

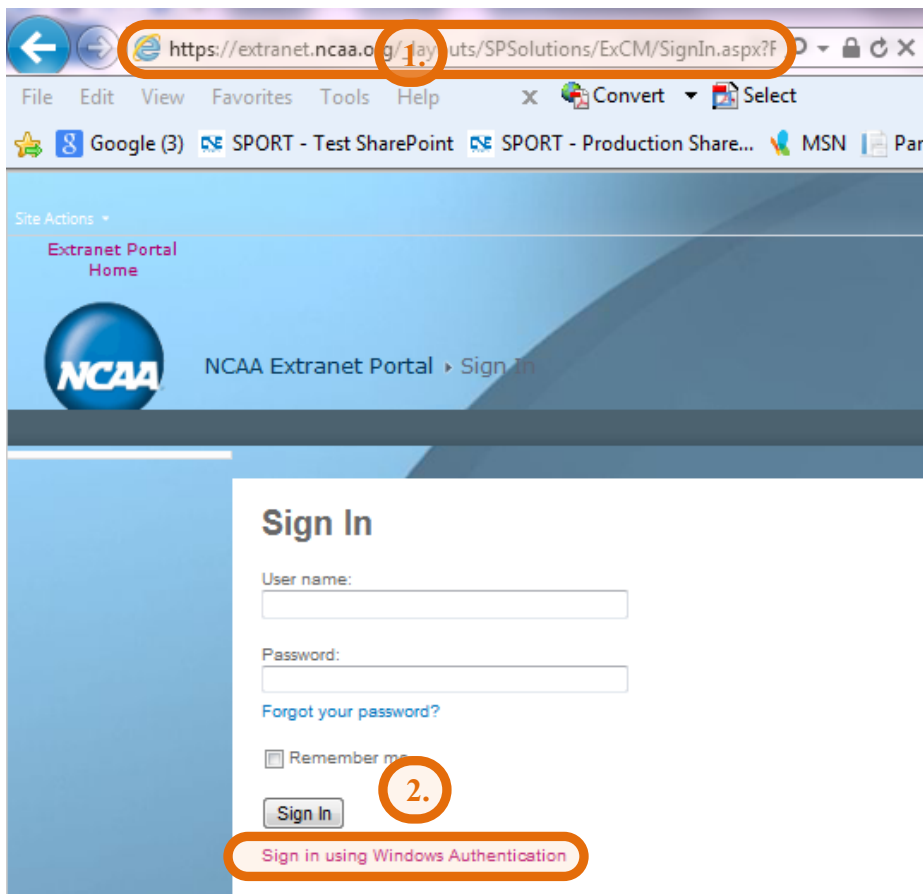
# SPORT- Panel Generator Instructions

## Enter Session Dates into Compass - SharePoint

1. Copy below link into Microsoft Internet Explorer browser.

<https://extranet.ncaa.org/compass/COI/coiavail/Toolbox/Forms/AllItems.aspx?RootFolder=%2Fcompass%2FCOI%2Fcoiavail%2FToolbox%2Fbbanowsky&FolderCTID=0x01200040B65A943E9DFE4A83A9EBAAAAE6EBF7&View={AD9D9068-04AF-4B6C-A44D-C180DA01A86A}>

2. Select **Sign in using Windows Authentication.**



3. Select **Calendar.**
4. Move cursor to the lower right hand corner of the start date of the session.
5. Select **+Add** that appears in the calendar box.

3. **Calendar**

**Lists**

- Calendar
- Tasks
- Alerts/Notifications

**Discussions**

- Team Discussion

**Recycle Bin**

**My Profile**

Name  
Greg Christopher

**Announcements**

☐ ☐ Title

There are no items to show in this view of the "Announcements" list. To add a

2013

November, 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31	1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	1

Today is Saturday, August 03, 2013

Calendars in View

- Calendar

Libraries

Shared Documents

Toolbox

2013 Nov 7-10A TBD Set

5.

+ Add

4.

6. Enter session Title (year + mo. + date + session {A,B,C etc.})
7. Enter city
8. Select checkbox: **Make this an all-day activity...**
9. Click on calendar icon and select **start** Date of Session
10. Click on calendar icon and select **end** Date of Session
11. Select checkbox: **Unavailable**
12. Select **Save**

The screenshot shows a SharePoint event creation form with the following fields and callouts:

- 6.** Title: 2013 November 7 – 9 A
- 7.** Location: Indianapolis
- 9.** Start Time: 11/7/2013
- 10.** End Time: 11/10/2013
- 8.** All Day Event: ☒ Make this an all-day activity that doesn't start or end at a specific hour.
- 11.** Unavailable: ☒
- 12.** Save button

The Description field is open, showing a calendar for November 2013. The calendar grid is as follows:

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Below the calendar, it says "Today is Saturday, August 03, 2013".

