



Athlete Sport Code – Add & Remove (SGASPRT)

Banner 9

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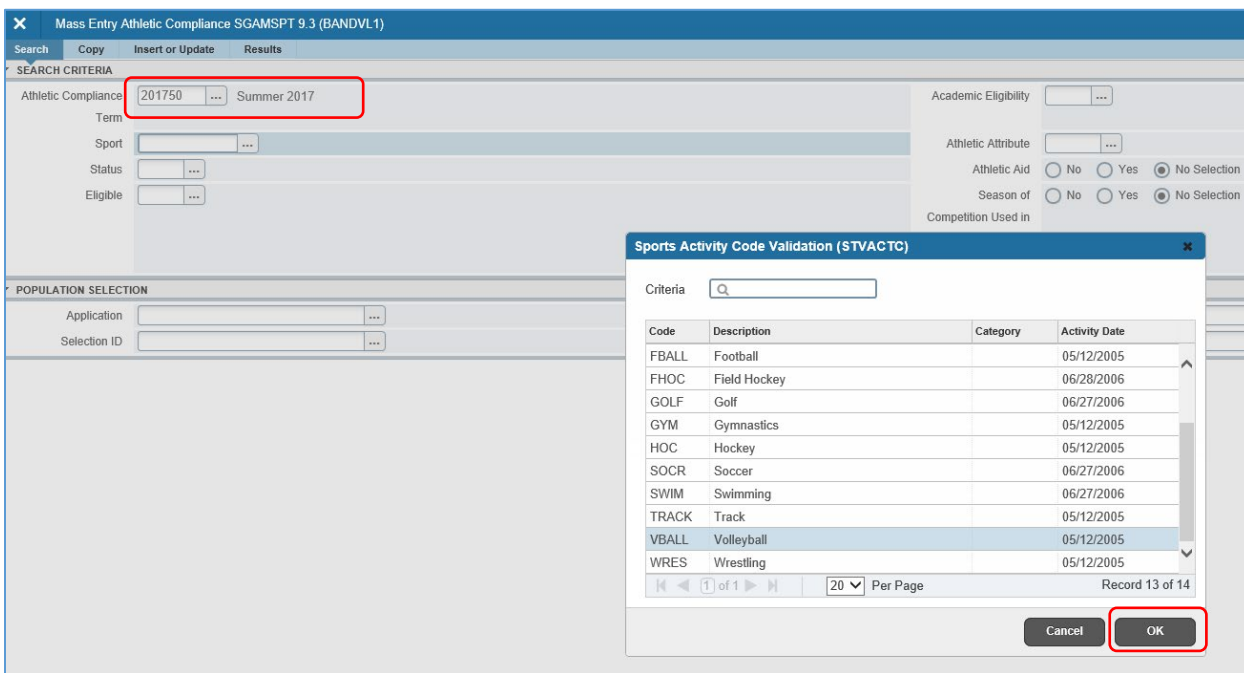
General Information

Student athlete sport codes are loaded on SGASPT and are used to identify student athletes. Loading the sport code can be done in one of two ways:

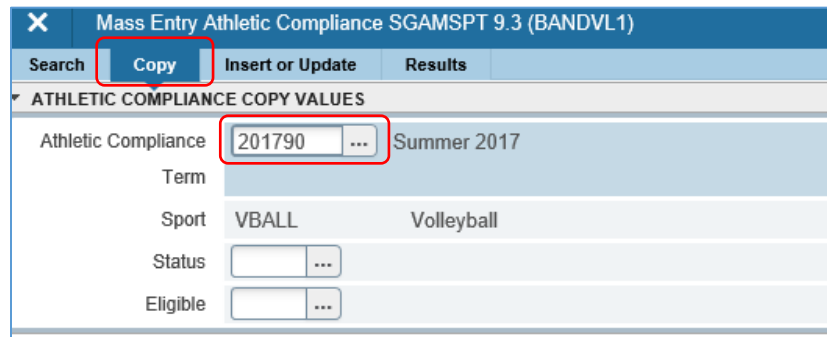
- **Mass Entry Athletic Compliance** – allows for individual or all students with an existing sport code to have the code copied to the upcoming term(s).
- **Individual Entry by Student** – allows new students to be manually assigned a sport code.

