

myOHSAA

Member School User Manual

August 1, 2011

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The myOHSAA system continues to improve as features and enhancements are added. This manual will be updated and available on the myOHSAA system for download.

myOHSAA Home Page

Upon login the school's Main Page will appear which contains all the tools and information currently available to a Member School.

- o The calendar view currently defaults to today's date and any scheduled events for the upcoming week will appear in their respective dates in the area below.
- o The image below displays the available areas for access:

The screenshot shows the myOHSAA interface for Lexington school. Callouts point to the following features:

- General Navigation Links:** Located in the top left sidebar.
- Calendar navigation to see a quick view of scheduled events:** Points to the calendar grid for July 2009.
- Quickly add events:** Points to the 'Add Event' button for the selected date.
- Custom School Colors:** Points to the school name and address header.
- Alerts box indicates that some events need action:** Points to the '12 PENDING INVITATIONS' section.
- Current day or selected day is highlighted:** Points to the 'Today' label and the selected date in the calendar.
- Select the type of event you want to add:** Points to the 'Please Select Type of Event' dropdown menu.

- **Report/Print**

- o Use the "Report/Print" function located near the top of the left navigation column to extract scheduled events, opponents and officials. Clicking the "Report/Print" link allows the user to select the gender, level, sport, home/away details of events and to print schedules. In addition, the user can select to display the opponent's head coach's name and contact information. Officials for scheduled home events can be accessed along with their contact information. This area will continue to be enhanced as the project progresses. One enhancement forthcoming is adding the official's fee to the report.
- o The report can be viewed on screen and printed from the screen view. In addition, the user can choose the "export to excel" option, which provides both a formatted printout and the option to manipulate the data in excel for other use. Note: Assigned officials are only available for home events. Officials entered by the host school will not be available for the visiting team to view.

The screenshot shows the 'Report/Print' interface for Hayes school. Callouts point to the following features:

- Enter search criteria:** Points to the search criteria selection area.
- Click Search to display results below:** Points to the 'Search' button.
- Click to export report to Microsoft Excel:** Points to the '[Export to Excel]' link.

DATE	TIME	CALENDAR	OPPONENT	HEAD COACH	OFFICIALS
12/5/2008	5:00 PM	Freshmen Boys Basketball	VS. MARYSVILLE	KEN CHAFFIN ARIC TUCKER	FERGUSON, ERNE WELLS, ROBERT
12/5/2008	6:00 PM	Junior-Varsity Boys Basketball	VS. MARYSVILLE	KEN CHAFFIN ARIC TUCKER	ANDERSON J RADCLIFFE, A
12/5/2008	7:30 PM	Varsity Boys Basketball	VS. MARYSVILLE	KEN CHAFFIN	PEAKE, LOUIS

Managing your School Directory and Staff Information

The myOHSAA system allows for a perpetual inventory of school data. The online member school directory on both the myOHSAA system and the public www.ohsaa.org will display a school's up to date information. Note: As of August 1, the member school database on www.ohsaa.org is not actively linked to changes made in myOHSAA. The www.ohsaa.org directory will be replaced with the myOHSAA directory.

- My School
 - Here the Principal and/or Athletic Director can manage and edit their school's profile information. School Type, Phone, Address, Website, Principal (contact), Conference.

JOHN GLENN
13115 JOHN GLENN SCH RD, NEW CONCORD, OH 43762-9762

School Information

School Name: JOHN GLENN
OHSAA School ID: 788
Type: Public
County: Muskingum
District: EAST
Main Phone: (740) 826-7641
Main Fax: (740) 826-3039
Nickname: LITTLE MUSKIES
Colors: MAROON WHITE
2007-09 Enrollment: Boys: 279 Girls: 252
CC/TF Uniform #: 101-199
School Website: www.east-muskingum.k12.oh.us
Athletic Trainer: Angie Nelson

Physical Address: 13115 JOHN GLENN SCH RD
City: NEW CONCORD
State: Ohio
Zip: 43762-9762

Our school has a separate mailing address.

The mailing address is currently the same as the physical address.

- Clicking on any of the input boxes allows the user to edit that information.
- Once changes have been made, click the save changes button at the bottom of the page before exiting.

- My District
 - This area displays the school's District affiliation, Phone, Fax and Website as well as the physical and mailing address.
 - NOTE: Superintendent and District information can only be changed by the OHSAA. Please email Angie Lawler (alawler@ohsaa.org) to change your School District or Superintendent information.

JOHN GLENN
13115 JOHN GLENN SCH RD, NEW CONCORD, OH 43762-9762

District Information

Name: EAST MUSKINGUM LOCAL (Muskingum)
Main Phone: 740-826-7855
Main Fax:
District Website: www.east-muskingum.k12.oh.us

Physical Address: 13505 John Glenn School Road
City: New Concord
State: Ohio
Zip: 43762

Our school has a separate mailing address.

The mailing address is currently the same as the physical address.

