1) CARA logs must be submitted at the conclusion of every month via JumpForward (hereinafter, “JF”)
   a) Submission deadline is ten (10) days after the completion of the month.
   b) On JF you can put in your future CARA hours as well as past.

2) Hover over the “Compliance” Tab on the top menu bar

3) Click “Log My Team CARA Hours”

4) Click “Add Activity” in the top left hand corner
   a) You may also click on the date and time slot in the calendar to auto-populate the date and start time of the
      practice/competition.

5) Insert the information in the activity screen relevant to your practice/competition.
   a) Remember to select which student-athletes will participate or participated in the specific practice.
      i) If you wish, you may create a student-athlete group (e.g. Divers, Long Distance Runners, Offense, Defense, etc.)
         instead of selecting each student-athlete individually. See the How To: Create CARA Student-Athlete Group Form
         on steps to add a group.
   b) If the practice is recurring (regularly scheduled) check the recurring box.
      i) Fill out the “Recurrence Pattern” and the “Range of Recurrence”.
      ii) Remember to select which student-athletes will participate in the future recurring practice by selecting
          them in the check box field on the right hand side of the activity page (or by selecting a group).
          (1) If a student-athlete(s) is not present at a future recurring practice you can click on that practice in
              your CARA calendar and update which student-athletes were present (remember to press submit
              after any changes, see below).
   c) Once completed, click “Submit” on the top left hand corner of the activity page.
      i) If you ever need to delete an activity, double click on the calendar date and time you wish to delete and
         select “delete” in the top left hand corner of the activity screen.

6) You may review the bottom of the page to see your week breakdown and individual student-athlete
   breakdown.

7) You may scroll through your weeks to review by clicking the blue and green arrows or selecting the drop down
   box to the right of “Add Activity”

8) At the end of the week (or month) submit each of your CARA log weeks.
   a) Scroll down and select the "Lock" button. This will lock the Practice Schedule week and no coaches will
      be able to edit or add activities. This lock button also brings up the electronic signature.
   b) To sign the Practice Schedule Week, type your name and click the "Sign" button.
      Note: If you need to unlock the practice week and make edits, click the "Unlock" button. This
      will remove all prior coach signatures for this week and allow you to edit or add an activity.
   c) After clicking sign, you will see your name stamped to this Practice Schedule Week.
   d) Once all you have signed the week, you can select "Submit to Compliance".
   e) You will then see your name and the date stamp updated on this Practice Schedule Week.

9) If you have any questions or would like a training, please contact Peter Fitzgerald by email,
pfitzgerald@fau.edu or phone, (561) 297-4547.