

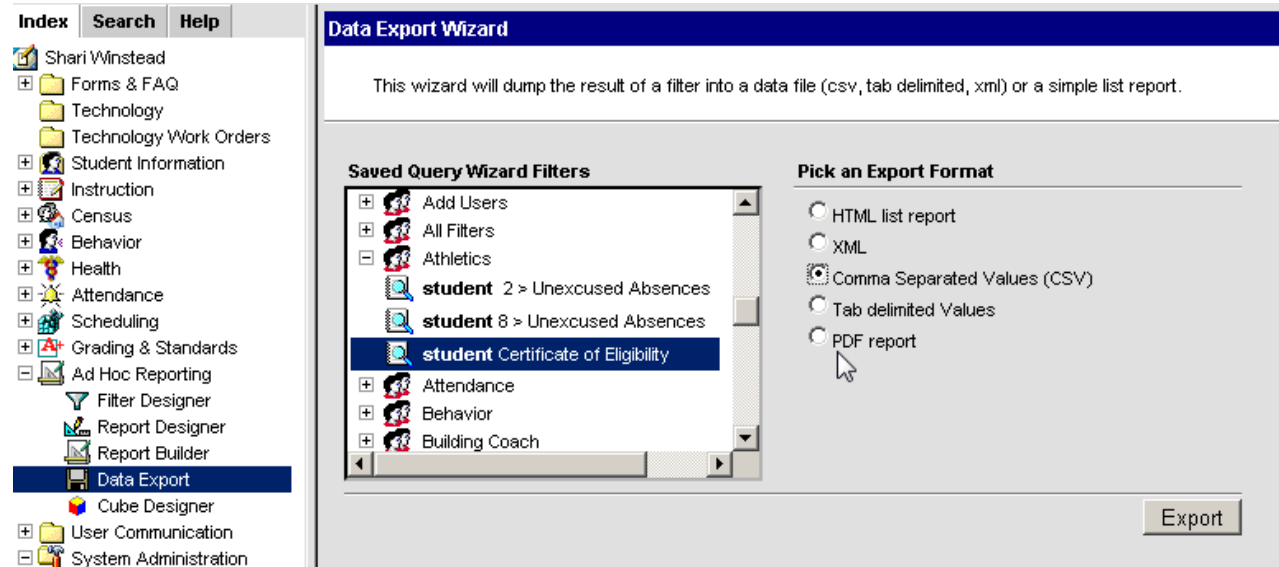
Athletics in Infinite Campus for KHSAA Reporting

Certificate of Eligibility Participation List

Each high school athletic director will send their lists to the Central Office at the start of the 2009-10 school year. We will use this to populate the athletics tab in Infinite Campus. After this initial mass entry, the school athletic director will keep the tabs updated so that two reports can be pulled from Infinite Campus.

KHSAA Certificate of Eligibility

Expand Ad Hoc Reporting > Data Export > Athletics (group) ---- Select the **Certificate of Eligibility** filter



Pick the CSV export format, and click EXPORT.

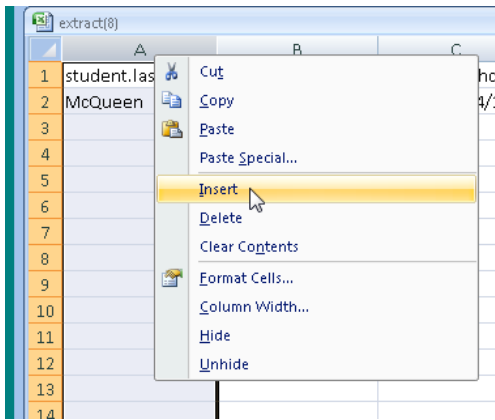
The file is opened in Excel.

	A	B	C	D	E	F	G
1	student.lastName	student.firstName	student.birthdate	student.gender	student.grade	custom.promoted	custom.-varsity
2	McQueen	Emilie	1/24/1992	F	11	6/8/2009	1

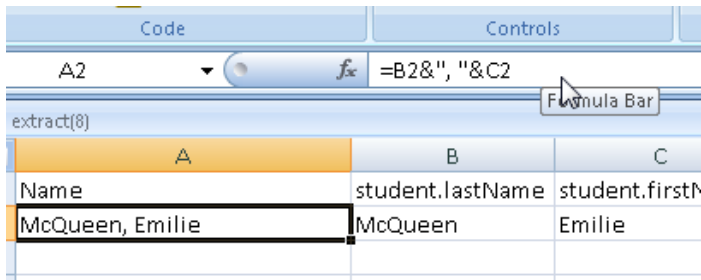
We will need to edit this file so that it contains the seven columns required for the report.

Step 1 – Combine columns A and B into one column.

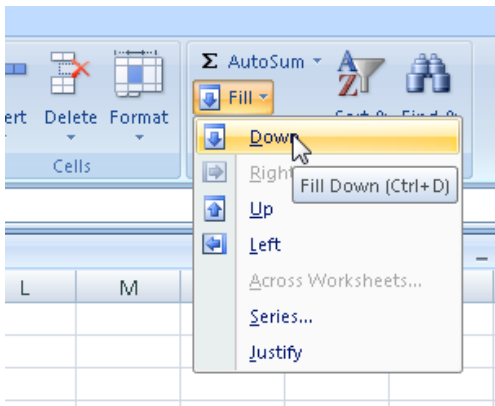
- Right mouse click on column a and choose INSERT.



- Click in Cell A2. In the formula bar, type in this formula. Make sure you put a space after the comma. When you hit the enter button, the name will be displayed as shown below.

