

Before you begin to apply for the Scholar Team award, please print this checklist to assist you.

CHECKLIST BEFORE SUBMITTING AN ONLINE APPLICATION

- ☐ 1. [Click here](#) for official rules to make sure you are **eligible** to apply
- ☐ 2. Have the cumulative GPA information and grade available for each Athlete on your Varsity team
You **MUST** include ALL Varsity level athletes on your application.
- ☐ 3. Enter the application on-line and pay any fees required **via** PayPal. **If you must pay fees via check, please contact** the treasurer at Treasurer@niscaonline.org
- ☐ 4. Save the application in a jpeg or PDF and print the application page at **Step #6** before exiting the online application

CHECKLIST BEFORE UPLOADING YOUR DOCUMENT

- ☐ 1. Complete the above steps.
- ☐ 2. Have application signed by 3 of the following 5: Registrar, counselor, principal, athletic director, coach.
- ☐ 3. Scan the signed application and upload the document to:
be.niscaonline.org/teams/documentUpload.aspx
You will use the application ID# and coach last name to upload. If you are told the ID# does not exist, contact the All America Chair at: aamerican@niscaonline.org Follow the cues given to you for the upload. When the upload is successful you will see a green light and a note that the upload was successful.

Portal opens for all seasons on January 1. The fall/winter deadline is March 31. The late fee of \$30 will apply after March 31. The spring season and late fall/winter deadline is June 15 at 11:59 pm eastern time.

No applications can be submitted or uploaded or paid for after this date and time.

- ☐ 4. If a check must be used to pay the fees, contact the treasurer at treasurer@niscaonline.org for:
Kris Jones
NISCA Treasurer
10214 Trading Post Drive
Houston TX 77064

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