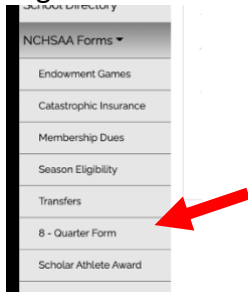
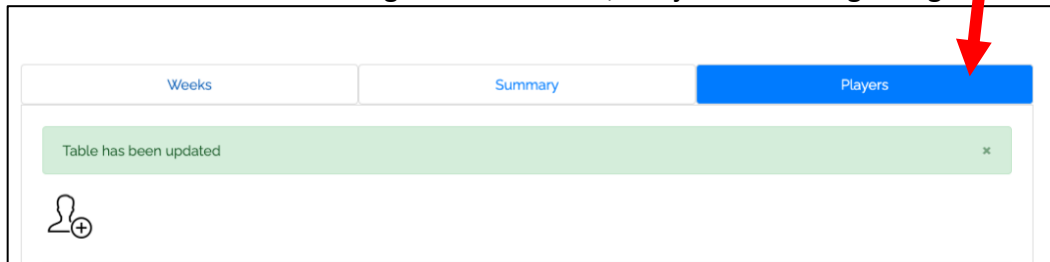


## Entry for Eight Quarter Set-up and Follow-Up Form Instructions

1. Log in to **Home Campus > NCHSAA Forms > Eight Quarter Form**

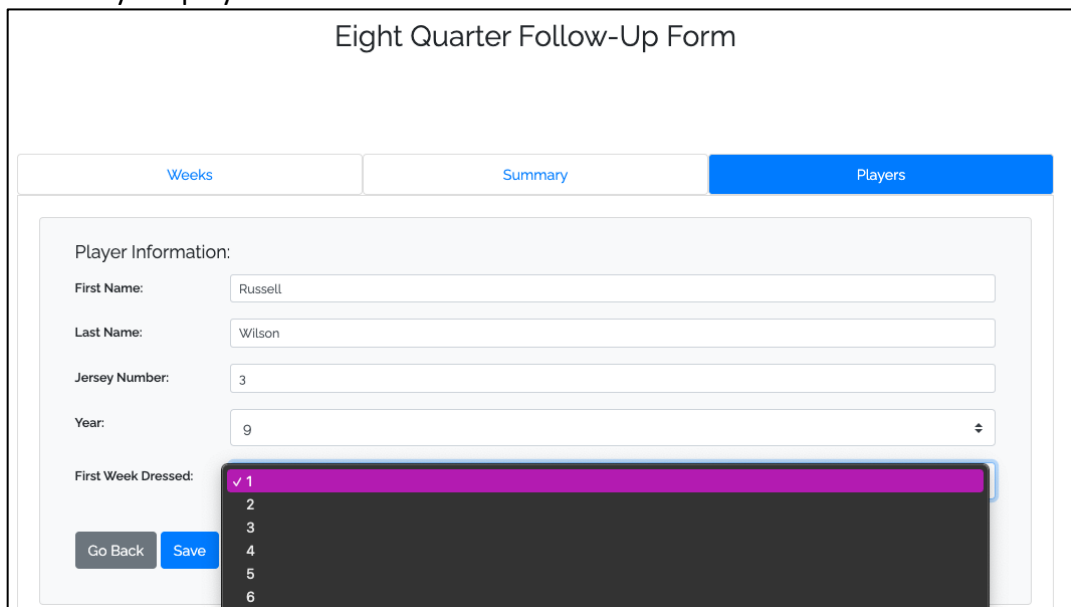


2. The first step is to add your players for the season. Click on the **Players** tab.  
Note: This can be done throughout the season, not just at the beginning.



NOTE: 1A/2A schools are allowed ten players, and 3A/4A schools are allowed five players.

3. Enter in your player's information and hit **Save** after each one.

A screenshot of the 'Eight Quarter Follow-Up Form' interface. The form has three tabs: 'Weeks', 'Summary', and 'Players'. The 'Players' tab is selected and highlighted in blue. The form is titled 'Eight Quarter Follow-Up Form'. Below the tabs, there is a 'Player Information' section with the following fields: 'First Name' (Russell), 'Last Name' (Wilson), 'Jersey Number' (3), 'Year' (9), and 'First Week Dressed' (1). A dropdown menu is open for 'First Week Dressed', showing options 1 through 6. At the bottom of the form, there are 'Go Back' and 'Save' buttons.

4. Once you've entered in the players, you will see this screen.

**NOTE:** After the season has started, **do not change the student's name to another student's name.** Doing so will falsify the data entries and be subject to game forfeitures and/or a fine.

### Eight Quarter Follow-Up Form

Weeks
Summary
Players

Table has been updated
✕

| Student Name    | Jersey Number | Year | First Week Dressed for Both | Status |
|-----------------|---------------|------|-----------------------------|--------|
| Tom Brady       | 12            | 9    | 1                           | Active |
| Patrick Mahomes | 10            | 10   | 1                           | Active |
| Russell Wilson  | 3             | 9    | 1                           | Active |

5. The follow-up for the games will be done in the **Weeks** tab. You will provide the appropriate information for each player each week. All fields are required, so have the student-athletes pre-participation form available for upload.

Weeks
Summary
Players

Note: Make sure you add your players first by clicking on the "Players" tab

Week 1

| Player          | Did they dress for both?                                      | Quarters Played                             | Injured?  | Pre-participation Upload                                  |
|-----------------|---|---|---|---|
| Tom Brady       | <input type="radio"/> Yes <input checked="" type="radio"/> No |   |   |   |
| Patrick Mahomes | <input checked="" type="radio"/> Yes <input type="radio"/> No | 1 <input style="width: 20px;" type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="button" value="Choose File"/> No file chosen |
| Russell Wilson  | <input type="radio"/> Yes <input checked="" type="radio"/> No |   |   |   |

By clicking Verified for a game, you certify that the information has been verified by the Athletic Director. Double check the information before clicking "Verify", after you verify you can not edit this weeks information.

Verify

**NOTE:** Once you click **Verify**, the information is locked and cannot be edited, so be sure the information is correct. If an error does happen, just let NCHSAA know, and we can correct it on our end.

6. After you've entered the week's information and click **Verify**, you will go to the **Summary** screen. It shows the running balance of quarters remaining for each player.

| Eight Quarter Follow-Up Form |     |         |     |     |     |         |      |           |
|------------------------------|-----|---------|-----|-----|-----|---------|------|-----------|
| Weeks                        |     | Summary |     |     |     | Players |      |           |
| Player                       | W 1 | W 2     | W 3 | W 4 | W 5 | W 6     | Used | Remaining |
| Tom Brady                    | 0   |         |     |     |     |         | 0    | 8         |
| Patrick Mahomes              | 1   |         |     |     |     |         | 1    | 7         |
| Russell Wilson               | 0   |         |     |     |     |         | 0    | 8         |