

# Equity in Athletics 2019

## Institution Information

Institution: Bethel College-North Newton (154749)

User ID: E1547491

## Registration

\*Required fields are indicated with asterisks (\*).

Bethel College-North Newton (154749)	
First Name*	Gregg
Last Name*	Dick
Title*	Controller
Address 1*	Bethel College
Address 2	300 East 27th
City*	North Newton
State*	KS
Zip*	67117 -
Phone*	316 - 284 - 5277
Extension	
Fax	
E-mail Address*	greggd@bethelks.edu
Confirm E-mail Address*	
Comment	* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.

# Identification

\*Please enter/review all applicable information. Required fields are indicated with asterisks (\*).

General Information	
Institution Name	Bethel College-North Newton
Address 1 *	300 E 27th St
Address 2	
City *	North Newton
State *	KS
ZIP Code *	67117 -
Telephone *	316 - 283 - 2500 Ext.

Athletic Department	
Athletic Director Name*	Tony Hoops
Address 1 *	300 E 27th St
Address 2	
City *	North Newton
State *	KS
ZIP Code *	67117 -
Telephone *	316 - 283 - 2500 Ext. 391

Chief Administrative Officer	
Chief Administrative Officer's Name*	Jon Gering
Title*	President
Telephone *	316 - 283 - 2500 Ext.
Fax	316 - 284 - 5286
E-mail Address*	jgering@bethelks.edu

**EADA General**

**Designated Reporting Year\***

Note: The reporting period must be 12 months. The dates for the reporting year should be consistent from year to year.

Begins: (MM/DD) 07/01 /2018 Ends: (MM/DD) 06/30 /2019

Number of full-time undergraduates by gender: The numbers below were reported on your institution's 2018-19 IPEDS Survey and should not be changed unless they were reported incorrectly to IPEDS. If the numbers are incorrect, please call the EADA Help Desk to correct them.

	Number	Percent
Male full-time undergraduates	203	47 %
Female full-time undergraduates	227	53 %
Total full-time undergraduates	430	100 %

**Athletic Sanctioning Body for the designated reporting year (select one):\***

- NCAA Division I-FBS
- NCAA Division I-FCS
- NCAA Division I without football
- NCAA Division II with football
- NCAA Division II without football
- NCAA Division III with football
- NCAA Division III without football
- CCCAA
- Independent
- Other
- NAIA Division I
- NAIA Division II
- NJCAA Division I
- NJCAA Division II
- NJCAA Division III
- NCCAA Division I
- NCCAA Division II
- NWAC
- USCAA

Other Description: \_\_\_\_\_

**Update Status**

Date Completed 10/10/2019  
Update Status Updated

# Equity in Athletics 2019

Institution: Bethel College-North Newton (154749)  
User ID: E1547491

## Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

### 1. How will you report Operating (Game-day) Expenses?

By Team

Per Participant

### 2. Select the type of varsity sports teams at your institution.

- Men's Teams
- Women's Teams
- Coed Teams

### 3. Do any of your teams have assistant coaches?

- Yes
  - Men's Teams
  - Women's Teams
  - Coed Teams
- No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

## Sports Selection - Men's, Women's and Coed Teams

Select the varsity sports teams at your institution.							
Sport	Men's	Women's	Coed	Sport	Men's	Women's	Coed
Archery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input type="checkbox"/>			Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bowling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey		<input type="checkbox"/>		Football	<input checked="" type="checkbox"/>		
Golf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Softball		<input checked="" type="checkbox"/>		Squash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming		<input type="checkbox"/>		Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tennis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Track and Field (Outdoor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water Polo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### CAVEAT

The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

Cheer is a competitive varsity team for us with both men and women competitors.

\* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

## Athletics Participation - Men's, Women's and Coed Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Basketball	19	23
Cross Country	2	3
Football	70	
Golf	6	
Soccer	14	15
Softball		21
Tennis	9	5
Track and Field (Outdoor)	10	8
Volleyball		14
<b>Total Participants Men's and Women's Teams</b>	<b>130</b>	<b>89</b>

Varsity Teams	Coed Teams	
	# Men	# Women
Other Sports	3	10
<b>Total Participants Coed Teams</b>	<b>3</b>	<b>10</b>

Grand Total Participants		
Grand Total Participants	133	99
Unduplicated Count of Participants	121	92

(This is a head count. If an individual participates on more than one team, count that individual only once on this line.)