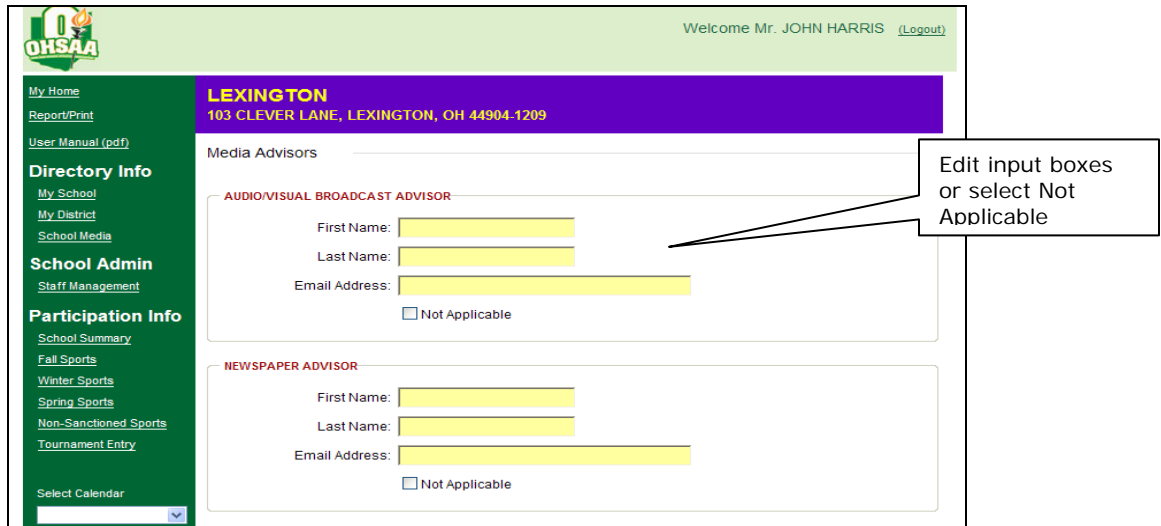
Superintendent

Prefix:
Name: JIM HEAGEN
Home Phone:
Cell Phone:
Fax:
Email Address:

If you want to make any changes to School District or District Superintendent Information, please email to Angie Lawler with new information.

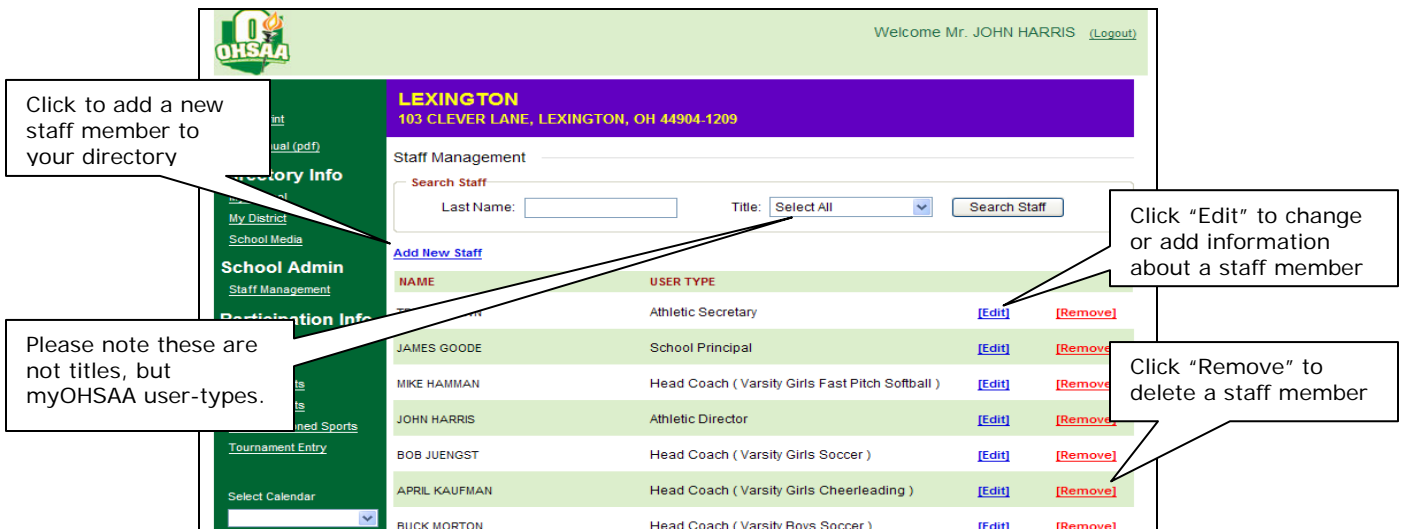
- School Media

- Here the Principal and/or Athletic Director can add, delete and edit Media Advisor's contact/directory information. The input boxes can be edited as needed, click the "Save All" button at the bottom of the page before exiting.



- Staff Management

- Here the Principal and/or Athletic Director can add, delete and edit staff contact/directory information and create users of the myOHSAA system.



- Edit an existing staff member's information

- Click "Edit" next to the staff member's name
- Once their personal information displays, edit any of the input boxes in their profile. Cell phone numbers of coaches are recommended to be entered for emergency contact purposes.
- Clicking on the user type box or the title of the user type determines user privileges. **NOTE:** Currently, the head coach user type has limited access. All other user types of a school's system have full access to their school's data. User privileges will be further defined.

- Create a user of the system
 - Issue the staff member a user name and password in the fields provided. The “Require user to reset password on initial login” box can be checked for the user to reset their password during their initial login. Clicking the “InActivate user credentials” box blocks a user from access to the system.

The screenshot shows the 'Create a user of the system' form in the myOHSAA system. The form is titled 'LEXINGTON' and includes the address '103 CLEVER LANE, LEXINGTON, OH 44904-1209'. The user's name is 'DENISE TUNNER'. The form includes sections for 'General Information', 'User Type', and 'User Credentials'. Callouts highlight specific features: 'Edit input boxes' points to the address and phone fields; 'myOHSAA system user types, not job titles' points to the 'User Type' section where 'Head Coach' is selected; and 'When checked, blocks user from system access' points to the 'InActivate User Credential' checkbox.

