

Before you begin to apply for the Scholar Team award, please print this checklist to assist you.

#### CHECKLIST BEFORE SUBMITTING AN ONLINE APPLICATION

- ☐ 1. [Click here](#) for official rules to make sure you are **eligible** to apply
- ☐ 2. Have the cumulative GPA information and grade available for each Athlete on your Varsity team  
You **MUST** include ALL Varsity level athletes on your application.
- ☐ 3. Enter the application on-line and pay any fees required **via** PayPal. **If you must pay fees via check, please contact** the treasurer at [Treasurer@niscaonline.org](mailto:Treasurer@niscaonline.org)
- ☐ 4. Save the application in a jpeg or PDF and print the application page at **Step #6** before exiting the online application

#### CHECKLIST BEFORE UPLOADING YOUR DOCUMENT

- ☐ 1. Complete the above steps.
- ☐ 2. Have application signed by 3 of the following 5: Registrar, counselor, principal, athletic director, coach.
- ☐ 3. Scan the signed application and upload the document to:  
[be.niscaonline.org/teams/documentUpload.aspx](http://be.niscaonline.org/teams/documentUpload.aspx)  
You will use the application ID# and coach last name to upload. If you are told the ID# does not exist, contact the All America Chair at: [aamerican@niscaonline.org](mailto:aamerican@niscaonline.org) Follow the cues given to you for the upload. When the upload is successful you will see a green light and a note that the upload was successful.

**Portal opens for all seasons on January 1. The fall/winter deadline is March 31. The late fee of \$30 will apply after March 31. The spring season and late fall/winter deadline is June 15 at 11:59 pm eastern time.**

**No applications can be submitted or uploaded or paid for after this date and time.**

- ☐ 4. If a check must be used to pay the fees, contact the treasurer at [treasurer@niscaonline.org](mailto:treasurer@niscaonline.org) for:  
Kris Jones  
NISCA Treasurer  
10214 Trading Post Drive  
Houston TX 77064

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