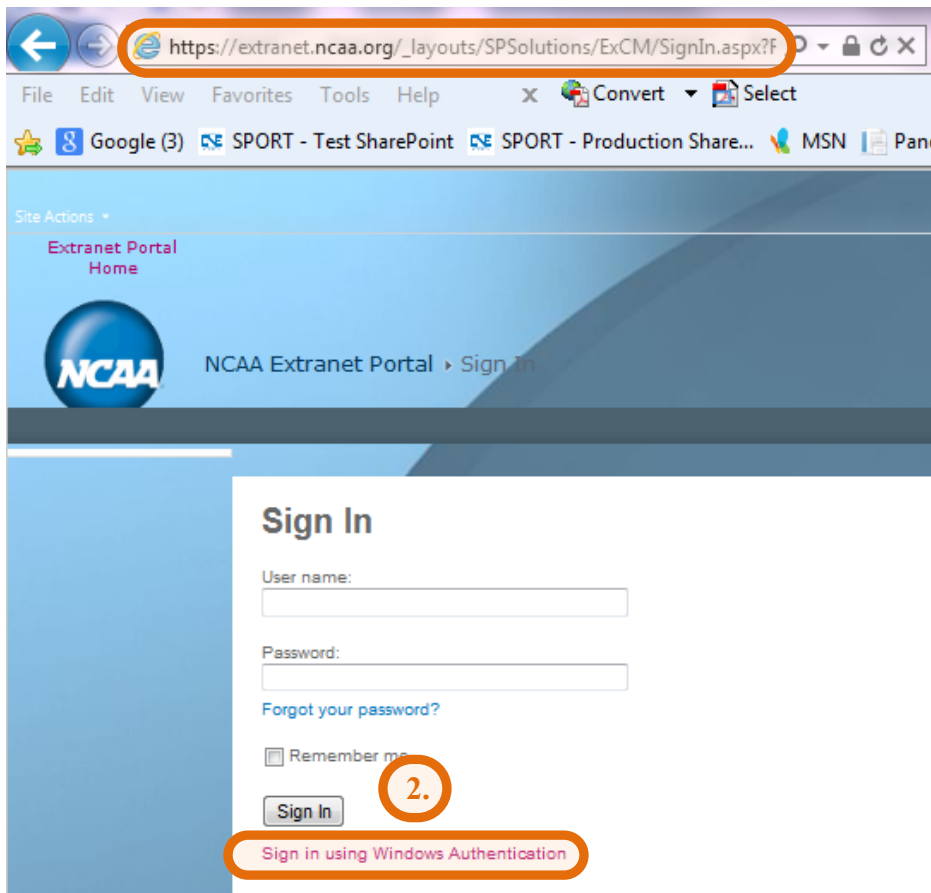
## Enter COI Availability into Compass - SharePoint

1. Copy below link into Microsoft Internet Explorer browser.

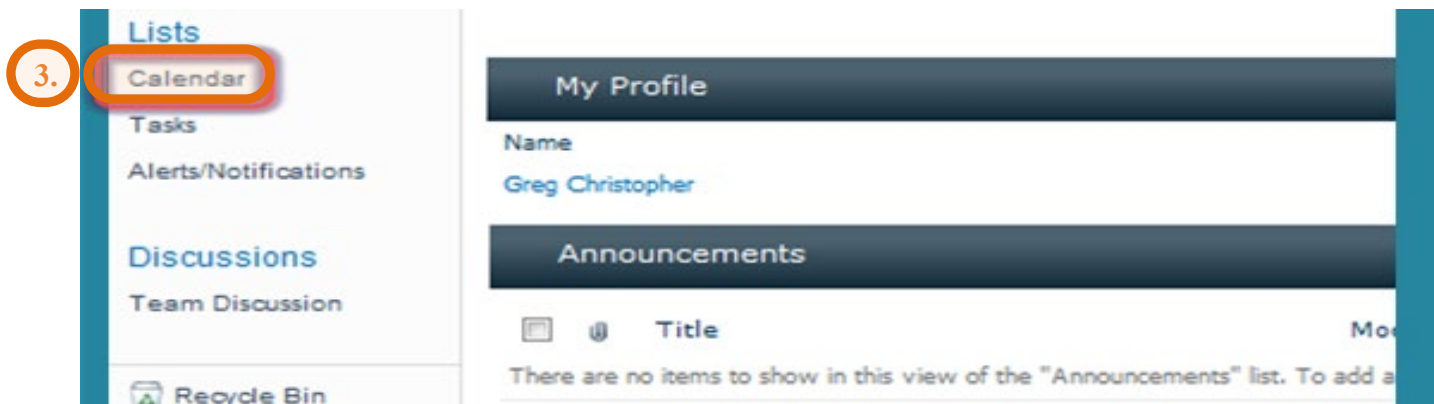
<https://extranet.ncaa.org/compass/COI/coiavail/Toolbox/Forms/AllItems.aspx?RootFolder=%2Fcompass%2FCOI%2Fcoiavail%2FToolbox%2Fbbanowsky&FolderCTID=0x01200040B65A943E9DFE4A83A9EBAAAAE6EBF7&View={AD9D9068-04AF-4B6C-A44D-C180DA01A86A}>

