



NAIA Academy Instructions and Information

7/1/18



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Assistance and Resources





NAIA Academy Help Desk: Academy assistance for NAIA campus contacts and users.

- 816.595.8100. Call 24 hours.
Staffed 8:30-5pm CDT Monday-Friday
- naiaacademy@naia.org

Note: The NAIA Academy help desk does not have access to NAIA Academy passwords. Please provide the student-athlete with their Academy username from your Academy list and ask them to use the Forgot My Password function.

Frequently Asked Questions and Technical Assistance Tabs



A Frequently Asked Questions tab and a Technical Assistance Tab are available in the navigation bar on the NAIA Academy homepage. The FAQ tab provides information to help address Academy technical issues. The Technical Assistance tab can be used to contact Academy staff for help with specific Academy technical issues. The Technical Assistance tab should not be used for username or password requests.





Resource Exchange Center:

For questions specific to NAIA banned substance list and/or drug testing policy.

- 24 hour hotline 866.635.7877
- Visit www.drugfreesport.com/rec

Login information:

Organization: NAIA

Password: naialive5



PlayNAIA Help Desk: For assistance with PlayNAIA email or PlayNAIA password. Note: PlayNAIA password may be different then the NAIA Academy password.

- Staffed 8:30 AM- 5PM CDT Monday-Friday.

816.595.8300

U.S. Student-Athletes ecinfo@naia.org

International Student-Athletes ECinternational@naia.org





Administrative Permissions and Access




Adding your NAIA Academy administrator to your NAIAHelp staff listing as the NAIA Academy Contact will enable the contact to receive all relevant NAIA Academy communications from the National Office.

Providing appropriate NAIAHelp permissions will enable your NAIA Academy administrator to register student-athletes for the NAIA Academy.

Add an NAIA Academy Contact to Staff Listing

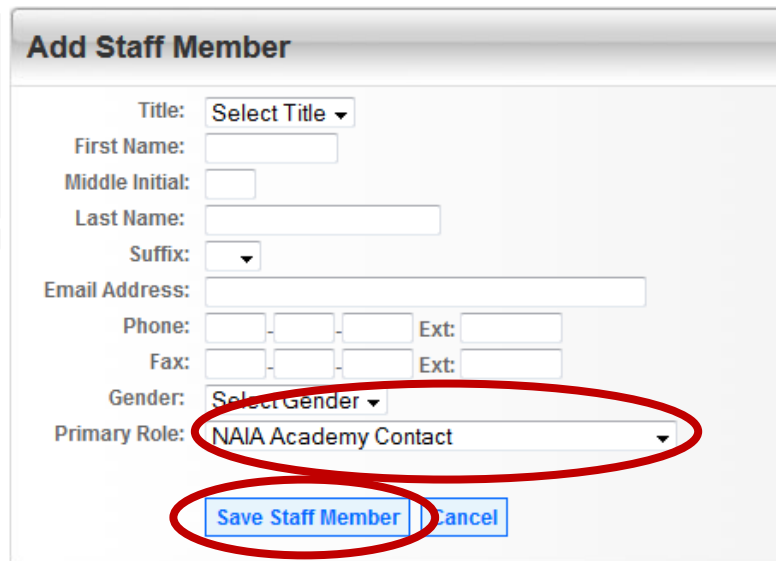
Log in to NAIAHelp. In the left side navigation click on VIEW/EDIT STAFF under Institutional Information. Select and enter information. Select NAIA Academy Contact as the Primary Role. Click SAVE STAFF MEMBER.



NAIAHelp

Menu

- Dashboard
- Convention Registration
- End of Year Reporting
- View/Edit Worksheets
- Frequency of Play
- Champions of Character
- Substance Abuse
- Championship Expenses
- *View/Edit Help Text
- *State Schools
- ECP
 - Launch ECP Software
 - *View/Edit Help Text
- Institutional Information
 - View/Edit Information
 - View/Edit Staff**
 - *View/Edit Help Text
 - *View/Edit Staff Type



Add Staff Member

Title: Select Title ▼

First Name:

Middle Initial:

Last Name:

Suffix: ▼

Email Address:

Phone: -- Ext:

Fax: -- Ext:

Gender: Select Gender ▼

Primary Role: NAIA Academy Contact ▼

Save Staff Member Cancel

Provide NAIAHelp Academy Permissions



- In NAIAHelp click on **Manage Users** then **View/Edit Current Users**.
- Click on the **Edit Icon** to the left of the user you wish to update.
- In the Update User box, click on the NAIA Academy group box
- Click Update User

To better control your Academy student list we suggest no more than 3 staff members be granted permission to access NAIA Academy functions in NAIAHelp.

Name	School	Last Login
Super Admin	NAIA Private University - MO	2011-04-16 8:44 AM
Kathy Busch	NAIA Private University - MO	0000-00-00 12:00 AM
Kathy Busch	NAIA Private University - MO	0000-00-00 12:00 AM
Marge Doe	NAIA Private University - MO	0000-00-00 12:00 AM
Brionne Godby	NAIA Private University - MO	2016-11-01 3:17 PM
test PlayNAIA	NAIA Private University - MO	0000-00-00 12:00 AM
Amy Stover	NAIA Private University - MO	2018-01-18 11:08 AM
Lendsey Thomson	NAIA Private University - MO	2018-01-17 4:45 PM
test User	NAIA Private University - MO	2015-03-30 2:48 PM

Update User

First Name:
Last Name:
Email:
Password:
School:
Require Password Change: (if yes, on next login user will have to change password)

Assign user to groups:

- ☐ COC Liaison
- ☐ ECP Read Only Access
- ☐ ECP User
- ☒ NAIA Academy
- ☒ NAIAHelp Access
- ☒ PlayNAIA - Connections and Shortlist
- ☐ PlayNAIA - Connections Only

Super Admin Only:

