

13 Tools

This chapter includes information regarding the Tools area of the CA program, including:

- Accessing Tools Information
- New Academic Year
- Sport Season Startup
- Recruiting Startup
- Coach Startup
- Session Maintenance
- Comma Separated Value (CSV) Import/Export
- NCAA ID Lookup



Accessing Tools Information

The Tools screens described in this chapter are accessed by clicking "Tools" in the Account Links menu on the left side of the screen.



New Academic Year

- The New Academic Year section is accessed by clicking "New Academic Year" in the Account Links menu on the left side of the screen. **Please note that this is the initial step in the process of updating and rolling over any existing data.**
- The CA program stores the data in the Setup area (e.g., sports sponsored, financial aid fund codes) separately for each academic year. The New Academic Year option is provided so that users do not need to enter their institution's setup information each year.

- This function prepares the account for the next academic year. Setup information from the current year is carried over to the next academic year.

How to Set Up a New Academic Year

1. Click "New Academic Year" in the Account Links menu on the left side of the screen.

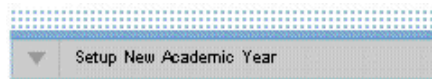
GENERAL INFORMATION:

- The Setup function will create the next academic year and copy financial aid sources, COA/GIA and sport sponsorship information.
- Conference affiliation information will become available annually as of approximately September 1.

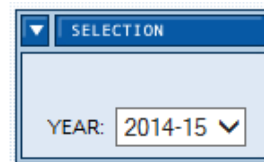
WARNING:

- Annual enhancements are implemented in late spring/early summer following the conclusion of the legislative cycle.
- Rolling over to the next academic prior to this time may affect CA functionality, including the ability to track certain legislation and the availability of new features.
- The CA team recommends waiting until July 1 to perform the Setup function.
- The Setup function cannot be undone once it has been performed.

2. A Setup New Academic Year screen appears.
 - a. Click the "**Setup (year)**" button.
 - b. A message appears stating that "The next academic year has been setup." This year is now available for the user to select in the "Year" drop-down box in the Selection area of the screen.



The next academic year has been setup.



3. If the New Academic Year function has already been performed for a particular year, a message appears informing the user that the next academic year cannot be setup.

The 2015-16 academic year cannot be setup at this time.

Sport Season Startup

- The Sport Season Startup section is accessed by clicking "Sport Season Startup" in the Account Links menu on the left side of the screen.
- This function transfers student-athletes' information to a new academic year, and automatically adjusts several fields (e.g., increasing the "Seasons used" and "Years received aid" fields, if necessary).
- The user indicates which student-athletes are returning to the team, and the CA program automatically creates and updates the student-athletes' sport information records in the new academic year.

How to Perform Sport Season Startup

1. Click "Sport Season Startup" in the Account Links menu on the left side of the screen.
2. A Sport Season Startup screen appears.

Sport Season Startup

From Year: 2008-09

To Year: 2009-10 (Must be greater than From Year)

Sport: Football

Available Students

John Doe
Ringer Recruit2
Ringer Recruit3
Ringer Recruit6

Selected Students

>>
>
<
<<

Save

- a. In the "From Year" drop-down box, select the appropriate year from which the user will select student-athletes to add to the new academic year.
- b. In the "To Year" drop-down box, select the appropriate year to which the student-athletes should be added. Note that the "To Year" must be greater than the "From Year."

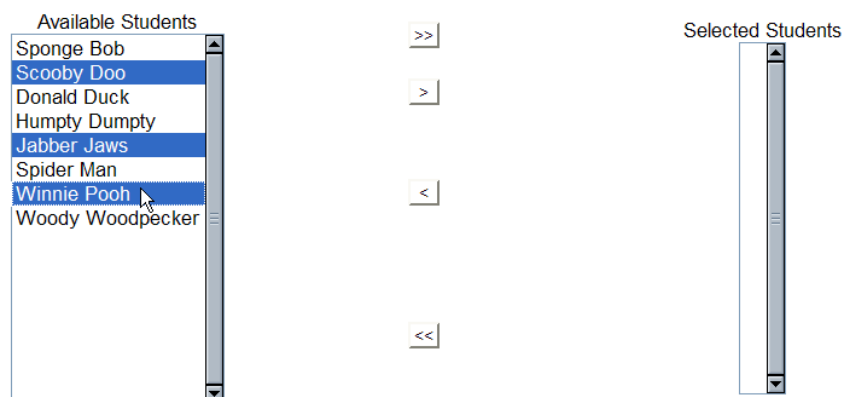
- c. In the "Sport" drop-down box, the user may select the sport from which the user will select student-athletes. If the user chooses the sport-by-sport rollover method, they must select each sport to roll over the specific sport records separately. For a multi-sport student-athlete, select "Any" to rollover appropriate records for all sports in which the student-athlete participates.
- d. Select the student-athletes to be transferred to the new year.
 - The box labeled "Available Students" lists those student-athletes in the institution's account who have not yet been transferred to the new year. The box labeled "Selected Students" lists the student-athletes who will be transferred to the new year.
 - To move all student-athlete names from the "Available Students" box to the "Selected Students" box, click the double "**Right Arrow**" button between the boxes. Please note that names do not need to be highlighted to move the names to the "Selected Students" box.