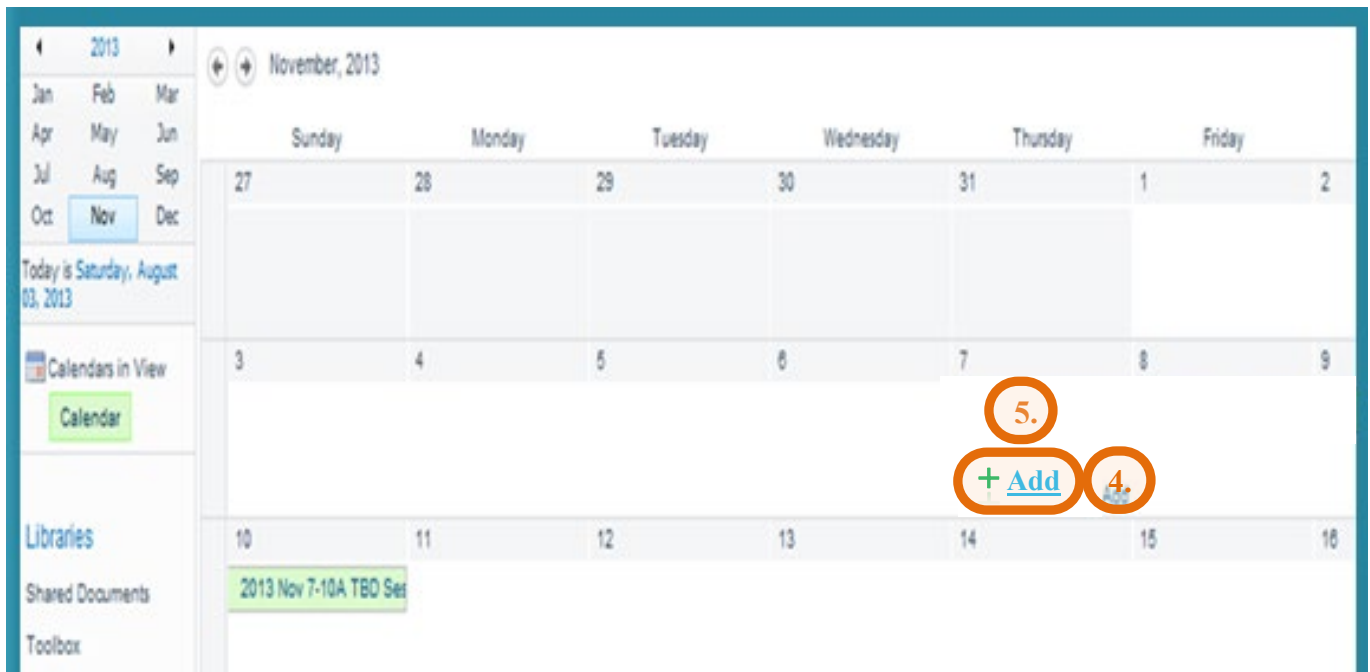
2. Select **Sign in using Windows Authentication.**

1.



3. Select **Calendar**.
4. Move cursor to the lower right hand corner of the start date of the session.
5. Select **+Add** that appears in the calendar box.





6. Enter **Committee Member** (first initial + last name) + **Unavailable**
7. Enter city
8. Select checkbox: **Make this an all-day activity...**
9. Click on calendar icon and select **Start Date** of Session
10. Click on calendar icon and select **End Date** of Session
11. Select checkbox: **Unavailable**
12. Enter **Committee Member's Email Address** (first initial + last name+ ncaacommitte.org)
13. Select **Save**

Calendar - New Item

Edit

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title \* 6. JSmith Unavailable

Location 7. Indianapolis

Start Time \* 9. 1/14/2015

End Time \* 10. 1/17/2015

Description

Category

All Day Event 8. ☒ Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence ☐ Make this a repeating event.