Mass Entry Athletic Compliance

1. In SGASPT, enter the **term** the sport code will be copied from in the ATHLETIC COMPLIANCE TERM field. Enter the **sport code** in the SPORT field, or choose it from the SPORTS ACTIVITY CODE VALIDATION (STVACTS) menu by clicking the LOOKUP [. .] button. Select the appropriate sport and click OK.

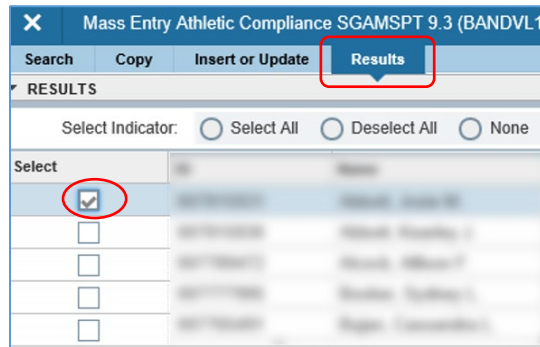


2. Select the COPY tab. Enter the **term** the sport code will be copied to.



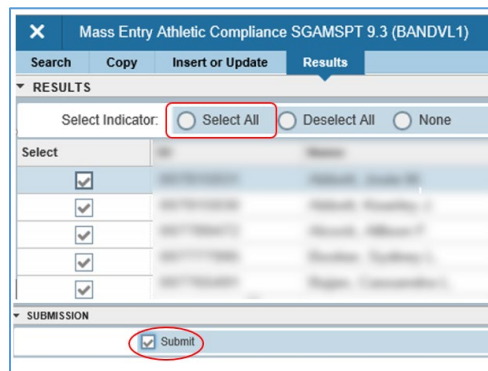
3. Select the RESULTS tab. The screen will populate a list of students with the selected sport code.

4. Scroll through the list of students retrieved, and click the SELECT check box for each student to be copied to the next term.

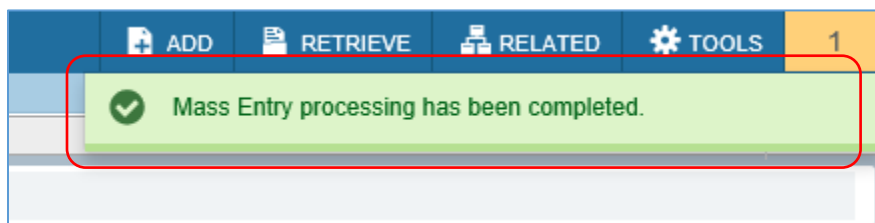


If all students are to be copied to the next term, click SELECT ALL from the SELECT INDICATOR options.

5. Click SUBMIT and SAVE (bottom right corner).

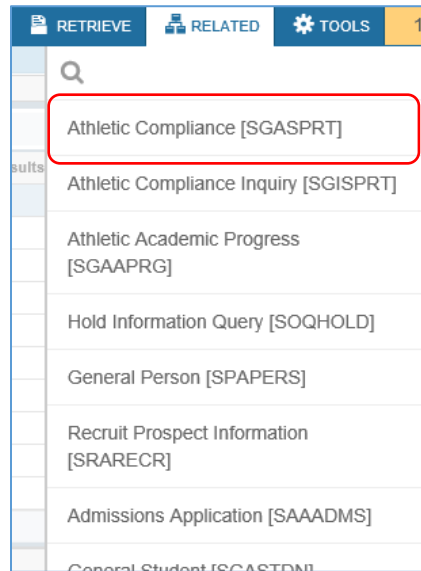


The message **Mass Entry processing has been completed** will display when the save is complete.