- To move an individual student-athlete from the "Available Students" box to the "Selected Students" box (since some students may be graduating or not returning to the team for other reasons), highlight the student-athlete's name and click the single "**Right Arrow**" button between the boxes.



- Please note that multiple names may be highlighted by holding down the "Control" key on the keyboard while clicking the names.



- If student-athlete names in the "Selected Students" box actually should not be transferred to the new year, the names can be moved back to the "Available Students" box by highlighting the name and clicking the single "**Left Arrow**" button (to bring individual names), or by clicking the double "**Left Arrow**" button (to bring all names).



- e. Click the "**Save**" button and the CA program will create student-athlete sport information records in the new year for the selected student-athletes.
- f. A message stating "student-athlete(s) were added to the current academic year" appears at the top of the screen, and the names no longer appear in either box.
- g. If a student-athlete was mistakenly transferred to the new academic year, the Sport Season Startup cannot be used to take a student-athlete out of that year.
 - A student-athlete may be removed from the squad list by removing him or her from the sport in the new year.
 - To remove a student-athlete from the sport, click the "**Delete Sport**" button on the student-athlete's Sports screen.
 - Do not click the "**Delete Student**" button or the student-athlete will be removed from all academic years and not just the year in which the program is set when deleting.

Recruiting Startup

- The Recruiting Startup section is accessed by clicking "Recruiting Startup" in the Account Links menu on the left side of the screen.
- This section allows the user to bring prospective student-athlete information from a previous year to the most recent academic year in order to continue tracking the recruitment of a prospect in the Recruiting area for the new academic year.

How to Perform Recruiting Startup

1. Click "Recruiting Startup" in the Account Links menu on the left side of the screen.
2. A Recruiting Startup screen appears.

Recruiting Startup

From Year: 2008-09

To Year: 2009-10 (Must be greater than From Year)

Sport: Field Hockey

Available Prospects

- 1 PSA
- 2 PSA
- 3 PSA

Selected Prospects

>>

>

<

<<

Save

- a. In the "From Year" drop-down box, choose the appropriate year from which the user will select prospective student-athletes to add to the new academic year.
- b. In the "Sport" drop-down box, choose the sport from which the user will select prospective student-athletes (or choose the "All" option to receive a list of available prospective student-athletes in all sports).
- c. Select the prospective student-athletes to be transferred to the new year.
 - The box labeled "Available Prospects" lists those prospective student-athletes in the institution's account who have not yet been transferred to the new year. The box labeled "Selected Prospects" lists the prospective student-athletes whose names will be transferred to the new year.
 - To move all prospect names from the "Available Prospects" box to the "Selected Prospects" box, click the double "**Right Arrow**" button between the boxes. Please note that names do not need to be highlighted to move the names to the "Selected Prospects" box.

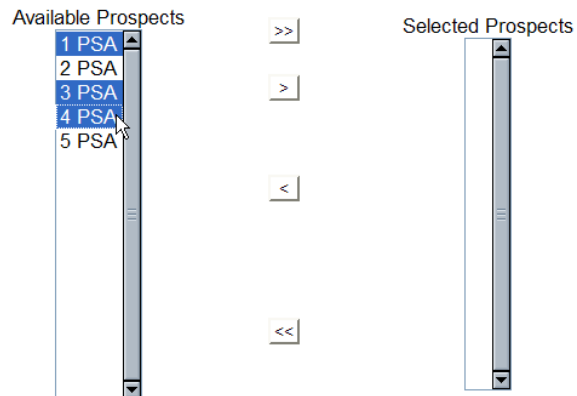


- To move an individual prospect from the "Available Prospects" box to the "Selected Prospects" box (since some prospects may be transferred into

the student-athlete area of the CA program and are no longer being recruited), highlight the prospect's name and click the single "**Right Arrow**" button between the boxes.



- Please note that multiple names may be highlighted by holding down the "Control" key on the keyboard while clicking the names.



- If prospect names in the "Selected Prospects" box actually should not be transferred to the new year, the names can be moved back to the "Available Prospects" box by highlighting the name and clicking the single "**Left Arrow**" button (to bring individual names), or by clicking the double "**Left Arrow**" button (to bring all names).



- Click the "**Save**" button and the CA program will carry over the prospective student-athletes' recruiting information to the most current academic year.
- A message stating "Prospective student-athlete(s) were added to the current academic year" appears at the top of the screen, and the names no longer appear in either box.
- If a prospective student-athlete was mistakenly transferred to the new academic year, the Recruiting Startup cannot be used to take a prospect out of that year. Please note that if the "**Delete PSA**" button is clicked for any prospect in the

Recruiting area, that prospect will be deleted for all years and not just the year in which the program is set when deleting.

