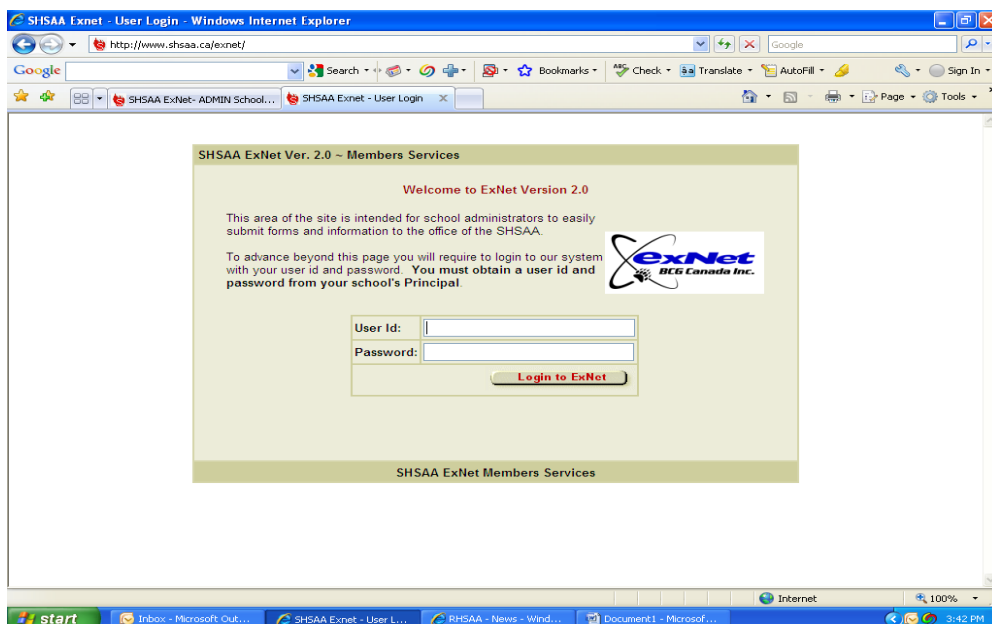


## STEP-BY-STEP TO SUBMIT YOUR E-5 (Student Eligibility Information)

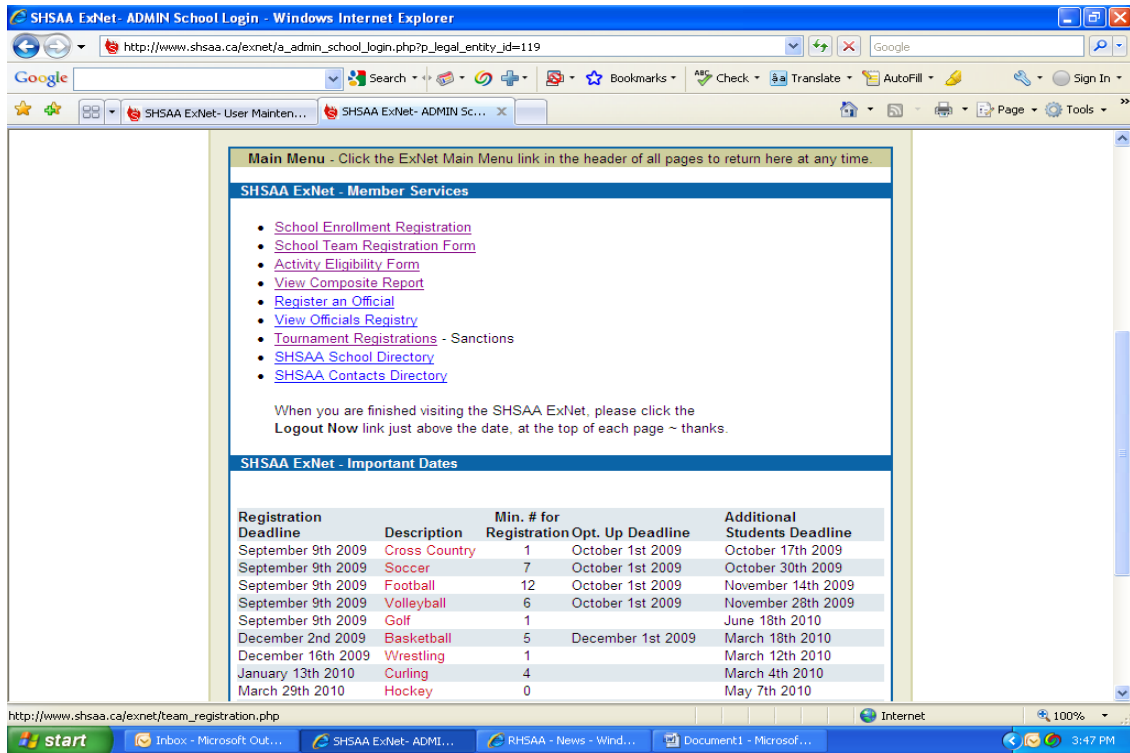
1. Go to [shsaa.ca](http://shsaa.ca) homepage.
2. Log onto [Exnet](#) database under **Quick Links** on left hand-side.