Create and enter a user name and password to allow staff member myOHSAA access

Edit input boxes

myOHSAA system user types, not job titles

When checked, blocks user from system access

- Add a new staff member
 - Click “Add New Staff” in the upper corner of the staff management page.
 - Enter their personal information, assign them a user type. If they are a head coach, click on Head Coach, select the sports from the list that they coach and click “Close”.
 - To make them a user of the system, follow the step above.
 - Click “Save” before exiting the page.
- Remove a staff member
 - Click “Remove” next to their name.

NOTE: If a head coach appears more than once in the staff management page, click “Edit” next to the name. Scroll to user type and click on head coach, click on each sport in the list of which this person is the head coach. Click “Close”. Click “Save” at the bottom of their edit screen. Return to the Staff Management page and remove the second listing of the name.
- Location Management
 - Here the Principal and/or Athletic Director can add, delete and edit location/site information. **Note:** The system provides driving directions via Google Maps for all contest officials and fans based on these addresses. Please make sure the addresses are accurate.
 - Edit an existing location
 - Click on the title of the location in the list.
 - Edit the online form and click save.

- Add a new location
 - Click the “Add New Location” link.
 - Complete the online form and click save.

Click to add a new location to the list

Click on an existing location to edit the name and/or address

Click to remove a location from the list

- Remove a duplicate listing
 - Click “Remove” next to the duplicate listing.
 - If no events are scheduled for this entry, the location will be removed.
 - If future events are scheduled for this entry, a message box will display asking you to select from the list the location you want these events transferred to. Select the appropriate entry of that location in the list and click the save button.

Managing Sport and Tournament Participation Info

- School Summary
 - This page summarizes in one simple screen all the details of a particular school.
 - It includes School Info, District, Staff, OHSAA Sanctioned Sports (all seasons) and OHSAA Non-Sanctioned Sports (all seasons)

Welcome Mr. JOHN HARRIS (Logout)

LEXINGTON
103 CLEVER LANE, LEXINGTON, OH 44904-1209

2009-2010 Sports Participation and Directory

School Information [Edit School Info]

School Name: LEXINGTON	Main Phone: (419) 884-2101
OHSAA School ID: 856	Main Fax: (419)884-1540
Type: Public	Nickname: MINUTEMEN
County: Richland	Primary Conference: OHIO CARDINAL CONFERENCE
District: NORTHWEST	Primary Division:
School Website: http://www.lexington.k12.oh.us/	CC/TF Uniform #: 501-599
Principal: JAMES GOODE	Color:
Principal Phone: (419) 884-1111	Physical Address: 103 CLEVER LANE LEXINGTON, OH 44904-1209
Principal Fax: xxxxxx	Mailing Address: xxxxxx
Athletic Trainer: CHRISTIE SHAFER	

District Information [View District Info]

- Fall Sports, Winter Sports, Spring Sports
 - These three areas are where a school indicates what OHSAA sports and levels they sponsor, the head coach of each sport, intent to participate in each OHSAA tournament, the conference assignments and if an OHSAA Assigner is used. By indicating sports participation here, school’s athletes are covered by the catastrophic insurance. It is important that these areas are kept current as they are tied to tournament entry, deadlines and associated penalties for late entry and withdraw.
 - Click on Fall, Winter or Spring Sports



- o Edit an existing team
 - Click on the sport that is to be edited
 - Click Edit next to the team that needs to be changed, make the corrections and click "Save"
- o Add a new team
 - Click "Add New Team"
 - Select the level from the drop down box
 - Select Yes or No in the drop down box to indicate intent to participate in the OHSAA tournament (available for Varsity level only)
 - Select the coach from the drop down box of staff members which comes directly from the staff management page as described on pages 4-5. If the head coach has not been determined, check the "TBA" box.
 - Select the officiating assigner used for that sport, to activate the list of names, remove the check next to Self Assign. Note: if the school issues the official's contracts then click the "Self Assign" box. Only select an assigner if they actually generate and issue the officiating contract for your school.
 - Select the Conference for that sport
 - The Descriptor input box is optional and can be used to name the team (ex. Blue Team, Red Team, Varsity A, Varsity B, etc.)
 - Click "Save" at the bottom before exiting.
- o Repeat the above steps for all fall, winter and spring OHSAA sports.
- Non-Sanctioned Sports
 - o This page is used to indicate what non-sanctioned sports are sponsored. Click "Save" before exiting.
- Preseason Parent Meeting
 - o This page is used to record/schedule OHSAA required preseason parent meetings as specified in Bylaw 3-4-1.
- Tournament Entry
 - o This page is used to confirm tournament participation during the tournament entry/withdraw period, which is two weeks prior to the Draw/Seeding Meeting date for that sport. A school will also access the tournament entry forms or online entry processes from this screen.

Scheduling/Recording Preseason Parent Meeting(s)

How to Add a Preseason Parent Meeting:

1. Login to myOHSAA and click on the "Preseason Parent Meeting" link in the left column under "Participation Info".

The screenshot shows the myOHSAA interface for Index Blue Test High School 1 #999991. The left sidebar contains a navigation menu with sections: My Home, My Profile, Report/Print, User Manual (pdf), Directory Info (My School, My District, School Media), School Admin (Staff Management, Location Management), Participation Info (School Summary, Fall Sports, Winter Sports, Spring Sports, Non-Sanctioned Sports, Preseason Parent Meeting, Tournament Entry), and Select Calendar. The Preseason Parent Meeting link is highlighted. The main content area shows a calendar for July 2011 with a callout box pointing to the 10th, labeled "Preseason Parent Meeting Link". A summary box indicates "1 PENDING INVITATIONS" for Boys Wrestling and "No Post Game Reports".

