

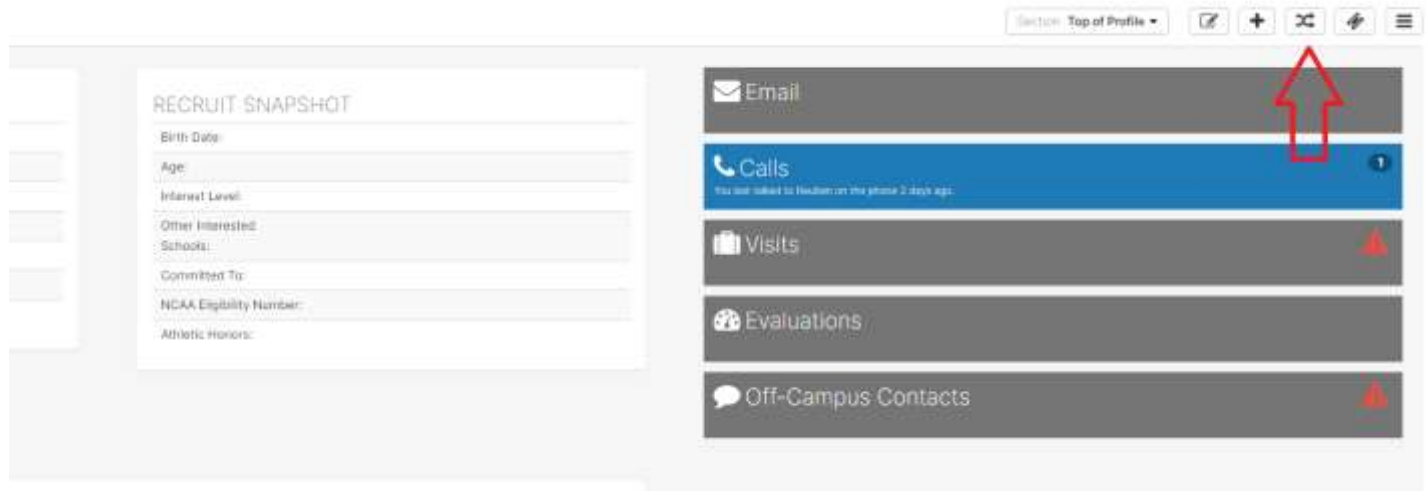
How to Submit A GIA Request Form on TeamWorks

To access this form please follow these steps:

Step 1: Go to the recruiting tab on the left-hand side and select “recruits” from the dropdown menu.

Step 2: Search the name of the recruit you are trying to sign and select their name.

Step 3: Once you are in their recruiting profile you will need to select the workflow button. It will be the two arrows crossing over in the top right-hand corner of the screen.



Step 4: When you select the workflows button a dropdown menu will come down showing you all the forms that you can complete for the recruit. Select GIA Form.

Step 5: Please fill out the information in the form and once you submit it, the form will be sent to compliance office to create the GIA document.

Step 6: The GIA document will be sent via DocuSign to the financial aid office and your sport administrator to be reviewed and signed.

Step 7: The compliance office will send the completed document back to the coach who requested the GIA to review for final confirmation.

Step 8: The GIA documents will then be sent via DocuSign for the prospect and parent/guardian to sign electronically.