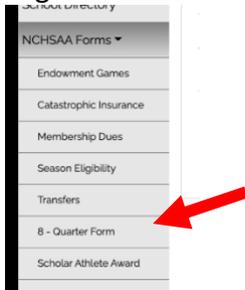


Entry for Eight Quarter Set-up and Follow-Up Form Instructions

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

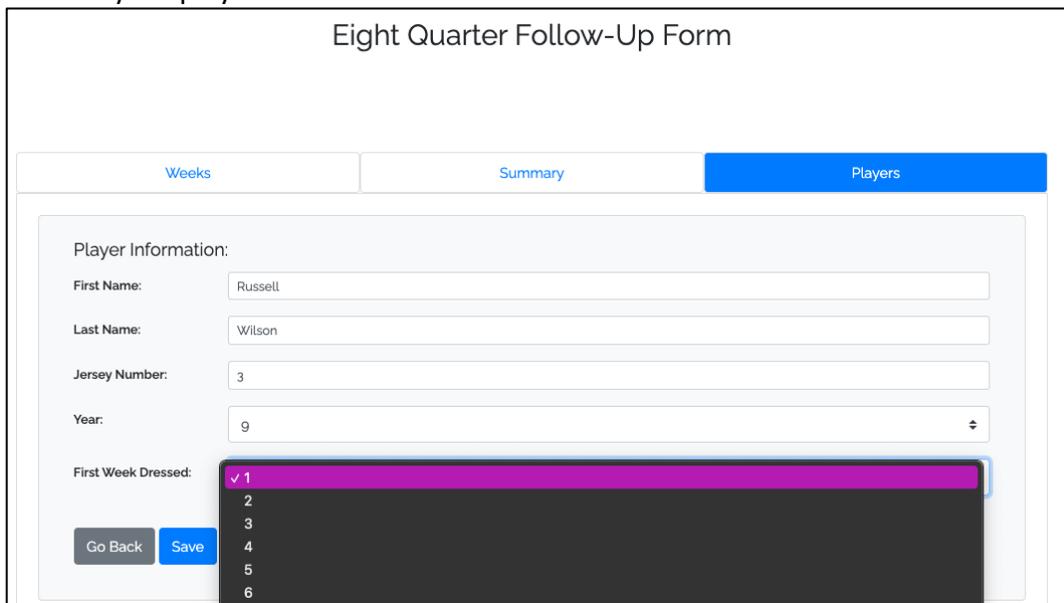


2. The first step is to add your players for the season. Click on the **Players** tab.
Note: This can be done throughout the season, not just at the beginning.



NOTE: All classifications are allowed 10 players (New in 2021-2022)

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. The 'Player Information' section contains the following fields:

- First Name: Russell
- Last Name: Wilson
- Jersey Number: 3
- Year: 9
- First Week Dressed: A dropdown menu is open, showing options 1 through 6. Option 1 is selected and highlighted in purple.

At the bottom of the form, there are two buttons: 'Go Back' and 'Save'.

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 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

Access for Football Coaches

If you want to provide access to the Eight Quarter Form for your football coach, do the following steps:

1. **School Setup > Users**
2. Click the **Blue Plus button**
3. Enter in:
 - Email - *your email will auto-populate here, just type over that email*
 - Password - *just create a default password*
 - First and Last Name
 - Athletic Faculty Type = Assistant or Head Coach
 - User Type = Coach
 - User Active Year
 - Status = Active
4. Under **Sport Permission** and **Modules**, you can select as few or as many features as you want the individual to have.

If you just want them to have access to this, only check **Eight Quarter Form** under **Modules**.

Then click **Save**.