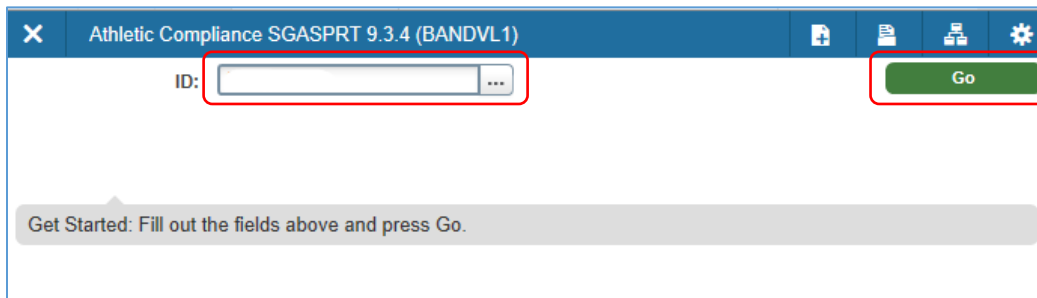


The students sport codes have been copied to the next term.

- To view each term for the student, click the RELATED tab on the blue menu bar at the top of SGAMSPT to access ATHLETIC COMPLIANCE [SGASPRT].

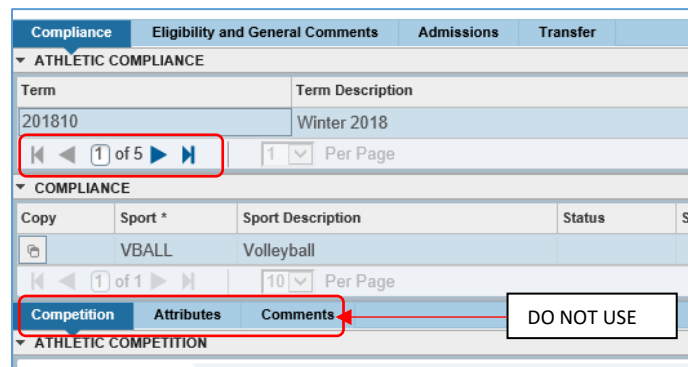


- Enter the **student number** in the ID field and click GO.



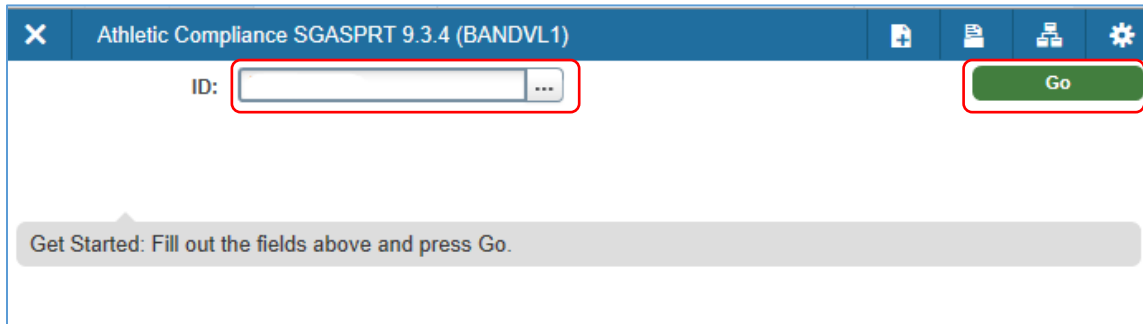
- Use the arrows at the bottom of the ATHLETIC COMPLIANCE section to view all terms for the student.

Note: Do not use the COMPETITION, ATTRIBUTES or COMMENTS tabs, and do not enter data in these fields. Entering data in these fields will prevent removal of the record in the event that the student is no longer eligible.



Individual Entry by Student

1. Go to SGASPRT.
2. Enter the **student number** in the ID field, and click GO.

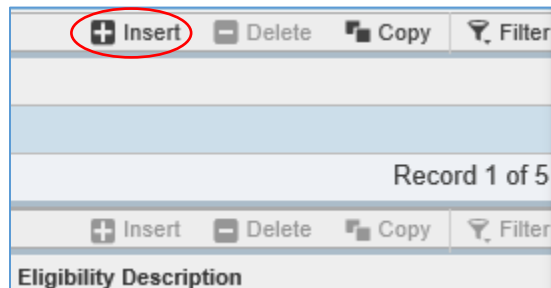


Athletic Compliance SGASPRT 9.3.4 (BANDVL1)

ID: ...

