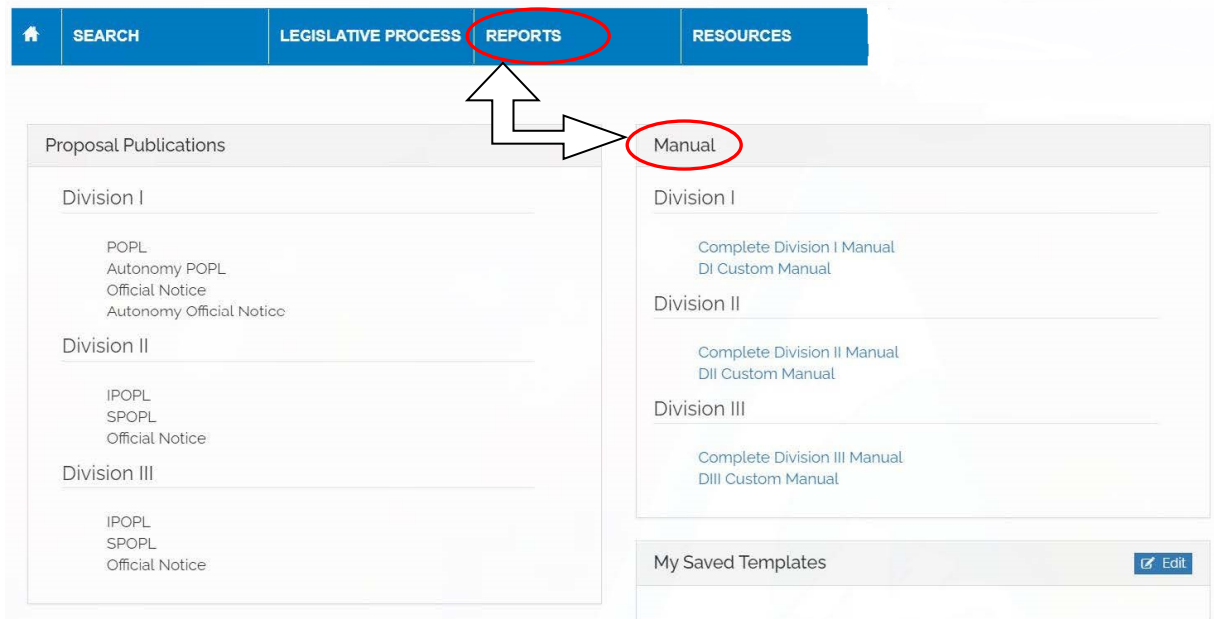


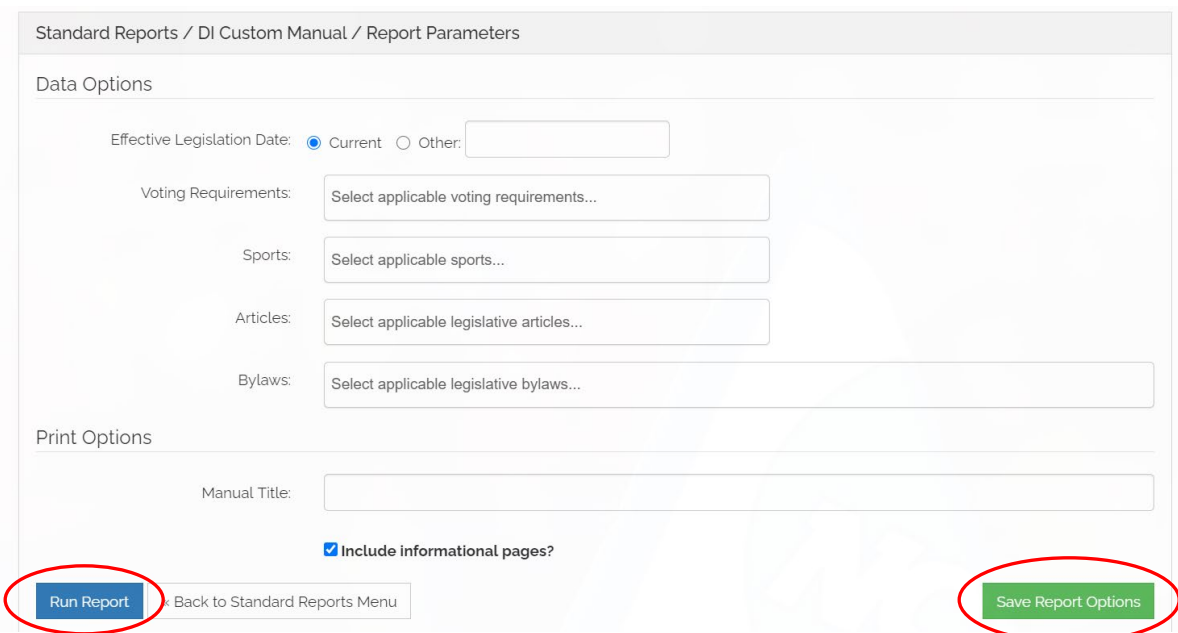


How to Generate NCAA Manuals in LSDBi

1. Sign into LSDBi, using NCAA Applications or click: <https://web3.ncaa.org/lsdbi/>.
2. Select the “Reports” heading and the desired division in the Manual section.



3. Selecting the “Complete Division Manual” option will produce the complete manual for the active legislative year. The new legislative year begins August 1.
4. Selecting the “Custom Manual” option allows the user to set specific report parameters (e.g., effective legislation date, sport-specific). Edit desired data and print options. [Note: If no data options are selected, the entire manual will be generated.]



5. Users can save their custom manual by clicking the green “Save Report Options” button in the lower right corner of the page. [Note: Saved reports will be displayed in the My Saved Manuals area of the Reports page.]
6. To run the report, click the blue “Run Report” button in the lower left corner of the page.
7. After running the report, the user will receive a message that “Your report is being processed. An email will be sent and ‘New’ will appear in the Reports tab above when it is ready.”



8. Click on the “Reports” tab after “New” appears. A new report section will appear with the requested report.