**CAVEAT**

(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

## Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field. The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches			Female Head Coaches				Total Head Coaches	
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee		Part-Time Institution Employee or Volunteer
Basketball		1	1						1
Cross Country		1	1						1
Football	1		1						1
Golf		1	1						1
Soccer		1	1						1
Tennis		1	1						1
Track and Field (Outdoor)		1	1						1
Coaching Position	1	6	7	0	0	0	0	0	7
Totals									
CAVEAT									



## Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field. The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball		1	1						1
Cross Country		1	1						1
Soccer		1	1						1
Softball		1	1						1
Tennis		1	1						1
Track and Field (Outdoor)		1	1						1
Volleyball						1	1		1
Coaching Position Totals	0	6	6	0	0	1	1	0	7
CAVEAT									





## Head Coaches - Coed Teams

For each coed team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field. The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Other Sports Coaching Position Totals	0	1	1	0	0	0	0	0	1
CAVEAT									



# Head Coaches' Salaries - Men's, Women's and Coed Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.  
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.  
For help calculating the FTE total click on the instructions link on this screen.

	Men's Teams	Women's Teams	Coed Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	16,561	13,471	15,619
Number of Head Coaching Positions Used to Calculate the Average	7	7	1
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	43,746	34,290	31,238
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	2.65	2.75	0.50
CAVEAT			

## Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball		2		2					2
Cross Country		1		1					1
Football	2	5	2	5					7
Golf		1		1					1
Soccer		1	1						1
Tennis									0
Track and Field (Outdoor)		2		2		1		1	3
Coaching Position Totals	2	12	3	11	0	1	0	1	15
CAVEAT									



## Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches			Female Assistant Coaches				Total Assistant Coaches	
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee		Part-Time Institution Employee or Volunteer
Basketball		2		2		1		1	3
Cross Country Soccer		1		1					1
Softball						2		2	2
Tennis						4	1	3	4
Track and Field (Outdoor)		2		2		1		1	3
Volleyball						1		1	1
Coaching Position Totals	0	5	0	5	0	9	1	8	14
CAVEAT									



## Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.  
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.  
For help calculating the FTE total click on the Instructions link on this screen.

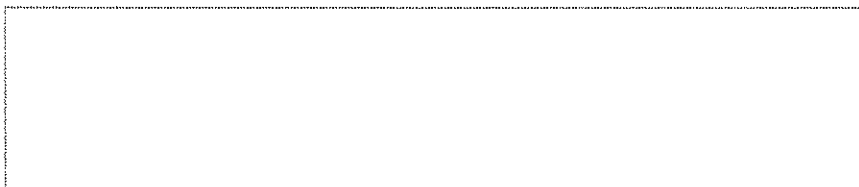
	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	4,784	2,000
Number of Assistant Coaching Positions Used to Calculate the Average	15	14
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	28,819	20,741
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	⬇ 2.49	⬇ 1.35

CAVEAT

## Athletically Related Student Aid - Men's, Women's and Coed Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Coed Teams	Total
Amount of Aid	1,264,962	729,549	93,773	2,088,284
Ratio (percent)	61	35	4	100%
CAVEAT				



## Recruiting Expenses - Men's, Women's and Coed Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Coed Teams	Total
Total	15,793	12,559	1,859	30,211
CAVEAT				

## Operating (Game-Day) Expenses - Men's, Women's and Coed Teams by Team

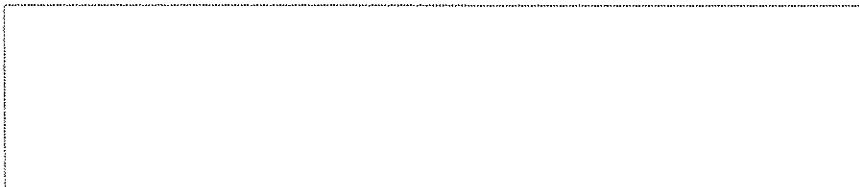
Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.  
 For a sport with a men's team and a women's team that have a combined budget, click here for special instructions.  
 Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Participants	Men's Teams		Women's Teams		By Total Team	Operating Expenses
		Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant		
Basketball	19	1,243	23,615	23	1,036	23,838	47,453
Football	70	730	51,073				51,073
Cross Country	2	800	1,600	3	800	2,400	4,000
Golf	6	1,432	8,590				8,590
Soccer	14	933	13,056	15	931	13,970	27,026
Softball				21	950	19,942	19,942
Tennis	9	817	7,356	5	817	4,086	11,442
Track and Field (Outdoor)	10	527	5,267	8	527	4,214	9,481
Volleyball				14	1,070	14,984	14,984
<b>Total Operating Expenses Men's and Women's Teams</b>	<b>130</b>		<b>110,557</b>	<b>89</b>		<b>83,434</b>	<b>193,991</b>

Varsity Teams	Participants	Coed Teams		By Total Team	Operating Expenses	
		Men Operating Expenses per Participant	Women Participants			
Other Sports	3	663	1,988	10	6,628	8,616
<b>Total Operating Expenses of Coed Teams</b>	<b>3</b>		<b>1,988</b>	<b>10</b>	<b>6,628</b>	<b>8,616</b>

<b>Grand Total Operating Expenses</b>							
Grand Total Operating Expenses	133		112,545	99		90,062	202,607

CAVEAT



Note: This screen is for game-day expenses only.



