

Sample Planning Calendar

Month	Activities	Account Links
June – July	Update Degree Progress from Summer School Activity	Student-Athlete: Deg. Progress
	Review Users and Groups (Single-Source Sign-On System)	
	Roll Over Academic Year	Tools: New Academic Year
	Review Main Page Announcements	Administration: Message
	Verify: <ul style="list-style-type: none"> Member Information Financial Aid Sport Sponsorship COA/GIA Academic Calendar 	Setup
	Transfer Recruiting Information	Tools: Recruiting Startup
	Create the Incoming Student-Athlete Records	Recruiting: Make S-A Import: CSV or XML Student-Athlete: New Student
	Roll Over Current Student-Athletes into the New Academic Year	Tools: Sport Season Startup
	Following Roll Over, Review Student-Athletes Sport Status (e.g., Assigned to Correct Teams, Medically Exempt, Exhausted Eligibility, Seasons Used and Years of Aid Received)	Student-Athletes: Sports
	Declare Playing and Practice Seasons	Playing Seasons: Sports
August – September	Enter Financial Aid Awards for the Upcoming Academic Year	Student-Athletes: Financial Aid
	Update Student-Athlete Records	Student-Athlete: Detail
	Certify Eligibility for Fall Practice/Competition	Student-Athlete: Initial Student-Athlete: Transfer Student-Athlete: General
	Generate Squad Lists Prior to First Fall Competition in Each Sport	Reporting: Standard Reports
November	Create Records for NLI Signees	Recruiting: New PSA Recruiting: Detail Recruiting: NLI/Offer
December – January	Create Records for Student-Athletes Enrolling at Mid-Year	Student-Athlete: New Student
	Certify Eligibility for Spring Practice/Competition	Student-Athlete: Deg. Progress Student-Athlete: General
	Generate Squad Lists Prior to First Spring Competition in Each Sport	Reporting: Standard Reports
February – April	Create Records for NLI Signees	Recruiting: New PSA Recruiting: Detail Recruiting: NLI/Offer
	Begin Tracking Eligibility Center Status	Recruiting: Detail
May	Update Degree Progress	Student-Athlete: Deg. Progress