

# UNIVERSITY OF NOTRE DAME ATHLETICS



## ATHLETICS COMPLIANCE OFFICE

### JUMPFORWARD RECRUITING VISIT INSTRUCTIONS

#### Official Visits:

- 1) The Father Jenkins-Jack Swarbrick letter must be provided to the PSA before the official visit. JumpForward is not involved in this process. The letter is available on the Compliance Office website and can be sent in hard copy or emailed.
  
- 2) The Prior Approval for Official Visit Form must be submitted through JumpForward (along with transcripts, test scores, and visit itinerary or visit schedule, prior to the visit).
  - a. Login to your account at college.jumpforward.com
  - b. Select the specific PSA using the Recruiting tab
  - c. Click on the PSA's name to open his or her record
  - d. Click on the Compliance tab in the PSA's record
  - e. Click on the Visits tab in the PSA's Compliance screen
  - f. Click create Prior Approval for Official Visit.
    - i. Most fields will prepopulate with PSA information from the prospect record
    - ii. If the High School field does not populate, you will need to add the PSA's high school to his or her record
      1. Click the School tab in the PSA's record
      2. Click the Select School Button
      3. Enter a school name and/or city and state
      4. Click Search
      5. When the search is complete, find the appropriate school and click select
      6. You will be asked whether you want to Confirm School Transfer. If the information is correct, click yes
      7. Click the Save button near the top left of the screen to save the PSA school information
  - g. Attach scanned versions of high school or college transcripts, ACT or SAT test scores, and visit itineraries to the PSA's record
    - i. Click on the Documents tab in the PSA's record
    - ii. Click on the Upload button, indicated by a green plus sign
    - iii. Click on the select button and choose the file you want to upload (e.g. transcript, test score, itinerary)
    - iv. Once you have selected the file, click upload
    - v. You can also create and name folders to specifically house these or other items you wish to upload to the PSA's record
    - vi. Save your uploaded documents in JumpForward by clicking the save button in the upper left
  - h. Once you have uploaded the necessary documents and completed all required fields, click the submit button at the bottom of the form

3) Student Host Statement

- a. Prior to the visit:
  - i. Follow steps a through e above regarding the Prior Approval for Official Visit Form
  - ii. Click create Student Host Statement
  - iii. Complete each blank section
  - iv. Click the submit button
  - v. From the PSA's visit section, you now have options to edit, print, or delete, this form
  - vi. Print the form and obtain the necessary Student Host and Coach or Designee Signatures
- b. Following the visit:
  - i. Host completes the bottom section of the form
  - ii. Host signs the form
  - iii. Coach or Designee signs the form
  - iv. Provide the form to the Compliance Office either in hard copy, by email, or by scanning and uploading the form into JumpForward

4) Official Visit Report

- a. Follow steps a through e above regarding the Prior Approval for Official Visit Form
  - i. Click create Official Visit Report
  - ii. Provide the requested information on both pages one and two
  - iii. When completed, click the submit button at the bottom of page two of the form

5) Official Visit Prospect Acknowledgement

- a. Follow steps a through e above regarding the Prior Approval for Official Visit Form
  - i. Click create Official Visit Prospect Acknowledgement
  - ii. Complete each blank section
  - iii. Click the submit button
  - iv. From the PSA's visit section, you now have options to edit, print, or delete, this form
  - v. Print the form and obtain the necessary signature of prospect before he or she leaves campus
  - vi. Provide the form to the Compliance Office either in hard copy, by email, or by scanning and uploading the form into JumpForward

6) *Reminder: You must complete each of the 3 required Post Visit Forms. No Official Visit Documentation is complete until all 3 forms have been received*

**Unofficial Visits:**

- 1) An Unofficial Visit Report **must** be provided after each unofficial visit during which coaches meet with a prospect and/or complimentary admissions are provided
  - a. Follow steps a through e above regarding the Prior Approval for Official Visit Form
  - b. Click create Unofficial Visit Report
    - i. Provide the requested information for the prospect and each person accompanying the prospect on the visit, using pages two and three, as necessary
    - ii. Upload a copy of any Unofficial Visit Itineraries or Schedules following step g from the Prior Approval for Official Visit Form description
    - iii. When completed, click the submit button at the bottom of page three of the form