Coach Startup

- The Coach Startup section is accessed by clicking "Coach Startup" in the Account Links menu on the left side of the screen.
- This section allows the user to bring coaches and athletics personnel from the current year into the next academic year to continue tracking their information in the Athletics Personnel section of the CA program for the new academic year.

How to Perform Coach Startup

1. Click "Coach Startup" in the Account Links menu on the left side of the screen.
2. An Athletics Personnel Startup screen appears.

- a. In the "From Year" drop-down box, choose the appropriate year from which the user will select the individual to add to the new academic year.
- b. In the "Sport" drop-down box, choose the sport from which the user will select an individual (or choose the "Any" option to receive a list of available individuals who are coaches and administrative personnel).
- c. Select the coaches and administrators to be transferred to the new year. In general, all administrative personnel and coaches will need to be rolled over each academic year.

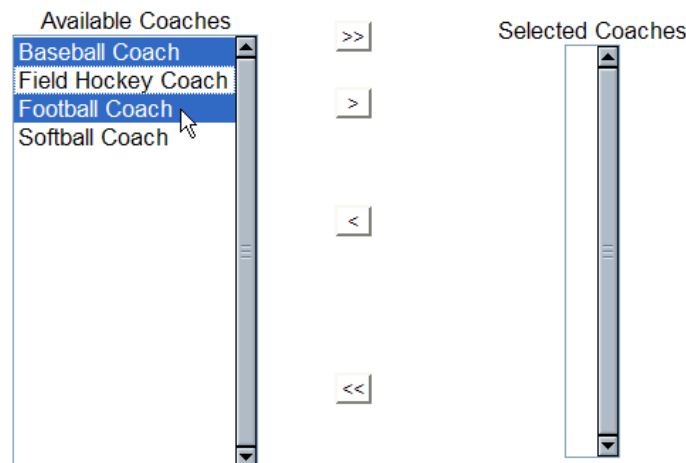
- Only those athletics personnel marked with a "No" in the "Inactive" field (on their Detail screens in the Athletics Personnel area) will appear to be rolled over to the next academic year.
- The box labeled "Available Coaches" lists those coaches and administrators in the institution's account who have not yet been transferred to the new year. The box labeled "Selected Coaches" lists those individuals whose names will be transferred to the new year.
- To move all names from the "Available Coaches" box to the "Selected Coaches" box, click the double "**Right Arrow**" button between the boxes. Please note that names do not need to be highlighted to move the names to the "Selected Coaches" box.



- To move an individual coach or administrator from the "Available Coaches" box to the "Selected Coaches" box, highlight the individual's name and click the single "**Right Arrow**" button between the boxes.



- Please note that multiple names may be highlighted by holding down the "Control" key on the keyboard while clicking the names.



- If athletics personnel names in the "Selected Coaches" box actually should not be transferred to the new year, the names can be moved back to the "Available Coaches" box by highlighting the name and clicking the single

"Left Arrow" button (to bring individual names), or by clicking the double **"Left Arrow"** button (to bring all names).



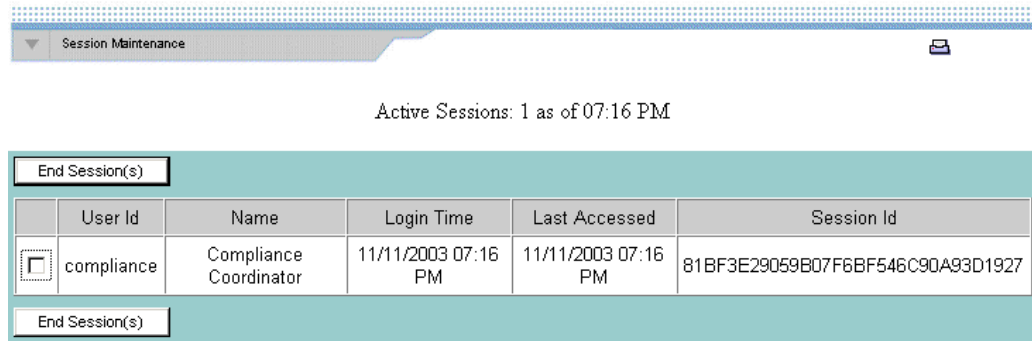
- d. Click the **"Save"** button and the CA program will carry over the coaches' or administrators' information to the most current academic year.
- e. A message stating "Athletics Personnel were added to the current academic year" appears at the top of the screen and the names no longer appear in either box.
- f. If an individual was mistakenly transferred to the new academic year, the Coach Startup cannot be used to take an individual out of that year. Please note that if the **"Delete Coach"** button is clicked for any coach or administrator in the Athletics Personnel section, that individual will be removed from all years and not just the year in which the program is set when deleting. Refer to Chapter 10, Athletics Personnel Information, for information on making athletics personnel "inactive."