Workspace ☐ Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

Unavailable 11. ☒

PanelMember \* 12. JSmith@ncaacommittee.org

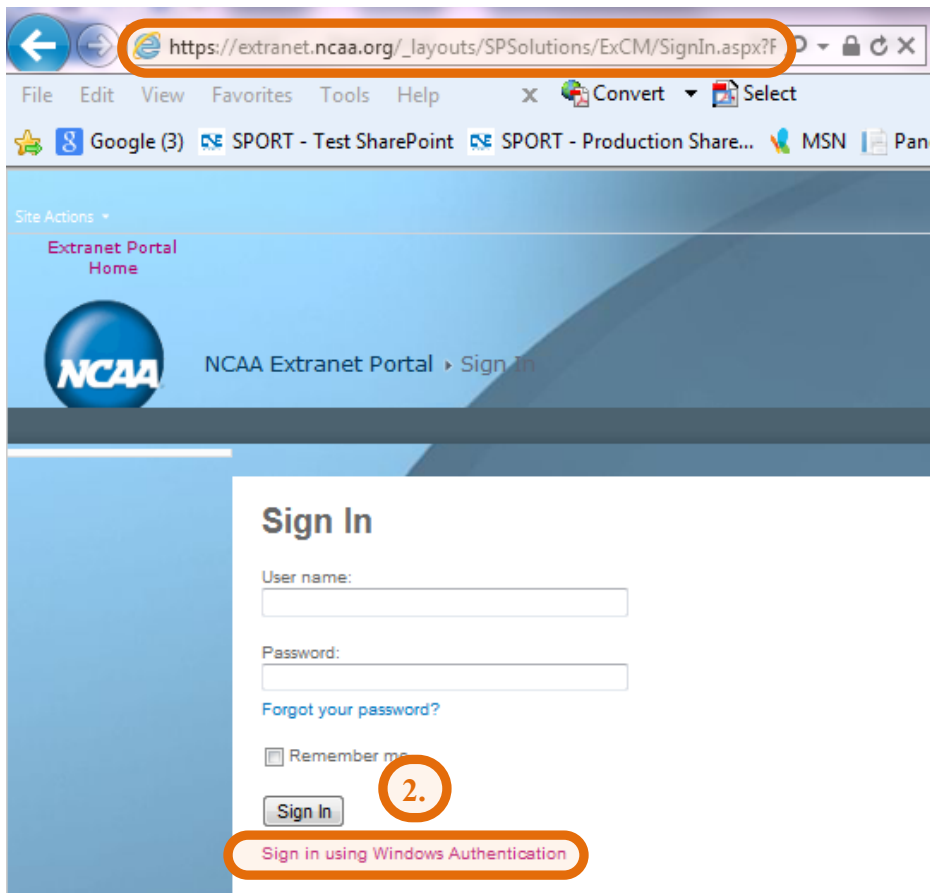
13. Save Cancel

## Update COI Profiles in Compass - SharePoint

1. Copy below link into internet explorer.

<https://extranet.ncaa.org/compass/COI/coiavail/Toolbox/Forms/AllItems.aspx?RootFolder=%2Fcompass%2FCOI%2Fcoiavail%2FToolbox%2Fbbanowsky&FolderCTID=0x01200040B65A943E9DFE4A83A9EBAAAAE6EBF7&View={AD9D9068-04AF-4B6C-A44D-C180DA01A86A}>

2. Select **Sign in using Windows Authentication**.



3. Select profile.

## on Zone!

te your profile. Otherwise, if you have an existing  
(right) to edit your profile.

below or by clicking on the day and then the time



COIProfiles		
<input type="checkbox"/> Name	Modified	<input type="checkbox"/> Modified By
Bobby Cremins	4/9/2014 3:51 PM	bcremins@ncaacommittee.org
Britton Banowsky	2/4/2014 12:43 PM	bbanowsky@ncaacommittee.org
Carol A. Cartwright	2/27/2014 1:27 PM	ccartwright@ncaacommittee.org
Christopher L. Griffin	2/27/2014 1:44 PM	cgriffin@ncaacommittee.org
Eleanor W. Myers	2/27/2014 1:36 PM	emyers@ncaacommittee.org
Greg Christopher	2/27/2014 1:29 PM	gchristopher@ncaacommittee.org

Below are critical fields to complete.



## COI Committee User Profile Form

### General Information

Name:	Greg Christopher		
Address:	Xavier University Department of Athletics 3800 Victory Parkway		
City:	Cincinnati	State:	Ohio (OH)
Office Phone:	(513) 745-3417	Mobile:	(513) 368-2479
		ZIP:	45207-7530
		Email:	gchristopher@ncaacom
Gender:	Male		
Diversity:	Caucasian		

### Current Institution

Start Year:	2013
Division:	I
Institution:	Xavier University
Conference:	Big East Conference
Football Affiliation:	Nonfootball
Position	Current Athletic Director

### Institution History

#### Institution # 1

Years:	2006-2013
Division:	I
Institution:	Bowling Green State University
Conference:	Mid-American Conference
Football Affiliation:	FBS
Position:	Former Athletic Director

#### Institution # 2

Years:	1997-2006
Division:	I
Institution:	Purdue University
Conference:	Big Ten Conference
Football Affiliation:	FBS
Position:	Athletics Administrator



☐ Insert additional institution

**NCAA Staff Only**

Committee Role:

Status:

Yearly Training Completed:

Term 1:	Start: 9/1/2012	End: 9/1/2015
Term 2:	Start: 9/1/2015	End: 9/1/2018
Term 3:	Start: 9/1/2018	End: 9/1/2021

TOTAL EXPERIENCE SERVED:

