



TO REGISTER FOR AN NAIA ELIGIBILITY PROFILE ON THEIR WEBSITE, FOLLOW THESE STEP-BY-STEP INSTRUCTIONS:

1. **Visit the NAIA Eligibility Center Website:**

a. Open your web browser and go to the NAIA Eligibility Center website at www.playnaia.org.

2. **Create an Account:**

a. Click on the "Register" button located on the homepage.

b. Fill in the required information to create a new account, including your email address and a password.

3. **Verify Your Email Address:**

a. Check your email for a verification message from the NAIA Eligibility Center.

b. Click on the verification link provided in the email to verify your account.

4. **Log In to Your Account:**

a. Return to the NAIA Eligibility Center website.

b. Click on the "Log In" button and enter your email and password to access your account.

5. **Start a New Profile:**

a. Once logged in, click on the "Start Your Profile" or "Create a Profile" button.

b. Follow the prompts to begin the profile creation process.

c. Please make sure if you are an international student you have done the InCred application.

6. **Complete Personal Information:**

a. Enter your personal information, including your name, date of birth, address, and contact details.

b. Provide any other required personal information as prompted.



7. Enter Academic Information:

- a. Input your academic history, including the high schools and/or colleges you have attended.
- b. Provide details about your grades, GPA, and any standardized test scores (e.g., SAT, ACT).

8. Provide Athletic Information:

- a. Fill in information about your athletic background, including the sports you participate in and your achievements.
- b. Do not list any teams or clubs you have been a part of and any relevant statistics or honors.

9. Upload Supporting Documents:

- a. Upload any required documents, such as transcripts, test scores, and letters of recommendation.
- b. Ensure all documents are clear and legible.
- c. If InCred is needed please make sure that your InCred # is linked to your PlayNAIA account.

10. Review and Submit Your Profile:

- a. Carefully review all the information you have entered to ensure it is accurate and complete.
- b. Make any necessary corrections before submitting your profile.

10. Pay the Registration Fee:

- a. Pay the required registration fee using the available payment options.
- b. Follow the instructions to complete the payment process.

11. Confirmation and Tracking:

- a. After submitting your profile and payment, you will receive a confirmation email.
- b. Log in to your NAIA Eligibility Center account to track the status of your profile and any additional requirements.

By following these steps, you will successfully register for an NAIA eligibility profile on their website.