Session Maintenance

- The Session Maintenance screen is accessed by clicking "Session Maintenance" in the Account Links menu on the left side of the screen.
- This section allows the user to view a list of other users logged onto the CA program, and to terminate those sessions if necessary.

How to View Names of Users Logged onto the CA Program

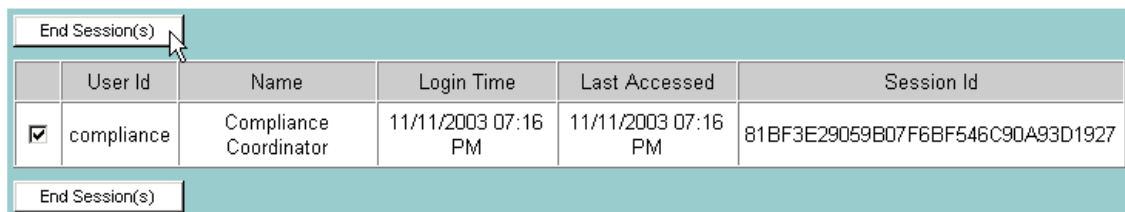
1. Click "Session Maintenance" in the Account Links menu on the left side of the screen.
2. A Session Maintenance screen appears.



3. The Session Maintenance screen shows the current number of active sessions of other users (if any). The "User ID," "Name," "Login Time," "Last Accessed" time and "Session ID" are listed for each user.

How to End Active Sessions

1. Click "Session Maintenance" in the Account Links menu on the left side of the screen.
2. A Session Maintenance screen appears.
 - a. Click the box in the first column (to place a check mark in the box) next to the names of the individuals whose sessions should be terminated.



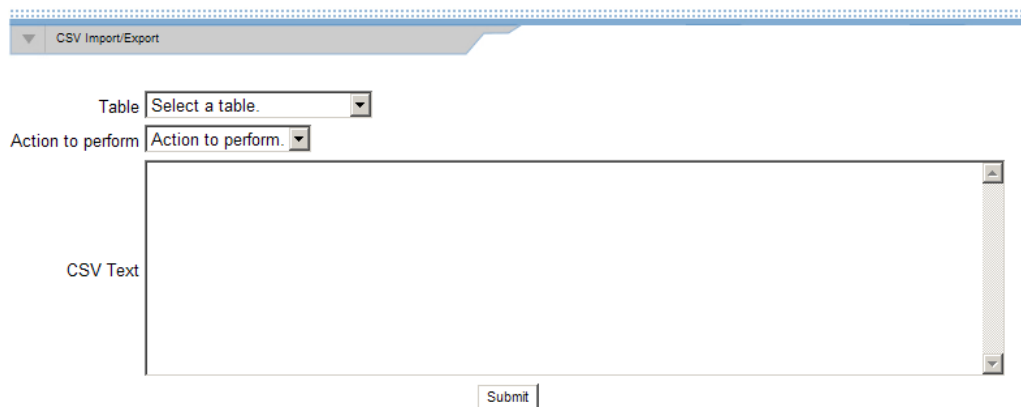
- b. Click the "**End Session(s)**" button.
 - c. A message appears stating "Session(s) were ended successfully" and the user is logged off of the CA program.

CSV Import/Export

- o A CSV file is used for the storage of data structured in a table. CSV is one type of a delimited text file, which uses a comma to separate values. Each line in the CSV file corresponds to a row in a table. Within a line, fields are separated by commas, each field belonging to one table column. The table columns include a column heading, also

separated by commas. CSV files are often used to move data between two different computer programs; for example, between a database program and a spreadsheet program.

- The CSV file format is very simple, and is supported by almost all spreadsheets and database management systems.
- Many programming languages have libraries available that support CSV files.
- The CSV Import/Export tool is accessed by clicking the "CSV Import/Export" link in the Account Links menu on the left side of the screen under Tools. If the "CSV Import/Export" link is not displayed, the user should contact the campus' single-source sign-on administrator to request access.
- The import feature can be used to move data from an institutional system (e.g. Banner, PeopleSoft), recruiting software or other application to CA via a CSV text file.
- The import feature can be used to add data to a group of student-athlete or prospect records (i.e., as a batch process); however, only one data table (e.g., Students, Student Sports, Student Awards) may be updated at a time.
- The importing of information into CA via the CSV Import tool can be automated. Information about this process may be accessed by clicking the "CSV Import/Export" link and reading the Automating CSV Import/Export Information section of the page. Please note that due to the number of different systems in use on member campuses, the CA team is unable to respond to questions from users who are seeking assistance with automating the import process. Users who wish to automate the import process are encouraged to contact their campus' information technology staff, CA users on other campuses or other resources if assistance is needed.
- Exporting data using the CSV Import/Export tool provides the user all data in the system stored in the Table selected.