**Notes**

☐ Insert additional note

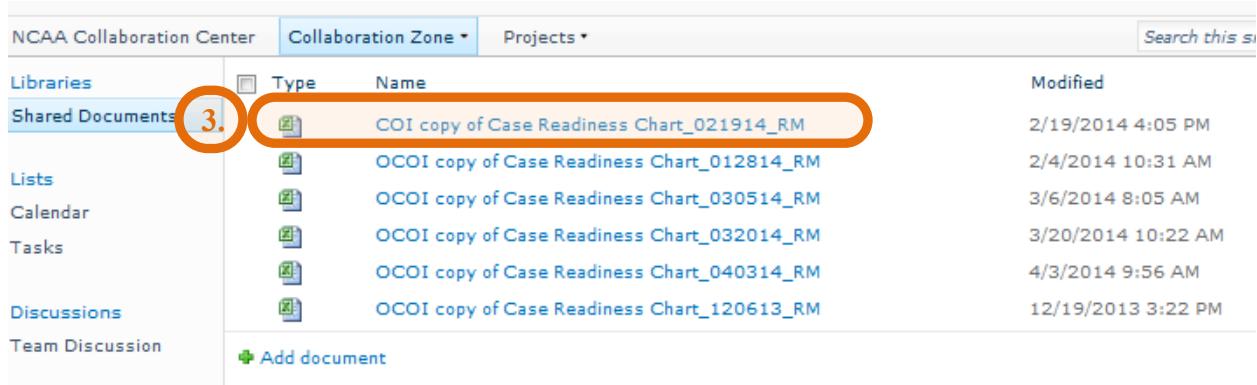
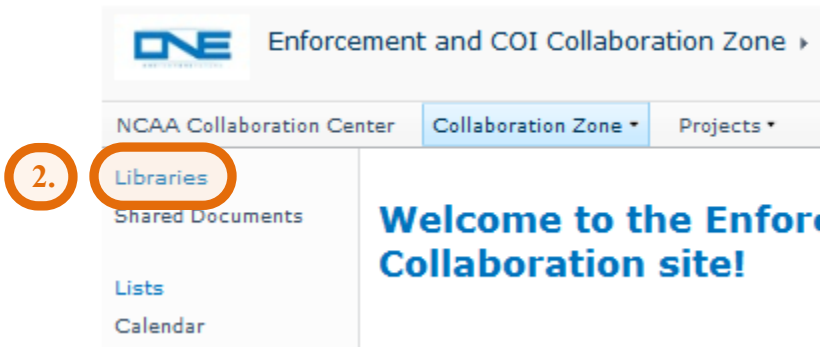
# SPORT- Panel Generator Instructions

## Process Overview

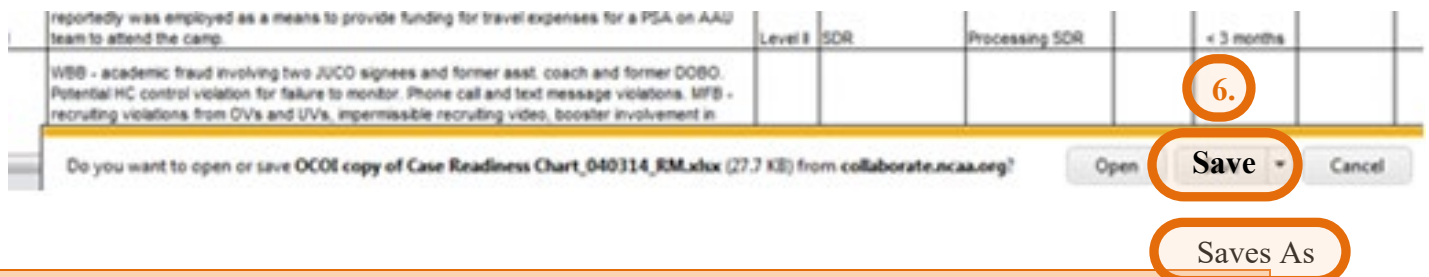
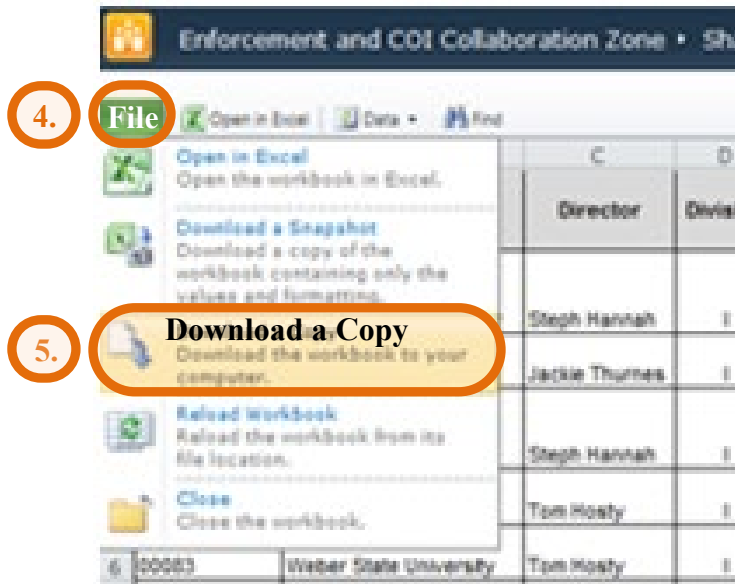


## Copy Enforcement Case Readiness Spreadsheet from SharePoint to Infractions Folder

1. Login into Enforcement/COI SharePoint: cut and paste <http://collaborate.ncaa.org/cz/enfcoi> into Internet Explorer.
2. Select **Libraries**.
3. Select **Shared Documents**
4. Select most recent Case Readiness file.



