

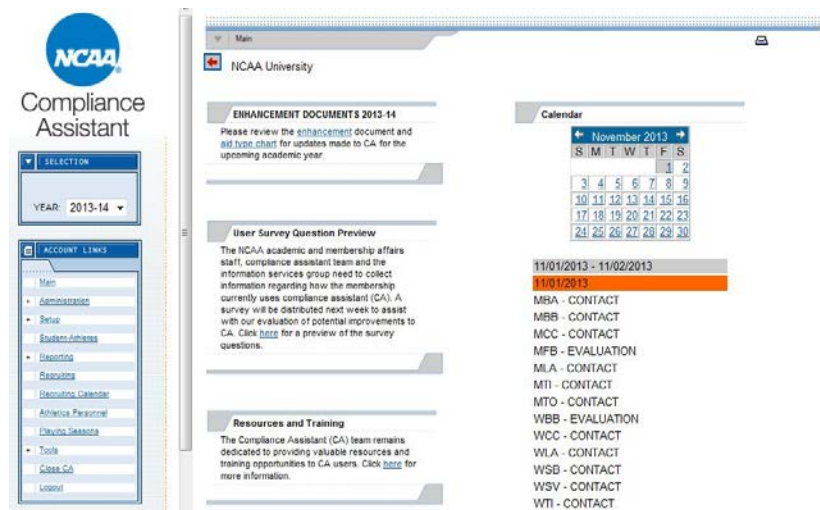
1 Main Screen, Messages & Calendar

This chapter includes information regarding the Main screen, the Message Administration screen and the Calendar sections of the Compliance Assistant (CA) program, including:

- How to access the Main screen of the CA program
- How to add, hide and delete institutional messages that appear on the Main screen
- How to add, modify and delete events on the calendar on the Main screen

Main Screen

- The Main screen is available when the user first logs into the CA program. The Main screen also may be accessed while in another area of the CA program by clicking **"Main"** in the Account Links menu on the left side of the screen.



- Messages from the national office appear on this screen. Users should check this screen often for helpful tips and important announcements from the CA team.
- Users have the ability to add their own institutional messages to this screen.
- The calendar allows the user to track any event, deadline or date.
- NCAA recruiting calendars and contests for the current day are provided on this screen.
- National Letter of Intent (NLI) signing periods are noted on the calendar.

- Links to important CA information (e.g., User Guide, Helpful Tips documents) are provided in the "Helpful Links" section of this screen.

Message Administration

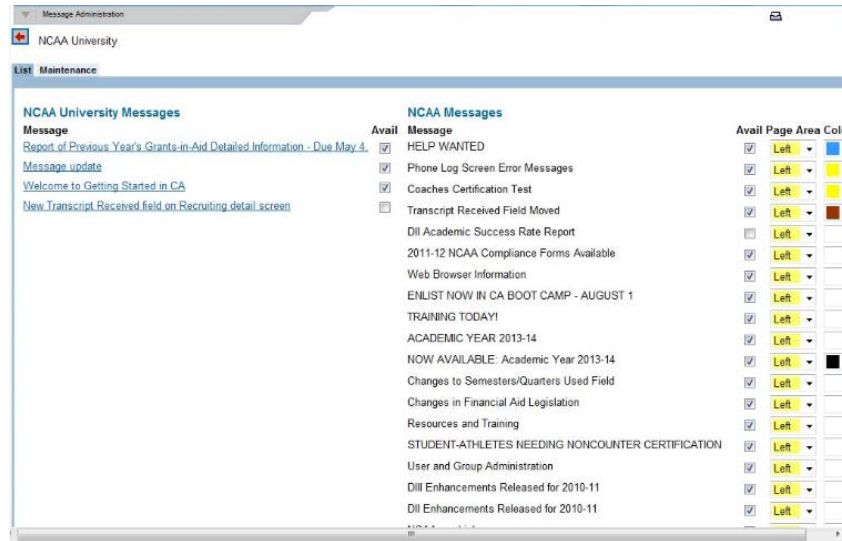
- The Message Administration screen is accessed by clicking "Administration" and "Message Administration" in the Account Links menu on the left side of the screen.
- This screen allows a user to create messages that will appear for its institutional users to view.

