



The HBCU National Quiz Championship

Entering Players for NCT Part 1 Qualification



In this webcast, "Entering Players for NCT Part 1 Qualification," we will cover:

- Required information for each player
- Players who took a Power Search
- Members of the HCASC Academic Club
- Players in the Campus tournament
- Printing the Player List



Player Information

Enter all the required information (name, last 4 digits of SSN, DOB, email, phone, major and year) on the form:

FName	MName	LName	Last 4		Email	Phone	Major	YearInSchool
			SSN	DOB				
Lillian		Parker	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	freshman
Tish	Lynton	Rose	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Tom		Cunningham	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Frank		Gencur	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Andy		Friedman	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Mary		Oberembt	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	

Player Information

From the Main Switchboard, click the icon next to “**Enter/Edit Player Information.**”

Enter all the required information:

first and last names

last 4 digits of social security number

date of birth

Email

Phone

Major

A note about privacy – we adhere to a strict privacy policy and do not give out a players information to anyone. We use it to create a “unique identifier” for each player so as to track years of eligibility. We will only contact a student if we suspect that the information about their participation is fictitious.

While the campus coordinator or coach usually enters the information, if you do rely on a student to assist, you must make sure that the student is responsible and understands the need for complete confidentiality.



Power Search Data

After Power Searches enter each student's results:

Power Search	#	Power Search Date	Power Search Score
<input checked="" type="checkbox"/>		9/13/2011	25
<input type="checkbox"/>		9/14/2011	23
<input type="checkbox"/>		9/14/2011	27
<input type="checkbox"/>		9/15/2011	25
<input type="checkbox"/>		9/19/2011	28
<input type="checkbox"/>		8/19/2011	24
<input type="checkbox"/>			
<input type="checkbox"/>			

Power Search Data

In addition to the student's personal information:

Check the box to indicate that they took a Power Search

Fill in the Power Search number

Enter the date of the Power Search

Enter the Power Search score

Remember that if you are using Power Search as part of your NCT Part 1 Qualification you must have a minimum of 50 students take Power Searches.



HCASC Academic Club

For each active member of your HCASC Academic Club check the box:

HCASC Club
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

HCASC Academic Club

In addition to the student's personal information:

Check the box to indicate that they are an active member of your HCASC Academic Club. By active we mean that they regularly attend meetings and other club activities.

Remember that if you are using the HCASC Academic Club as part of your NCT Part 1 Qualification you must have a minimum of 12 active members.



Campus Tournament

For each player in your campus tournament, check the box:

Campus Tournament
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Campus Tournament

In addition to the student's personal information:

Check the box to indicate that they participated in your campus tournament. We must be able to match names on your Player List with the scoresheets from the tournament.

Remembers that if you are using a campus tournament as part of your NCT Part 1 Qualification you must have a minimum of 8 teams compete.



Printing the Player List

Before completing the online Campus Program Report, print the report as a PDF:

HONDA CAMPUS ALL-STAR CHALLENGE Player List

Last Name EMail	First Name	Middle Name Phone	Last 4 SSN Major	DOB	Year	Power Search Date	# Score	HCASC Club School ID Number	Campus Trmt.
Parker email@domain.com	Lillian	xxx-xxx-xxxx	1234 61	1/2/1993	Freshman	<input checked="" type="checkbox"/>	1 25	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rose email@domain.com	Tisha	xxx-xxx-xxxx	1234 11	1/2/1993	Sophomore	<input checked="" type="checkbox"/>	2 23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cunningham email@domain.com	Tom	xxx-xxx-xxxx	1234 43	1/2/1993	Junior	<input checked="" type="checkbox"/>	2 27	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gencor email@domain.com	Frank	xxx-xxx-xxxx	1234 80	1/2/1993	Sophomore	<input checked="" type="checkbox"/>	3 25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friedman email@domain.com	Andy	xxx-xxx-xxxx	1234 68	1/2/1993	Junior	<input checked="" type="checkbox"/>	4 28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Oberembt email@domain.com	Mary	xxx-xxx-xxxx	1234 60	1/2/1993	Senior	<input checked="" type="checkbox"/>	9 24	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Printing the Player List for NCT Part 1 Qualification

Once you have entered all the students who participated as well as their specific participation, you print the Player List from the Main Switchboard.

You must print this to a PFD to upload as you complete the online Campus Program Report. We strongly recommend that you print it (as a pdf) to your C:\HCASC folder and name it Player List. That way it will be handy when you need it.

Collect info as you can to be prepared:

- Make sure that you collect all the information required for each player. It is not optional.
- If you are running a campus tournament, enter the players before game day.
- Enter the Power Search data after every quiz.

Tips

Collect info as you can and enter it to be prepared for NCT Part 1 Qualification:

- Make sure that you collect all the information required for each player. It is not optional.
- If you are running a campus tournament, enter the players before game day.
- Enter the Power Search data after every quiz.

That's it for this webcast. If you have any questions, please call or email us. We're happy to help you!