5. Select **File**.
6. Select **Download a Copy**.
7. Select **Save** then **Save As**.
8. Enter directory: **infractions\applications\case readiness\2015\**
9. Enter file name: **Case Readiness XX-XX-XX (date)**



## Login

1. Cut and paste link into **Chrome** browser (*Microsoft Internet Explorer will not function properly*):
2. Login

<http://ncaa-websvr01:8080/Account/Login?ReturnUrl=%2f>

1.

ncaa-websvr01:8080/Account/Login?ReturnUrl=%2f

**NCAA SPORT Committee On Infraction**

Status Home Case Session CommitteeMember

**Log in.**

**Use a local account to log in.**

2.

User name

Password

**Log in**

User Name: **tdl**

Password: **tdltdl**



## 1. Select Status



SPORT

Committee On Infractions

Welcome, gmcmlen  
Last Login: 1/12/2015 8:21 AM  
Log Out   Register   Roles

Status

Home

Case

Session

CommitteeMember

About

National Collegiate Athletic Association

Committee On Infractions

S P O R T

Systematic Panel Ordering and Randomizing Technology

Session Name	Reason	Status	Last Worked On
2015 June 18- 20A	New	Open	1/9/2015 10:18 AM
May 1-15	Compliance	Open	1/9/2015 11:01 AM
2015 Apr 15 -30	Compliance	Open	1/7/2015 01:39 PM
2015 Mar 15 - 30	Compliance	Open	
2015 Feb 18-21A	Compliance	Open	1/7/2015 08:07 PM
Jan 2015	Compliance	Open	12/28/2014 12:20 PM
Dec 19 - 20A	New	Open	11/3/2014 08:46 PM

There are several Sessions that are in 'Open' Status. These Sessions are not counted in Sitting Percentages or CoSits. They should be closed or deleted.

2. Select **Choose File**



## SPORT Committee On Infractions Status Page

Status Home Case Session CommitteeMember About

Item	Action	Last Updated	Notes
System Configuration:	<a href="#">Edit</a>		
Calculate CoSits:	<a href="#">Update</a>	12/10/2014	Not Comp
Reset Sitting Summary:	<a href="#">Update</a>		
Reset Compliance Sitting Summary:	<a href="#">Update</a>		
Committee Member Availability:	<a href="#">Update</a>	1/9/2015 11:01 AM	

Case file upload:

2.

**Choose File** No file chosen

Upload


3. Select location of file

4. Select **Upload**

The screenshot shows the SPORT Committee On Infractions Status Page. The 'Case file upload:' section has 'Choose File' circled with a '2.' and 'Upload' circled with a '4.'. An 'Open' file dialog is open, showing the 'Applications' folder. The 'Case Readiness 9-18-13' file is circled with a '3.'. The dialog also shows other files like 'Case Readiness Test 2', 'Case Readiness Total', 'Case Readiness Test 1', and 'Case Synopsis Report'.



1. Select **Case**
2. Select **Edit**

 **SPORT** Committee On Infractions


Welcome, gmcmlen  
Last Login: 1/12/2015 8:21 AM  
[Log Out](#) [Register](#) [Roles](#)

Status Home **Case** Session CommitteeMember About

Refresh With Closed Cases

Case Name	Institution Name	Status	Enforcement Status	Case Proc. Level	Forum	Proj. Enf. Sub. Date	2. <a href="#">Detail</a> <a href="#">Delete</a>
00007 West Virginia University	West Virginia University	Ready to be Assigned	Compliance	Level II		Submitted	<a href="#">Detail</a> <a href="#">Delete</a>
00083 Weber State University	Weber State University	Ready to be Assigned	Compliance	Level I			<a href="#">Detail</a> <a href="#">Delete</a>
171253 Syracuse University	Syracuse University	Ready to be Assigned	Compliance	Level I	In-Person	Submitted	<a href="#">Detail</a> <a href="#">Delete</a>
183033 University of Arkansas, Pine Bluff	University of Arkansas, Pine Bluff	Ready to be Assigned	Compliance	Level I	Panel Review	Submitted	<a href="#">Detail</a> <a href="#">Delete</a>
189693 University of Mississippi	University of Mississippi	Ready to be Assigned	Compliance	Level I		Submitted	<a href="#">Detail</a> <a href="#">Delete</a>
190253 University of Alaska Fairbanks	University of Alaska Fairbanks	Ready to be Assigned	SDR Complete	Level I	Panel Review	Submitted	<a href="#">Detail</a> <a href="#">Delete</a>




3. Select **Status History**
4. Select **Ready to be Assign Calendar** enter correct date.

 **SPORT** Committee On Infractions

**Edit Case**

Status Home Case Session CommitteeMember

Summary Notes **Status History** 3.