How to Add an Institutional Message to the Main Screen

1. Click "**Administration**" in the Account Links menu on the left side of the screen, and then click "**Message Administration.**"

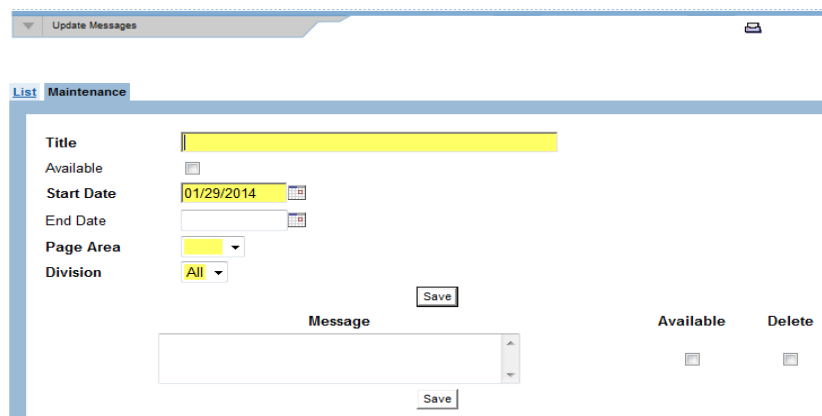


2. A list of the current messages on the Main screen (e.g., NCAA Messages) appears.



Note that the "Avail", "Page Area" and "Color" options can be changed to customize NCAA messages on the main screen.

- a. If a check mark is in the check box for the "Avail" column for a particular message, that message will appear on the Main screen. If the "Avail" check box is not checked for a particular message, the message will not appear on the Main screen, but it will not be deleted (it will be hidden and available for future use).
 - b. The "Page Area" drop-down box indicates the location of messages on the Main screen (i.e., "Right" or "Left").
 - c. The "Color" drop-down box indicates the color of the text for the NCAA message.
3. To create a new message, click the "Add New Message" button located at the bottom of the screen.
 4. An Update Messages screen appears.



- a. Enter the "Title" (or heading) for the message.
- b. Click the "**Available**" check box to place a check mark in the box if the message should appear on the Main screen.
 - Click the check box again to remove the check mark if the message should not appear on the Main screen.
 - Note that the "Available" check box located to the right of the "Message" field also needs to have a check mark in order for the message to appear on the Main screen.
- c. Enter the "Start Date" and "End Date."
 - These dates may be manually entered or chosen by clicking the calendar icon.
 - The "Start Date" and "End Date" represent the first and last date that the message will appear on the Main screen.
- d. Click the drop-down box for the "Page Area" field to indicate the location of the message on the Main screen (i.e., "Left" or "Right").
- e. Type the body of the message in the "Message" text field.
- f. Click the "**Available**" check box located to the right of the "Message" field to place a check mark in the box. Note that the "Available" (Avail) check box near the top of this screen also must be checked in order for the message to appear on the Main screen.
- g. Click the "**Save**" button and the message will appear on the Main screen.

How to Hide an Institutional or NCAA Message

1. Click "**Administration**" in the Account Links menu on the left side of the screen, and then click "**Message Administration.**"
2. A list of the current messages on the Main screen appears.

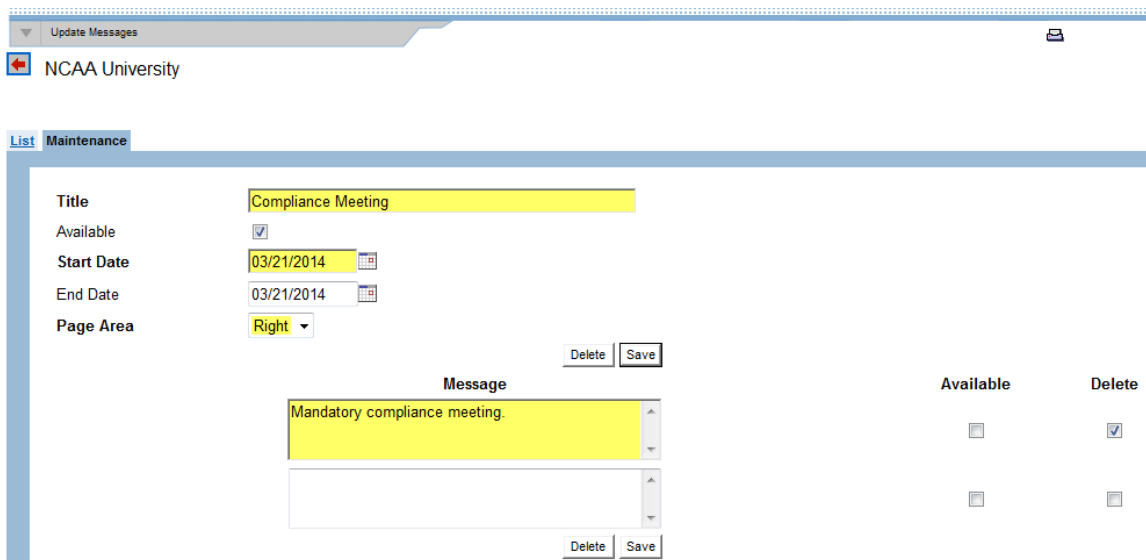
NCAA University Messages	
Message	Avail
Institution's announcements	<input checked="" type="checkbox"/>
Recruiting logs due	<input type="checkbox"/>
Compliance Meeting Tomorrow	<input checked="" type="checkbox"/>

