



# Student Eligibility Support Guide

**2019-2020**



## Welcome to PlanetHS!

PlanetHS, powering ArbiterAthlete, is the official online management system for the South Carolina High School League.

SCHSL member schools will file certificates of eligibility for all students on PlanetHS. Also, schools are also required to submit transfer student requests to the league office via PlanetHS.

In addition to the **free** student eligibility and transfer modules, PlanetHS also offers premium software like Coach Management, Fee Management, Wellness & Safety, Equipment Management, to accompany our featured Athletic Pre-Participation — which is designed to streamline the eligibility form process. To learn more about our premium services, contact Alex Hyman at 1-888-668-7452 ext. 710.



PlanetHS is also the home for SCHSL online rules clinics and baseball pitch count submissions.

This is an introduction support guide to assist with PlanetHS navigation and completing required forms for this school year. Additional support contact information is provided on the last page. For eligibility and transfer support on actual rules and compliance, please contact the South Carolina High School League.

## What's On Deck?



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## Accounts and Permissions

Principals, Athletic Directors, and Athletic Secretaries all have separate accounts on PlanetHS to complete eligibility and transfer forms. If you serve at more than one school, only one account will be needed.

Accounts can be created on [PlanetHS.com](https://www.planeths.com). **Contact Ryan Bethea at PlanetHS [ryanbethea@planeths.com](mailto:ryanbethea@planeths.com) to have athletic director permissions assigned. Once an AD has permissions, he or she can add new principal and athletic secretary accounts using Setup Module (blue quick link on main screen).**

**\*\*All ArbiterAthlete accounts transferred to the PlanetHS interface.\*\***

For premium schools, separate accounts are needed to complete administrator and parent tasks. We strongly recommend setting your admin account with your school e-mail address.

To create an account, visit [www.planeths.com](https://www.planeths.com) and click Sign Up! Select "Staff or Faculty Member" option and provide additional information.

**When logging into your account, always click "Keep Me Logged In!" Otherwise, your session may be interrupted by in an inactivity warning and possibly lose unsaved work.**

To change your password, school or contact information, click your name in top right corner and select Settings.

### **Eligibility/Transfer Flow and Permissions:**

Eligibility and Transfers forms, by default, originate at the athletic director or athletic secretary level and flow up to the principal for approval. Principals log into their accounts, review forms and digitally submit to SCHSL office. Principals do have the ability to adjust approval settings from their accounts, allowing athletic directors and athletic secretaries to approve their own forms.

Accounts with athletic secretary permissions may file eligibility but only an athletic director account can send to the principal (by default).

Coaches with head coach permissions can see a read-only version of eligibility for their assigned sport(s).

## Navigation to Eligibility & Transfer Forms

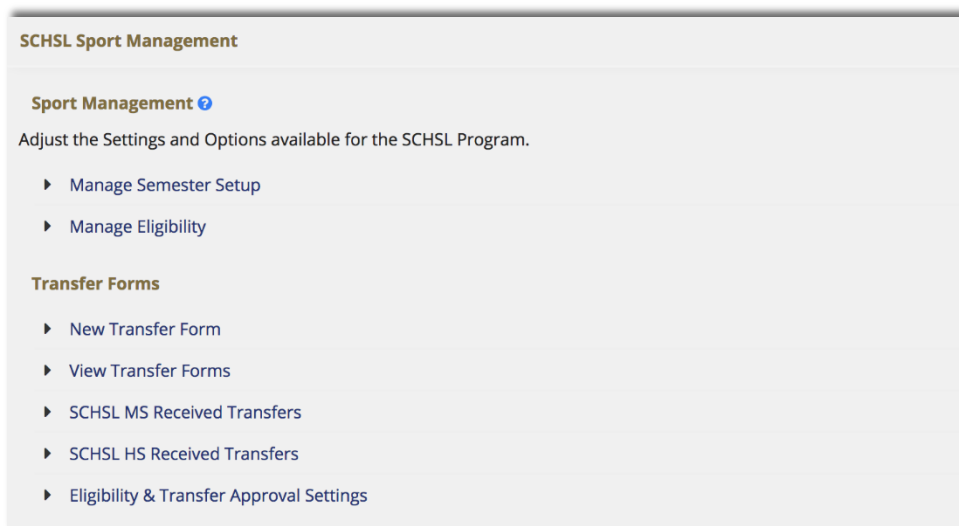
Only accounts with appropriate permissions (principal, athletic director, athletic secretary, head coaches (read only) will have access to Eligibility & Transfer forms.