2. Use the drop down box to select the school year that you want to schedule a meeting for then click the "Go" button.

The screenshot shows the myOHSAA interface for IndexBlue High Test 2 #999992. The left sidebar is similar to the previous screenshot, with the Preseason Parent Meeting link highlighted. The main content area shows a section titled "Preseason Parent Meetings" with a dropdown menu for the school year (2011-2012) and a "Go" button. Below this, there are three rows for seasons: Fall, Winter, and Spring. Each row has an "Add Meeting" link. Callout boxes point to the "School year drop down" and the "Add meeting link".

3. Click the "Add Meeting" link for the season you are scheduling a meeting for. The form to add a meeting will appear.

Add/Edit Meeting

Date:

Start Time: : : AM

End Time: : : AM

Location:

Sports:

- Select / Unselect All Sports
- Boys Golf
- Girls Golf
- Girls Tennis
- Boys Soccer
- Girls Soccer
- Girls Volleyball
- Girls Field Hockey
- Boys Cross-Country
- Girls Cross-Country
- Boys Football

Facilitator:

Facilitator Title:

Public Notes:

4. Enter the date by clicking inside the date box and selecting the date from the calendar. Use the arrow buttons on the calendar to move from month to month.
5. Enter the start time and approximate end time of the meeting.
6. Select the facility/location for the meeting. The list of locations pulls directly from the list of locations in your schools' location manager. If the location is not in the list, select "Add a new location...". The location address will default to the school's address. Add the facility name and correct the address if necessary. Upon saving the meeting, the location will be added to the list in your location manager.

Add / Edit Meeting

Date: 08/02/2011

Start Time: 7 : 00 PM

End Time: 9 : 00 PM

Location: Add a new location ...

Location Name: Auditorium

Address 1: 3248 Henderson Rd

Address 2:

City: Columbus

State: Ohio

Zip: 43220

Sports:

- Select / Unselect All Sports
- Boys Golf
- Girls Golf
- Girls Tennis
- Boys Soccer
- Girls Soccer
- Girls Volleyball
- Girls Field Hockey
- Boys Cross-Country
- Girls Cross-Country
- Boys Football

Facilitator: Mary Smith

Facilitator Title: Athletic Director

Public Notes: Add additional information if necessary for parents here.

Save Cancel

7. Check the sports from the list that the meeting is for. To select all sports in the list, check the “Select/Unselect All Sports” box.
8. Enter the name of the administrator that will be facilitating the meeting and their title in the appropriate boxes.
9. In the Public Notes box, enter any additional information that you want parents to know. This information will appear on the public interface of your school’s athletic schedules.
10. Click the “Save” button to add the meeting.

Once a meeting has been added, it can be edited and deleted by using the links that appear on the meeting display. In addition, the meeting will appear as an event on your daily list of events for the date of the meeting. The meeting will also display at the top of the sport calendars for all levels/teams for the sports selected for the meeting. Example: If a fall sports meeting is added and all sports are selected then, the meeting will appear on all fall sports calendars and levels that you have created. If the meeting is for volleyball only, the meeting will appear on all volleyball calendars you have created. In addition, once the public interface of schedules is launched the preseason parents meeting will appear as an event on those calendars for the public to view.

Scheduling Events and/or Officials

How to enter a contest/event:

1. Click on My Home to access the calendar interface.
2. Click on the date of the event on the calendar or use the drop down boxes to access the date of the event.
3. Once the date of the event appears, click the Add Event button.

Welcome Mrs Connie Thomas (Logout)

HAYES #704
289 EUCLID AVE, DELAWARE, OH 43015-1272

Select a day: 8 / 15 / 2011 Go

Month	Day	Year
8	15	2011

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

View: Today

87 PENDING INVITATIONS

- 12 Boys Basketball
- 2 Boys Football
- 12 Boys Golf
- 2 Boys Soccer
- 1 Boys Swimming and Diving
- 6 Boys Tennis
- 3 Boys Track and Field
- 15 Boys Wrestling
- 4 Track and Field
- 4 Girls Basketball

No Post Game Reports

Sunday, August 14, 2011 Add Event

No events scheduled for this date.

Monday, August 15, 2011 Add Event

12:00 AM Varsity Girls Tennis BRIGGS @ HAYES Download Contract | Edit Event | Copy Add

Tuesday, August 16, 2011 Add Event

4. Once the event entering interface appears, select the sport, gender, and team the event is to be scheduled for. Click the continue button. Note: When entering a boys/girls event, refer to the instructions on page 14 "Entering a Boys/Girls Event"

ROGERS #1324
222 MC TIGUE DR, TOLEDO, OH 43615-5164

Add Event

Details

EVENT DATE: 8/15/2011

If you are creating a boys / girls event, both of your teams must be the same level (ie. Varsity).