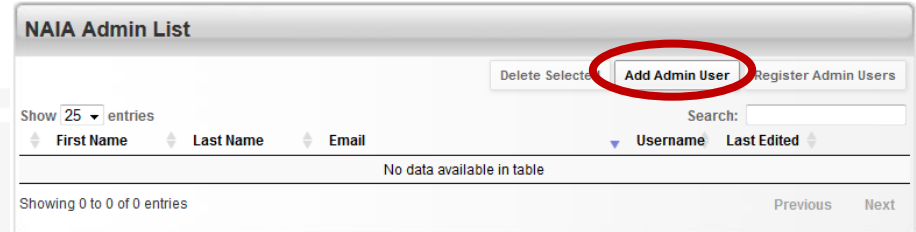
- ☐ Analytics
- ☐ Athletic Director
- ☐ Beta Testers
- ☐ ECP Electronic Submission
- ☐ NAIA Manager
- ☐ NAIA Office
- ☐ NAIA Super Manager
- ☐ Presidents
- ☐ Recruitment-Retention
- ☐ Super Admin Manager

Register as the Institution's NAIA Academy Administrator.



Once NAIA Academy permission is granted the administrator can register themselves as an NAIA Academy administrator. The administrator will then have an Academy account and be able to log in and view and take Academy courses.

- In NAIAHelp click on **List Admin Users** in the left side navigation.
- Click on **Add Admin User**. Enter name and Edu Email.
- Click **Save Admin User**.
- Check the box by the Admin user's name and click **Register Admin Users**.
- Once registered the Administrator will receive their Academy log in credentials via email.



NAIA Admin List

Buttons: Delete Selected, **Add Admin User**, Register Admin Users

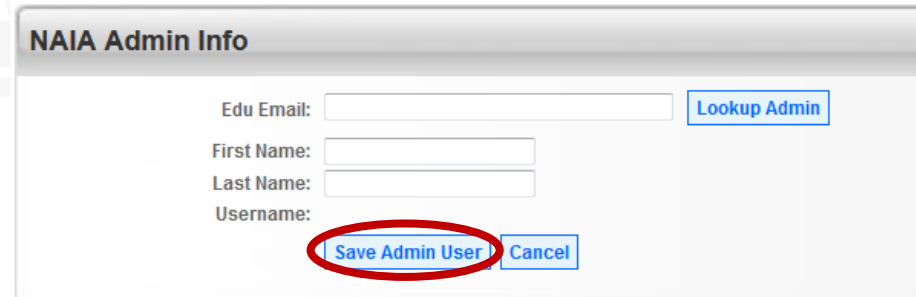
Show: 25 entries

Search:

First Name	Last Name	Email	Username	Last Edited
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next



NAIA Admin Info

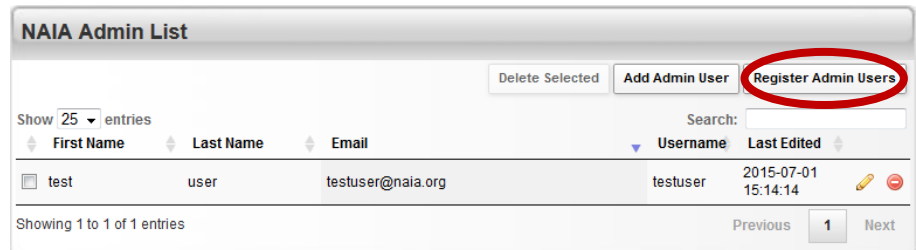
Edu Email: **Lookup Admin**

First Name:

Last Name:

Username:

Save Admin User **Cancel**



NAIA Admin List

Buttons: Delete Selected, Add Admin User, **Register Admin Users**

Show: 25 entries

Search:

First Name	Last Name	Email	Username	Last Edited
<input type="checkbox"/> test	user	testuser@naia.org	testuser	2015-07-01 15:14:14

Showing 1 to 1 of 1 entries

Previous 1 Next



Registration



Important Reminders



Student-athletes must be registered for the Academy by someone in the NAIA Institution's Athletics Department. Student-athletes cannot register themselves.



Student-athletes should be registered for the Academy BEFORE being encouraged to complete NAIA Academy courses.



Registration:

[Student-athlete Registration](#)

[Register Coaches](#)





NAIA Academy Tip

Before registration, encourage your student-athletes to access their PlayNAIA accounts and change their email to their school (edu) email.

This will save you the step of changing the student-athlete's email prior to registration.

If needed, student-athletes should contact the [PlayNAIA help desk](#) for assistance with PlayNAIA account log in information.

Student-athlete Registration

NAIA Academy student-athlete registration is a 3 step process.

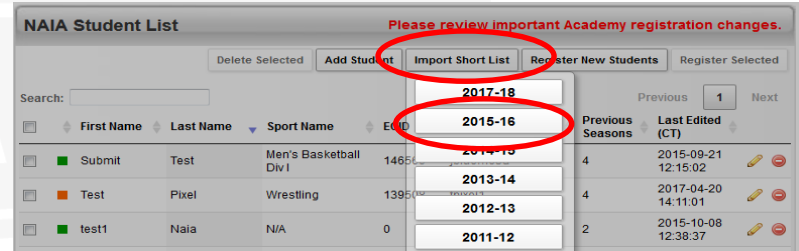
1. Add student-athletes to your NAIA Academy student-athlete list in one of three ways:
 - [Import student-athletes from your short list](#)
 - [Add student-athletes individually](#)
 - [Grandfather in student-athletes without an ECID](#)
2. [Edit student-athlete information](#)
3. [Register student-athletes](#)
4. [Misc. Prompts](#)