Get Started: Fill out the fields above and press Go.

3. Click INSERT to populate a new line (if needed)



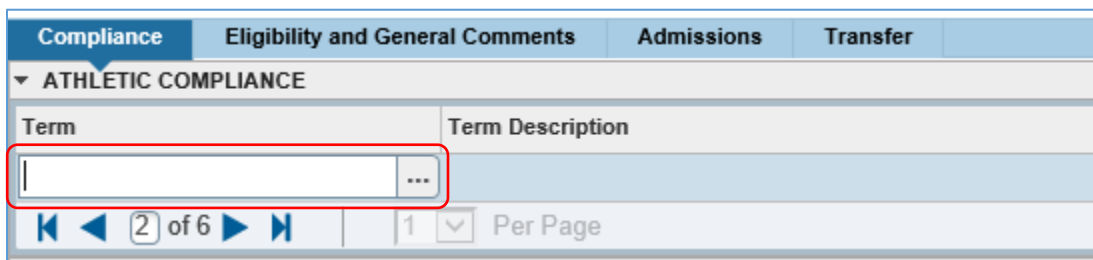
Insert Delete Copy Filter

Record 1 of 5

Insert Delete Copy Filter

Eligibility Description

4. Enter the **term** in the TERM field.



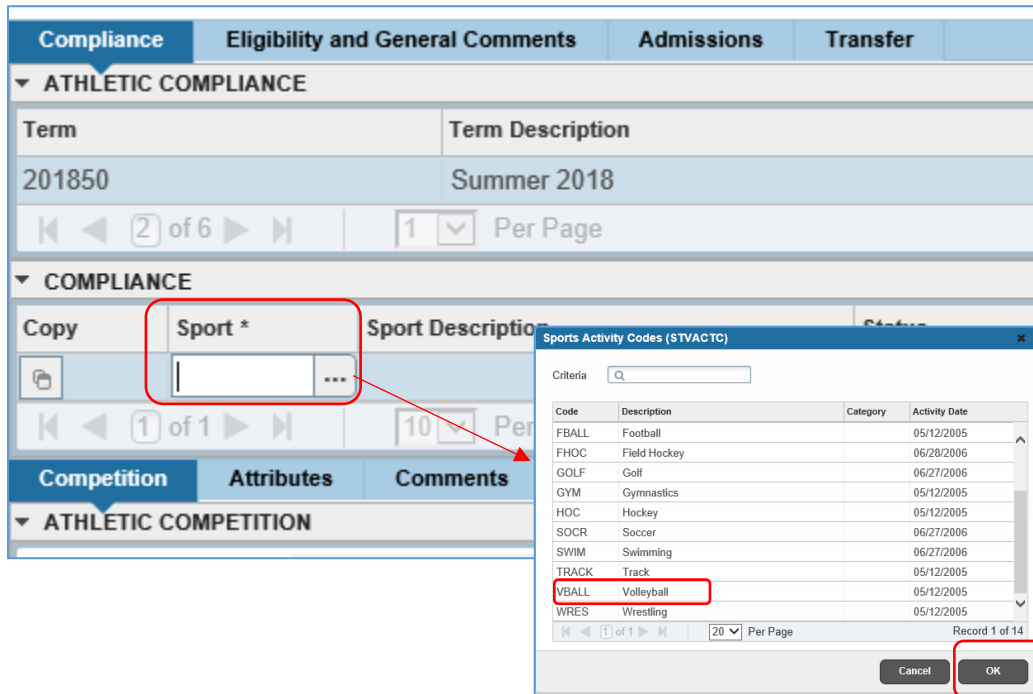
Compliance Eligibility and General Comments Admissions Transfer