Sport: Football Gender: Boys Team: Freshmen Boys Football

Freshmen Boys Football
Junior-Varsity Boys Football
Varsity Boys Football

5. Select the contest type and event type and click continue.
 - a. The contest type will default to regular season and the list of options will vary by sport. If a sport allows scrimmages, previews, OHSAA Foundation Games (basketball) or Jamboree games (football) these options will appear in the list of contest type choices.
 - b. Event Types - There are currently three different event types:
 - Head 2 Head – dual contest between two schools
 - Invitational (Ranked Scoring) – contest with multiple schools in which the scoring is ranked (ex: track meets, wrestling tournaments, swimming, golf tournaments)
 - Multi-Team (Head 2 Head) – contests in which one or more schools will be participating in a dual format of head to head competition. (ex: volleyball invitational, softball doubleheader, tri or quad matches)

6. The interface will expand to allow the remaining contest information to be entered.

Add Event

Details

EVENT DATE: 8/15/2011

If you are creating a boys / girls event, both of your teams must be the same level (ie. Varsity).

Sport: Football | Gender: Boys | Team: Freshmen Boys Football

Contest Type: Regular Season | Event Type: Head 2 Head (Dual)

My team will be playing as: Home Team | Event Title:

Start Time: 12 am : 00 | End Time: 12 am : 00 | Select Location: TBA

Contract Notes | Public Notes | Officials Required: 2

Contract Amount: \$0.00 | Breach Amount: \$0.00

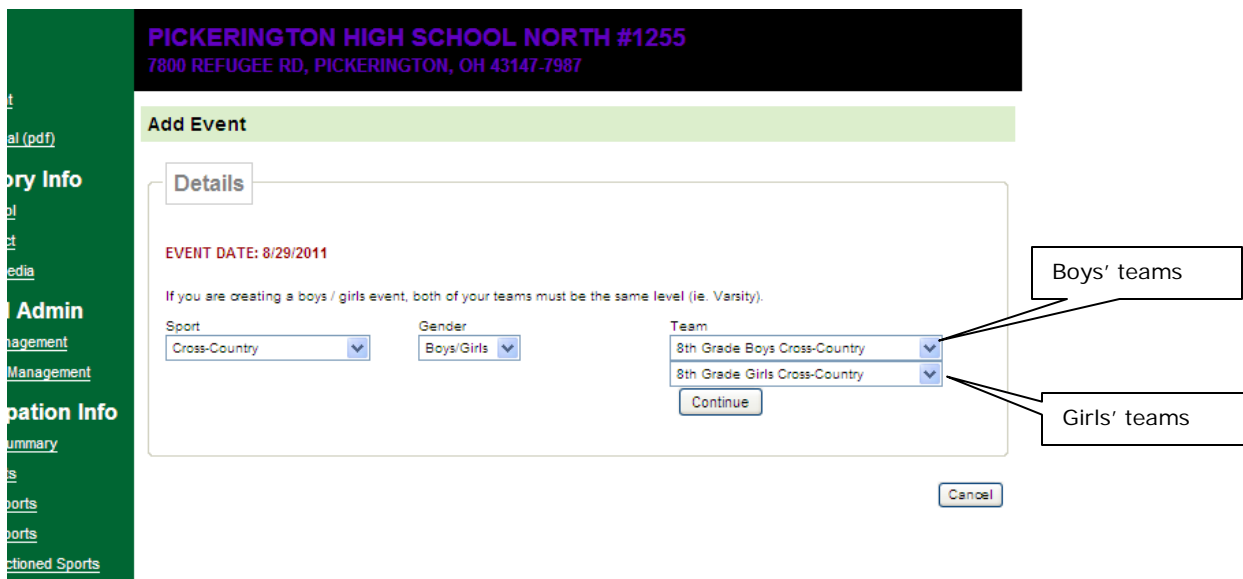
Opponent: [marys] | Add Opponent

544 - FAIRBANKS (Marysville)
 970 - MARYSVILLE (MARYSVILLE)
 1012 - ST MARYS MEMORIAL (ST MARYS)
 2371 - ST MARYS MIDDLE SCHOOL (ST MARYS)
 8700 - MARYSVILLE BUNSOLD MIDDLE SCHOOL (MARYSVILLE)
 9027 - St John's Lutheran School (Marysville)
 9220 - Holy Rosary School (St. Marv)