3. The check boxes in the "Avail" column indicate whether the message will appear on the Main screen.

- a. If a check mark is in the "Avail" check box, the message will appear on the Main screen as long as the End Date has not expired if one was entered.
 - b. If a check mark is removed from the "Avail" check box, the message will not appear on the Main screen, but it will not be deleted (it will be hidden and available for future use).
 - c. Note that when the message should appear again on the Main screen, a check mark can be placed in the "Avail" check box as long as no End Date has been entered or has expired.
4. Click the "**Avail**" check box to remove the check mark and hide the message.
 5. Click the "**Save**" button.

How to Delete an Institutional or NCAA Message

1. Click "**Administration**" in the Account Links menu on the left side of the screen, and then click "**Message Administration.**"
2. A list of the current messages on the Main screen appears.
3. Click the message to be deleted.
4. To delete the text of a message but not delete the entire message (which includes the "Title" and "Start Date"):
 - a. Click the "**Delete**" check box next to the "Message" text to place a check mark in the box.



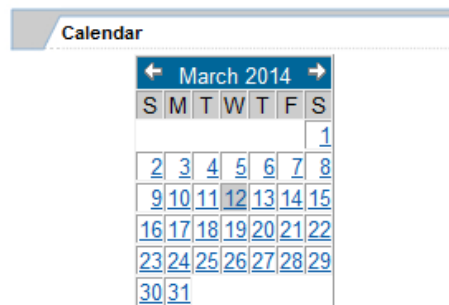
- b. Click the **"Save"** button (do not click the **"Delete"** button since the entire message, including the "Title," will be deleted).
 - c. The message text will be deleted but the rest of the message information will be available for future use.
 5. To delete the entire message (including the "Title" and "Start Date"):
 - a. Click the **"Delete"** button located at the bottom of the screen.
 - b. A message will appear asking: "Are you sure you want to delete this title and the message associated with it?"
 - Click the **"OK"** button to delete the title and message, or
 - Click the **"Cancel"** button to keep the title and message.

Calendar

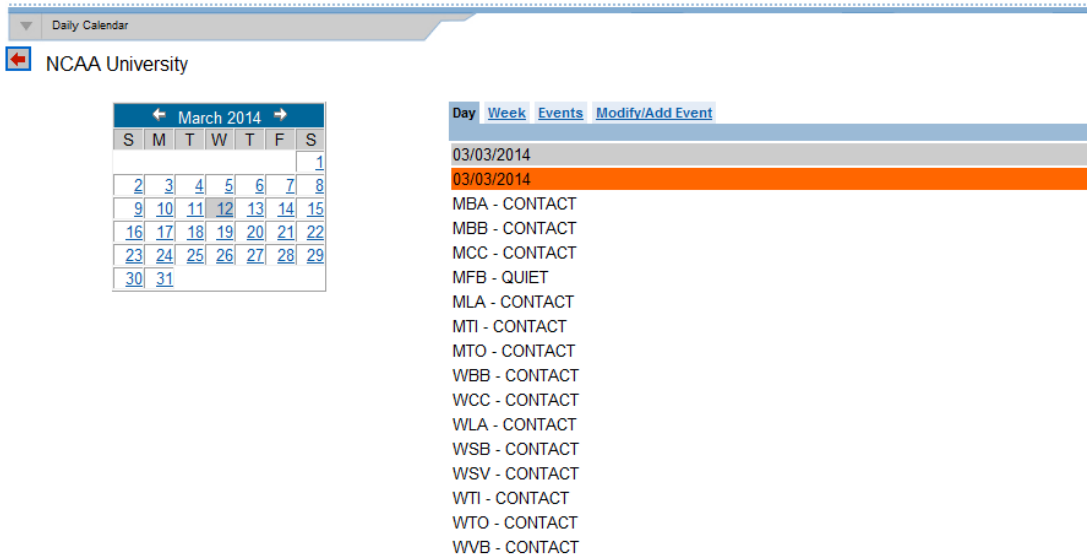
- The calendar allows the user to track any event, deadline or date.
- NCAA recruiting calendars and contests for the current day are also provided under the calendar.
- National Letter of Intent (NLI) signing dates/periods are also available on the calendar.