The screenshot shows the "CSV Import/Export" tool interface. At the top, there is a tab labeled "CSV Import/Export". Below the tab, there are two dropdown menus: "Table" with the text "Select a table." and "Action to perform" with the text "Action to perform.". Below these menus is a large text area labeled "CSV Text" with a vertical scrollbar on the right side. At the bottom right of the text area, there is a "Submit" button.

Table

- The user's selection from the drop-down box for the field "Table" represents the area of the program/screen in which the user wants an action to be performed.
- Only one table can be used at a time.

Table Options:

- **Students** – selecting this table will affect the data on the Detail screen found in the Student-Athletes area of the program.
- **Student Sports** – selecting this table will affect the data on the Sports screen found in the Student-Athletes area of the program.
- **Student Guardian** – selecting this table will alter the data on the Guardian screen found in the Student-Athletes area of the program.
- **Student Aid Limits** – selecting this table will affect the data related to the grant-in-aid and cost of attendance on the Financial Aid screen found in the Student-Athletes area of the program.
- **Student Awards** – selecting this table will affect the data related to the aid awarded to the student-athlete on the Financial Aid screen found in the Student-Athletes area of the program.
- **Student Initial Eligibility** – selecting this table will affect the data on the Initial screen found in the Student-Athletes area of the program.
- **Student General Eligibility** – selecting this table will affect the data on the General screen found in the Student-Athletes area of the program.
- **Student Degree Progress** – selecting this table will affect the data related to the degree information and the progress towards degree chart on the Degree Progress screen found in the Student-Athletes area of the program.
- **Student Terms** – selecting this table will affect the term by term data (e.g. Hours Attempted, Hours Earned, Grade Point Average), by academic year, on the Degree Progress screen found in the Student-Athletes area of the program.
- **Prospects** – selecting this table will affect the data on the Detail screen found in the Recruiting area of the program.
- **Prospect Years** – selecting this table will affect the data on the Years screen found in the Recruiting area of the program.
- **Prospect Guardians** – selecting this table will affect the data on the Guardian screen found in the Recruiting area of the program.
- **Prospect Sports** – selecting this table will affect the data on the Sports screen found in the Recruiting area of the program.
- **Prospect Schools** – selecting this table will affect the data on the School screen found in the Recruiting area of the program.
- **Prospect Correspondence** – selecting this table will affect the data on the Correspondence screen found in the Recruiting area of the program.
- **Prospect Telephone Calls** – selecting this table will affect the data on the Phone Log screen found in the Recruiting area of the program.

- **Prospect Contacts** – selecting this table will affect the data on the Contacts/Evaluations screen found in the Recruiting area of the program.
- **Prospect Visits** – selecting this table will affect the data on the Official Visit screen found in the Recruiting area of the program.

Action to Perform

- The user's selection from the drop-down box for the field "Action to Perform" determines what action the program will perform with the data provided in the "CSV Text" box.

The user selection in the "Year" field located above the Account Links indicates the academic year for which data will be created, updated or deleted, unless otherwise indicated in the data file.

Action to Perform Options:

- **Information** – selecting this action provides the user the field names and descriptions for fields available in the selected "Table," as well as acceptable values for a particular field based on the field name entered into the "CSV Text" box (e.g., termCode: S1, S2, SU, I1, I2, Q1, Q2, Q3).
- **Export** – selecting this action provides the user all data stored in the system for the table indicated in the "Table" drop-down box. When using the Export action, users cannot set criteria or filters (e.g. selecting a single academic year) for the information provided in the Results area of the screen.
- **Create** – selecting this action allows the user to create new records in the table indicated in the "Table" drop-down box for the academic year selected in the "Year" field above the Account Links area.
- **Update** – selecting this action updates records that already exist in the system in the table indicated in the "Table" drop-down box.
- **Delete** – selecting this action deletes information that exists in the system in the table indicated in the "Table" drop-down box. **Be advised that choosing to delete information from the system results in a permanent loss of that data. Once the user clicks "Submit" for a delete procedure, records and data cannot be retrieved.**

How to Find Field Names in a Particular Table

1. Select the appropriate "Table" from the drop-down box.
2. Select "Information" from the "Action to Perform" drop-down box.
3. Click the "**Submit**" button.
4. Results are displayed in the Results area of the screen.
 - a. Results can be viewed in a separate window by selecting the window icon.

- b. Results can be copied to the clipboard by selecting the copy icon.



