Member Schools

How to Update Membership Contacts

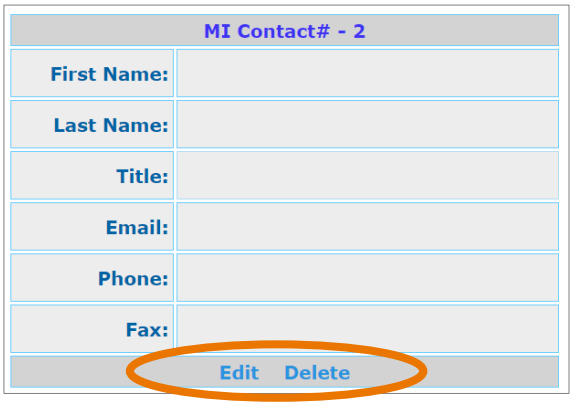
1. To view or update your school's contact information, visit **ncaa.org** and log in to **My Apps**. Click the Eligibility Center tile.

2. Log in to your school's Eligibility Center account, select View/Update Contacts from the Resources tab.



3. Your school can have up to 10 contacts. To edit or delete a contact, simply click the preferred option (Edit or Delete), located just below the specific contact. You can then type in the field to update the contact information. To add a new contact to an empty contact field, click Edit and type in the new information.

   Note: *You cannot delete MI Contact#-1. Each member school's account must have at least one contact listed in their account.*



The first and second contact should list those who interact the most with the Eligibility Center. Eligibility Center staff may only relay account-specific details to individuals on your contact list. These contacts will also be used for the Eligibility Center's year-round proactive outreach efforts and may receive important account-specific communication outside of the **track PSA feature**. The #1 contact will receive immediate notification via this feature when a recruit does not meet competition standards once a final academic certification is completed.

When signing students to **athletics aid agreements** in the Membership Portal, the #1 contact will receive notifications when a recruited student has signed an aid agreement as well as any other administrator on your contact list with "Compliance" in the contact's title.

BEST PRACTICE

» Two email addresses used should be a university/institutional (.edu) email address.

» Review your school's contact list at the start of each semester, or when changes occur.

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