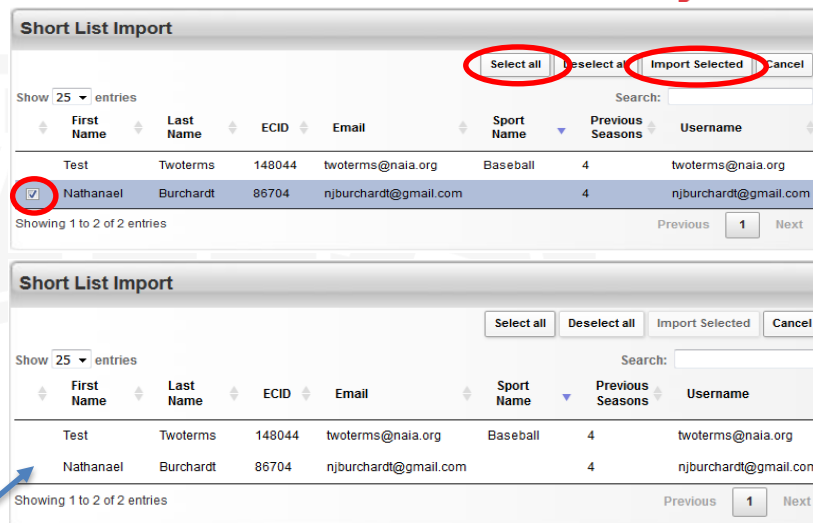
Import Student-athletes from your Short List to your Academy List



- Access NAIAHelp. Under the NAIA Academy navigation click on **List Student-Athletes**
- Click on **Import Short List**
- Select year (the list may take a while to download).
- Select multiple years separately.
- Change **Show Entries** in the upper left side to change the number of entries per page.
Note: your short list may have multiple pages.



- To import all student-athletes to your list click **Select All**.
- To import selected student-athletes, click on the box by the student-athlete's name and click **Import Selected**.
- To import a team, sort the short list by team, click on the box by team member's names and click **Import Selected**.
- Once imported, student-athletes will appear on your student list with an orange box.
- The box by the student-athlete's name on the short list will disappear.



Short List Import

Show 25 entries

Search:

First Name	Last Name	ECID	Email	Sport Name	Previous Seasons	Username
Test	Twoterms	148044	twoterms@naia.org	Baseball	4	twoterms@naia.org
<input checked="" type="checkbox"/> Nathanael	Burchardt	86704	njburchardt@gmail.com		4	njburchardt@gmail.com

Showing 1 to 2 of 2 entries

Previous 1 Next

Short List Import

Show 25 entries

Search:

First Name	Last Name	ECID	Email	Sport Name	Previous Seasons	Username
Test	Twoterms	148044	twoterms@naia.org	Baseball	4	twoterms@naia.org
Nathanael	Burchardt	86704	njburchardt@gmail.com		4	njburchardt@gmail.com

Showing 1 to 2 of 2 entries

Previous 1 Next

Add student-athletes individually to your Academy List.



- In NAIAHelp under the NAIA Academy navigation click **List Student-Athletes**
- Click on **Add Student**
- Enter user information (if needed, use the **LookUp** function for student-athlete ECID numbers).
- Click on **Save Student**.
- Student-athlete will appear on the list with an orange box.

The image shows two screenshots from the NAIAHelp system. The left screenshot is the 'Menu' on the left-hand side, with 'List Student-Athletes' circled in blue. The right screenshot shows the 'NAIA Student Info' form and the 'NAIA Student List' table. In the 'NAIA Student Info' form, the 'LookUp Student' button is circled in blue, and the 'Save Student' button is also circled in blue. The 'NAIA Student List' table shows a list of students with columns for First Name, Last Name, Sport Name, ECID, Username, Previous Seasons, and Last Edited. The table is filtered to show 25 entries. The first two entries are highlighted with orange boxes, indicating they are not yet registered. The legend at the bottom indicates that orange boxes represent 'User not yet registered' and green boxes represent 'User is registered'.

NAIA Student Info

ECID: [LookUp Student](#)

Edu Email:

First Name:

Last Name:

Primary Sport:

Previous Seasons:

Username:

[Save Student](#) [Cancel](#)

NAIA Student List

Delete Selected [Add Student](#) [Import Short List](#) [Register New Students](#)

Show 25 entries

	First Name	Last Name	Sport Name	ECID	Username	Previous Seasons	Last Edited
<input type="checkbox"/>	test	test	Cheer & Dance	0	test01	0	2015-06-26 15:48:49
<input type="checkbox"/>	Kristin	Knopik	Baseball	0	kgillette501	2	2015-06-27 21:27:56

Showing 376 to 400 of 401 entries

Previous 1 ... 13 14 15 16 17 Next

☐ Updates ready to be sent to the academy. ☐ User in sync with the academy.

☐ User not yet registered. ☐ User is registered.



Grandfather in student-athletes without an ECID




- Click on **Add Student**. Enter student-athlete's email, name, sport and previous season.
- Click **Save Student**
- Click on **Grandfather In**.
- Click **Save Student**
- **Student** will appear on your list with an orange box.

A screenshot of the "NAIA Student Info" form. The form contains several input fields and buttons. A red circle highlights the "Save Student" button at the bottom. Another red circle highlights a message in the top right corner that reads "ECID is required Grandfather In". The form fields are as follows:
ECID: [empty field] [Lookup Student]
Edu Email: test800@test.com
First Name: test
Last Name: #800
Primary Sport: Women's Basketball Div I
Previous Seasons: 2
Username: test800@test.com
Lean Forward ID: [empty field]
[Save Student] [Cancel]

A photograph of a baseball player in a red jersey and helmet sliding into a base. The player is wearing white pants and black cleats. The background is a reddish-brown dirt field. The image is partially obscured by a red diagonal banner on the left and a blue diagonal banner on the right.

Edit Student-athlete Information

Edit student-athlete information while the box by the student-athlete's name is orange.

