

Recording at www.nflonline.org

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TOOL BAR

Logging On

After entering the NFL site www.nflonline.org you will be greeted with the NFL Home Page. In the upper right hand corner, click on [Register.] You as NFL Advisor can and should register. YOU CAN ONLY REGISTER ONCE. Each subsequent Fall you will not be able to get back online until your dues and any outstanding invoices with the NFL are paid, and a completed information form submitted. Then you will be enabled. You will receive an e-mail after you have been enabled reminding you of your User Name and you will regain access to the online points system. If any other coaches at your school were online users previously and you want them to be online users again this year, you must contact nfl@centurytel.net or fax 920-748-9478 with the request.

If you are the NFL Advisor (for security reasons only NFL Advisors may register directly) you will type in your school name (no HS or High School) and click on [search]. The school name must be as it appears online. If you are not sure of how your school name was submitted, click on [Membership Reports], then click on [Find School] and type in part of your school name and select your state in the drop down box and click [Submit]. The results will be any school in that state whose name includes the name you typed. Click back on Register and type in the school name and click [search]. Then be sure your name is highlighted in the "I am" box. Finally enter your email address and preferred user name and click on [submit application]. On that day or the next business day, you will be approved by e-mail and you can then click on the URL address in the email to setup a password. You will use this user name

and password to enter the site on future visits. Please note that both user name and password are case sensitive. The NFL Office will never know your password, however, we will always have on file your user name. If you have forgotten your password, click on "Forgot Password" on the Log In Screen and follow the instructions. Your password does not have to change each year.

Enrolling New Members

To enroll new members click on [Manage Students] listed in the tool bar on the left. At the top of that screen click on [New Student]. You will find instructions on how to enter new students for the first time. To find more information click on the [Click Here] after each item. After having read the instructions enter a student name and year of graduation on that screen and click on [save]. The system may, as a safety check, respond with a list of student names with the same graduation year that are similar to the one you are entering. Check to be sure the student you are attempting to add was not a student member at a previous school. If not click save. If the name in the list is the same as your student's and the school was their previous school click on the dot in front of that record and click save. This will transfer the record to your school. A point recording screen will then emerge. You have a choice of categories to click - Debate, Speech, Congress or Service. You may enter points in each category where the new member earned points. Enter the date (MM/DD/YYYY) and place where the event was held and the number of win/loss record (Debate), the round ranks (Speech), points awarded by the Official Scorer (Congress) or points earned for each Service project.

Unlimited rounds may be recorded in speech and debate (remember to enter rounds not ballots), but only 24 points a day may be earned in Congress and only 4 Service Projects per day (See CM-5 for points per degree). Select the coach name to receive credit for that student's event. When you click [save], the points go to the student's record in the NFL database and the coach receives 10%. **DO NOT CLICK SAVE MORE THAN ONCE.** Watch the bottom of your screen and the dark bar will tell you it is working. Clicking **TWO OR MORE TIMES, RECORDS THE POINTS THAT MANY MORE TIMES. BE SURE TO WATCH THIS CLOSELY.** If you receive an error message and are not sure if the points posted, go into the enter points screen and see if it is listed. If the points were for the current year and posted it will appear on the screen. If it was a previous year's points you will need to click on "Click [Here]" above all of the categories. If you have made an error, and need a correction made or something deleted you must report the error immediately to nflptcorrections@centurytel.net. To enroll each new student follow the same procedure.

After all new students have been assigned points, click on the [Print Application] in the tool bar, type in the date range with starting and ending date (MM/DD/YYYY) and click [go]. Double check all names and graduation dates on the application. This screen will list all new members within the date range you selected. Only the students that have the required 25 points to become a member will be listed. You can enter new students that have only 5,8,10, or whatever points but they are not a member until they have 25 points. After checking, hit the [print] icon on your computer screen to print a hard copy of the application. Once printed have your principal sign it and retain it in your chapter record book. Please do not mail the application, **but you**

must obtain the principal's signature.

