CAPS Change Champion Startup Guide

Purpose: This guide outlines the complete workflow for configuring your institution's CAPS environment. Follow these steps to ensure a successful setup and prepare for the July 1st operational launch.

Step 1: Create Your Institutional Plan

Success in CAPS starts with a clear internal plan. Before configuring the system, meet with your institutional stakeholders to define and document ownership for key tasks.

Action Items:

- **Define Task Owners:** For each team, who is responsible for:
  - Uploading and maintaining **Rosters**?
  - Setting **Cap Allocation**?
  - Entering **Agreements**?
  - Approving **Rosters, Cap Allocation, Agreements, and Transactions**?
- **Plan for Separation of Duties:** Remember, the user who enters data **cannot** be the same user who approves it. Plan your workflows accordingly.

Step 2: Submit Required Forms & Team Lists

This step is a prerequisite to ensure all your teams are available in CAPS when you begin building rosters and assigning user permissions.

- **Submit Team Upload Spreadsheet:** Complete the **CAPS Team Upload Spreadsheet** by listing **every sport** your institution fields.
- **Submit DSA Form:** Ensure the Designated Student-Athlete (DSA) form is also completed and returned as instructed. Contact CAPS support if you have any questions.

Step 3: Configure System Roles & Users

- **Create Functional Roles:**
  - Navigate to **Manage Roles** (⚙ icon).
  - **Best Practice:** Create roles based on *function* (e.g., "Roster Editor," "Compliance Read-Only") rather than by individual names or titles. Start by **Copying** a base role ("Inst Edit" or "Inst Read") and renaming it.
  - **Reminder:** Every institution must have at least two **Institutional Admins**. Grant "Delete" permissions with extreme caution.
- **Add Users & Assign Roles:**

    - Navigate to **Manage Users** (⚙ icon). Click **Create new user** and enter their full name and institutional email, then assign their role.
- **Notify Your New Users:** Inform your newly added users they will receive an activation email and must complete the mandatory **Cybersecurity Training** to access the system.

Step 4: Set and Approve Your Cap Allocations

This step is foundational for all financial activity in CAPS. It can be done in parallel with building rosters.

- **Set Your Cap Allocation:**
    - Navigate to the **Cap Allocation** tab.
    - **Best Practice:** First, set your allocations for **New Incremental Scholarships** (max $2.5M) and **Alston** (max $2.5M).
    - Allocate the remainder of your total $20.5M cap across your sports in the **Rev Share** category.

- **Submit for Approval:**
    - Once your allocation is set, click **Submit for Approval**.
    - **CRITICAL DEPENDENCY:** Your Cap Allocation **must be submitted and approved** by a second user before any financial agreements can be approved.

Step 5: Build Your Team Rosters

- **Prepare Roster Data:**
    - Download and populate the official Excel template ("**import-roster-template**") from within the CAPS roster import screen. This is the best way to avoid upload errors.
    - Ensure each student-athlete has either an **NCAA ID** or their **Legal Name, Date of Birth, and Institutional Email.**
- **Import Rosters into CAPS:**
    - Navigate to your desired sport, select **Add Students to Roster > Import from Excel**.
    - Upload your file and follow the prompts to match or create profiles. *Rosters must be created before you can add agreements to student-athletes.*

Step 6: Add & Approve Agreements

With rosters created and cap allocations approved, you can now manage agreements.

- **Add Agreements:**
    - Navigate to a student-athlete's profile and add their agreements (Scholarship, Rev Share, Alston).
    - **Best Practice:** Prioritize adding and approving agreements with the **nearest disbursement dates first** (e.g., start with July disbursements).
- **Submit Agreements for Approval:**
    - Remember, any agreement you create or edit must be approved by a second user with the appropriate permissions.

Step 7: Review Ledgers

- **Review Your Ledgers:**

- Once agreements are approved, navigate to the **Cap Ledger** tab (at both the Institution and Team level) to see the real-time impact on your overall cap. This is your single source of truth for tracking.