If proper permissions have been assigned to your PlanetHS account, you will see the Eligibility/Transfers blue quick link button on your home page.

The blue quick link button will direct you to SCHSL Sport Management.



1. Manage Semester Setup – First step to completing eligibility.
  2. Manage Eligibility – Create and monitor eligibility forms
  3. New Transfer Form – blank transfer form
  4. View Transfer Form – Collection of your transfer forms
  5. SCHSLMS Received Transfers – Master list of middle school transfers
  6. SCHSLHS Received Transfers – Master list of high school transfers
  7. Eligibility & Transfer Approval Settings – Viewable only to those with principal permissions. Principals may assign athletic directors or athletic secretaries to submit forms to SCHSL.
- \*\*\* “Pending Eligibility Forms” or “Pending Transfer Forms” will also appear in here when documents are sent to principal.\*\*\*



## What to know before completing eligibility!

1. New sports not previously offered at your school will need to be created using Setup **prior** to beginning the eligibility process. Simply click on the Setup quick link button to access this module.
2. By SCHSL rules, initial eligibility is due **7 days** before the first contest. Eligibility is not due before first scrimmage **BUT** all student athletes participating in a scrimmage must be eligible.
3. Basketball and Wrestling are filed in the **fall** semester. If a student athlete becomes eligible after the first semester, you must then also set up these sports for the spring and add a new supplemental in the spring.
4. Be mindful of the difference in individuals and teams when setting up eligibility semesters. If you don't have the minimum number of athletes to submit a team initial, you will need to set up the sport on designated individual rows. If unsure if team minimum requirements will be met, use individuals.
5. An eligibility form is only complete once the principal has digitally signed and submitted the document to the SCHSL office. **\*\*\*Forms set as pending or pending principal approval are still at risk of being late.\*\*\***
6. If necessary, use the delete form button to remove an unapproved form.
7. Eligibility is required for Competitive Cheer and GameDay Cheer but not Support Cheer.



## Manage Semester Setup

Manage Semester Setup is the first step in completing eligibility. The sport will need to be set up here before the initial form can be started. All sports do not have to be set up at the same time, however.

As noted on **Page 6**, be cognizant of team vs. individuals when setting up semesters. To file as a **team**, see the following minimum student athlete requirements for initial forms:

**Baseball - 9, Basketball - 5, Competitive Cheer - 8, Cross Country - 5, Football - 11, Gameday Cheer - 5, Golf - 4, Lacrosse - 10, Soccer - 11, Softball - 9, Swimming - 6, Tennis - 3, Track & Field - 6, Volleyball - 6, and Wrestling - 7.**

Note: The South Carolina High School League doesn't distinguish competition levels on eligibility forms. All varsity and sub-varsity athletes will be filed on same form(s) – regardless of what competition level is selected during semester setup.

**Team Column** – Begin typing name of sport and select it once it populates. Clicking the sport is very important – you cannot save work without this step.

**First Regular Contest** – Use the calendar tool to indicate team's first regular contest.

**Preseason Tournament** – Use calendar tool to indicate team's first preseason tournament/jamboree. A scrimmage is not considered a tournament.

**\*\*Dates are locked upon saving.**

**E-mail Ryan Bethea [ryanbethea@planeths.com](mailto:ryanbethea@planeths.com) to make any needed changes.\*\***

### 2016-2017 Fall Semester Sport Setup

**Team Field** - Begin typing the name of the Team in your school for each active Sport this semester. Select the Team as its name appears. Only Teams that have been previously created for your school in ArbiterAthlete may be selected, so you cannot just type the name of the Team into the box, you must select the Team from the list.

**First Regular Contest Field** - Click on the Calendar icon to select the date of the First Regular Contest.

**Preseason Tournament Field** - Click on the Calendar icon to select the date of the Preseason Tournament. This field can be left blank if you do not have a preseason tournament.

After adding Teams and dates, select Save Semester Config. Click on the Eligibility link to create Certificates of Eligibility for each Team.

Sport	Gender	Team	First Regular Contest	Preseason Tournament
Basketball Boys	male	Basketball- Boys Varsity	04/10/2018	04/04/2018
Basketball Girls	female			
Competitive Cheer	female			
Cross Country (Ind)	male			
Cross Country (Ind)	female			
Cross Country (Team)	male			

**\*\* Click Save Semester Config button at bottom of page to complete setup\*\***

## Manage Eligibility Forms

Manage Eligibility is the second step in completing athletic eligibility. This is the home for starting initial and supplemental certificates of eligibility, monitoring due dates, and tracking status of forms.