Status	Date Set	4.	Days In Status
Ready to be Assigned	11/05/2014		68
Closed	09/24/2014		42
Select One	09/18/2013		371

Upload Case Readiness Enter Case Details Create New Sessions Create New Panels Assign Cases to Panels Assign COI to Panels Assign Panelist Roles Adjust Panelists

1. Select **Session**
2. Select **Create New**

Status

Home

Case

Session

CommitteeMember

About

Create New

Session Name	Location	Start Date	End Date	Session Reason	Status	Commands
2015 June 18- 20A	Indianapolis National Office	06/18/2015	06/18/2015	New	Open	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>

3. Enter **Session Name** (Yr. + Mo. + Dates + Letter)
4. Enter **Location** (City – Venue)
5. Enter **No. of CM** (Number of Committee Members) usually 7
6. Enter **Session Reason** (**New** for Hearing Panel; **Compliance** for Compliance Panel)
7. Enter **Session Status** (**Open** for new session; **Closed** after the appeal period)
8. Enter **Address** (Venue address)



## SPORT Committee On Infractions

### Create Session

Status	Home	Case	Session	CommitteeMember	About
--------	------	------	---------	-----------------	-------

3.

Session Name

2015 Feb 18-21A

4.

Location

Indianapolis - Hyatt

5.

No. of CM

7

6.

Session Reason

New

7.

Session Status

Open

8.

Indianapolis - Hyatt

Indianapolis - Hyatt

1 S. Capital Ave

Indianapolis, IN 46204

[Edit Address](#)

Session Notes

Upload Case Readiness

Enter Case Details

Create New Sessions

Create New Panels

Assign Cases to Panels

Assign COI to Panels

Assign Panelist Roles

Adjust Panelists

1. Select **Create Panels** at the bottom page (hint: select edit session if the session has been closed before all the steps have been completed)

[Save](#) | [Edit Session](#) | [Create Panels](#) | [Manual Add COI to Panel](#) | [Assign Cases to Panels](#) | [Tumble Master List](#) | [Assign COI to Panels](#) | [Assign Panel Tasks](#)

## 2. Select **Add Row**


Status	Home	Case	Session	CommitteeMember
--------	------	------	---------	-----------------

Session Name: 2015 Jul 15 - 17A  
Location: Indianapolis National Office

2.	Meet Dates <u>Add Row</u>	Duration	Hearing Type	Rem
----	------------------------------	----------	--------------	-----

Status	Home	Case	Session	CommitteeMember	About
--------	------	------	---------	-----------------	-------







Session Name: 2015 Jul 15 - 17A  
Location: Indianapolis National Office

3.	Meet Dates 07/15/2015 	4.	Duration AM ▼	5.	Hearing Type Hearings ▼	Rem <input type="checkbox"/>
<u>Add Row</u>						

3. Select the Start **Meet Date** (of Hearing, Review, etc.)
4. Select **Duration** (Anticipated Length)
5. Select **Hearing Type** (Hearing, Review, etc.)
6. Select **Save**
7. Repeat Steps 2 – 6 until all the panels are entered



## 1. Select **Assign Cases to Panels**

[Save](#) | [Edit Session](#) |  [Create Panels](#) |  [Manual Add COI to Panel](#) |  [Assign Cases to Panels](#) |  [Tumble Master List](#) |  [Assign COI to Panels](#) |  [Assign Panel Tasks](#)

2. Select Panel
3. Select the Case that matches the duration of the Panel (e.g., 2 Days for both)
4. Select Save
5. Repeat Steps 2-4 until all Cases have been assigned a Panel



Status	Home	Case	Session	CommitteeMember	About
Session Name: 2015 Jul 15 - 17A Location: Indianapolis National Office					
Select	Meet Dates	Duration	Remove		
<input type="checkbox"/>	07/15/2015 AM	0.00			
<input type="checkbox"/>	07/15/2015 PM	0.00			
<input checked="" type="checkbox"/>	07/16/2015 2 Days	0.00			

Select	Cases Ready to be Assigned	Ready Date	Duration
<input type="checkbox"/>	00007 00007 West Virginia University Select One	01/09/2015	Select One
<input type="checkbox"/>	00083 00083 Weber State University Standard Hearing	01/07/2015	Select One
<input checked="" type="checkbox"/>	171253 171253 Syracuse University Standard Hearing	01/09/2015	2 Days
<input type="checkbox"/>	183033 183033 University of Arkansas, Pine Bluff Expedited Hearing	01/09/2015	Select One
<input type="checkbox"/>	189693 189693 University of Mississippi Standard Hearing	01/09/2015	Select One
<input type="checkbox"/>	190253 190253 University of Alaska Fairbanks Expedited Hearing	11/04/2014	Select One
<input type="checkbox"/>	00184 00184 Wichita State University Standard Hearing	01/09/2015	1 Day
<input type="checkbox"/>	00122 00122 University of Georgia Standard Hearing	01/09/2015	.75 Days

[Save](#) | [Edit Session](#) | [Create Panels](#) | [Manual Add COI to Panel](#) | [Assign Cases to Panels](#) | [Tumble Master List](#) | [Assign COI to Panels](#) | [Assign Panel Tasks](#)



## 1. Select Tumble Maser List

[Save](#) | [Edit Session](#) | [Create Panels](#) | [Manual Add COI to Panel](#) | [Assign Cases to Panels](#) | [Tumble Master List](#) | [Assign COI to Panels](#) | [Assign Panel Tasks](#)

