

Requesting Final Amateurism Certification



- Navigate to your "My Planner" page by logging onto your account at www.eligibilitycenter.org.

- Then select the red "Request Final Amateurism" button to begin.

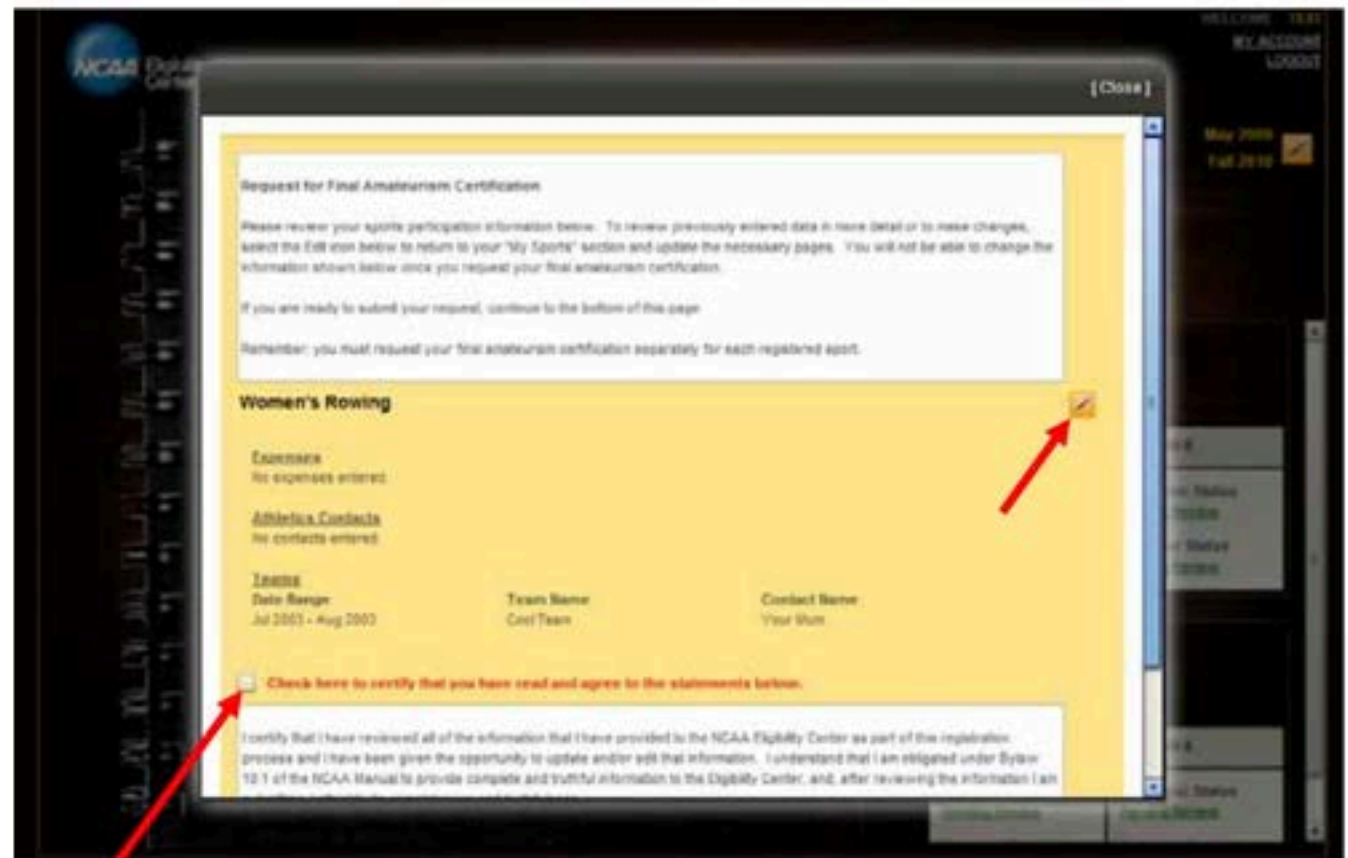
Notes: There is a tool tip that says "Click here to complete the request final amateurism certification process for this sport" which is displayed when you place the mouse over the red button.