Only one eligibility form can be active in a sport at a time. A supplemental form cannot be added until the initial has been approved. Once the initial has been approved, a “New Supplemental” will be listed under Actions.

**Notice:** You have NOT selected the current school year and/or semester! Please review before proceeding.

### Manage SCHSL Eligibility – Create and file Certificates of Eligibility

Select the School Year and the Semester you would like to manage.


Year: 2016-2017  
Semester: Fall Semester

Search

2016-2017 Fall Eligibility Management

Choose an Action: Start an Initial for each Team to create a Certificate of Eligibility for that Team in your school for the selected semester; or, + New Supplemental to submit additional athletes (Supplementals) for Eligibility Data after an Initial has been filed.



Form successfully deleted!

Sport	Due	Action(s)
Boy's Basketball Boys ( Basketball- Boys Varsity )	Due in 6 day(s)	+ Start Initial 

<< Dashboard

Export All Active Athletes

Click the + sign to the left of each sport to reveal a drop down of forms. Take notice of three form statuses: Pending, Pending Principal Approval or Approved. Forms are still editable at pending or pending principal approval level. Approved forms are locked in and edit requests must be submitted to Ryan Bethea [ryanbethea@planeths.com](mailto:ryanbethea@planeths.com) or Jan Hogan [jan@schsl.org](mailto:jan@schsl.org). If requesting a change and/or removal, please specify which form needs adjusting.

Sport	Due	Action(s)
 Boy's Basketball Boys ( Basketball- Boys Varsity )	Due in 6 day(s)	
Initial ( 1 Lines ) PENDING		

The grey circle/arrow icon exports a spreadsheet of all approved student athletes for a sport. The Export All Active Athletes button combines all approved student athletes for fall or spring semester.



# Certificate of Eligibility

## SCHSL Eligibility Management

2017-2018 Spring Certificate of Eligibility  
 DATE OF PRE-SEASON TOURNAMENT: -0001-11-30  
 FORM STATUS: Approved  
 PRINCIPAL'S APPROVAL:  
 HEAD COACHES: *None specified*

NAME OF SCHOOL: Standard High School  
 NAME OF SPORT: Soccer  
 DATE OF FIRST REGULAR CONTEST: 2018-01-31

GENDER: Female  
 SEMESTER: Spring  
 FORM TYPE: Initial

**Verify correct sport, gender, semester and form type.  
 Also provide head coach's name.**

**Need Help? View Eligibility Form Help Tips**

		APPROVED BY SCHOOL OFFICIALS							(1)	(2)	(3)	(4)	(5)	(6)	(7)			
STUDENT ATHLETE ACCOUNT ON ARBITERATHLETE	NAME AS IT APPEARS ON BIRTH CERTIFICATE	DATE OF BIRTH	G R A D E	DATE STUDENT ENTERED 9TH GRADE	1ST EARNED PREV SCHOOL YEAR	TOTAL UNITS EARNED 2ND SEMESTER PREV SCHOOL YEAR	TOTAL UNITS EARNED 2ND SEMESTER PREV SCHOOL YEAR	PREV YEAR OVERALL PASSING AVERAGE	HALF UNIT EQUIV. 1ST SEMESTER CURRENT SCHOOL YEAR	1ST OVERALL PASSING AVERAGE	SEMESTER DIPLOMA STUDENT MEET IEP?	TRANSFER STUDENT						
	LAST	FIRST	MIDDLE	MM/DD/YYYY	MM	YYYY												
	Lyle Andrew (Lyle.andrew@)	Andrew	Lyle	9	01/15/2001	12	06	2014	Pre	0	Pre	0	Yes	0	0	Yes	0	
	Brenda Barnhart (Brenda.barnhart@)	Barnhart	Brenda		02/01/2003	10	06	2016	7	0	Pre	0	Yes	0	0	Yes	0	
	Sarah Gray (sarahgray@)	Gray	Sarah		01/06/2002	11	06	2015	Pre	0	Pre	0	Yes	0	0	Yes	0	
	Ally Hopkins (allyhopkins@)	Hopkins	Ally		03/09/2000	9	06	2018	Pre	0	Pre	0	Yes	0	0	Yes	0	
	Sarah Jones (sarahjones@)	Jones	Sarah	Lee	01/01/2000	12	06	2014	Pre	0	7	0	Yes	0	0	Yes	0	
	Blair Keys (blairkeys@)	Keys	Blair		03/06/2002	10	06	2016	Pre	0	Pre	0	Yes	0	7	0	Yes	0
	Elizabeth Mujica (emmamujica@)	Mujica	Elizabeth		11/23/2000	12	06	2014	Pre	0	Pre	0	Yes	0	6	0	Yes	0
	Ellie Rudolph (EllieRudolph2004@)	Rudolph	Ellie	Grace	07/03/2002	9	06	2017	5	0	Pre	0	Yes	0	Pre	0	Yes	0
	Sarah Smith (sarahsmith@)	Smith	Sarah		03/22/2003	12	06	2016	7	0	Pre	0	Yes	0	7	0	Yes	0
	Stacy Smith (stacystacy@)	Smith	Stacy		01/01/2001	12	06	2014	Pre	0	Pre	0	Yes	0	Pre	0	Yes	0
	Sally Student (sally.student@)	Student	Sally		01/01/2000	12	06	2014	7	0	Pre	0	Yes	0	Pre	0	Yes	0