3. Enter **USER ID** and **PASSWORD** on [Exnet](#) Homepage. (If you do not know your ID or Password contact SHSAA Office).



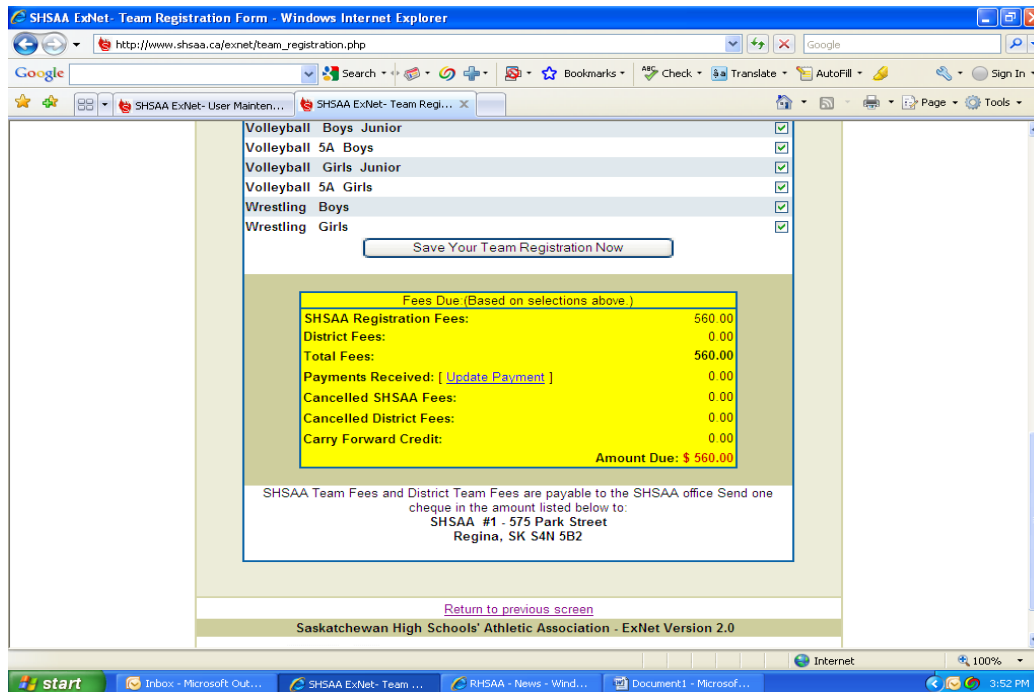
- Go to the **School Team Registration Form** to select your fall sports. ( 2<sup>nd</sup> link down on the list)



