

California Community Colleges Commission on Athletics

Student-Athlete Online Form 3 Eligibility System





Signing On

- www.coasports.org
 - Click 'Forms' link on right-hand side
 - Click 'Online Form 3' link
 - Enter username and password
-



Welcome Screen – First Visit

- Follow the link on the left to “Change Username/Password”
 - Choose a username and password

 - Follow the link on the left to “Edit Contact Information”
 - Be sure your contact information is accurate
-



Welcome Screen


- Click "View/Edit Form 3's" to begin

Commission on Athletics (COA) Online Forms Manager - Microsoft Internet Explorer provided b...

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Address <http://www.coasports.org/TServe/forms/> Go

 **Commission on Athletics Forms Manager**

Administrator Actions

- Change Username/Password
- Edit Contact Information

Form Actions

- View/Edit Form 3's

Welcome **Sierra College**,
Administrating **Sierra College** for the **Bay Valley Conference**.

If you have not used the system yet please change your password.

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Main Screen – Create a Form 3

- Click “Add A New Form 3”

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Address <http://www.coasports.org/TServe/forms/form3.cgi> Go

Commission on Athletics Forms Manager

Welcome **Sierra College**,
Adminstrating **Sierra College** for the **Bay Valley Conference**.

If this is your first time using the Form 3 system there are a few things of note:

- You should create *all* of your Form 3's for the season **before** you start entering students. While it is possible to create new Form 3's after you have entered students, you will then have to add existing students to the new Form 3 via the search/edit student area.
- Form 3's will show up at left with a designator next to them. See the key under the listbox for what a specific designator means.

Form 3's can be edited at any time. All changes to a Form 3 will be entered in that [Change Log](#).

← Back to Homepage

Student Actions

- Add A New Student
- Search / Edit A Student

Form 3 Actions

- Add A New Form 3

Current Form 3's

- 04/05[Basketball Women's
- 04/05[Football Men's

↑ Edit This Form 3

↓ Download a PDF of Form 3

↑ QuickView This Form 3

0 - Not Submitted
1 - Initial Submit
2 - Commissioner Initial Verify
3 - Final Submit
x - Commissioner Final Verify

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Create A New Form 3

- Choose the sport and year, then click the "Create Form 3" button

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Address http://www.coasports.org/TServer/forms/form3.cgi?action=addf3

Commission on Athletics Forms Manager

Create a New Form 3

Select a **Sport** and a **Year** and then click the 'Create Form 3' Button.

Sport	Sports Year
Badminton - Women's	2002-2003
Baseball - Men's	2003-2004
Basketball - Men's	2004-2005
Basketball - Women's	2005-2006
Cross Country - Men's	2006-2007
Cross Country - Women's	2007-2008
Football - Men's	2008-2009
Golf - Men's	
Golf - Women's	
Soccer - Men's	
Soccer - Women's	
Softball - Women's	
Swim & Dive - Men's	
Swim & Dive - Women's	
Tennis - Men's	

Create Form 3

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Create A New Form 3

- Your new Form 3 will appear in the "Current Form 3's" Box on the right

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Address http://www.coasports.org/TServer/forms/form3.cgi

Commission on Athletics Forms Manager

Form 3 Created Successfully!
Create a New Form 3

Select a **Sport** and a **Year** and then click the 'Create Form 3' Button.

Sport	Sports Year
Badminton - Women's	2002-2003
Baseball - Men's	2003-2004
Basketball - Men's	2004-2005
Basketball - Women's	2005-2006
Cross Country - Men's	2006-2007
Cross Country - Women's	2007-2008
Football - Men's	2008-2009
Golf - Men's	
Golf - Women's	
Soccer - Men's	
Soccer - Women's	
Softball - Women's	
Swim & Dive - Men's	
Swim & Dive - Women's	
Tennis - Men's	

Create Form 3

← Back to Homepage

Student Actions

- Add A New Student
- Search / Edit A Student

Form 3 Actions

- Add A New Form 3

Current Form 3's

- 04/05|Basketball Women's
- 04/05|Cross Country Women's
- 04/05|Soccer Women's
- 04/05|Football Men's

← Edit This Form 3

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← QuickView This Form 3

0 - Not Submitted
1 - Initial Submit
2 - Commissioner Initial Verify
3 - Final Submit
X - Commissioner Final Verify

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Enter Student Information

- ❑ Click "Add a New Student" from the "Student Actions" menu

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Address http://www.coasports.org/TServer/forms/form3.cgi

Commission on Athletics Forms Manager

Form 3 Created Successfully!
Create a New Form 3

Select a **Sport** and a **Year** and then click the 'Create Form 3' Button.

