



Online Year-End Reports

In our continuing effort to make your submissions to the National Office as easy as possible, year-end reports have been added to the online reporting system. Athletics Directors are to access the Year-End Report portion of **NAIAHelp** in the same manner they did when reporting their Declaration of Intent earlier this spring. **Hard copies of the year-end report are no longer accepted by the National Office.** There has been no change to the year-end reports. You must collect and submit all the same information you have turned in to the National Office previously. The only change is the method of reporting the information to the National Office.

Important Features

The athletics director may add new users to the system to permit others to enter their portion of the year-end report. For example, you can add your financial aid director as a user to permit that person to enter the financial aid data. Please note that only the athletics director will be permitted to submit the final report to the National Office.

Information can be entered at different times by different individuals. Provided each user saves the information entered (by clicking the “save” button on the page), the system will store it. You are able to make changes until the report is turned in by the athletics director.

Accessing the Year-End Reports

After logging on to the NAIAHelp system, click the End of Year Reporting link on the left side of the page. Enter the yearly cost of education and out-of-state figure (if you are a public institution).

The screenshot shows the NAIAHelp web interface. On the left is a 'Menu' with 'End of Year Reporting' circled in red. The main content area is titled 'End Of Year Reporting' and shows a form for 'NAIA Public University'. The form includes fields for 'Yearly Cost of Education' (14000) and 'Additional Cost for Out-of-State Student' (5000), both circled in red. A 'Go to next step' button is at the bottom, with a red arrow pointing to it. The top right of the interface has 'Edit', 'Delete', and 'Help' buttons. The user is logged in as 'Israel Ilegron of NAIA Public University'.

Financial Aid Worksheets

Clicking on **Go to the next step** will bring you to the Financial Aid Worksheet page. This information needs to be entered for each sport you sponsor. Each sport should be listed on the left side of the page underneath the **Sports** heading. Click on each sport to enter the information specific to that sport.

The screenshot displays the NAIA Public University End of Year Reporting interface. The page is titled "End Of Year Reporting" and is for "NAIA Public University". The user is logged in as "Israel Negron". The interface includes a "Menu" on the left with options like "Admin Home", "End of Year Reporting", "View/Edit Worksheets", "Substance Abuse", "Institutional Information", "View/Edit Information", "View/Edit Staff", "Declaration of Intent Forms", "Submit Information", "Manage Users", "View/Edit Current Users", "Add New User", and "Log Out". The main content area has tabs for "Verify Info", "Financial Aid Work Sheet", "Rosters", "Print Reports", and "Turn In". The "Financial Aid Work Sheet" tab is active, showing a table for "Football" with the following data:

| Sports | Football |
|--|--|
| Select Sport then fill out form on right | Total # on squad: 100 |
| Football | # of multi-sport athletes: 0 |
| M-Basketball Div II | Total # on varsity roster: 55 |
| | Total granted prior to any exemptions: 342275 |
| | Full GPA Exemptions (3.00 - 4.00) |
| | Number of Exempt Students: 0 |
| | Countable Aid Exempted: 0 |
| | 1/2 GPA Exemptions (3.30 - 3.59) |
| | Number of Exempt Students: 1 |
| | Countable Aid Exempted: 2500 |
| | Full Freshmen Exemptions |
| | Number of Exempt Students: 1 |
| | Countable Aid Exempted: 2750 |
| | 1/2 Freshmen Exemptions |
| | Number of Exempt Students: 2 |
| | Countable Aid Exempted: 3000 |
| | Total number of out-of-state waivers/grants: 2 |

Buttons for "Save" and "Reset" are located at the bottom of the form.

Rosters

Click on the **Roster** tab to enter the varsity rosters for each sport. Please remember you only need to report the athletes who competed in a varsity contest during the year.