## 2. Select Save

Status	Home	Case	Session	CommitteeMember	About
Session Name: 2015 Jul 15 - 17A Location: Indianapolis National Office					
Meet Dates & Time 07/15/2015 AM Case: 00007 00007 West Virginia University Case: 171253 171253 Syracuse University 07/15/2015 PM Case: 00007 00007 West Virginia University Case: 171253 171253 Syracuse University 07/16/2015 2 Days Case: 00007 00007 West Virginia University Case: 171253 171253 Syracuse University					
Master Committee Members Testuser11 Testuser12 Testuser5 Testuser6 Testuser1 Testuser17 Testuser18 --- Panel Complete --- Testuser13 Testuser16 Testuser8 Testuser19 Testuser9 Testuser15 Testuser10 Testuser14 Testuser7					
<a href="#">ReDo Master List</a>					
Comm Members	Pct	Male	DOS	Big 5	Sel Hard Soft CoSit UnAvail
Testuser1	0.50	true	139	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser5	0.00	true	1204	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser6	0.63	true	140	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser7	0.80	true	1204	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser8	0.63	true	140	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser9	0.67	false	140	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser10	0.63	true	201	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser11	0.50	false	1204	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser12	0.33	true	140	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser13	0.29	true	201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser14	0.57	true	201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser15	0.67	true	1204	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser16	0.33	true	140	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser17	0.50	true	1204	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser18	0.50	true	1204	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Testuser19	0.57	true	201	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

[Save](#) | [Edit Session](#) | [Create Panels](#) | [Manual Add COI to Panel](#) | [Assign Cases to Panels](#) | [Tumble Master List](#) | [Assign COI to Panels](#) | [Assign Panel Tasks](#)

3. Select **Assign COI to Panel**
4. Select **Save**

Status Home Case Session CommitteeMember About

Session Name: 2015 Jul 15 - 17A  
Location: Indianapolis National Office

7/15/2015 7/16/2015

Master Committee Member List

Testuser11  
Testuser12  
Testuser5  
Testuser6  
Testuser1  
Testuser17  
Testuser18  
--- Panel Complete ---  
Testuser13  
Testuser16  
Testuser8  
Testuser19  
Testuser9  
Testuser15  
Testuser10  
Testuser14  
Testuser7

7/16/2015 2 Days  
Case: 00007 00007 West Virginia University  
Case: 171253 171253 Syracuse University

Name	Hard	Soft	Avail	CoSit	Rem	Prim	Task
Testuser11	●	●	●	●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Testuser12	●	●	●	●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Testuser5	●	●	●	●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Testuser6	●	●	●	●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Testuser1	●	●	●	●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Testuser17	●	●	●	●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Testuser18	●	●	●	●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

[Add Row](#)

Number on Panel: 7  
\* Not an Active Panel Participant

☐ Remove all Hard Recusals  
☐ Remove all Soft Recusals

4. 3.

[Save](#) | [Edit Session](#) | [Create Panels](#) | [Manual Add COI to Panel](#) | [Assign Cases to Panels](#) | [Tumble Master List](#) | [Assign COI to Panels](#) | [Assign Panel Tasks](#)



1. Select **Assign Panel Tasks**
2. Select **Add Row**
3. Select **Panelist**
4. Select **Task (Role)**
5. Select **Save**
6. Repeat steps 2-5 until all Tasks (Roles) have been assigned

Session Name: 2015 Jul 15 - 17A  
Location: Indianapolis National Office

Master Committee Member List

Meet Date	Start Time	End Date Time	Panel Task	Comm Member	Remove	Not Participating
7/15/2015	8:00 AM	7/15/2015 12:00 PM				
<a href="#">Add Row</a>						
7/15/2015	1:00 PM	7/15/2015 5:00 PM				
<a href="#">Add Row</a>						
7/16/2015	8:00 AM	7/17/2015 5:00 PM	Chief Hearing Officer	Testuser11		
<a href="#">Add Row</a>						

5. Save | Edit Session | Create Panels | Manual Add COI to Panel | Assign Cases to Panels | Tumble Master List | Assign COI to Panels | 1. Assign Panel Tasks



1. Select **Assign COI to Panel**
2. Select **Add Row** (until the first alternate is visible)
3. Select **Rem (Remove)** to remove the conflict panelist
4. Select **Prim (Primary Panel)** to add a replacement panelist
5. Select **Save**

Session Name: 2015 Jul 15 - 17A  
Location: Indianapolis National Office

7/15/2015 7/16/2015

Master Committee Member List

Panel

Alternates

7/16/2015 2 Days

Case: 00007 00007 West Virginia University

Case: 171253 171253 Syracuse University

Name	Hard	Soft	Avail	CoSit	Rem	Prim	Task
Testuser11							CHO
Testuser12							
Testuser5							CAA
Testuser6							
Testuser1							
Testuser17							
Testuser18							
Testuser13							

2. Add Row

3.

4.

Number on Panel: 7

\* Not an Active Panel Participant

5. Save | Edit Session | Create Panels | Manual Add COI to Panel | Assign Cases to Panels | Tumble Master List | Assign COI to Panels | 1. Assign Panel Tasks