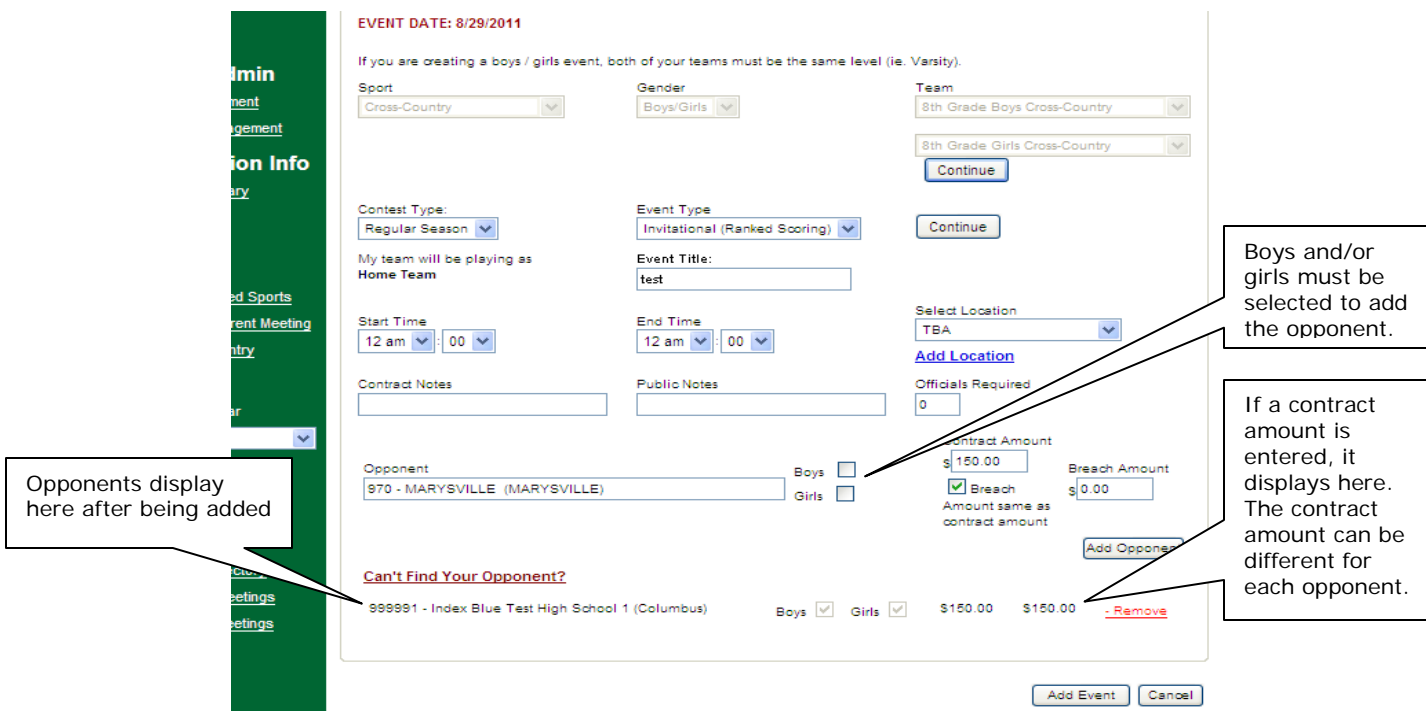
- Select whether you are the home or away team. Note: For invitational and multi-team event types, only home team can enter the event.
- The Event Title box will be activated for invitational and multi-team event types. An event title is required when entering those two event types. Simply give your event a name which will appear on the schedule. (ex: Tri-County Relays)
- Select the start time and end time of the contest. An approximate end time is needed to block the official's availability only.
- Select the location of the event from the drop down box or add a new location to the drop down box by clicking "Add Location". **Note:** An address is required when entering a location as the directions on the public and official's side will map to that address.
- The "Contract Notes" field can be used to give additional information to your opponent. (ex: weigh-ins begin at 8:00 a.m.). It is an optional field.
- The "Notes" field allows you to give additional information to the public. (ex: Homecoming, Parents Night, Doors open at 7:00 p.m.). It is an optional field.
- Enter the number of officials required for the contest.
- Enter the contest contract amount (if applicable) and the contract breach amount (if applicable) for the opponent
- Place your cursor in the "Opponent" box and begin to type the opponent's school name. The opponent field will expand showing you a list of school's that match what you have typed. Once the school name appears in the list, select it from the list by clicking on it. Click the add opponent button. Repeat to add additional opponents for invitational and multi-team events. Once the opponent has been added, their name will appear below the opponent box where they can be removed if necessary.
 - Note:** Schools named after saints are entered as St without a period. (ex: St Joseph Central, St Edward)
- Once the contest's information has been entered, click the "Add Event" button.
- A confirmation that the event has been added will display and you will be asked if you want to edit the event or assign officials now. Select "Yes" or "No".

Entering a Boys/Girls Event:

For the sports of Cross Country, Swimming and Diving and Track and Field, "boys/girls" is a gender option. When this option is chosen, the interface will change to display two team boxes. The top box contains the list of boys' teams and the bottom box displays the list of girls' teams. The levels of the two teams chosen must be the same. You cannot create a varsity boys' and junior varsity girls' track event.



The process to enter a boys/girls event is the same as above except when adding the opponent(s). After entering the opponents name and selecting them to appear in the opponent box, you must check the boys and/or girls boxes to indicate what contract you want the opponent to be sent. This allows for greater flexibility when contracting a one-gender school. In addition, the contract amounts can be altered for each opponent.



When the event is added it creates one event but populates both the boy's calendar and girl's calendar. It acts as one event, so changes to the boy's event will be made on the girl's calendar. In addition, if officials can be contracted through either the boys or girls event and they receive one contract. However, the opponent's will receive two contracts to accept, one for the boys and one for the girls.

How to Create Individual Match-ups for Multi-Team (Head 2 Head) events:

1. Click on edit event from the calendar interface.
2. In the section labeled "Match-ups", from the drop down boxes, select the home team and away team of the first contest. Enter the time of the first contest and click the "add" button. Repeat for all contests that day.

Adding/Contracting Contest Officials When Entering An Event

1. Selecting "yes" from the assign officials now question displays a summary of the event details and officials contracting interface. Review the event details and make any necessary changes.
2. Proceed to the officials section of the page. Use the four search fields in the officials search box to find an official available for the contest. Enter their permit number or their last name and city or district. Click "Search" button.
3. The list of officials matching the search fields will appear in the list to the right. Find the official in the list, enter the amount they will be paid for the event. Click "Add".
4. Repeat steps 2 and 3 until all officials have been added. Note: you may contract all officials at this time or you can add additional officials later.
5. Use the "Notes" sections to further define the officiating contract.
6. Click "Save Changes" at the bottom of the page before exiting to generate and send the electronic officials contract.

Adding/Contracting Contest Officials At A Later Time: Selecting "No" from the assign officials now question, allows you to contract officials at your convenience.