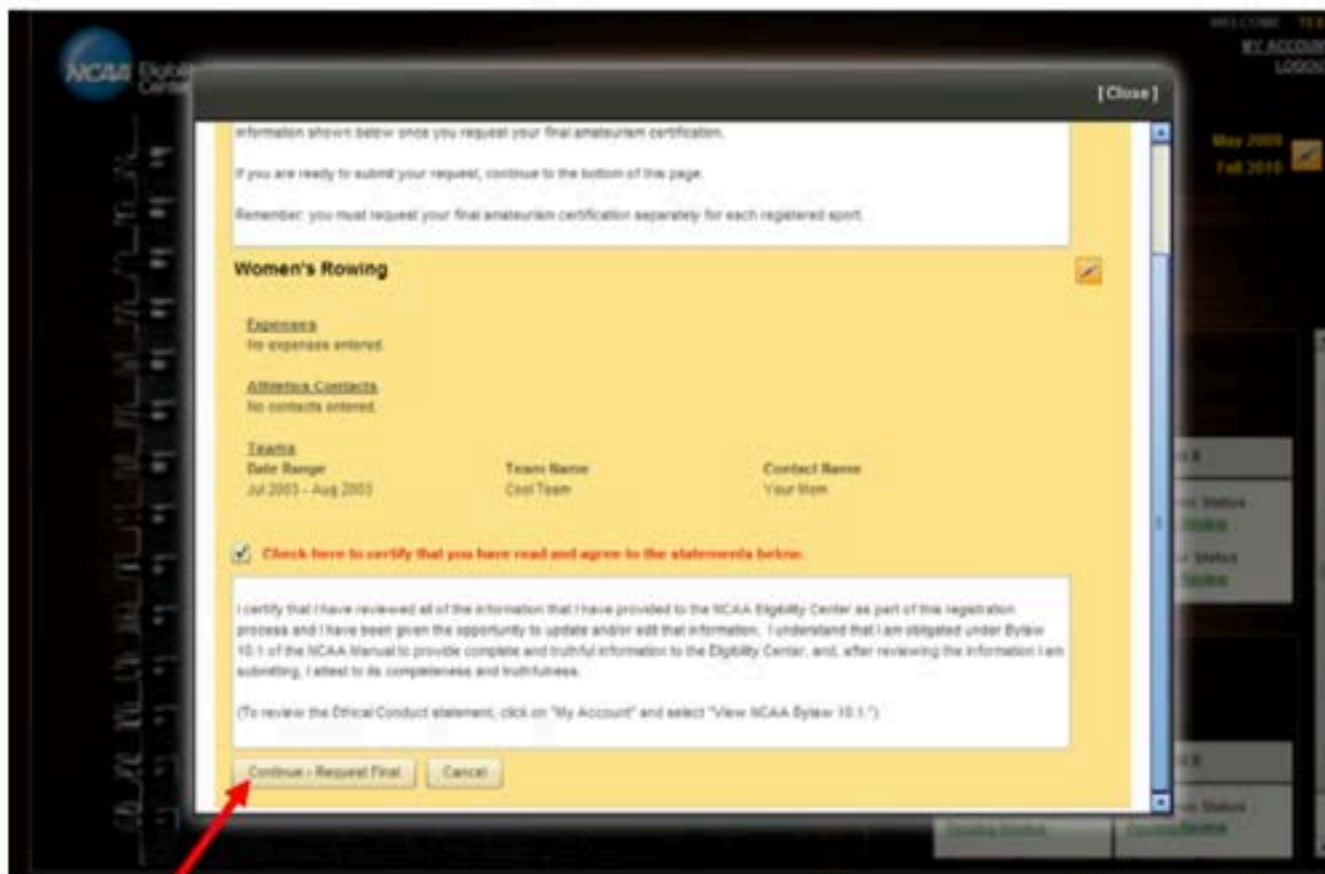
- The "My Eligibility Status" section is only displayed if a successful payment has been made for your registration (via credit card or e-check) or has been marked as "Fee Waiver Approved." College-bound student-athletes who have not paid or have a fee waiver pending will not be able to view the "My Eligibility Status" section and, therefore, cannot "Request Final Amateurism Certification."

- This page requires you to review your sports participation information and to check the box certifying that you have read and agree to the statements at the bottom of the page.

- You can click the edit icon (in the shape of a pencil) if you need to update any information. If you select this button, it will take you back to the "My Sports" section for this sport to make changes or review more details. Then, you will need to start the final amateurism request process at the beginning from the "My Planner" page.