When the NFL data base receives your new members, the national office will send you an invoice for them (\$10 each) in the same envelope with their membership cards. The invoice will not have the names of the new students on it. The invoice will say four new members for the total owed of \$40. You can refer to the application form you printed or the membership cards in the envelope to check and see what four new students the invoice is for. Please pay this invoice in 30 days. After 60 days a \$25 late fee will be assessed. A school with any outstanding debt to the NFL will not be able to participate in the District or National Tournament with any students! The famous hand lettered and sealed NFL student certificates will be sent approximately 2 weeks after the membership is processed.

Entering Points for Existing Members

Log on by entering your username and password (remember they are both case sensitive). Then click on [Manage Students] on the tool bar. The next screen will display all members in your chapter. There are two ways to select a student you wish to record points for. Select a student record by clicking on [Enter points/view record] behind the name you wish to enter points for or you may, above the list of current students, type in part of the last name of a student and click search to locate their record. Then click on the [enter points/view record]. If the student's name does not appear, you may need to check in graduated students to see if they were entered with an incorrect graduation year. To do so, you would click on [graduated students] above the list of current students. Type in student's last name you are trying to locate and click [search]. If the graduation year is incorrect, you will need to email nflptcorrections@centurytel.net with the request. You will then be given the

option of entering points by student point sheet or by tournament. To enter points on the point sheet screen (see picture on bottom of following page) select a tab – debate, speech, congress, service – and click it. You are ready to add new points for existing members. To enter points by tournament (see middle of following page) complete the start date, end date, contest site, and select a state. Now mark all categories in which you had students participate at that tournament and click [Next]. On the following screen you will select which category you wish to enter first, the coach to receive the credit for those points, and mark the students that took part in that event and click [Next]. Now enter the results for that event. When you have the screen completed, double check if the information is correct and click on next category. You will now find a new category at the top of the screen. Choose the coach to receive the credit (if different than the last category) and mark the students who participated. Click [Next] and enter the results. Continue this procedure until all events and results have been entered and on the last screen you should see a ["Finish"] button which you click to complete the posting process. Click ["Finish"] only once. Clicking ["Finish"] multiple times will result in multiple entries.

Obtaining Reports and News

The NFL site presents a number of interesting reports for your information: contenders for All American honors, chapter honor societies, the district standing of each chapter in each district, etc. To access these reports click on the tool bar marked [membership reports]. You may obtain NFL L/D, Public Forum, and Policy topics by clicking on [Home] at the top right of the screen of the original website and scrolling down to the bottom right corner. Click on [News] at the top right of the screen of the original website to see recent NFL News.

"MANAGE STUDENTS"

Enter Points

(Current School: Bruno Memorial H

How would you like to enter Student Points?

Please select . . .

- Please select . . .
- By Tournament
- By Student Point Sheet

Entering Points by Tournament

Enter Points

(Current School: Bruno Memorial HS,)

Step One: Please enter the Date and Location of the Event:

Important!

Use 2 digits for month & day
Use 4 digits for year
Type in "contest site"
Select state



Start Date:

End Date:

Contest Site:

State:

Please select the Categories in which your students participated during the Event:

Categories

Select categories (type of speaking)
(If categories are not showing, click on
"More Categories"
(type of Speaking)



Debate Great Speeches

Student Congress Duo

Service Creative Story Telling

Extemporaneous Expository

Original Public Address Dramatic Interp

[More Categories...](#)

Categories

Defaults to "debate" tab
CLICK on category tab
for entering points



Entering Points by Student

Information Needed

Complete "date(s) held"
Complete "where held"
Choose "state"
Choose "category"
(typing of speaking)
Number of "wins or losses"
Select coach who receives points



Date	Contest Site	State	Category	Wins	Losses	No Decision	Points
10/3/2003 - 10/5/2003	Randolph	WI	Policy Debate	5	1	0	33
9/5/2003 - 9/7/2003	Ripon	WI	LD Debate	8	0	0	48
Total Points: 640 *							

Date: - (Format Date as follows: mm/dd/yyyy)

Contest Site:

State:

Category:

Wins: Losses: No Decision:

Coach:

Important!
Use 2 digits for month & day
Use 4 digits for year

Please doublecheck that you have entered the correct points information before clicking Save. If you need to enter points for another student, click on Manage Students and select that student. DO NOT push the Back button to return to the student list. CLICK SAVE ONCE ONLY! CLICKING "SAVE" MULTIPLE TIMES WILL RESULT IN MULTIPLE POINT ENTRIES!