- Click the **Edit Icon**  by the student's account to pull up their information.
- Check and if needed change the email. We recommend using the school (edu) email. If needed, work with coaches to obtain valid school (edu) emails.
- Note: The user's email will become their username so it's very important it is accurate and current.
- Check and change previous seasons if needed.
- Click **Save Student** to save the updated account information.



NAIA Student Info

ECID: [Lookup Student](#)

Edu Email:

First Name:

Last Name:

Primary Sport:

Previous Seasons:

Username:

Lean Forward ID:

[Save Student](#) [Cancel](#)

NAIA Student List

Please review important Academy registration changes.

[Delete Selected](#) [Add Student](#) [Import Short List](#) [Register New Students](#) [Register Selected](#)

Search: Previous Next

	First Name	Last Name	Sport Name	ECID	Username	Previous Seasons	Last Edited (CT)
<input type="checkbox"/>	test	#300	Women's Basketball Div I	0	test300@test.com	0	2017-11-07 12:13:20

Make changes while this box is orange

Edit Icon

NAIA Academy Tip



You can edit student-athlete emails  at any time.

Changing a student-athlete email while the box by their name is orange will change the username to the new email.

Once the student-athlete is registered and the box by their name is green the username will not change.



Register Student-athletes



- Check the box by the student-athlete's name. Multiple boxes can be checked to register multiple student-athletes at once.
- Click **Register Selected** in the upper right corner

NAIA Student List

Delete Selected Add Student Import Short List Register New Students **Register Selected**

Search:

Previous **1** Next

<input type="checkbox"/>	First Name	Last Name	Sport Name	ECID	Username	Previous Seasons	Last Edited (CT)
<input checked="" type="checkbox"/>	test	#131	Men's Indoor T&F	0	test131@test.com	3	2017-09-20 17:29:28
<input checked="" type="checkbox"/>	test	#110	Men's Indoor T&F	0	test110@test.com	1	2017-09-21 09:57:28
<input checked="" type="checkbox"/>	test	#121	Men's Indoor T&F	0	test121@test.com	0	2017-09-21 10:15:00
<input checked="" type="checkbox"/>	test	#111	Men's Indoor T&F	0	test111@test.com	2	2017-09-20 16:22:11
<input checked="" type="checkbox"/>	test	#128	Men's Indoor T&F	0	test128@test.com	1	2017-09-21 10:15:18



- You will get this message at the top of the page indicating the registrations are being processed.

☒ **Registered** - Your student athletes will be registered shortly. Check back for status in a few minutes.

NAIA Student List

Delete Selected

Add Student

Import Short List

Register New Students

Register Selected

Search:

Previous **1** Next



First Name Last Name Sport Name ECID Username

Previous Seasons Last Edited (CT)



- The boxes by the student-athletes names will turn blue. This indicates these student-athletes registrations are in process.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#131	Men's Indoor T&F	0	test131@test.com	3	2017-09-20 17:29:28		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#110	Men's Indoor T&F	0	test110@test.com	1	2017-09-21 09:57:28		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#121	Men's Indoor T&F	0	test121@test.com	0	2017-09-21 10:15:00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#111	Men's Indoor T&F	0	test111@test.com	2	2017-09-20 16:22:11		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#128	Men's Indoor T&F	0	test128@test.com	1	2017-09-21 10:15:18		

- You are now free to register additional student-athletes, access other NAIAHelp functions or log off to perform other tasks.



- After a few minutes (about 5 minutes), you can return to the student list or refresh the page (refresh instructions below) to see the student-athletes have been registered (boxes by their names have turned green). Note: Repeat the refresh process as needed to see the new registrations.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#131	Men's Indoor T&F	0	test131@test.com	3	2017-09-20 17:29:28		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#110	Men's Indoor T&F	0	test110@test.com	1	2017-09-21 09:57:28		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#121	Men's Indoor T&F	0	test121@test.com	0	2017-09-21 10:15:00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#111	Men's Indoor T&F	0	test111@test.com	2	2017-09-20 16:22:11		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	#128	Men's Indoor T&F	0	test128@test.com	1	2017-09-21 10:15:18		

To refresh the page: Press the "Ctrl" and "R" keys simultaneously on a keyboard or click the in your browser's address bar at the top of the page.

For Macs, use the "Cmd" key instead of the "Ctrl" key, along with "R."



Soon after you will receive an email to confirm your student-athletes have been registered for the Academy.

From NAIA Office <naiahelp@naia.org>

Subject **NAIA Academy Students have been Registered**

To kbusch@naia.org

Dear Kathy Busch,

The following NAIA Academy Students have been successfully registered.

Cross Country - Men's

- test #200 (test200@test.com)
- test 201 (test201@test.com)
- test #202 (test202@test.com)

NAIA Academy Tip



Once registered, new users will get a welcome email with their log in credentials and they will be able to access their courses in the NAIA Academy.



ECID Already Taken Prompt



NAIA Student Info

ECID: 136173
[Lookup Student](#)

Edu Email: sharold@naia.org

First Name: Scott

Last Name: Harold

Primary Sport: Baseball ▼

Previous Seasons: 0 ▼

Username: sharold@naia.org

Lean Forward ID:

[Save Student](#) [Cancel](#)

*ECID taken. Please contact the NAIA Academy help desk,
naiaacademy@naia.org or 816.595.8100 for assistance.*

If you click "Save Student" and get this prompt contact the NAIA Academy Help Desk for assistance

Username Taken Prompt



NAIA Student Info

ECID: [Lookup Student](#)

Edu Email:

First Name:

Last Name:

Primary Sport:

Previous Seasons:

Username:

Lean Forward ID:

[Save Student](#) [Cancel](#)

Username () taken. Please contact the NAIA Academy help desk, naiaacademy@naia.org or 816.595.8100 for assistance.