Example



CSV Import/Export

Table: Student Terms

Action to perform: Information

CSV Text

Submit

Results  

```

academicYear: Academic Year
cumGpa: Cumulative GPA
fullTimeFlag: Enrolled full-time for term
gpa: GPA for term
hoursAttempted: Total hours attempted for term
hoursCompleted: Total hours completed for term
hoursEarned: Total hours earned for term
remedialHours: Additional remedial hours taken for term
schoolSidNumber: School's ID for student
termCode: Term (i.e. S1,S2,SU,Q1,Q2,Q3,I1,I2)

```

How to Find the Acceptable Values for a Particular Field within a Table

1. Select the appropriate "Table" from the drop-down box.
2. Select "Information" from the "Action to Perform" drop-down box.
3. Enter the field name in the "CSV Text" box.
4. Click the **"Submit"** button.
5. Results are displayed in the Results area of the screen.
 - a. Results can be viewed in a separate window by selecting the window icon.
 - b. Results can be copied to the clipboard by selecting the copy icon.



Example:

CSV Import/Export



Table Student Terms

Action to perform Information

CSV Text

termCode

Submit

Results  

S1
S2
SU
I1
I2
Q1
Q2
Q3

How to Export Records

1. Select the appropriate "Table" from the drop-down box.
2. Select "Export" from the "Action to Perform" drop-down box.
3. Click the "**Submit**" button.
4. Results are displayed in the Results area of the screen.
 - a. Results can be viewed in a separate window by selecting the window icon.
 - b. Results can be copied to the clipboard by selecting the copy icon.



5. **Note:** External software programs can be used to manipulate the export file to extract pertinent data and/or combine multiple exports into one useful report. In a CSV Export all data stored in the system for the table selected will be provided in the results area of the screen.

Example:

Results

```

"orgId","psaId","aidAgreementSigned","birthDate","cellPhone","classRank","coachEmail","coachHomePh
"2675.0","2.0",,,,,,,,,,"0.0","0.0",,"N",,"Clark","N","M","0.0",,"Superman",,"K.",,"N",,"0.0
"2675.0","153790.0",,,,,,,,,,"0.0","0.0",,"Spider",,"N","M","0.0",,"Man",,"Y",,"0.0",,".
"2675.0","188918.0",,,,,,,,,,"0.0","0.0",,"Josie",,"N","M","0.0",,"walters",,"Y",,"1117899
"2675.0","256391.0",,"1987-12-10 00:00:00.0",,,,,,,,,,"0.0","0.0",,"Paul",,"N","M","0.0",,"Bow
"2675.0","256393.0",,,,,,,,,,"0.0","0.0",,"Jack",,"N","M","0.0",,"Black",,"-1",,"Y",,"258258
"2675.0","256395.0",,,,,,,,,,"0.0","0.0",,"Andrew",,"N","M","0.0",,"Riley",,"3",,"Y",,"87654
"2675.0","256399.0",,,,,,,,,,"0.0","0.0",,"Y",,"Faderricka",,"N","F",,"0.0",,"Brown",,"4",,"Y"
"2675.0","256400.0",,,,,,,,,,"0.0","0.0",,"billy",,"Y",,"M",,"0.0",,"bob",,"-1",,"N",,"0.0",,
"2675.0","256401.0",,,,,,,,,,"Coach Davis",,"0.0","0.0",,"Quintin",,"N","M",,"0.0",,"Harris",,
"2675.0","256402.0",,,,,,,,,,"0.0","0.0",,"Alan",,"N","M",,"0.0",,"Gould",,"-1",,"Y",,"100517
"2675.0","601021.0",,,,,,,,,,"0.0","0.0",,"ringerrecruit2@ringer.com",,"Ringer",,"N","M",,"0.0",,
"2675.0","601022.0",,,,,,,,,,"0.0","0.0",,"ringerrecruit3@ringer.com",,"Ringer",,"N","M",,"0.0",,
    
```

How to Create CSV Text

The text that is entered into the "CSV Text" box must have a header row. The header row must include the column headings, separated by commas. All column headings must exactly match (case sensitive) the CA field names for each field. These can be found by using the information in "How to Find Field Names in a Particular Table" listed previously in this chapter.

The header row is followed by the data. Each line of data relates to a single student-athlete or prospect, and contains the information the user intends to create, update, or delete. The data must be listed in the order of the column headings, and a comma must exist for each field, even if no value is entered for the field. A carriage return (or enter) must exist at the end of each line of data. For example, if the user has seven fields in the header row, then each line of data must contain six commas, and end with a carriage return (or enter), regardless of whether a value is being entered for each of the seven fields. If the information in a field includes a comma, then the entire field must be enclosed in quotation marks (see example below).

CSV Text

```

schoolSidNumber,firstName,lastName,address1,address2,city,state,postalCode,hsGra
duationDate,email,fulltimeEnrollmentTermAny,fulltimeEnrollmentTermHere,gender,tr
ansferredTo
12458799,Sam,Stewart,"123 Main Street, Apt.
A",,,Smalltown,IN,46206,,sstewart@email.com,S1,S1,,
    
```

Submit

In this example, the user is not populating address2, hsGraduationDate, gender or transferredTo and the address1 data includes a comma in the text for the field. Note that commas are used for the fields without information, and address1 data, which includes a comma separating the street address from the apartment number, is enclosed in quotation marks.

