

SHSAA ACTIVITY ELIGIBILITY FORM

This form must be filled out online using the SHSAA website forms section (www.shsaa.ca).

YOUR COOPERATION IS REQUIRED

This form **must** be filled out online. Each high school Principal has been issued a User I.D. and Password which allows for access to the SHSAA Exnet section on the SHSAA website www.shsaa.ca

Follow these directions:

- Go to www.shsaa.ca
- On the right hand side of the page you will see SHSAA Quick Links: Click on ExNet Login
- Enter your school User ID.
- Enter your school password.
- Select Registration at the top of the page
- Select Activity Eligibility Form
- Check that your school information is correct; if not, please edit.
- Scroll down the page until you reach the activity you are filing an eligibility form for.
- In the right hand column it will say either:
 - Create Eligibility Form; or
 - View Eligibility Form
- If it says Create Eligibility Form you click on it and make a declaration regarding the playoffs and include the coach's information. Click on Save E5 Declaration.
- Click on Return to Registered Activities for Your High School.
- The right column will now say View Eligibility Form, click on it and scroll down to the bottom of the page to click on Add Eligible Student to This Roster.
- This will reveal a list of all eligible students previously registered by your school. Scroll down the list and select the students on the team by clicking the active square in the left column. At the bottom of the page click Save Roster Selections.
- If the student's name does not appear, you must add it to the database (see bottom of the page Add One Eligible Student to your school and then select the student to the activity roster following the process above).

Please contact the SHSAA Office or your District President if you require assistance or more information regarding the filing of this form.

SHSAA
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