1. Click on My Home to access the calendar.
2. Click on the date of the event on the calendar or use the drop down boxes to access the date of the event.
3. Once the event appears, click "Edit Event". A summary of the event details and officials contracting interface will display. Review the event details and make any necessary changes. Follow steps 2-6 directly above (Adding/Contracting Contest Officials When Entering An Event) to contract the contest officials.

How To Edit/Change/Delete A Contest

1. Click on My Home to access the calendar.
2. Click on the date of the event on the calendar or use the drop down boxes to access the date of the event.
3. Once the event appears, click "Edit Event". A summary of the event details and officials contracting interface will display. Review the event details and make any necessary changes.
4. Scroll to the bottom to any "Save Changes" or "Delete Event". If no changes were made, select "Go Back" to exit event interface without action.

How To Move An Event To Another Calendar – Dual Contests Only

This feature allows the user to move a misplaced event to the proper calendar. This feature is only available for Head-2-Head dual contests.

To access this feature, click on edit or details of the event. At the bottom of the details section, three drop down boxes will display. These dropdown boxes allow the event to be changed.

NOTE: The availability of the sport, gender and level to be changed is dependent on the status of the event. See below.

1. The first dropdown allows for the sport to be changed. The sport can only be changed if the event has not been accepted by the opponent. Example: a girls baseball event may have been created in error. This event can be changed to the correct sport of basketball by selecting basketball from the sport drop-down.
2. The second drop down allows for the gender to be changed. The gender can only be changed if the event has not been accepted by the opponent. Example: If a boys basketball game was created but it should have been a girls basketball event, the gender can be changed
3. The third drop down allows for the team/level to be changed. Example: In a wrestling dual, your opponent is hosting a varsity event in which your junior varsity team will participate but the contract was accepted for your varsity team. You can change the level which will notify the opponent that you are sending your JV team and not your varsity team. This makes your varsity team available to accept another contract.
4. Click the save changes button once the changes have been made.

The screenshot shows the 'Details' section of an event titled 'LANCASTER @ GROVEPORT-MADISON'. The event is for 'Girls Varsity Basketball' on December 18, 2012, at 7:30 pm. The opponent is 'LANCASTER'. The 'Select Sport' dropdown is set to 'Basketball', 'Select Gender' is 'Girls', and 'Select Team' is 'Varsity Girls Basketball'. Callouts provide the following instructions:

- Change sport only if the contract has not been accepted by the opponent.** (Points to the 'Select Sport' dropdown)
- Change the gender only if the contract has not been accepted by the opponent.** (Points to the 'Select Gender' dropdown)
- Change the team/level.** (Points to the 'Select Team' dropdown)

Buttons for 'Save Changes', 'Delete Event', and 'Go Back' are visible at the bottom of the details section. A 'Save & Close' button is also present at the top right of the event details area.

How to Postpone A Contest

1. Click "Edit Event" for the scheduled event.
2. Click the "Postpone Event" checkbox at the top of the details section of the edit interface.
3. Click the "Save and Close" button. The event will postpone and the edit interface will close.

The screenshot shows the OHSAA website interface for editing an event. The event is titled "Boys Varsity Baseball" and is scheduled for "Index Blue Test School 1 @ IndexBlue High Test 2" on April 7, 2010, from 4:30 PM to 6:30 PM. The "Postpone Game" checkbox is checked, and the "Save & Close" button is highlighted. Callout boxes provide instructions: "Click the check box to postpone an event" and "Click the 'Save & Close' button to activate the postponement".

To Reschedule a Postponed Event:

1. Enter a new date or time and click the "Save Changes" button at the bottom of the edit interface.

Postponed and Rescheduled Events are displayed as follows:

The screenshot shows the OHSAA event calendar for April 2010. The calendar displays events for Tuesday, April 06, 2010; Wednesday, April 07, 2010; Thursday, April 08, 2010; and Friday, April 09, 2010. On Wednesday, April 07, 2010, the event "Varsity Boys Track and Field" is marked as "Postponed" and "Varsity Girls Track and Field" is also marked as "Postponed". On Thursday, April 08, 2010, the event "Varsity Boys Baseball" is marked as "Rescheduled" with a note: "Rescheduled from (4/7/2010 4:30 PM - 6:30 PM)". Callout boxes identify these statuses: "Postponed Event" and "Rescheduled Event".

To Remove the Postponement From an Event:

1. Uncheck the "Postpone Event" checkbox and click the save and close button.

To Delete a Postponed Event:

1. Click the "Delete Event" button at the bottom of the edit interface.

How To Enter Contest Results/Scores

1. Select the day of event from the My Home page calendar.
2. Once the event appears, select "Report Score"
3. Click "Score", enter the score, click "Record". The score will display on the event calendar.

How To View Game/Officials Contracts

1. Select the day of event from the My Home page calendar.
 2. Once the event appears, select "Download Contract". The contract will appear in .pdf format.
- Select Calendar
 - Select a sport from this dropdown menu to be taken to the team specific calendar. Pending invitations, post game reports and event details can also be accessed from this view by clicking on the corresponding icons next to the event as described in the Legend at the top of the screen.

