

California Community Colleges Commission on Athletics ONLINE FORM 3 SYSTEM FAQ

1. How do I file a supplement or make an addition?

To make a change to an existing Form 3, simply add a student or edit a student's information, just as you did when you created the form. When you make a change, you will only need to click "save", and the change will appear on your Form 3, your change log and in your conference commissioner's online admin section. You should not click the "Submit" button again. You only use the "Submit" button twice; at the beginning and the end of the season.

Please note: If you look in the "Current Form 3's" window on the left-hand side, you'll see a small symbol before the form name. If you look below the symbol, you'll see a legend that explains what each symbol means. A "0" means the form has not been submitted, a "1" means the form has been submitted for the first time, a "2" means the commissioner has reviewed the form, etc.

A "2" will not appear until your conference commissioner has entered his/her conference admin section and approved your original submission. You will not be able to add (supplements) until a "2" appears. You may need to contact your commissioner to let him/her know that you need to make additions.

2. How do I change the conference assigned to a Form 3?

There are two ways to change the conference assigned to a particular Form 3.

Method 1: When you create a Form 3, you choose three fields; the year, the sport and the conference. If you do not choose a conference, the Form will be created and assigned to your school's primary conference.

Method 2: You can also change the conference by using the "Edit Form 3" function. At the top of the form, click the conference name. A small new window will appear. This window will allow you to select a different conference. Select the appropriate conference from the drop-down menu and click "save".

Please note: Even if you have already submitted your Form 3 to the wrong conference, you can use Method 2 (above) to change which conference the Form is assigned to, and the Form will be re-directed to the appropriate conference commissioner. You DO NOT need to resubmit the form for the change to take place.

3. How do I obtain a signature for the online Form 3?

Signatures are not required when filing online. By logging-in with a username and password, you are acknowledging that you have the authority to submit this data on behalf of your college athletic department.

4. Do I still need to file hard copies with my conference commissioner?

This is a decision to be made by your conference commissioner. Some conferences are requiring hard-copy Form 3's in addition to the online version to allow time for eligibility personnel to learn the new online system. Please contact your conference commissioner for more information.

5. How do I submit the online Form 3 to my conference commissioner?

When using the "Edit Form 3" function, scroll down until you see a gray button that reads "Submit to Commissioner for Initial Verification".

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6. Why is the COA receiving our Form 3 reports this year?

The COA is not receiving your Form 3 reports. The COA has established this online system based on input and feedback from athletic directors, eligibility personnel and conference commissioners. It is designed to serve as a state-wide database for community college athlete eligibility, and will one day replace the need for tracers. The information you submit online is sent to your conference commissioner, which he/she review via an online administrative system.

7. What do the small numerals in the Form 3 list window mean?

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8. What if I submitted my Form 3 for a second time (Final/end of season submit) on accident?

Send an email to info@coasports.org listing your school, conference and sport.

9. What do I do if I forget my password?

Send an email to info@coasports.org. Be sure to include a daytime phone number (within your athletic department) for verification purposes.

10. How can I get help to an issue not addressed on this page?

Send an email to info@coasports.org or call the COA at 916.444.1600.

Also, be sure to review the [Online Form 3 Tutorial document](#), which provides an introduction and visual “walkthrough” of the COA Online Form 3 system.