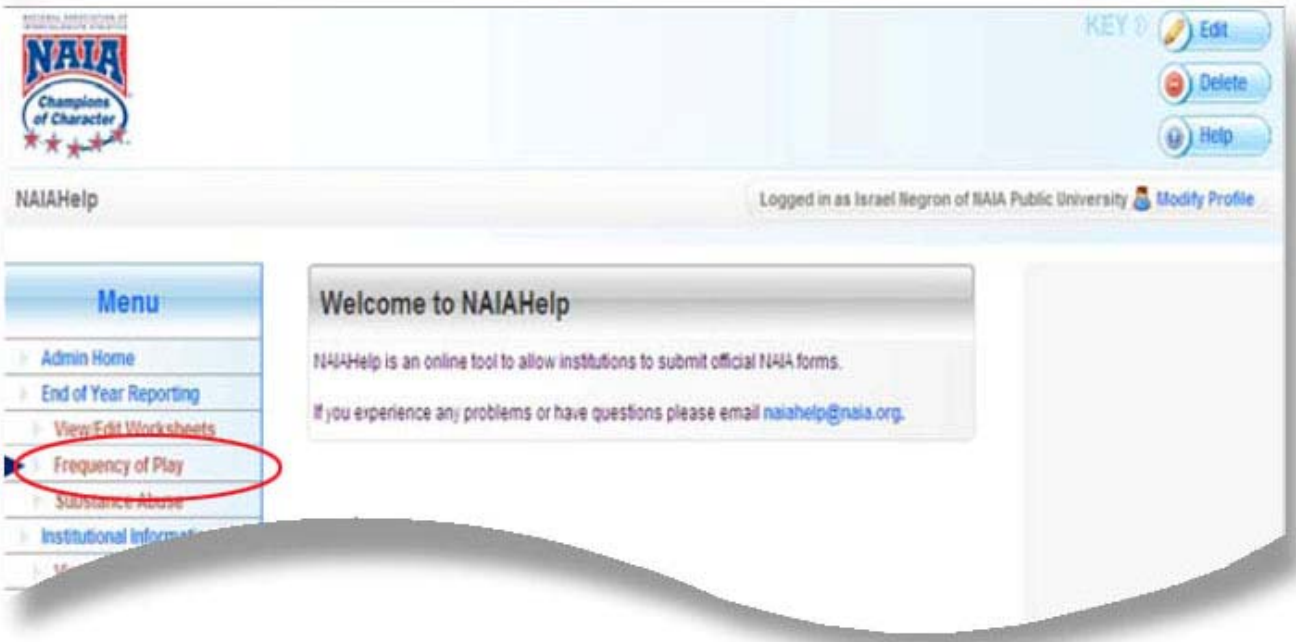
Print Reports

Clicking the **Print Reports** tab will bring you to the page where you can print all the documents you previously submitted to the NAIA. Each form will be populated with the appropriate information you entered previously



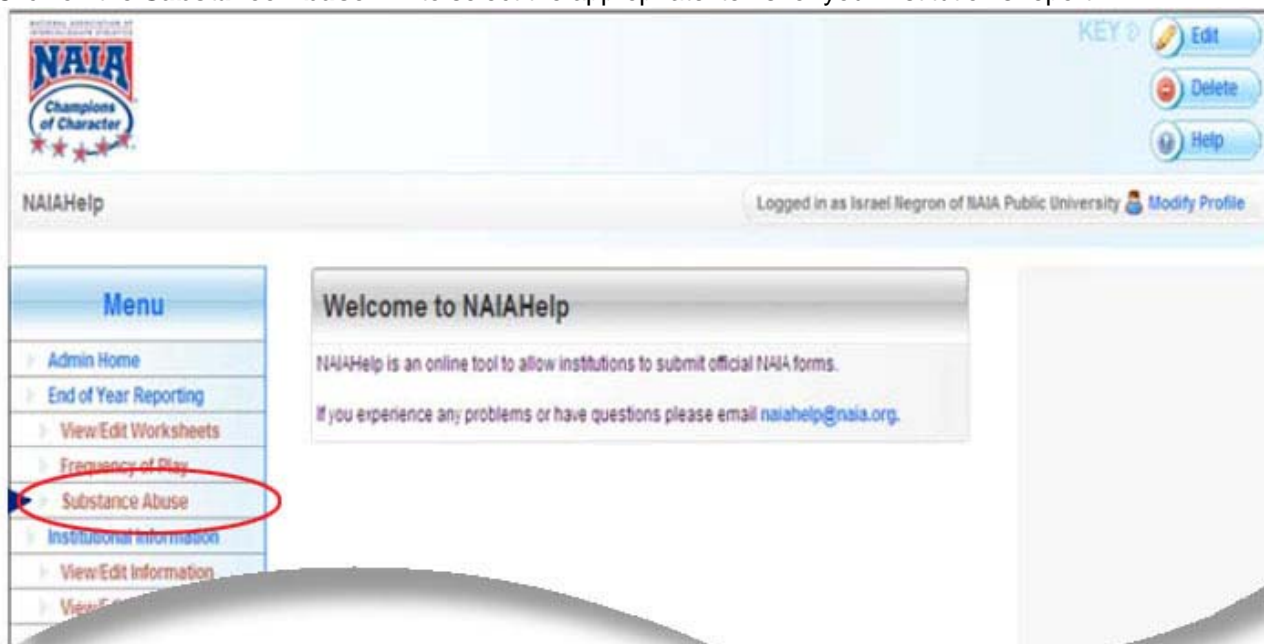
Frequency of Play

Clicking the **Frequency of Play** link on the left side of the page will permit you to choose between the two options (no violation or report a violation) currently available to you



Substance Abuse

Click on the **Substance Abuse** link to select the appropriate items for your institution's report.



Turn In

Once all of the information is entered and saved, the report must be “turned in” by the athletics director. To know whether all the necessary information has been collected, you can check the “turn in page” for a status report. If any of the items on the “turn in” page are red and/or the **turn in** button does not appear, then all of the information has not been collected.