## Total Expenses - Men's, Women's and Coed Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.  
 Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	296,381	254,915	551,296
Football	937,672		937,672
Cross Country	19,046	20,690	39,736
Golf	62,521		62,521
Soccer	169,371	173,020	342,391
Softball		288,422	288,422
Tennis	89,643	60,337	149,980
Track and Field (Outdoor)	76,369	46,145	122,514
Volleyball		167,179	167,179
Total Expenses of all Sports, Except Football and Basketball, Combined (Men's and Women's Teams)	416,950	755,793	1,172,743
Total Expenses Men's and Women's Teams	1,651,003	1,010,708	2,661,711
		Coed Teams	
Varsity Teams	Amount Allocated to Men	Amount Allocated to Women	Total
Other Sports	34,548	115,160	149,708
Total Expenses Coed Teams	34,548	115,160	149,708
Grand Total Expenses			
Total Expenses Men's, Women's and Coed Teams	1,685,551	1,125,868	2,811,419
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			719,057
Grand Total Expenses			3,530,476
CAVEAT			

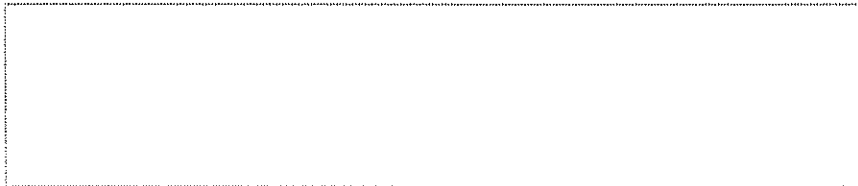


## Total Revenues - Men's, Women's and Coed Teams

Your total revenues must cover your total expenses.  
 Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.  
 Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Team	Men's Teams	Women's Teams	Total
Basketball	294,082	254,607	548,689
Football	942,125		942,125
Cross Country	19,048	20,693	39,741
Golf	64,155		64,155
Soccer	171,555	186,660	358,215
Softball		287,231	287,231
Tennis	89,830	60,441	150,271
Track and Field (Outdoor)	74,544	44,684	119,228
Volleyball		172,539	172,539
Total Revenues of all Sports, Except Football and Basketball, Combined (Men's and Women's Teams)	419,132	772,248	1,191,380
<b>Total Revenues Men's and Women's Teams</b>	<b>1,655,339</b>	<b>1,026,855</b>	<b>2,682,194</b>
		<b>Coed Teams</b>	
<b>Varsity Team</b>	<b>Amount Allocated</b>	<b>Amount Allocated</b>	<b>Total</b>
	<b>to Men</b>	<b>to Women</b>	
Other Sports	34,353	114,511	148,864
<b>Total Revenues Coed Teams</b>	<b>34,353</b>	<b>114,511</b>	<b>148,864</b>
<b>Grand Total Revenues</b>			
Total Revenues Men's, Women's and Coed Teams	1,689,692	1,141,366	2,831,058
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			705,622
<b>Grand Total Revenues for all Teams (includes by team and not allocated by gender/sport)</b>			<b>3,536,680</b>

CAVEAT



## Summary - Men's, Women's and Coed Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

		Men's Teams	Women's Teams	Coed Teams	Total
1	Total of Head Coaches' Salaries	115,927	94,297	15,619	225,843
2	Total of Assistant Coaches' Salaries	71,760	28,000	0	99,760
3	Total Salaries (Lines 1+2)	187,687	122,297	15,619	325,603
4	Athletically Related Student Aid	⚠ 1,264,962	⚠ 729,549	93,773	2,088,284
5	Recruiting Expenses	15,793	12,559	1,859	30,211
6	Operating (Game-Day) Expenses	110,557	83,434	8,616	202,607
7	Summary of Subset Expenses (Lines 3+4+5+6)	1,578,999	947,839	119,867	2,646,705
8	Total Expenses for Teams	1,651,003	1,010,708	149,708	2,811,419
9	Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	72,004	62,869	29,841	164,714
10	Not Allocated Expenses				719,057
11	Grand Total Expenses (Lines 8+10)				3,530,476
12	Total Revenues for Teams	1,655,339	1,026,855	148,864	2,831,058
13	Not Allocated Revenues				705,622
14	Grand Total Revenues (Lines 12+13)				3,536,680
15	Total Revenues for Teams minus Total Expenses for Teams (Line 12- Line 8)	-4,336	16,147	-844	19,639
16	Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)				⚠ 6,204

To return to a data entry screen, click on the link in the Navigation Menu.

To proceed to the Supplemental Information screen, click on the link in the Navigation Menu or click on the "Next" button on this screen.

## Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program. This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk. To explain specific data entered on a previous screen, please use the caveat box on that screen.