

Please follow the instructions to begin the process: Remember when working on this site each step has a help button.

Logging into your school's administration page:

1. Log onto website – <http://www.wvssac.org>
2. Click **Admin Login** (upper right side of screen)
3. Login ID is your school code number. (located in The August Interscholastic, on the website or in the back of School Personnel Directory)
4. Password for the initial login is the same as school code number.
5. It will immediately prompt you to enter another password. This is your password and should only be given to the individual responsible for submitting information to the WVSSAC.
6. After new password you will be directed to school information page to enter further information about your school and the sports you participate in.

Entering your school's contact information:

If this is your first time logging into the administration page, then you will automatically be directed to the School Information page and you can skip step 1 below.

1. Click on **Edit School Information**.
2. Fill in the information requested on the form.
3. Be sure to enter email addresses.
4. Click on **Update School Info**
5. After the page refreshes, click on **Continue** to select the Varsity sports or activities in which your school will participate.

Selecting the sports or activities that your school will participate in during the coming school year:

1. Select the sports in each category (Varsity, Freshmen, Middle/Junior High).
2. Click on the box next to each sport or activity that your school will have participating students.
3. Checked boxes can be emptied by clicking on them.
4. Click on **Update Sports Info** to save your list of sports and/or activities.
5. Click on **Continue** to move on to select the Freshmen sports or activities in which your school will participate.

Menu selection from the main administration page:

This is the main administration page. After your first time logging into the site, you will be directed here each time immediately after logging in.

You can choose from several links:

1. **Edit School Information** - This is the area that you just finished submitting. It includes school contact info and sports/activity selection.
2. **Change Password** - You have already changed your password if you are on this page, but you may need to change the password periodically to insure security of your important information.
3. **Submit Eligibility Form** - This is the area that you will use to submit individual students to each sport's eligibility certificate.
4. **Eligibility Certificates on File** - On this page, you will be able to view a report detailing which sports your school is active in and of those, which ones you have an Eligibility Certificate on file.
5. **Logout** - This is the link to click to fully log you out of your database. This will insure that no one can see the database without a valid School ID and Password.

Adding students to a sport's eligibility certificate:

1. Click on the link Submit Eligibility Form to begin the next phase of the process.

If you previously selected the sports and/or activities that your school will be participating in on the School Information page, then they should be available in the drop-down list.

2. Select either Varsity, Middle/Junior or Freshmen, by clicking the dot next to the selection. (A black dot will appear in the selected choice.)
3. Select **Continue** to choose a sport to move on to the next selection.
4. Select **Back** to return to the main administration page.
5. Select the sport or activity that you want to add students to the eligibility certificate you are creating.
6. Click Continue to move on to the next phase of the certificate creation.
7. Select from the drop-down menus, the month, day and year of the date of the first contest.
8. Select from the drop-down menu the semester that this certificate will cover.
9. Select from the drop-down menus, the month, day and year that the semester will begin.
10. Fill in the name of the coach or director of the sport or activity.
11. Fill in the name of the principal of your school.
12. Click **Update** to save this section of the form.
13. After the page refreshes, click on **Continue** to move on to enter student data.

Entering student data for the Eligibility Certificate:

In the student data section, you will be able to enter required information for each student in the sport or activity you previously selected to create an eligibility certificate.

- a.) *If you have previously entered students into the database, the number will be seen in parentheses next to student data, i.e. **Student Data (97)**.*
- b.) *The sport that you previously selected will be seen near the top of the form, just below the name of your school, i.e.*

Eligibility Certificate - Track(G).

Begin entering student data:

Entering a new student:

1. Fill in the student's information.
2. Click on **Add/Update Certificate** to add the student to the eligibility certificate you are creating for the sport you previously selected.

The form will clear, ready for you to input the data for the next student. A message will assure you that the previous student's data was added successfully.

Begin entering student data:

Loading a student's previously saved data:

1. Select the student data that you wish to edit from the drop down list.
2. Click on **Load** to fill the form with the student's data.
3. Edit anything on the form.
4. Click on **Add/Update Certificate** to save your changes.
5. After loading a student's information, click on **Delete This Student**, if you wish to remove the student from the sport you are working with.

The form will clear, ready for you to input the data for the next student. A message will assure you that the previous student's data was updated successfully.

Begin entering student data:

Loading a student's previously saved data from their previously saved eligibility form from another sport or activity:

If you have previously saved student data for an eligibility form for another sport or activity, you can load that information into the form and save it to create a cloned eligibility certificate for that student in a new sport or activity.

1. Select the dot next to **Show All Certs, or Sport (If you are currently in Varsity Baseball, for example, you may select Baseball to select from students from all levels of the sport)** by clicking on it.
2. Click on the **Load** button to fill the drop down list with students from all sports at your school that you have previously saved eligibility certificate information into the online database.
3. Select a student from a sport other than the one you are creating an eligibility certificate for, from the drop-down list.
4. Click on **Load**, to fill the form with that student's data, entered previously for another sport or activity.
5. Make any changes, if you need to, and click on **Add/Update Certificate** to add the student to the eligibility certificate for the sport you are working on. This will save you a lot of time entering repetitive data for students participating in more than one sport or activity.

View/Print your Eligibility Certificate:

1. Click on **View/Print Certificate** to move on to your completed eligibility certificate for the sport.

The completed eligibility form is displayed with each student's pertinent information displayed. At the bottom of the form, the total number of students is displayed, with a breakdown of all participating grades.

2. Click on **Back**, if you want to continue adding more students to the certificate. You can always come back and edit, add or delete a student's information from the eligibility certificate.
3. Click on **Print** if you wish to print the Eligibility Certificate for your records.
4. Click on **Exit** to return to the main administration page.

Check your school's status on the submission of Eligibility Certificates for each participating sport:

1. Click on the link titled, **Eligibility Certificates on file:**

This page generates a report that lists all the sports and activities in which the WVSSAC require submission of eligibility certificates for all schools.

There are two rows of data.

The first row, designated with a "S" displays the status of eligibility certificates submitted by your school for Varsity sports and activities.

The second row, designated with a "F" displays the status of eligibility certificates submitted by your school for Freshmen sports and activities.

The third row, designated with a "M" displays the status of eligibility certificates submitted by your school for Middle and Junior High School sports and activities.

2. A blank square in the column below a sport indicates that your school has selected not to participate. If this is incorrect, you can add the sport in the School Information section of the administration page, by clicking the box next to the sport and clicking on **Add/Update** to save the change.
3. An "0" in the column below a sport, indicates that your school has selected to participate in the sport or activity, but have yet to submit your eligibility certificate to the WVSSAC. If this is in error and you do not wish to participate in the sport or activity, then you can remove the sport in the School Information section of the administration page, by clicking the checked box next to the sport and clicking on **Add/Update** to save the change.
4. An "X" in the column below a sport indicates that your school plans to participate in the sport or activity and you have submitted an eligibility certificate for that sport or activity.