## Certificate of Eligibility

1. Be sure to update head coach at top of eligibility form!
2. Student Athlete Account on PlanetHS – Type and select student’s name when it appears. It will only appear if the student has an account in the system. If no student account, **non-premium subscriber** schools will use New Athlete button.
3. Date of Birth – MM/DD/YYYY Format. For seventh and eighth graders, leave blank.
4. For High Schools: Columns 1-3, 7-10 are required for first semester. During Spring Semester, start with Column 4 – UNLESS the student has a “4” in Column 4. At that point, Columns 1-3 must also be completed.
5. The form will automatically place students in alphabetical order upon saving.
6. Note: “Date Parent Permission Form Signed” is the last column.

### BUTTONS AT BOTTOM OF ELIGIBILITY FORM

1. **Add entry** – adds blank row to form
2. **Add 5 entries** – adds five blank rows to form
3. **Save Data** – saves data. You’re encouraged to save often.
4. **New Athlete** – used by non-premium subscribed schools only to create accounts for students (More on Page 11)
5. **Send to Principal** – button only appears once minimum athletes are met and saved at least once (see page 7). If principal has designated AD to approve eligibility, Approve & Submit button will appear at bottom of form instead.
6. **Delete Form** – Delete unapproved form. This action is irreversible.
7. **Import Previous Year** – Retrieves all students from previous year’s eligibility. This feature is designed to roll off old seniors and roll up grade years for returning students. Please verify!
8. **Import Team Roster** – For premium schools that have completed preliminary team rosters, import athletes directly from athletic forms. **\*\*New Feature in 2019-2020!\*\***
- 9 **Red Trash Can** – This appears to the left of all students for removal purposes. Removing a student from a form is a two-step process: Red trash can then saving form.
10. **Audit Log** – Valuable feature that details whose account filed eligibility and when forms were approved by school.

## New Athlete Button

**\*\*\*The New Athlete button on the eligibility form is only to be used by schools that **do not** subscribe to the PlanetHS Pre-Participation module.\*\*\***

If a student is new to your school or never participated in athletics, he or she will be entered the first time on eligibility using the New Athlete Button.

Once students are in the system, they will populate when typing in the first column on any subsequent forms.

You will need to assign the student a username to complete the required fields on the New Athlete box.

Remember, the username may already be taken in our

database. Try adding school initials or numerals to make the username unique.

For birthday field, use MM/DD/YYYY format to bypass calendar tool.

For seventh and eighth graders, please skip Date Entered 9<sup>th</sup> grade. Click Save Student and the athlete and corresponding information will then be placed on the certificate of eligibility.

**Create a New Student Athlete account**

Please provide the information requested below to create a new Student Athlete account on [arbiterathlete.com](http://arbiterathlete.com). You may then use this new account when adding information for that Student Athlete into the eligibility registration form.

**Username**

**First Name**

**Middle Name**

**Last Name**

**Birthdate**

**Gender**

Female

**Date Entered 9th Grade** *Leave blank if not yet entered 9th grade.*

MM YYYY

## How to submit Transfer Forms?

South Carolina High School League transfer forms are located in the SCHSL Sports Management section of PlanetHS.