Student Actions

- ← Back to Homepage
- Add A New Student
- Search / Edit A Student

Form 3 Actions

- Add A New Form 3

Current Form 3's

- 04/05|Basketball Women's
- 04/05|Cross Country Women's
- 04/05|Soccer Women's
- 04/05|Football Men's

• Edit This Form 3
• Download a PDF of Form 3
• QuickView This Form 3

0 - Not Submitted
1 - Initial Submit
2 - Commissioner Initial Verify
3 - Final Submit
x - Commissioner Final Verify

Sport

- Badminton - Women's
- Basketball - Men's
- Basketball - Women's
- Cross Country - Men's
- Cross Country - Women's
- Football - Men's
- Golf - Men's
- Golf - Women's
- Soccer - Men's
- Soccer - Women's
- Softball - Women's
- Swim & Dive - Men's
- Swim & Dive - Women's
- Tennis - Men's

Sports Year

- 2002-2003
- 2003-2004
- 2004-2005
- 2005-2006
- 2006-2007
- 2007-2008
- 2008-2009

Create Form 3

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Enter Student Information

- Enter a student's last name and ID number and click "Preliminary Search"

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Address http://www.coasports.org/TServer/forms/form3.cgi?action=addstu

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Add a Student - Preliminary Search

Enter the **Last Name** and **ID Number** of the student and then click the 'Preliminary Search' button.
This will perform a preliminary search for a student matching the criteria.

Last Name:

ID Number:

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Student Actions

- Add A New Student
- Search / Edit A Student

Form 3 Actions

- Add A New Form 3

Current Form 3's

- 04/05 Basketball Women's
- 04/05 Cross Country Women's
- 04/05 Football Men's

← Edit This Form 3

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- - Not Submitted
- 1 - Initial Submit
- 2 - Commissioner Initial Verify
- 3 - Final Submit
- x - Commissioner Final Verify

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Enter Student Information

- If the student is not in the state-wide database, you will be prompted to fill-out the remaining student information
 - If the student has participated in athletic competition at another California community college since August 2004, you will be alerted, and you may then proceed to edit the student's information
-



Enter Student Information

- Enter student information and click "Save Student"

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Address http://www.coasports.org/TServer/forms/form3.cgi

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Student Actions

- Add A New Student
- Search / Edit A Student

Form 3 Actions

- Add A New Form 3

Current Form 3's

- 04/05|Basketball Women's
- 04/05|Cross Country Women's
- 04/05|Football Men's

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↑ QuickView This Form 3

0 - Not Submitted

1 - Initial Submit

2 - Commissioner Initial Verify

3 - Final Submit

x - Commissioner Final Verify

Add a Student - Fill in New Student Information

Your preliminary search did not return a student matching your submitted criteria. Please fill in all entries below and click the 'Save Student' button.

<input type="text"/>	<input type="text"/> Smith	<input type="text"/>
(First Name)	(M.I.)	(Last Name)
<input type="text"/>	<input type="text"/>	<input type="text"/>
(ID Number)	(Date of HS Graduation (mm/yyyy))	(Date of Enroll. at 1 st College (mm/yyyy))
<input type="text"/>		
(Last Institute Attended)		
<input type="checkbox"/> If In-District HS	<input type="checkbox"/> If Recruiting Area HS	<input type="checkbox"/> If In-State HS
<input type="checkbox"/> If Out-Of-State HS		

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Add Student to Form 3

□ You may now choose which Form 3 this student will appear on

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Address: <http://www.coasports.org/TServe/forms/form3.cgi>

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Student Actions

- Add A New Student
- Search / Edit A Student

Form 3 Actions

- Add A New Form 3

Current Form 3's

- 04/05 Basketball Women's
- 04/05 Cross Country Women's
- 04/05 Soccer Women's
- 04/05 Football Men's

✚ Edit This Form 3

⬇ Download a PDF of Form 3

⚡ QuickView This Form 3

0 - Not Submitted
1 - Initial Submit
2 - Commissioner Initial Verify
3 - Final Submit
X - Commissioner Final Verify

Editing a Student

Make changes to this student and then click the 'Save Changes' button.

David (First Name) Eadle (Last Name)

7777 (ID Number) 06/1999 (Date of HS Graduation) 08/2002 (Date of Enroll. at 1st College)

North Tonawanda HS (Last Institute Attended)

(2nd Last Institute Attended)

If In-District HS If Recruiting Area HS If In-State HS If Out-Of-State HS

Current Form 3's This Student is Attached to

(check the boxes to Remove the student from the selected Form3's)

Remove	Form3 Name
<input type="checkbox"/>	[04/05] Golf Men's - Fullerton College

Available Form 3's This Student can be Attached to

(check the boxes to Add the student to the selected Form3's)

Add	Form3 Name	Sports Year
<input type="checkbox"/>	[04/05] Basketball Women's	<input checked="" type="radio"/> 1 st <input type="radio"/> 2 nd
<input type="checkbox"/>	[04/05] Cross Country Women's	<input checked="" type="radio"/> 1 st <input type="radio"/> 2 nd
X	[04/05] Football Men's	Form Submitted
<input type="checkbox"/>	[04/05] Soccer Women's	<input checked="" type="radio"/> 1 st <input type="radio"/> 2 nd

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You may add a student to more than one Form 3 if applicable!



Change Log

- All changes you make will be noted in the "Change Log," which appears at the bottom of each Form 3
-



Contact Us

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Commission on Athletics

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