

myOHSAA Tournament Official's Voting Instructions

Only the athletic administrative login has access to the officials voting, head coach login credentials, have access to official's ratings and score reporting but DO NOT have access to official's voting. Athletic Administrators are required to vote for a maximum of fifteen officials in those sports in which their team(s) participated in the OHSAA tournament. Follow the instructions below to submit your ballot(s) for voting. Only one ballot per sport, per school will be accepted. **Once your ballot has been submitted, no changes or additions can be made.**

Tournament Officials Voting Instructions:

1. Access the *myOHSAA* system from www.ohsaa.org home page.
2. Logon to *myOHSAA* using your login credentials.
3. After login, the home page will appear. Click on the link "Tournament Officials Voting" located near the top of the left column. The officials voting interface will appear.
4. Select the sport from the drop down box to access the officials in each sport that your school participated in the OHSAA tournament.
5. The list of officials from your district will display below on the left.
6. Use the permit # field or a combination of any of the remaining fields to narrow the search in locating the official you want to vote for and click "search". (Example: enter the official's last name and city) The official's name appears in the list below. Click "Add to Ballot" to move that official to the ballot on the right.
7. Repeat step 6 until you have added *no more than fifteen (15) officials* to your ballot on the right.
8. To remove an official from the ballot, click "Remove" next to the official's name on the ballot.
9. Review your ballot for accuracy and scroll to the bottom and click "Submit Ballot" to cast your tournament official's ballot for that sport. **NOTE: Once you have clicked "Submit Ballot", your ballot has been sent and no changes or additions can be made.**
10. Repeat steps 4-9 to cast your ballot for the remaining sports in which your team(s) participated in OHSAA tournaments.