All high school and middle school transfer requests must be submitted to the league office prior to participation or being submitted on eligibility forms.

A transfer form follows the same approval process as eligibility forms with principal signatures needed.

To access the transfer forms and transfer lists, click Eligibility/Transfers blue quick link on the homepage.

**New Transfer Form** – blank transfer form with rule interpretations

**View Transfer Form** – Collection of school's transfer forms. This is also where you will confirm all forms have been signed by principal.

**SCHSLMS Received Transfers** – Statewide list of middle school transfer students

**SCHSLHS Received Transfers** – Statewide list of high school transfer students

**Eligibility & Transfer Approval Settings** – Viewable only to those with principal permissions.

**Submitted Transfer Forms** – Only viewable to principals

\*\*\*Reminder: Contact PlanetHS for assistance with locating and submitting transfer forms. Questions on actual transfer rules and interpretations, though, must be answered by the league office.\*\*\*

## Principal's Approval

PlanetHS is designed for athletic directors and athletic secretaries to complete eligibility and transfer forms before passing off to the principal's office for a digital signature.

Like athletic directors and secretaries, principals must have a separate account on PlanetHS to digitally sign forms to submit to the league office.

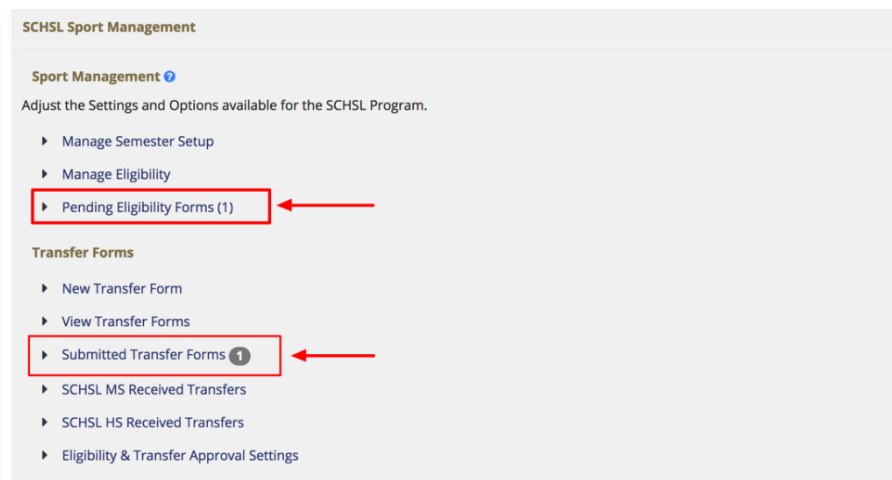
Principals can create their account but will need to contact Ryan Bethea at ryanbethea@planeths.com to add required permissions to access the SCHSL modules. If a principal had a PlanetHS account at a former school, we can update existing log-in with current information. Athletic Directors can also create accounts and assign principal permissions within the school's Setup module on PlanetHS.

When an athletic director clicks Send to Principal on forms, the principal will receive a courtesy e-mail alerting eligibility and/or transfers are available to approve on the site.

School districts will need to verify PlanetHS/ ArbiterAthlete e-mails are white-listed from any e-mail blocks or spam filters. Note: Schools are still responsible for approving eligibility even if the courtesy approval e-mail isn't received.

Upon logging in, principals will click Eligibility/Transfers blue quick link button, click (#) Pending Eligibility Forms or Submitted Transfer Forms, select form, verify information on document(s), scroll to bottom and click Approve & Submit.

"Pending Eligibility Forms" and/or Submitted Transfer Forms will only show if there are forms to be approved by the principal.



In the SCHSL Sport Management, a principal can adjust approval settings — allowing either an athletic director or secretary to submit eligibility and transfers on their behalf.



## Contact Us!

### **Ryan Bethea, Senior Association Liaison at SCHSL offices**

[ryanbethea@planeths.com](mailto:ryanbethea@planeths.com)

(803) 896.6955 (SCHSL Offices)

(888) 668.7452 ext. 711

(843) 862.3026 (cell)

### **Alex Hyman, Implementation Specialist**

[alexhyman@planeths.com](mailto:alexhyman@planeths.com)

(888) 668.7452 ext. 710

### **PlanetHS Support Center**

[schoolsupport@planeths.com](mailto:schoolsupport@planeths.com)