How to Add an Event to the Calendar

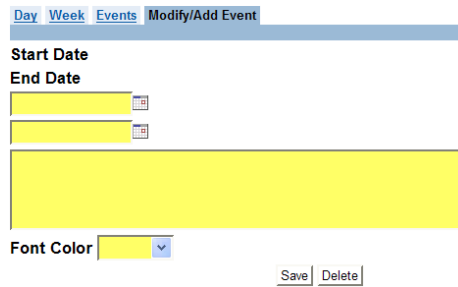
1. Click **"Main"** in the Account Links menu on the left side of the screen.
2. Click a date on the calendar for which an event is to be listed.



3. A daily calendar screen appears.



- a. Click the **"Day"** tab to view the events for the chosen day.
 - b. Click the **"Week"** tab to view the events for the chosen week.
 - c. Click the **"Event"** tab to view all of the events for the chosen month.
4. To add a new event, click the **"Modify/Add"** Event tab.

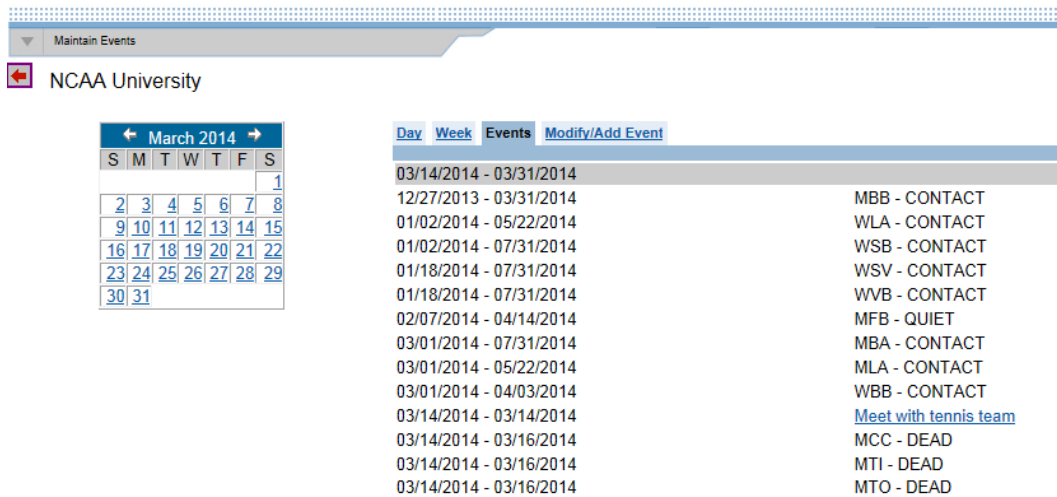


- a. Enter the "Start Date" in the first yellow field and the "End Date" in the second yellow field.
 - These dates may be manually entered or chosen by clicking the calendar icon.
 - If the event is only one day, enter the same "Start Date" and "End Date."

