

PAPF/Waiver System

Enhancement Updates

Enhancements to the System

- Thank you everyone! The feedback we received during the limited release of the PAPF/Waiver system facilitated a number of great enhancements.

- What Changes Will You See?

New & Improved Management Interface (Page 3)

Improved Application Summary (Page 4)

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Consistent Layout Among All Pages (Page 6)

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New Left Column (Page 10)

New & Improved Management Interface

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PAPF Main Form(s)	
Current Owner: Previous School In Progress	
PAPF Page 1 Complete	
Responsible Owner:	Parent
View:	Review Form
Additional Action:	N/A
I. Eligibility Certification (Page 2) Complete	
Responsible Owner:	Parent
View:	Review Form
Additional Action:	N/A
II. New School Certification (Page 2) Complete	
Responsible Owner:	Coordinator
View:	Review Form
Additional Action:	N/A
Previous School Certification Setup/Review Complete	
Responsible Owner:	Coordinator
View:	Review Form
Additional Action:	N/A

Summary Edit Info	
Application Info	
Eligibility Status	In Progress
Application	PAPF/Waiver
Participation	Varsity
DEC Required	▼ YES
Waiver Info	DEC Review NOT Complete - Prepare Waiver(s) Below
Waiver Status	Coordinator Reviewing
Retroactive Date	Click here to request
Analyse Application for Issues	Run Check
Athlete Info	
Name	Test Alerts 2
Address	asdf dsf Utah 84332
Graduation	N/A
Grade	10
Birthdate	01/10/2002
Age	17
Ninth Grade Enrollment	01/18/2019
Sports Requested	Baseball
Parent Info	
Name	Tom Toms
Phone	(445) 464-6546
Email	Rr@gml.com
New School Info	
School Name	Sinton
City	Sinton

The management page has an improved layout for quick processing. Buttons are grouped together, the application summary allows you to see all the relevant information, and forms are presented for a consistent display.

Improved Application Summary

The application summary now contains everything relevant to this application. One of the most notable things available is a new tool to analyze the application for errors. This functionality allows a coordinator* the ability to check for issues before submitting to the DEC or UIL for further review. This will help keep application from stalling or getting stuck.

*As designated by district in PAPF configuration.
Usually includes: Campus Secretary, Campus Coordinator, Campus Athletic Administrator

Summary Edit Info	
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Eligibility Status	In Progress
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Improved Upload Management for Waivers

The system is now able to prompt parents and coordinators to upload required documentation for waivers. This enhancement will prevent incomplete waivers from being submitted.

Files for this waiver (see above for full description):

- Present School Letter ✗ Requirement NOT Met
- Personal Student Letter ✗ Requirement NOT Met
- Personal Parent Letter ✓ Requirement Met
- Previous School Letter ✓ Requirement Met
- Chronology of Previous Enrollment Not Required
- Birth Certificate Not Required

The allowed file types are **jpeg, jpg, png, or pdf**.
(Max file size 32 megabytes)

No file chosen

What are you uploading?

Consistent Layout Among All Pages

All pages contain a consistent application summary along the top. No matter what page is being viewed, coordinators, DEC Members, and parents will be able to quickly verify the information presented.

Application Summary		
Athlete Name:	Test Alerts 2	Graduation:
Student Address:	[REDACTED]	Birthday: 01/10/2002
City:	[REDACTED]	Age: 17
State:	[REDACTED]	9th Enrollment: 01/18/2019
ZIP:	[REDACTED]	Parent First: Tom
New School:	Sinton	Parent Last: Toms
Last School/Participation:	Test High School	Parent Phone: (445) 464-6546
		Parent Email: Rr@gml.com

Eligibility Certification	
<p>This section should be completed by the individual(s) with whom the student is currently residing at the new school. We, the undersigned, certify that the student is in compliance with the transfer and admission policies of the local school district. This student is not changing schools for athletic purposes and was not recruited. We understand that any false or incorrect information could cause the student to be declared ineligible and could result in the forfeiture of contests in which the student has participated at the new school, in addition to other</p>	
Previous Address (Full Address):	<input type="text" value="123 Train Ave"/>
Status of Previous Residence:	<input checked="" type="radio"/> Sold <input type="radio"/> Leased <input type="radio"/> Vacant <input type="radio"/> Still Own
Parent Signature:	<input type="text" value="Tom Toms"/> Date: <input type="text" value="03/05/2019"/>
<input type="button" value="Update/Save"/>	