How to Create Records

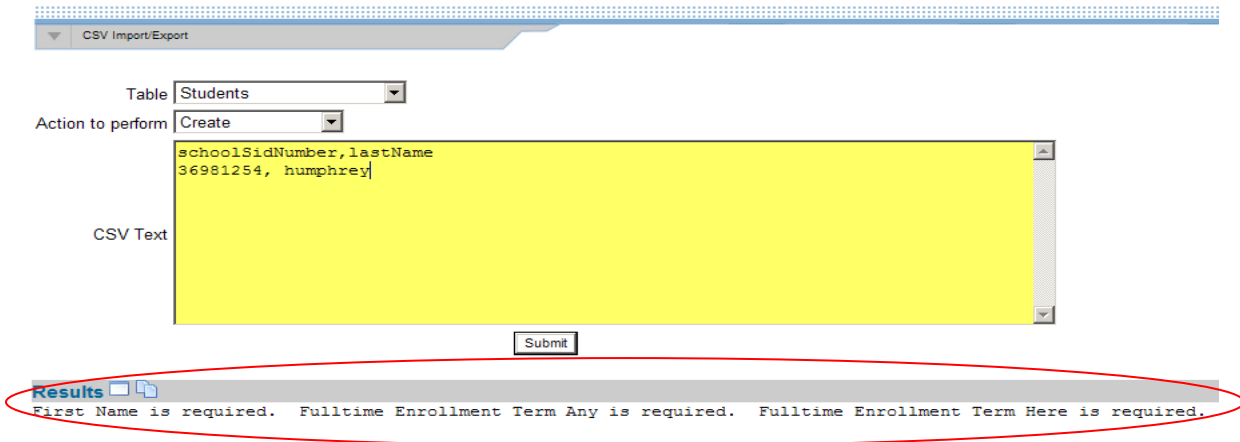
When creating records, the "schoolSidNumber", which uniquely identifies each student-athlete or prospect, is a required field. All required fields, including the "schoolSidNumber", must be included when creating records.

1. Select the appropriate "Table" from the drop-down box.
2. Select "Create" from the "Action to Perform" drop-down box.
3. Enter records to be created in the "CSV Text" box.
4. Click the "**Submit**" button.
5. Results are displayed in the Results area of the screen.
 - a. Results can be viewed in a separate window by selecting the window icon.
 - b. Results can be copied to the clipboard by selecting the copy icon.



Required Fields

When creating records, note that certain tables have required fields. Within CA, required fields have yellow backgrounds. For example, when creating records in the Students table, the required fields are "schoolSidNumber", "firstName", "lastName", "fulltimeEnrollmentTermAny" and "fulltimeEnrollmentTermHere". For the Detail screen in the Student-Athlete area of the program, the other required fields are "recruited", "fullTimeEnrollmentYearAny" and "fulltimeEnrollmentYearHere". If required fields are omitted from the CSV Text, a message will indicate which fields are missing. Use the information provided by the system to correct the data, and then submit the text again.



CSV Import/Export

Table: Students

Action to perform: Create

CSV Text:

```
schoolSidNumber,lastName
36981254, humphrey
```

Submit

Results

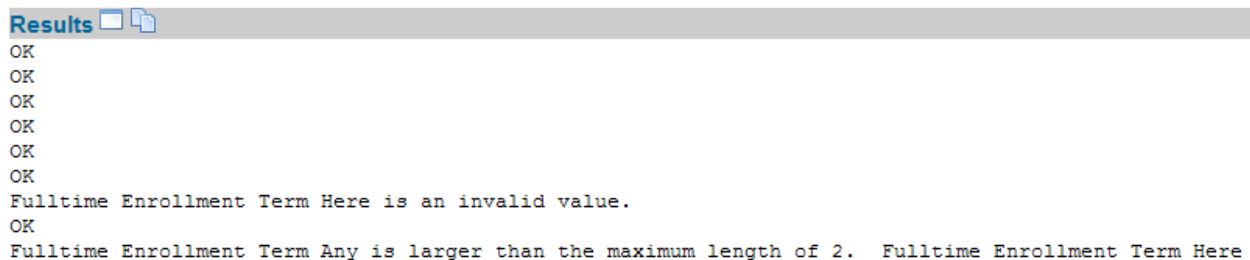
First Name is required. Fulltime Enrollment Term Any is required. Fulltime Enrollment Term Here is required.

Note: If the user does not specify an academic year when creating, updating or deleting data, then the program defaults to the academic year indicated in the "Year" drop-down box located above the "Account Links" menu on the left side of the screen.

Note: In the Students table, if recruited status is not provided when creating records, then the program will make the individual not recruited (i.e., will assign an "N" for the individual's recruited status).