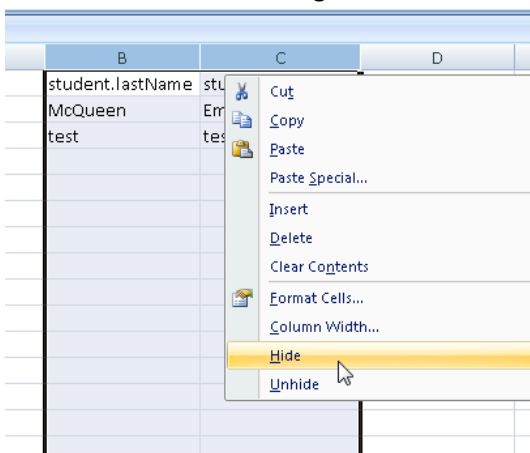


- Select Cell A3 (first cell below the one you just formatted). From the EDIT menu, choose FILL and select DOWN. (In Office 2007, it looks like the screenshot below.)



Step 2 – Hide columns B and C.

- Select columns B and C. Right mouse click and choose HIDE.



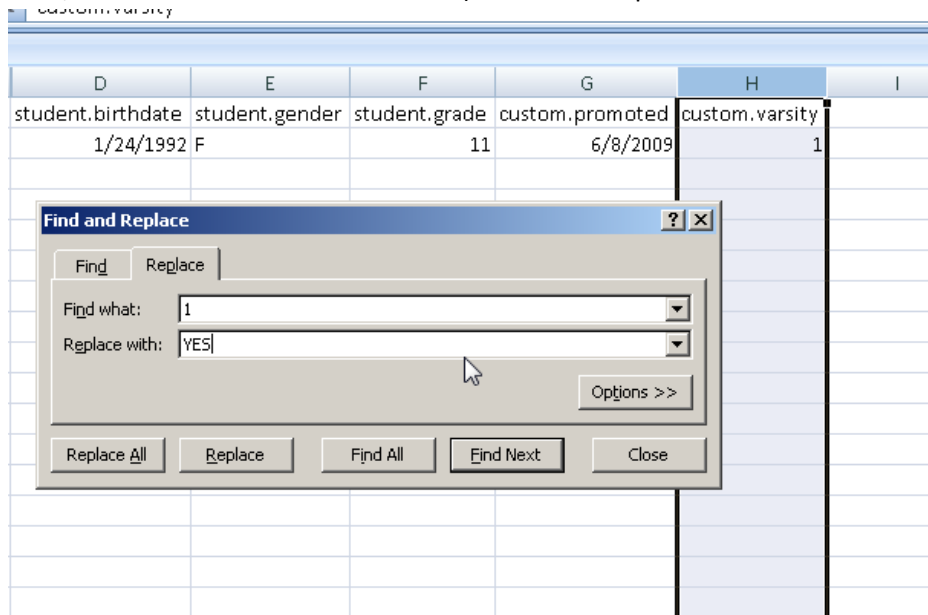
Step 3 – Find and Replace all 1's with YES for the “Varsity this Season” column.

- Now the only columns that don't match exactly are the last two columns to indicate if they are varsity or not.

	A	D	E	F	G	H
1	Name	student.birthdate	student.gender	student.grade	custom.promoted	custom.varsity
2	McQueen, Emilie	1/24/1992	F	11	6/8/2009	1

NAME OF CONTESTANT	BIRTHDATE	Sex M/F	Year in School	School Year of First Promotion from Grade Eight	Varsity this Season	Non-Varsity this Season

- Select Column H and select FIND AND REPLACE. (In Office 2007, it is located under the HOME button. If not 2007, it is found under the EDIT menu.) Find 1 and replace with YES. Click REPLACE ALL.



Step 4 – Add and format the final column, “Non-Varsity”.

- Add a header for the last column called “Non-Varsity”.

G	H	I
1.promoted	custom.varsity	Non-Varsity
6/8/2009	YES	

- Click in Cell I2 and type in this formula in the formula bar. =IF(ISBLANK(H1),"YES", "")
This formula will look to see if there is a YES in Column H; if there is NOT a YES, it will put a YES in column I.

D	E	F	G	H	I
student.birthdate	student.gender	student.grade	custom.promoted	custom.varsity	Non-Varsity
1/24/1992	F	11	6/8/2009	YES	

- Fill this formula down. Click on the cell beneath Cell I2 (which would be I3) and FILL DOWN just as you did the previous formula.

Step 5 – Save the form and send it off.

KHSAA Annual Interscholastic Athletics Participation List Report

Take the file you saved above and do a SAVE AS. Save it with this name “KHSAA Participation List”. Edit the file as follows.

- Click on Column H. Do a FIND AND REPLACE. Replace YES with an X. Click REPLACE ALL.

- Go through the list and find all cheerleaders. Put a C in the row of their name in Column H.

A	D	E	F	G	H	I
Emilie	student.birthdate	student.gender	student.grade	custom.promoted	custom.varsity	Non-Varsity
	1/24/1992	F	11	6/8/2009	X	C

- Click on Column I (Non-Varsity). Do a FIND AND REPLACE. Replace YES with an X as done for Column H.

- Rename headers to match KHSAA Participation List.

	A	B	C	D	E	F	G	H	I	J	K
1	Name of Student	student.lastName	student.firstName	Birth Date	Sex M or F	Current Class in School	First Promotion from 8th	Varsity or Cheer	Non-Varsity	Below 9th Varsity	Below 9 Non-Varsity
2	McQueen, Emilie	McQueen	Emilie	1/24/1992	F	11	6/8/2009	X			
3	test, test	test	test					C			
4											
5											

- Fill in the last two columns for students below grade 9 who have the highest level of participation in any sport at Varsity Level. Then do the same for the next column for Non-Varsity level.