New Message Center

Alerts Since:

Alert Type:

Status:

	Date	Type	Action (Click to Complete)	Sport	
<input type="checkbox"/>	02/13/2019	Coordinator - Previous School Complete	The previous school has completed and returned information for [redacted]. Click here to access the application.	N/A	<input type="button" value="Dismiss"/>
<input type="checkbox"/>	02/20/2019	Coordinator - Eligibility Form has been changed	New eligibility form has been submitted for [redacted]	N/A	<input type="button" value="Dismiss"/>
<input type="checkbox"/>	02/22/2019	Coordinator - Eligibility Form has been changed	New eligibility form has been submitted for [redacted]	N/A	<input type="button" value="Dismiss"/>
<input type="checkbox"/>	02/27/2019	Coordinator - Eligibility Form Submission By Parent	The parent of [redacted] has completed and submitted the Eligibility application. Please review the application and submit for processing.	N/A	<input type="button" value="Dismiss"/>
<input type="checkbox"/>	03/05/2019	Coordinator - Eligibility Form has been changed	New eligibility form has been submitted for [redacted]	N/A	<input type="button" value="Dismiss"/>

The message center is now a subscription based alert inbox (see next slide). This allows users great flexibility for what alerts they want to see. Alerts are more powerful than ever before, and will help admins get more done with less effort.

New Message Center

Check the alert types for which you would like to receive notifications.
Click to add or remove this permission

Alert Name	Explanation
<input type="checkbox"/> Admin - Activate New Accounts	When a user account needs to be approved and activated before they can login (only applies if the school uses this setting).
<input type="checkbox"/> Admin - Registration Change Recorded	When a user changes an answer to a registration a notification will be sent to ensure that the integrity of the registration is maintained
<input type="checkbox"/> Admin - Review Account Selection	When a user has selected roles that need to be verified and validated before they can login fully.
<input type="checkbox"/> Admin - Uploaded Document Validation	When a user has uploaded a document to complete a requirement.
<input checked="" type="checkbox"/> Coordinator - Eligibility Form has been changed	When notifications for coordinators are generated during the process
<input checked="" type="checkbox"/> Coordinator - Eligibility Form Submission By Parent	When parents have finished and submitted applications to the coordinator for review.
<input type="checkbox"/> Coordinator - Outgoing Athlete Review	When your school is the previous school, and you need to review the previous school certification.
<input type="checkbox"/> Coordinator - Previous School Complete	When a previous school has answered and returned an eligibility form.
<input type="checkbox"/> Coordinator/DEC - Addition Response Request Complete	When a user has completed and returned information requested by an admin.
<input type="checkbox"/> DEC - Eligibility Submission	When the school coordinator has submitted an eligibility or waiver form to the DEC for review
<input type="checkbox"/> DEC - Hearing Has Been Set	When a DEC Chair has set a meeting time and location for an eligibility review.
<input type="checkbox"/> DEC - Vote for Hearing Date and Location	When a required hearing is being polled for the optimal date and location.
<input type="checkbox"/> DEC Chair - Members Have Responded	When members of the DEC have responded to a hearing request, the DEC Chair is notified.
<input type="checkbox"/> DEC Chair - Raised Hearing Request	When a DEC member has raised a request to have a hearing to the DEC Chair.
<input type="checkbox"/> DEC Member - Eligibility Update	When the school coordinator has submitted an eligibility or waiver and DEC Member(s) need to be notified (Not user for DEC Chair).
<input type="checkbox"/> Review Varsity Team Sport Eligibility Form	When a user submits a Team Sport Eligibility Form that needs to be reviewed.

Alerts are subscription based (permission based also), meaning a user can choose what alerts they want to see. Not all permissions are available to all users as system permissions are also factored in. All users will receive a default list of Subscription assignments and will be able to remove any they find unnecessary.

New FAQ System

What's your question?

Account Function

- [How do I change my password?](#)

Eligibility Management

- [How do I submit a PAPF to the UIL?](#)

The new FAQ system will provide a great way to communicate with end users. With a powerful search function users will have access to any question/answer that may come up along the way.

New Left Column

A new and improved left column will reduce the number of clicks needed to get the work done. The FAQ is front and center inviting users to turn there when they get stuck.



- Return to home page for quick navigation

- Return to main account selection page

- Single click logout

- Allows change of district (if assigned to multiple)

- Left Column slide out for additional feature access

- FAQ