- The "Continue – Request Final" button will not be available until you have checked the box stating you have read and agree to the statements on the page.

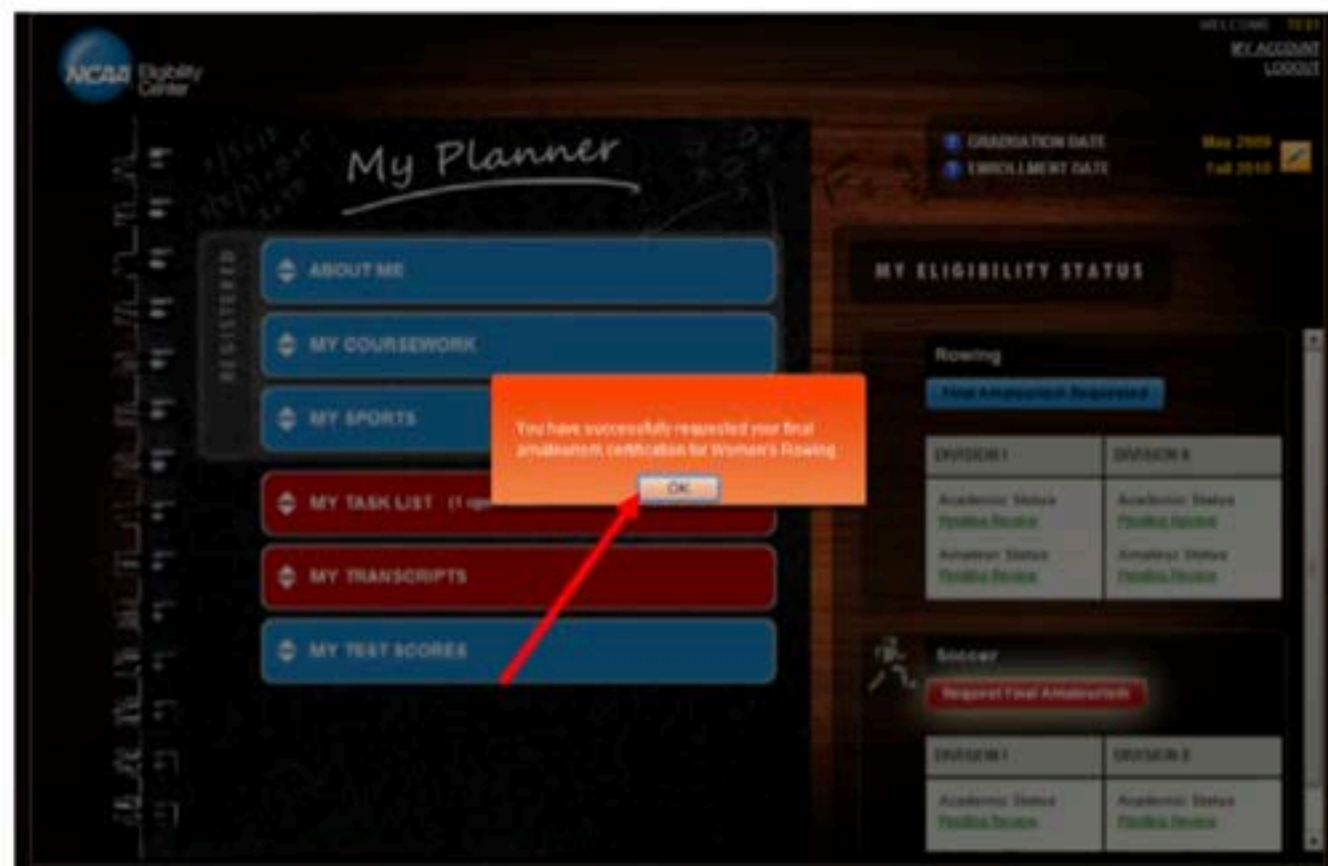




- Once you have read and agree to the statements, click the "Continue – Request Final" button.

• An orange box will appear stating "You have successfully requested your final amateurism certification for (your sport)."

• Click "Ok."



WELCOME TEST
MY ACCOUNT
LOGOUT

GRADUATION DATE May 2009
ENROLLMENT DATE Fall 2010

My Planner

REGISTERED

- ABOUT ME
- MY COURSEWORK
- MY SPORTS
- MY TASK LIST (1 open task)**
- MY TRANSCRIPTS
- MY TEST SCORES

MY ELIGIBILITY STATUS

Rowing

Final Amateurism Requested

You have already requested final amateurism certification for this sport. Click here to view the information you submitted.