If you click "Save Student" and get this prompt contact the NAIA Academy Help Desk for assistance





Register Coaches

Coaches can also be registered for the NAIA Academy. To register a coach:

- Access NAIAHelp. Under the NAIA Academy navigation click on **List Coaches**
- Click on **Add Coach**
- Enter information in the NAIA Coach Info box
- Ensure the Email is correct.
- Click on **Save Coach**

NAIA Academy
List Students-Athletes
List Coaches
List Admin Users
View Reports

NAIA Coach Info

Edu Email: [Lookup Coach](#)

First Name:

Last Name:

Primary Sport:

Username:

[Save Coach](#) [Cancel](#)

NAIA Coach List

Delete Selected [Add Coach](#) [Register Coaches](#) [Register Selected](#)

Show entries Search:

<input type="checkbox"/>	First Name	Last Name	Email	Username	Sport Name	Last Edited (CT)
--------------------------	------------	-----------	-------	----------	------------	------------------

- The coach will be saved to your list (orange box)

✓ Saved - Coach has been saved

NAIA Coach List

Show 25 entries Search:

<input type="checkbox"/>	First Name	Last Name	Email	Username	Sport Name	Last Edited (CT)
<input type="checkbox"/>	Coach	Coachterson	coachterson@fake.com	coachterson@fake.com	Men's Basketball Div I	2016-07-22 15:02:54
<input type="checkbox"/>	Coach	Test	Coach@test.com	Coach@test.com	Baseball	2018-06-06 13:46:14

- Check the box by the coach's name. Click **Register Selected**

NAIA Coach List

Show 25 entries Search:

<input type="checkbox"/>	First Name	Last Name	Email	Username	Sport Name	Last Edited (CT)
<input type="checkbox"/>	Coach	Coachterson	coachterson@fake.com	coachterson@fake.com	Men's Basketball Div I	2016-07-22 15:02:54
<input checked="" type="checkbox"/>	Coach	Test	Coach@test.com	Coach@test.com	Baseball	2018-06-06 13:46:14

- You will see a confirmation message and the box by the coach's name will turn green when the coach is registered.





User List Functions



User List Functions:

[Sort your user list](#)

[Search for user](#)

[Delete users from your list](#)



Sort Your User List

- Each User list can be sorted by First Name, Last Name, Sport Name, Username and Last Edited.
- The Student-athlete list can also be sorted by ECID and Previous Seasons.
- Click on the arrows by the sort option to sort accordingly.



NAIA Student List

Delete Selected Add Student Import Short List Register New Students Register Selected

Search:

Previous 1 Next

	First Name	Last Name	Sport Name	ECID	Username	Previous Season	Last Edited (UTC)	
<input type="checkbox"/>	dfasdf	afdafdsaf	N/A	0	kbusch@naia.org333	2	2016-07-18 17:07:17	
<input type="checkbox"/>	test1	Naia	N/A	0	kbusch12	2	2015-10-08 12:38:37	
<input type="checkbox"/>	test2	Naia	N/A	0	kbusch2	4	2018-01-23 14:00:21	
<input type="checkbox"/>	test3	Naia	N/A	0	kbusch3	4	2015-10-08 12:39:47	
<input type="checkbox"/>	test4	Naia	N/A	0	kbusch4	5	2015-10-08 12:40:17	
<input type="checkbox"/>	Test	Pixel	Wrestling	139508	tpixel1	3	2018-01-23 14:00:45	
<input type="checkbox"/>	Submit	Test	Men's Basketball Div I	146569	jbluemesa	4	2015-09-21 12:15:02	

Showing 1 to 7 of 7 entries

Previous 1 Next

User not yet registered. User is pending registration. User is registered.



Search For a User

- To search for a user in your list, type the first or last name in the search box.
- Matching saved or registered users should appear.



NAIA Student List

Delete Selected Add Student Import Short List Register New Students Register Selected

Search Previous 1 Next

	First Name	Last Name	Sport Name	ECID	Username	Previous Seasons	Last Edited (CT)	
<input type="checkbox"/>	dfasdf	afdafdsaf	N/A	0	kbusch@naia.org333	2	2016-07-18 17:07:17	
<input type="checkbox"/>	test1	Naia	N/A	0	kbusch12	2	2015-10-08 12:38:37	
<input type="checkbox"/>	test2	Naia	N/A	0	kbusch2	4	2018-01-23 14:00:21	
<input type="checkbox"/>	test3	Naia	N/A	0	kbusch3	4	2015-10-08 12:39:47	
<input type="checkbox"/>	test4	Naia	N/A	0	kbusch4	5	2015-10-08 12:40:17	
<input type="checkbox"/>	Test	Pixel	Wrestling	139508	tpixel1	3	2018-01-23 14:00:45	
<input type="checkbox"/>	Submit	Test	Men's Basketball Div I	146569	jbluemesa	4	2015-09-21 12:15:02	

Showing 1 to 7 of 7 entries Previous 1 Next

User not yet registered. User is pending registration. User is registered.



Delete Users From Your List













- Log in to NAIAHelp. Under NAIA Academy select the list you wish to edit
- Check** those who you want to delete (note you may have multiple pages)
- Click on **Delete Selected** at the top of the screen.
- To delete users individually click the delete icon for the user on the right side.

NAIA Student List Please review important Academy registration changes.

