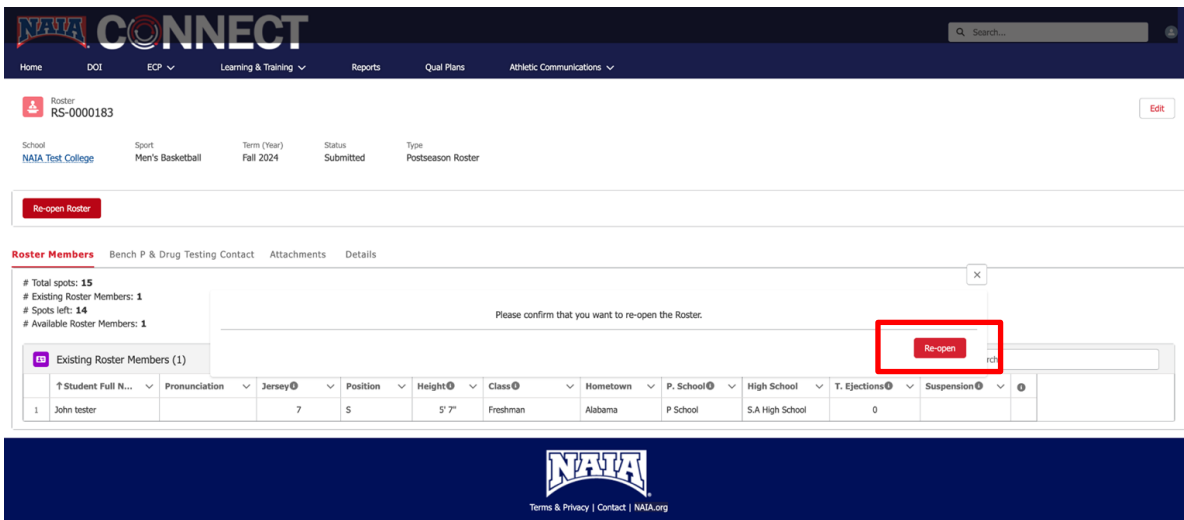
Student Full Name	Pronunciation	Jersey	Position	Height	Class	Hometown	P. School	High School	T. Ejections	Suspension
1 John tester		7	S	5' 7"	Freshman	Alabama	P School	S.A High School	0	

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In case you need to make some adjustments on the postseason Roster, you can click on the "Re-open Roster" red button

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Roster RS-0000183

School: NAIA Test College | Sport: Men's Basketball | Term (Year): Fall 2024 | Status: Submitted | Type: Postseason Roster

Re-open Roster

Roster Members | Bench P & Drug Testing Contact | Attachments | Details

Total spots: 15
Existing Roster Members: 1
Spots left: 14
Available Roster Members: 1

Please confirm that you want to re-open the Roster.

Existing Roster Members (1)

	↑ Student Full N...	Pronunciation	Jersey	Position	Height	Class	Hometown	P. School	High School	T. Ejections	Suspension	
1	John tester		7	S	5' 7"	Freshman	Alabama	P School	SA High School	0		

Re-open

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A confirmation message will appear and need to confirm that you want to re-open the Roster by clicking on the "Re-open" button.

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NATA CONNECT Search...

Home DOI ECP Learning & Training Reports Qual Plans Athletic Communications

Roster RS-0000183 Edit

School NATA Test College Sport Men's Basketball Term (Year) Fall 2024 Status Open Type Postseason Roster

Submit Roster

Roster Members **Bench P & Drug Testing Contact** Attachments Details

Ready to be submitted!

The Postseason Roster **RS-0000183** is ready to be submitted. After Submitted you will received a confirmation email. Shortly, a PDF report will be available for download in the files section.

Once the Roster has been submitted it will be locked, you will not be able to make changes, unless you decide to Re-open it.

Bench Personnel (1)

	First Name	Last Name
1	Bench	Personal

Drug Testing Contact (1)

	First Name	Last Name	Duties/Title	Phone number
1	Jose	Tester	Tester	+135646465

Next

Next

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The status has changed for "Open", now it is possible to make the changes that are needed as add or edit Roster Members and Bench Personel & Drug Testing Contact. As soon as the changes are ready, in order to submit again can click on the Submit Roster button again to Re-submit it.

Key Takeaways

- ▶ You can create your Postseason Roster by going to the Roster and create a Post Season Roster red button
- ▶ If necessary you can re-open an already submitted Postseason Roster to make any required change.