ATHLETIC COMPLIANCE

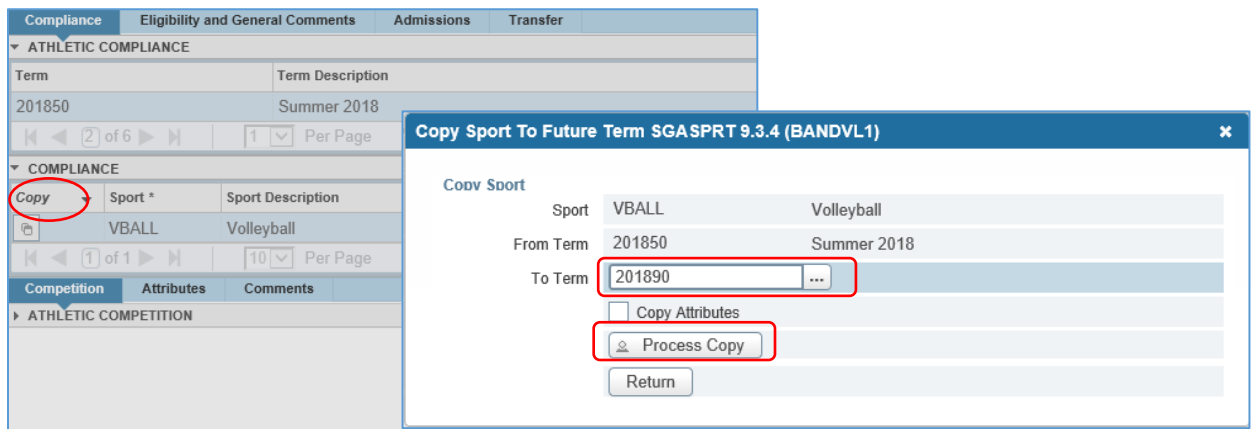
Term	Term Description
<input type="text"/> ...	

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- Under the COMPLIANCE tab, enter the **sport** in the SPORT field. Instead, you may click the LOOKUP button [. . .] area to open the SPORTS ACTIVITY CODES (STVACTC) menu, and select the sport from the drop down list.

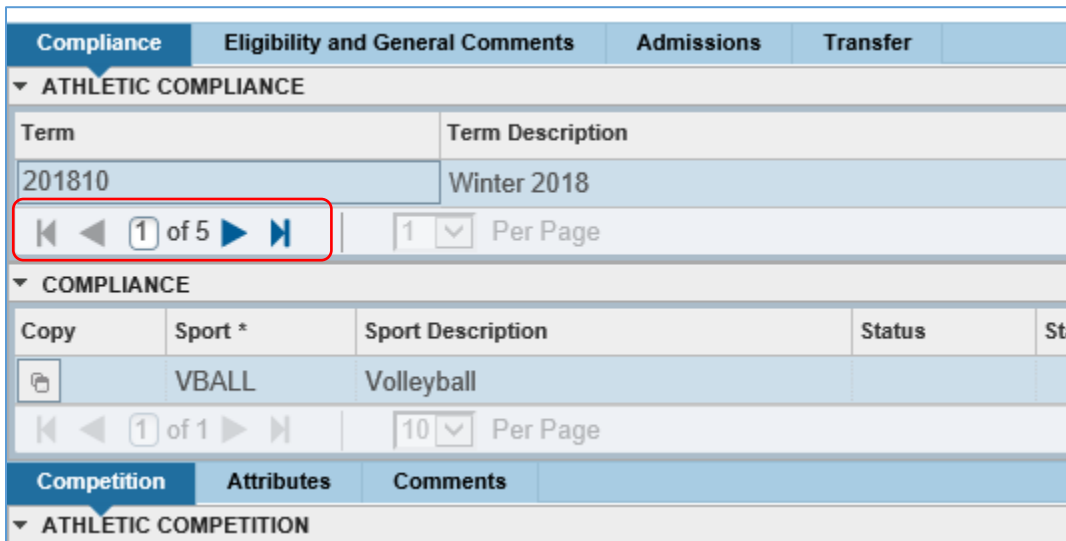


- SAVE (bottom right corner).
- Click the COPY icon. A window will open displaying the sport code and the last term.
- Enter the **next term** in the TO TERM field, then select PROCESS COPY. The sport code will be added to the new term.