Delete Selected Add Student Import Short List Register New Students Register Selected

Search:

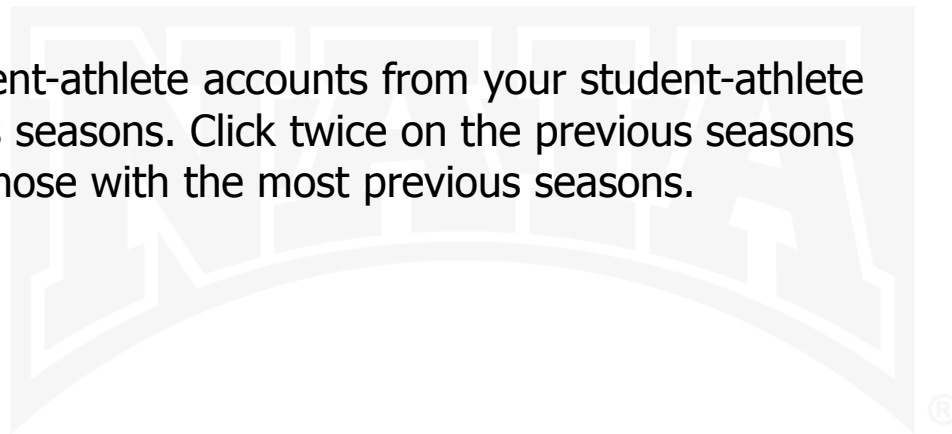
Previous 1 Next

<input type="checkbox"/>	First Name	Last Name	Sport Name	ECID	Username	Previous Seasons	Last Edited (CT)	
<input checked="" type="checkbox"/>	test4	Naia	N/A	0	kbusch4	5	2015-10-08 12:40:17	 
<input checked="" type="checkbox"/>	test2	Naia	N/A	0	kbusch2	4	2018-01-23 14:00:21	 
<input checked="" type="checkbox"/>	test3	Naia	N/A	0	kbusch3	4	2015-10-08 12:39:47	 
<input checked="" type="checkbox"/>	Submit	Test	Men's Basketball Div I	146569	jbluemesa	4	2015-09-21 12:15:02	 
<input type="checkbox"/>	Test	Pixel	Wrestling	139508	tpixel1	3	2018-01-23 14:00:45	 



NAIA Academy Tip

When deleting student-athlete accounts from your student-athlete list, sort by previous seasons. Click twice on the previous seasons sort arrows to see those with the most previous seasons.





Reports





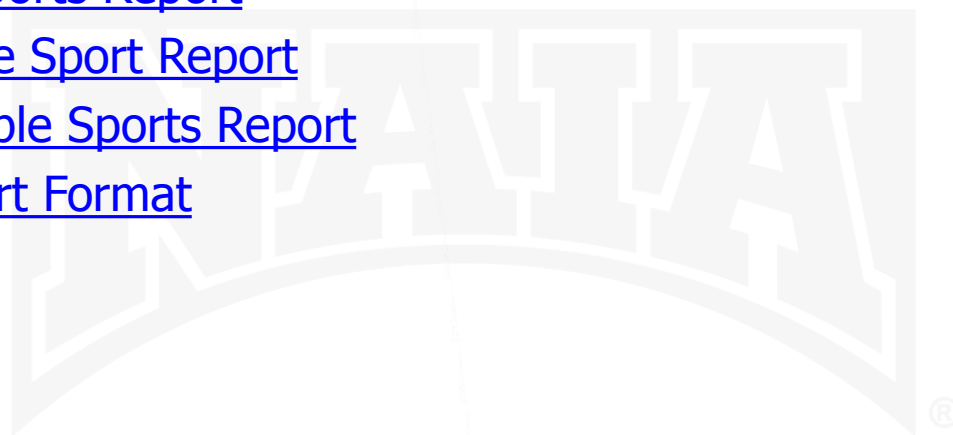
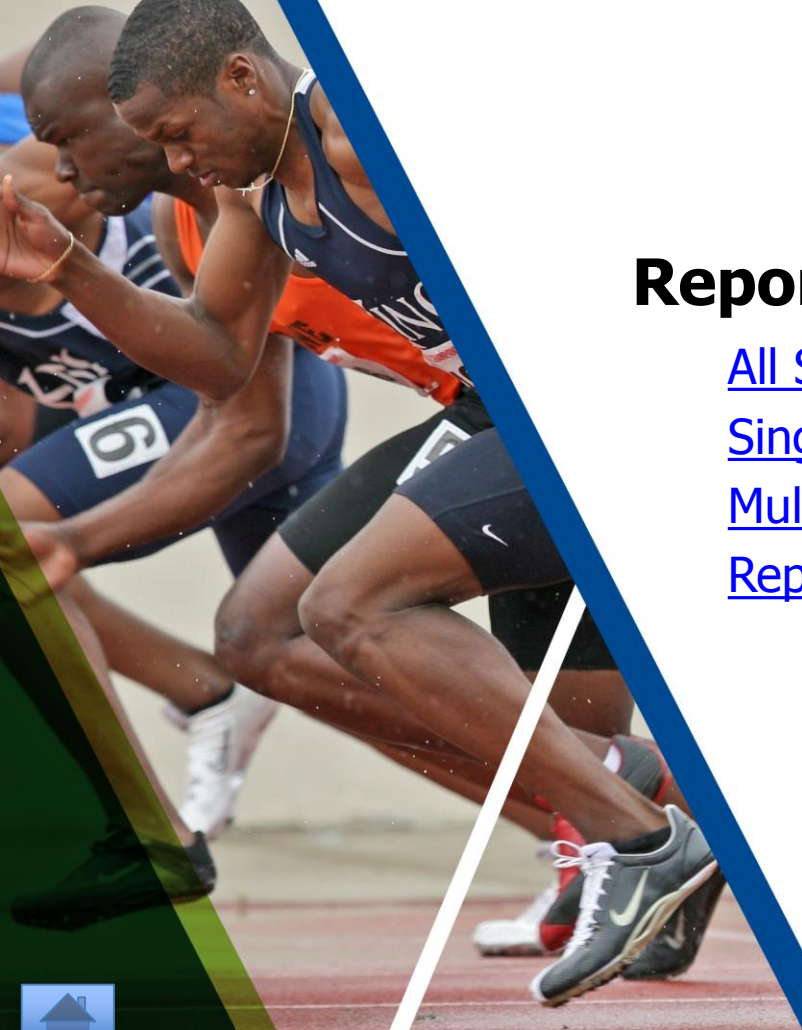
Reports

