



ITC Guide

What is an ITC?

The Intent to Compete (ITC) is a form for institutional representatives to fill out to create a signed agreement between the institution and the athlete of an athlete's intent to compete at the institution. ITC form submissions must be submitted for each student prior to the start of competition.

Following the roster deadline on Sept. 25, the Eligibility Enforcement Committee will be cross-referencing rosters with the ITC list to ensure everyone on a roster is eligible.

The Academic Eligibility Certificate (AEC) is not required for competition at this time.

How to Submit an ITC:

1

Login to Member Portal on the NACE website (members.nacesports.org).

The screenshot shows a 'Member Login' form on a dark grey background. It includes a title 'Member Login', a sub-header 'Please login below using your username and password. To retrieve your username, use the "Forgot your password?" link below.', and two input fields for 'Username' and 'Password'. Below the password field is a link for 'Forgot your password?' and a yellow 'LOGIN' button.

2

On the profile page, you will see a list of options on the left. Under Bookmarks, click on Intent to Compete Form.

The screenshot shows a 'Bookmarks' menu with several options listed in orange text: 'Committees & Groups', 'Events & Registrations', 'Online Directory', 'My Job Listings', 'Intent to Compete Form', and 'Intent to Compete List'.

3

Fill out a form for each of your students participating in NACE competitions. Review their information before submitting.

The screenshot shows the 'Intent to Compete Form' with a dark header. Below the header is a 'Competition Term' dropdown menu. The form includes several input fields: 'Name of Prospective Student' (split into First, Middle, and Last), 'Permanent Address' (split into Street Address, City, State / Province / Region, ZIP / Postal Code, and Country), 'Student Email', and 'Date of Birth'.

4

Following submission, a DocuSign will be sent to you and the student's email.