

# Sports Eligibility Directions

## Step 1

Go to the MAMS Website.

Log in at the bottom of the page.

Once you are logged in, click on Faculty Resources in the blue navigation area to the left of the page.

## Step 2

Scroll down the Faculty Resource page looking for the picture of the red sneakers and Sports Eligibility.

Click on Sports Eligibility.

## Step 3

Find your grade level.

Click the + sign beside your grade level.

Click on your team.

You will see a list of students on your team who are playing sports this fall.

You **ONLY NEED TO** report students who **owe work** or **are failing a class**.

Decide which students are ineligible to play sports.

## Step 4

Open another tab in your browser and go to Infinite Campus.

Login to Infinite Campus.

Click the Search Tab on the left side of the page.



Type in the last name of a student who is ineligible. Click Go.

Find the student's name in the list that appears and click on it.

Now look to the main screen. Find the Sports Eligibility Tab.

## Step 5

Find the New Status button in the top left corner of the orangish window.



Click on it.

A window will appear in the lower half of the orangish window.

From each drop down menu select the correct information.

Type in the name of the missing assignment if an assignment is missing.

When you have all the drop down menus filled in, click the SAVE button next to the New Status



button.

A screenshot of the "Sports Eligibility" form. The form has a title bar "Sports Eligibility" and several fields: "\*Status Date" (09/20/2011), "Status Time" (10:37 PM), "\*Class Team" (dropdown), "\*Class Subject" (dropdown), "\*Ineligibility Reason" (dropdown), "\*Sport" (dropdown), and "Missing Work Comment" (text area). The form is highlighted with a yellow border.

## Step 6

Report steps 4 and 5 for each student who is ineligible.