# OTG Procedure in C2C

These directions will outline the procedure for marking students that are **On Track to Graduate (OTG)** in C2C. These students will now need to approved by the **AHSAA**. In order for the AHSAA to make this determination, any students marked as **"Yes"** for the OTG requirement, will need to upload the students transcript to that students **Files** section in C2C.
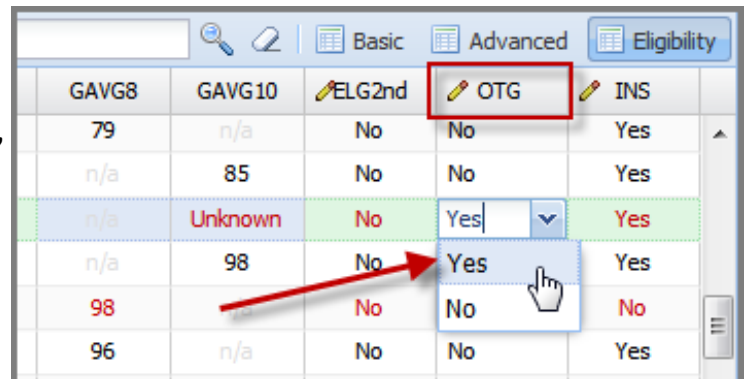
1. Access the **Manage Athletes** interface.

   Menu > {school} > Athlete Management > Manage Athletes
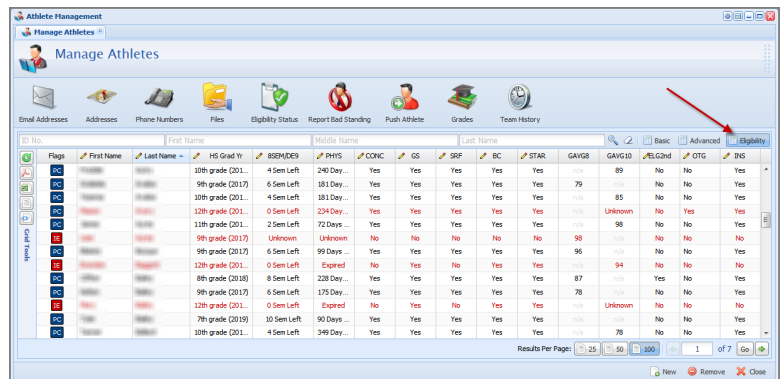
2. Go to the **Eligibility** screen and select the student you are requesting OTG approval on. Change the OTG dropdown from **"No"** to **"Yes"**.

Please note that this does not make the student eligible.

3. With the student still selected, click the **Files** icon in the top menu. Upload a **PDF** of that students transcript for an AHSAA staff member to review.

4. After the AHSAA has reviewed the request, you will receive a notification via C2C of the requests outcome.