9. Use the arrows at the bottom of the ATHLETIC COMPLIANCE section to view all terms for the student.

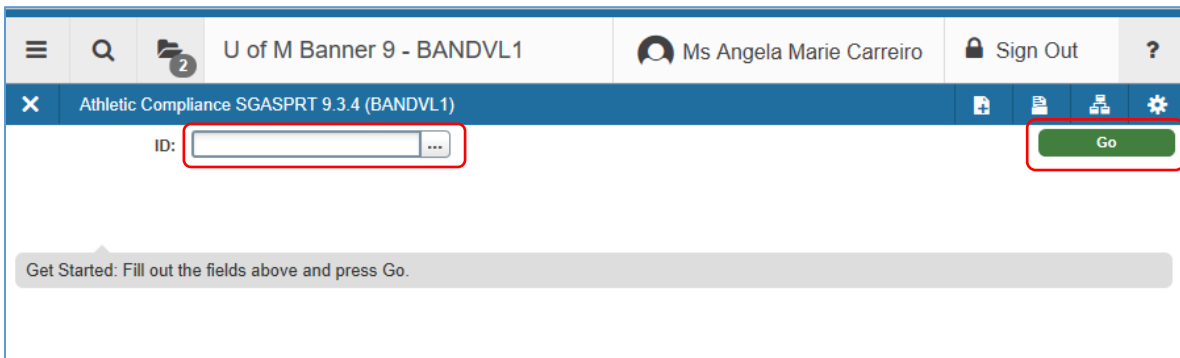
Note: Do not use the COMPETITION, ATTRIBUTES or COMMENTS tabs, and do not enter data in these fields. Entering data in these fields will prevent removal of the record in the event that the student is no longer eligible.



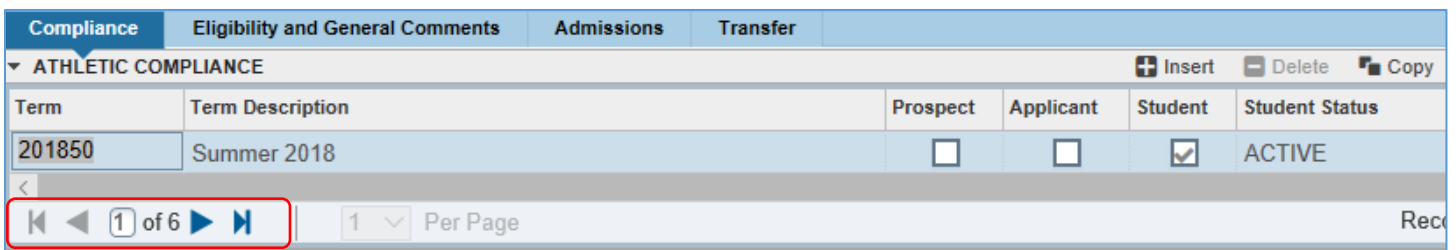
Remove Sport Code by Term/Student Number

Sport codes can be removed for a student or term. There is no way to mass remove the sport codes.

1. In SGASPR, enter the **student number** in the ID field, then click GO.



2. In the ATHLETIC COMPLIANCE section, select the term for which the sport code should be removed by using the arrows at the bottom of the ATHLETIC COMPLIANCE field.



- Use the **Next Section** arrow (bottom left corner) to navigate to the COMPLIANCE section.
- Click in the cell for the sport that should be removed; click DELETE to remove the record.

Compliance		Eligibility and General Comments	Admissions	Transfer			
ATHLETIC COMPLIANCE							
Term	Term Description	Prospect	Applicant	Student	Student Status		
201850	Summer 2018	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACTIVE		
1 of 6							
1 Per Page							
COMPLIANCE							
Copy	Sport *	Sport Description	Status	Status Description	Eligible	Eligible Description	Ath
	VBALL	Volleyball					
1 of 1							
10 Per Page							

The following message will appear:

ADD
 RETRIEVE
 RELATED
 TOOLS
1

Banner

Do you want to delete the record and commit your changes?

Yes
No

- Click YES.

The record for the term selected will be deleted.