Academic Status Pending Review	Academic Status Pending Review
Amateur Status Pending Review	Amateur Status Pending Review

Soccer

Request Final Amateurism

DIVISION I	DIVISION II
Academic Status Pending Review	Academic Status Pending Review

- The button will now appear blue (completed) and should read: "Final Amateurism Requested."

Note: There is a tool tip that says "You have already requested final amateurism certification for this sport. Click here to view the information you submitted." It is displayed when you place the mouse over the blue button.

- If you click the blue button, you will get a read-only version of your sports-participation information (screen shot on Page No. 2).

- Once you have requested your final amateurism for a sport, you can no longer edit the information you provided.

- * If you have registered for other sports you plan to participate in, follow the same instructions to request final amateurism for each sport.

- Once you have completed your request(s), click on "My Task List" to mark this task(s) as complete.

NOTE: Each college-bound student-athlete will only get one task assigned, regardless of how many sports he or she has selected during registration.

WELCOME TEST
MY ACCOUNT
LOGOUT

GRADUATION DATE May 2009
ENROLLMENT DATE Fall 2010

My Planner

REGISTERED

- ABOUT ME
- MY COURSEWORK
- MY SPORTS
- MY TASK LIST (1 open task)**
- MY TRANSCRIPTS
- MY TEST SCORES

MY ELIGIBILITY STATUS

Rowing

Final Amateurism Requested

DIVISION I	DIVISION II
Academic Status Pending Review	Academic Status Pending Review
Amateur Status Pending Review	Amateur Status Pending Review

Soccer

Final Amateurism Requested

DIVISION I	DIVISION II
Academic Status Pending Review	Academic Status Pending Review

WELCOME TEST
MY ACCOUNT
LOGOUT

GRADUATION DATE May 2009
ENROLLMENT DATE Feb 2010

My Planner

REGISTER

- MY COURSEWORK
- MY SPORTS
- MY TASK LIST (1 open task)**
- MY TRANSCRIPTS
- MY TEST SCORES

MY ELIGIBILITY STATUS

Rowing
Final Amateurism Requested

DIVISION I	DIVISION II
Academic Status Final Review	Academic Status Final Review
Amateur Status Final Review	Amateur Status Final Review

Soccer
Final Amateurism Requested

DIVISION I	DIVISION II
Academic Status Final Review	Academic Status Final Review
Amateur Status Final Review	Amateur Status Final Review

MY TASK LIST (1 open task)

OPEN TASKS COMPLETED TASKS

Below is a list of tasks you need to complete. Once you have completed a task, click the link to indicate that you have done so.

Request Final Amateurism Certification Mar 20, 2010
The Eligibility Center must receive your request for final amateurism.

- Under the "Open Tasks" tab, click the box to mark the "Request Final Amateurism Certification" task as complete.

- Click the green text "[Click here once you have completed this task](#)" to confirm you have successfully completed the task.

WELCOME TEST
MY ACCOUNT
LOGOUT

GRADUATION DATE May 2009
ENROLLMENT DATE Feb 2010

My Planner

REGISTER

- MY COURSEWORK
- MY SPORTS
- MY TASK LIST (1 open task)**
- MY TRANSCRIPTS
- MY TEST SCORES

MY ELIGIBILITY STATUS

Rowing
Final Amateurism Requested

DIVISION I	DIVISION II
Academic Status Final Review	Academic Status Final Review
Amateur Status Final Review	Amateur Status Final Review

Soccer
Final Amateurism Requested

DIVISION I	DIVISION II
Academic Status Final Review	Academic Status Final Review
Amateur Status Final Review	Amateur Status Final Review

Task Detail [Close]

Request Final Amateurism Certification
Task created on March 30, 2010.

The Eligibility Center must receive your request for final amateurism certification before your certification can be completed. To do this, log on to your account at www.eligibilitycenter.org and navigate to the My Planner page. Select the "Request Final Amateurism" button to start the process. You must make a separate request for each sport you would like to receive final certification.

[Click here once you have completed this task](#)



- Confirm you are sure you want to mark this task as complete by clicking "Yes" or "No."

- If you have no other tasks to complete, your task bar will turn blue. You can view this task or any other completed tasks under the "Completed Tasks" tab.