Results

Generally, when records are created, updated or deleted successfully, a message of "OK" is displayed for each record in the Results area. If a particular record is not successfully created, updated or deleted then the reason the action was unsuccessful is displayed in the Results area. Use the information provided by the system to correct the data, and then submit the text again.



Results

OK

OK

OK

OK

OK

OK

Fulltime Enrollment Term Here is an invalid value.

OK

Fulltime Enrollment Term Any is larger than the maximum length of 2. Fulltime Enrollment Term Here

How to Update Records

1. Select the appropriate "Table" from the drop-down box.
2. Select "Update" from the "Action to Perform" drop-down box.
3. Enter records to be updated in the "CSV Text" box.
4. Click the "**Submit**" button.

5. Results are displayed in the Results area of the screen.
 - a. Results can be viewed in a separate window by selecting the window icon.
 - b. Results can be copied to the clipboard by selecting the copy icon.



Note: When updating records the "schoolSidNumber" will be used to uniquely identify the student-athlete or prospect.

How to Delete Records

1. Select the appropriate "Table" from the drop-down box.
2. Select "Delete" from the "Action to Perform" drop-down box.
3. Enter records to be deleted in the "CSV Text" box.
4. Click the "**Submit**" button.
5. Results are displayed in the Results area of the screen.
 - a. Results can be viewed in a separate window by selecting the window icon.
 - b. Results can be copied to the clipboard by selecting the copy icon.



Note: When deleting records the "schoolSidNumber" will be used to uniquely identify the student-athlete or prospect. **Be advised that choosing to delete information from the system results in a permanent loss of that data. Once the user clicks "Submit" for a delete procedure, records and data cannot be retrieved.**

Automating the CSV Import

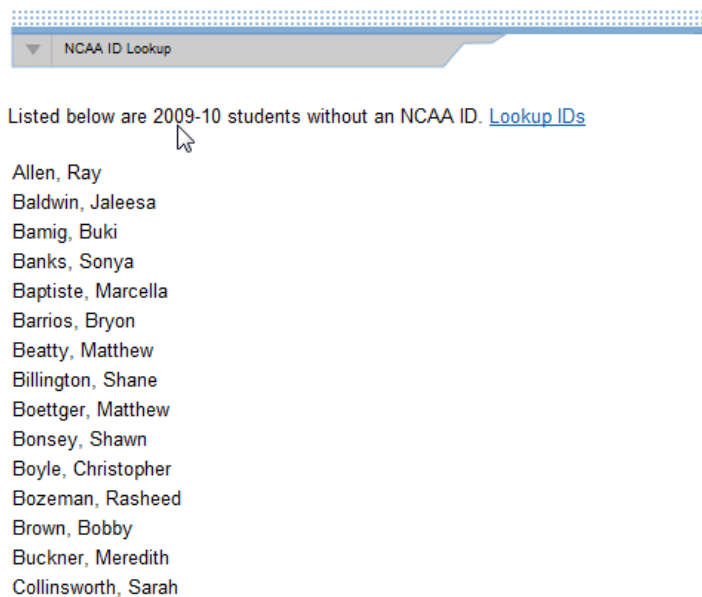
The most up-to-date information on this process may be accessed by clicking on the CSV Import/Export link under Tools in CA. Please note that due to the number of different systems in use on member campuses, the CA team is unable to respond to questions from users who are seeking assistance with automating the import process. Users who wish to automate the import process are encouraged to contact their campus' information technology staff, CA users on other campuses or other resources if assistance is needed.

NCAA ID Lookup

- The NCAA ID Lookup is accessed by clicking "NCAA ID Lookup" in the Account Links menu on the left side of the screen.
- The NCAA ID Lookup allows a user to identify current student-athletes that do not have an NCAA ID listed in the CA program.

How to Create a List of Student-Athletes with no NCAA ID Listed in CA

- Select the "NCAA ID Lookup" link in the Account Links menu.



How to Look Up IDs for Multiple Student-Athletes with no NCAA ID Listed in CA

- Select the "Lookup IDs" link at the top of the page.

Using the Lookup IDs Link

The Lookup IDs function will perform up to 3 different searches for each student-athlete:

1. The system will search for the student-athlete based on the institutions IRL looking for the student-athlete's name and date of birth (if present).
2. The system will look for the student-athlete's name, city (from the primary residence on the guardian tab) and the date of birth (if present).
3. Or, by the student-athlete's name and date of birth (if present).

If the search pulls back just one entry, it is considered a direct match; the search stops and the student-athletes NCAA ID is updated with the one found.

If the search pulls back multiple matches; the search stops and the user is provided a list in which to choose from.

If no matches are found; the CA program indicates it found no matches and provides the user a search link (See the Appendix – NCAA ID Lookup Tool for more information on the search link).

Vance, Baggar
Wallace, Thomas
Walsh, Dana
Whalen, Joan

No matches found. [Search](#)
[Multiple matches found.](#)
[Multiple matches found.](#)
No matches found. [Search](#)