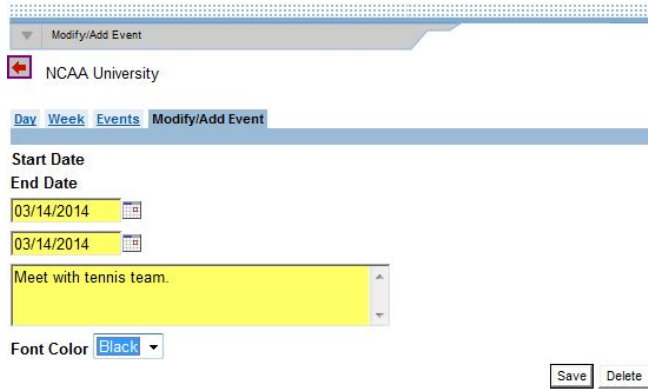
- b. Enter a description of the event in the large text box.
- c. Click the **"Font Color"** drop-down box to select the color of the text.
- d. Click the **"Save"** button.
- e. The event will appear for the chosen date(s) underneath the calendar on the Main screen.

How to Modify an Event on the Calendar

- 1. To modify an existing event; click the date on the calendar on which an event will be changed.
- 2. Click the **"Events"** tab.
- 3. A Maintain Events screen appears.



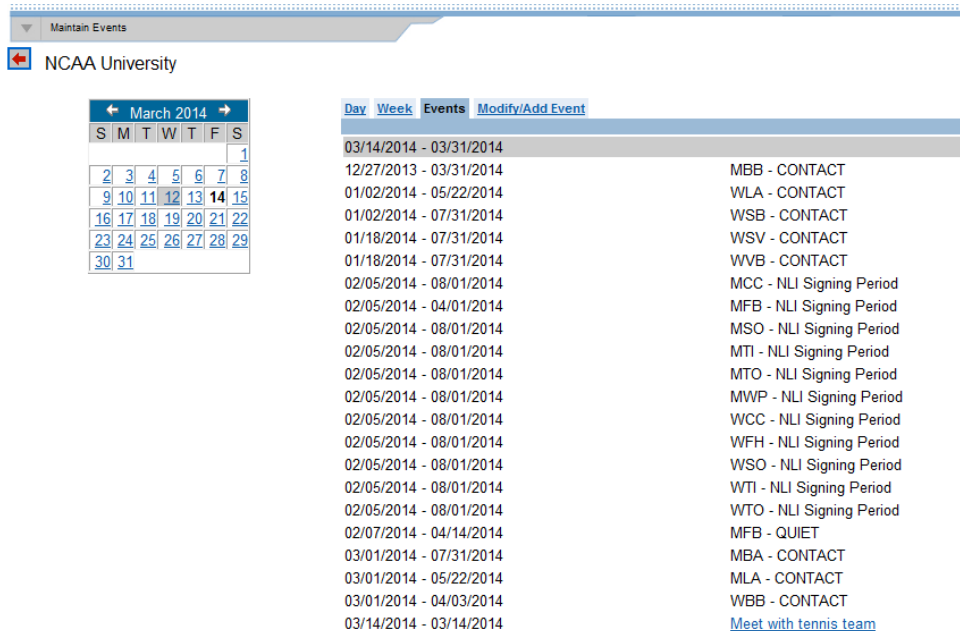
- a. The column on the left indicates the time period for that event. The column on the right indicates the event.
- b. If the event was entered by the user, it is underlined and may be changed by clicking the underlined link. In this example, the "Meet with tennis team" may be modified.
- 4. Click the link for the event to be modified.
 - a. The Modify/Add Event screen appears.



- b. Modify the event as necessary.
- c. Click the "Save" button.
- d. Click "**Main**" in the Account Links menu on the left side of the screen to return to the Main screen.

How to Delete an Event from the Calendar

1. To delete an existing event; click the date on the calendar on which an event will be deleted.
2. Click the "**Events**" tab.
3. A Maintain Events screen appears.



- a. The column on the left indicates the time period for that event. The column on the right indicates the event.
 - b. If the event was entered by the user, it is underlined and may be deleted by clicking the underlined link. In this example, the "Meet with tennis team" event may be deleted.
4. Click the link for the event to be deleted.
 5. Click the "**Delete**" button to delete the event.
 - a. Please note that after clicking the "**Delete**" button, a warning message does not appear before the event is removed.
 - b. If the "**Delete**" button is pressed mistakenly, the user will need to add the event again.

How to Modify or Delete a Contest from the Calendar

- To modify or delete a contest that appears on the Calendar, the user should edit the contest through the Contest tab in the Sports Sponsorship screen in the Setup area (See Sports Sponsorship section in Chapter 4) or in the Playing Seasons area (See Contests Screen section in Chapter 9).