**Entering Scholastic Award Information onto CIF Home**

**Enter Roster directly on the Academic Awards page:**

1. Log into CIF Home and select **Forms** then select **Academic Awards**.
2. Select Team and Click **Add New**
3. Click on **Add Student** for how many roster spots you need
4. Go back and start filling them in. **(See below for example)**

**Upload Excel file of roster from your computer:**

1. Create an Excel file with your roster, including name and GPA. The file must be saved in a **(.xls) format**. Save this file somewhere on your computer that will be easy to find like your desktop. **(see below for example)**
2. Log into CIF Home and select **Forms**
3. Click on **Academic Awards**
4. Click on **Add New**
5. **Select Sport**
6. Click on **Import Excel file**
7. Click on **Browse** and locate your file on your computer
8. Click **Import Players** (import file)
9. Be sure to click on **Save** once the roster is uploaded

**Information needed:**

Students Name

Students GPA

|  |  |
| --- | --- |
| **Name** | **GPA** |
| John Doe | 3.25 |
| Jane Doe | 4.00 |