[All Sports Report](#)

[Single Sport Report](#)

[Multiple Sports Report](#)

[Report Format](#)



All Sports Report



- Access the NAIA Academy navigation in NAIA Help and Click on **View Reports**
- Select **All Sports** from the drop down list
- Click **View Report**
- Follow prompts to open the report

NAIA Academy

- List Students-Athletes
- List Coaches
- List Admin Users
- View Reports**

NAIA Register User Report

User Type: All Users

Course: All Courses

Sport: All Sports

Participation Year: All Years

Previous Seasons: Any

View Report

First Name	Last Name	Email	Username	NAIA Sport	Status	Previous Sea	ECID	SA 110	SA 120	SA 130	SA 210	SA 220	SA 230	SA 310	SA 320	SA 330	SA 410	SA 420	SA 430	SA 710	SA 720	SA 730	SA 740	SA 750
dfasdf	afdafdsaf	kbusch3@naia.o	kbusch3@naia.org3	N/A	Athlete		2	Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	Live 3: Live 3: Character 3	
test1	Naia	kbusch1@naia.o	kbusch12	N/A	Athlete		2	2/15/2016 16:45																
test2	Naia	kbusch2@naia.o	kbusch2	N/A	Athlete		4																	
test3	Naia	kbusch3@naia.o	kbusch31		Admin User																			
test3	Naia	kbusch3@naia.o	kbusch3	N/A	Athlete		4																	
test4	Naia	kbusch4@naia.o	kbusch4	N/A	Athlete		5																	
Test	Pixel	tpixel@test.com	tpixel1	Wrestling	Athlete		3	139508																
Submit	Test	jblumesa@gri	jblumesa	Men's Baske	Athlete		4	146569																



Single Sport Report



- Access the NAIA Academy navigation in NAIA Help and Click on **View Reports**
- **Select the sport** from the drop down list.
- Click **View Report**
- Follow prompts to open the report

NAIA Academy

- List Students-Athletes
- List Coaches
- List Admin Users
- View Reports**

NAIA Register User Report

User Type: All Users

Course: All Courses

Sport: **Women's Indoor T&F**

Participation Year: All Years

Previous Seasons: All Years

View Report

First Name	Last Name	Email	Username	NAIA Sport	Status	Previous Season	ECID	SA 110	SA 120	SA 130	SA 210	SA 220	SA 230	SA 310	SA 320	SA 330	SA 410	SA 420	SA 430	SA 710	SA 720	SA 730	SA 740	SA 750
test1	Naia	kbusch1@kbusch	2	Women's Indoor T&F	Athlete	2		Live 5: Chi	Live 5: Lee	myPlaybo	Live 5: Chi	Live 5: Ma	myPlaybo	Live 5: Chi	Live 5: Liv	myPlaybo	Live 5: Chi	Live 5: Liv	myPlaybo	myPlaybo	myPlaybo	myPlaybo	myPlaybo	myPlaybo
test3	Naia	kbusch3@kbusch	3	Women's Indoor T&F	Athlete	4																		
test4	Naia	kbusch4@kbusch		Women's Indoor T&F	Athlete	0																		
Test	Pixel	tpixel@te	tpixel1	Women's Indoor T&F	Athlete	3	139508																	





Multiple Sports Report

This report allows coaches who coach more than one sport or whose student-athletes are registered in other sports, to see all their student-athletes on one list.

- Access the NAIA Academy navigation in NAIA Help and click on **View Reports**
- To select multiple sports from the drop down list hold down the **Control** button and **click on the sports with your mouse.**
- Click **View Report**
- Follow prompts to open report

The image shows a screenshot of the NAIA Academy navigation menu on the left, with 'View Reports' circled in red. To the right is the 'NAIA Register User Report' form. In this form, the 'User Type' is set to 'All Users', the 'Course' is 'All Courses', and the 'Sport' dropdown is open, showing 'Women's Indoor T&F' and 'Women's Outdoor T&F' both circled in red. The 'Participation Year' is 'All Years' and 'Previous Seasons' is 'Any'. The 'View Report' button at the bottom is also circled in red.

First Name	Last Name	Email	User Name	NAIA Sport	Status	Previous SECID	SA 110	SA 120	SA 130	SA 210	SA 220	SA 230	SA 310	SA 320	SA 330	SA 410	SA 420	SA 430	SA 710	SA 720	SA 730	SA 740	SA 750
dfasdf	afdafdsaf	kbusch@rkbush@r	kbusch@r	Women's Outdoor T&F	Athlete	2	Live 5: Chi	Live 5: Lea	myPlaybo	Live 5: Chi	Live 5: Ma	myPlaybo	Live 5: Chi	Live 5: Liv	myPlaybo	Live 5: Chi	Live 5: Liv	myPlaybo	myPlaybo	myPlaybo	myPlaybo	myPlaybo	myPlaybo
test1	Naia	kbusch1@kbusch12	Women's Indoor T&F	Athlete	2																		
test2	Naia	kbusch2@kbusch2	Women's Outdoor T&F	Athlete	4																		
test3	Naia	kbusch3@kbusch3	Women's Indoor T&F	Athlete	4																		
test4	Naia	kbusch4@kbusch4	Women's Indoor T&F	Athlete	0																		