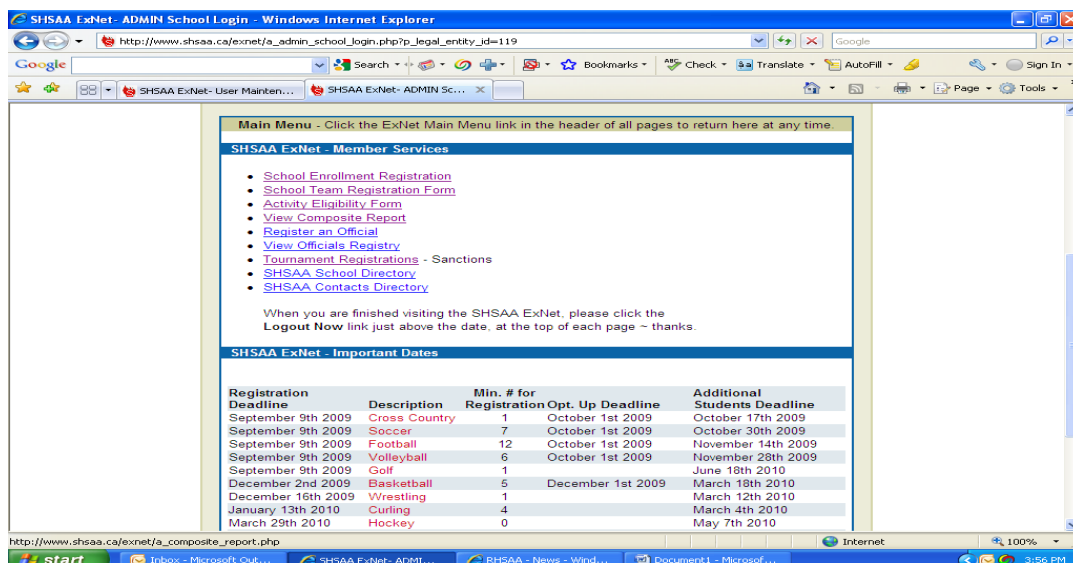
- Select the sports your school intends on participating in for that year.



- When you have selected the sports, at the bottom of the page, “**SAVE**” your selection.



- Once saved, appearing in the **yellow** box will be your total amount that your school owes for Team Registrations.
- At the bottom of that screen highlighted in purple, you will see a, “**Return to previous screen**” button. Click that to go back to your homepage to continue on.
- Now to enter your **Student Eligibility Form (E-5)**, you will want to click on the “**Activity Eligibility Form**”. (3<sup>rd</sup> link down on the list)

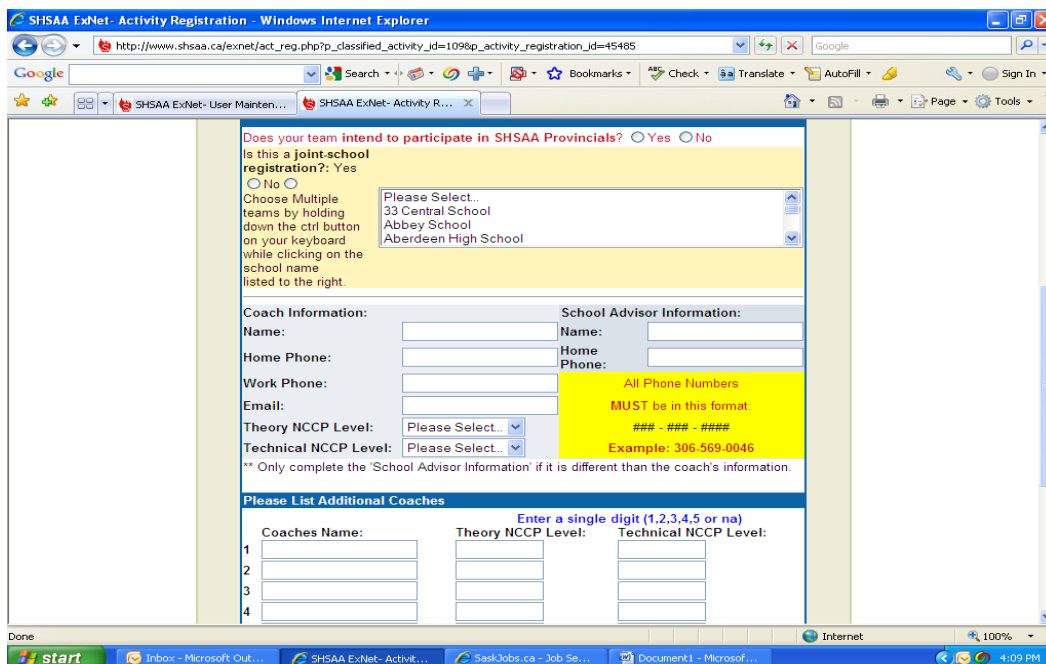


10. Now appearing on the screen will be the list of all the activities your school chose to participate in this year.



11. To enter the **Student Eligibility Form** that is due, click on the right hand-side where it says, "**Create Eligibility Form**".