Report Format

One row per user

Courses across the top

Expand columns to show complete username, email and course completion dates

First Name	Last Name	Email	Username	NAIA Sport	Status	Previous Season	ECID	SA 110	SA 120	SA 130	SA 210	SA 220	SA 230	SA 310	SA 320	SA 330	SA 410	SA 420	SA 430	SA 710	SA 720	SA 730	SA 740	SA 750
dfasdf	afdafdsaf	kbusch@naia.org	kbusch@naia.org	N/A	Athlete		2	Live 5: Character S	Live 5: Lea myPlaybo	Live 5: Chi	Live 5: Ma myPlaybo	Live 5: Chi	Live 5: Liv myPlaybo	Live 5: Chi	Live 5: Liv myPlaybo	Live 5: Chi	Live 5: Liv myPlaybo	Live 5: Chi	Live 5: Liv myPlaybo	Live 5: Chi	Live 5: Liv myPlaybo	Live 5: Chi	Live 5: Liv myPlaybo	Live 5: Chi
test1	Naia	kbusch1@naia.org	kbusch12	N/A	Athlete		2	2/15/2016 16:45																
test2	Naia	kbusch2@naia.org	kbusch2	N/A	Athlete		4																	
test3	Naia	kbusch3@naia.org	kbusch31		Admin User																			
test3	Naia	kbusch3@naia.org	kbusch3	N/A	Athlete		4			#####														
test4	Naia	kbusch4@naia.org	kbusch4	N/A	Athlete		5																	
Test	Pixel	tpixel@test.com	tpixel1	Wrestling	Athlete		3	139508																
Submit	Test	jbluemesa@gmail.com	jbluemesa	Men's Baske	Athlete		4	146569																

Completed coursework shows by date completed.

Report can be filtered (ex. by name, sport or course completions)

NAIA Academy Tip



Run a report for each of your coaches so they can assist you with registering their student-athletes and help their student-athletes complete NAIA Academy courses. The report will show registered users, usernames, Academy email and completed courses.





Courses

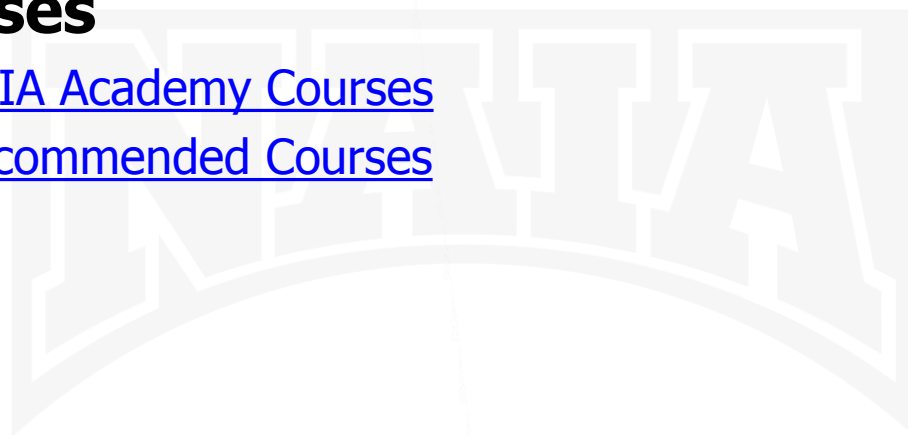




Courses


[NAIA Academy Courses](#)

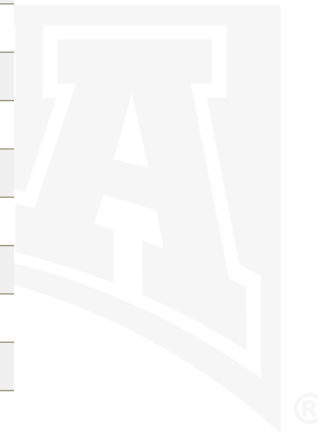
[Recommended Courses](#)



NAIA Academy Courses



 Course ▲
<input type="checkbox"/> SA 120 Live 5: Learn to Live 5
<input type="checkbox"/> SA 130 myPlaybook: NAIA Rules and PED Awareness
<input type="checkbox"/> SA 220 Live 5: Master the Fundamentals
<input type="checkbox"/> SA 230 myPlaybook: Dietary Supplements & Sports Nutrition
<input type="checkbox"/> SA 320 Live 5: Live 5 & Lead
<input type="checkbox"/> SA 330 myPlaybook: Life Skills
<input type="checkbox"/> SA 420 Live 5: Live 5 for Life
<input type="checkbox"/> SA 430 myPlaybook: The Transition from College Athlete to Healthy Adult Lifestyle
<input type="checkbox"/> SA 710 myPlaybook: Alcohol Impact to Athletic Performance
<input type="checkbox"/> SA 720 myPlaybook: Drug Prevention
<input type="checkbox"/> SA 730 myPlaybook: Marijuana Impact on Athletic Performance
<input type="checkbox"/> SA 740 myPlaybook: Sexual Assault Awareness and Prevention
<input type="checkbox"/> SA 750 myPlaybook: Tobacco Impact on Athletic Performance



Recommended Courses



NAIA Institutions are free to determine which courses they want their student-athletes to complete. Below are the recommended courses.

- **100 level courses** are recommended for new student-athletes in their first season of competition.
- **200 level courses** are recommended for 2nd year student-athletes with 1 previous season of competition.
- **300 level courses** are recommended for 3rd year student-athletes with 2 previous seasons of competition.
- **400 level courses** are recommended for 4th year student-athletes with 3 previous seasons of competition.
- **700 level courses are optional courses.** Institutions are free to decide which, if any, of these courses their student-athletes need to complete.

NAIA Academy Tip



Encourage users to finish each course in on sitting. If they must walk away or click away from a course they should close the course window and the system will save their progress.





Important Reminders



Important Reminders



The NAIA does not have access to Academy passwords. Users should use the Forgot My Password function on the NAIA Academy homepage to retrieve a password.



Users will enter their NAIA Academy username (from your student-list) and may also need to know their Academy email (see student's account information on our student list).

Important Reminders



Encourage users to use the Forgot My Password function on the NAIA Academy homepage to retrieve a password. The NAIA does not have access to passwords. Users will need to enter their username to retrieve a password via their Academy email.

Important Reminders



All registered returning users will get a welcome back email with their Academy username in mid July.



NAIA Academy usernames are shown on your NAIA Academy student list. If needed, please provide the student-athlete with their username.