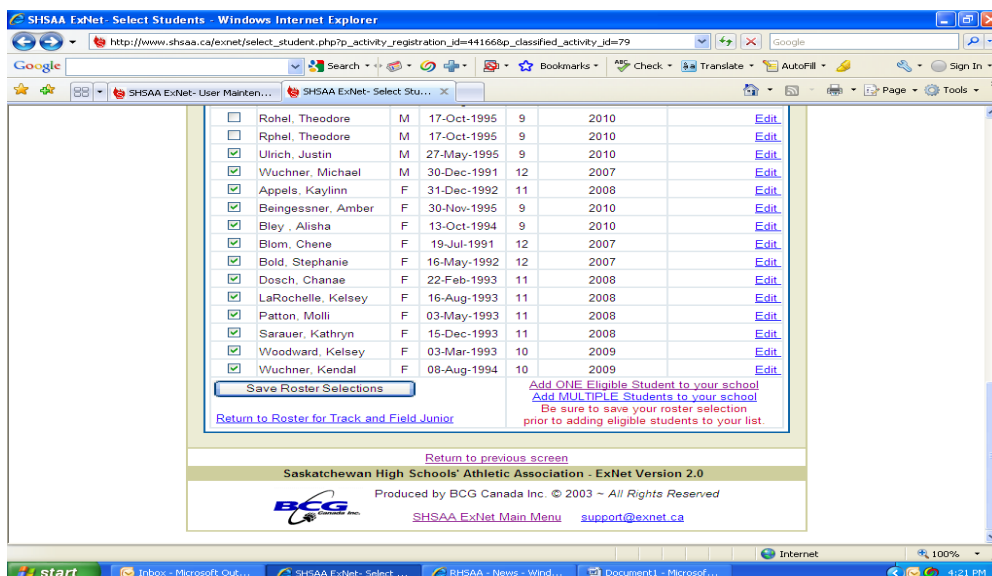
12. On the First page you will enter your schools choice to participate in provincials, whether or not this is a joint-sponsorship, and your coach and assistant coach's information.



13. Once you have completed the first page with all the required information, at the bottom there will be a box that says **“Save Your Coach Information Now”**. Click the box to move on.
14. Now the page should show two boxes- one saying your coaches information that you entered before and another saying, **“Roster for [sport here]”**. In that bottom box, on the right-hand side highlighted in **blue**, a link will say **“Add/Remove Eligible Student to this Roster”**. Click that link.



15. Now the page should show a list of your school's eligible student's that you can select to your roster.



16. Once you have completed checking off the students on your team you have two choices. You can either hit the “**Save Roster Selections**” button on the left hand side to complete your selection, or you can hit the link on the right hand side that shows, “**Add ONE/MULTIPLE Eligible Student to your school**”.

This option allows you to add one or more students to your roster that may not be listed under your schools list of eligible students for athletics. When complete doing this option, don't forget to click “**Save Roster Selections**”.

17. Once you have completed either selection, appearing on the screen will show your active roster for that sport.

Name	M/F	Birthdate	Gr.	Entered Gr.	Action
Appels, Kaylinn	F	31-Dec-1992	11	2008	<a href="#">Edit</a>
Beingessner, Amber	F	30-Nov-1995	9	2010	<a href="#">Edit</a>
Bley, Alisha	F	13-Oct-1994	9	2010	<a href="#">Edit</a>
Blom, Chene	F	19-Jul-1991	12	2007	<a href="#">Edit</a>
Bold, Stephanie	F	16-May-1992	12	2007	<a href="#">Edit</a>
Dosch, Chanae	F	22-Feb-1993	11	2008	<a href="#">Edit</a>
LaRochelle, Kelsey	F	16-Aug-1993	11	2008	<a href="#">Edit</a>
Patton, Mollie	F	03-May-1993	11	2008	<a href="#">Edit</a>
Sarauer, Kathryn	F	15-Dec-1993	11	2008	<a href="#">Edit</a>
Ulrich, Justin	M	27-May-1995	9	2010	<a href="#">Edit</a>
Woodward, Kelsey	F	03-Mar-1993	10	2009	<a href="#">Edit</a>
Wuchner, Kendal	F	08-Aug-1994	10	2009	<a href="#">Edit</a>
Wuchner, Michael	M	30-Dec-1991	12	2007	<a href="#">Edit</a>

Save Roster Information      [Add/Remove Eligible Student to This Roster](#)

Be sure to save roster information before you add/remove students to this roster

[Printer version of roster.](#)

18. For each sport your school chose to participate in, a **Student Eligibility Form** will need to be filled out, therefore you will then need to repeat steps 8-15 prior too or on the E-5 deadline date.