LEXINGTON
103 CLEVER LANE, LEXINGTON, OH 44904-1209

LEXINGTON
2008/2009 Varsity Boys Soccer Season

Legend

- Event has been canceled
- You are awaiting a response
- You must respond to Invite
- All Officials have accepted
- You are awaiting a response
- You must add Officials
- You have rated officials
- You must rate officials
- You need to complete a post-game report

DATE	TIME	EVENT	INVITATION	OFFICIALS	SCORE	RATINGS
8/19/2008	7:00 PM	ASHLAND		(2/2)	W 3 - 1	
8/21/2008	7:00 PM	@ FINDLAY			L 1 - 2	Details
8/23/2008	7:00 PM	ONTARIO		(2/2)	W 10 - 0	Edit
8/26/2008	5:00 PM	@ MADISON COMPREHENSIVE			W 8 - 0	Details

Callouts:

- Official's status
- Invitation status
- Quickly add events to this sport and level only
- Click to view Opponent's schedule
- Report Score available after event has occurred
- Official's ratings status
- Click to view details of an away event or edit details of a home event

School Directory

Click "School Directory" to access search fields to find a school in the directory.

School Directory

SEARCH SCHOOLS

School Name: City:

School Types: Districts:

Search Results:

School Info	Details
WEST 179 S POWELL AVE COLUMBUS OH 43204-3032 (614) 365-5955 OHSAA SCHOOL ID: 1656	SCHOOL TYPE: PUBLIC DISTRICT: CENTRAL PRINCIPAL: ARNOLD HOLMES ATHLETIC DIRECTOR: TAMARA BRASKETT OFFICE: (614) 365-8283 View Staff
WEST BRANCH 14277 MAIN ST BELOIT OH 44609-9505 (330) 938-4408 OHSAA SCHOOL ID: 1658	SCHOOL TYPE: PUBLIC DISTRICT: NORTHEAST PRINCIPAL: JOSEPH KIOULL ATHLETIC DIRECTOR: MIKE KOVACH OFFICE: (330) 938-4408 FAX: (330) 938-9500 View Staff
WEST BRANCH MIDDLE SCHOOL 14409 BELOIT SNODES RD BELOIT OH 44609	SCHOOL TYPE: PUBLIC DISTRICT: NORTHEAST PRINCIPAL: MATTHEW MAHLEY

Callouts:

- Four search fields can be used separately or in combination to narrow the search.
- Clicking the principal's or AD's name allows you to email them directly.
- Clicking on view staff displays that school's staff members listed in their staff management tool

Officials Directory

Click "Officials Directory" to search for an official and their contact information.

The screenshot shows the 'Officials Directory' search interface. On the left is a green navigation menu with links like 'My Home', 'Tournament Officials Voting', 'User Manual (pdf)', 'Directory Info', 'My School', 'Admin', 'Participation Info', 'School Summary', 'Fall Sports', 'Winter Sports', 'Spring Sports', 'Non-Sanctioned Sports', 'Preseason Parent Meeting', and 'Tournament Entry'. The main content area has a search bar with fields for 'Last Name' (Smith), 'City', 'Permit Number', 'Title', 'Sports' (Basketball), 'Class', and 'District'. Below the search bar, it shows search results for 'Last Name starts with 'Smith' Sport 'Basketball''. Two officials are listed: ANDREA SMITH and ANDREW M SMITH, each with their contact information and sports details. Three callout boxes provide instructions: one points to the navigation menu saying 'Clicking the officials name allows you to see more contact information.', another points to an email address saying 'Clicking the official's email address allows you to email them directly.', and a third points to the search fields saying 'Seven search fields can be used separately or in combination to locate an official.' A fourth callout points to the official's details saying 'An official's information is displayed'.

Notification Box

Items requiring action are displayed in the Notification Box located at the top of the My Home page. Click on the links in the box to access game contracts from opponents and game reports (scores and officials ratings).

The screenshot shows the 'Notification Box' on the 'My Home' page. The box is orange and contains the text 'HAYES #704' and '289 EUCLID AVE, DELAWARE, OH 43015-1272'. Below this is a calendar for July 2011. To the right of the calendar is a list of '87 PENDING INVITATIONS' with links for various sports: 12 Boys Basketball, 2 Boys Football, 12 Boys Golf, 2 Boys Soccer, 1 Boys Swimming and Diving, 6 Boys Tennis, 3 Boys Track and Field, 15 Boys Wrestling, 4 Track and Field, and 4 Girls Basketball. A 'Show More' link is at the bottom of the list. Below the calendar, there are sections for 'Sunday, July 10, 2011' and 'Monday, July 11, 2011', each with an 'Add Event' button. A callout box points to the top of the notification box with the text 'Notification Box'.

- Pending Invitations

The left side of the notification box contains a summary of the game contracts sent to you by opponents. The total number of game contracts is displayed at the top

- Clicking on one of the listings will display the contracts from opponents for that sport.

HAYES #704
289 EUCLID AVE, DELAWARE, OH 43015

Pending Invitations
Girls Basketball

Date	Opponent	Contract	View Contract	Accept	Decline
12/27/2011 8:00 PM	Junior-Varsity HAYES @ DUBLIN SCIOTO	None	View Contract	<input type="radio"/>	<input type="radio"/>
12/27/2011 2:00 PM	Junior-Varsity Yule Classic	\$0.00	View Contract	<input type="radio"/>	<input type="radio"/>
12/28/2011 2:00 PM	Junior-Varsity Yule Classic	\$0.00	View Contract	<input type="radio"/>	<input type="radio"/>
1/31/2012 8:00 PM	Junior-Varsity HAYES @ DUBLIN JEROME	None	View Contract	<input type="radio"/>	<input type="radio"/>

Buttons: Save Changes, Cancel

- Accept: This will place the game into your calendar and send a notice to your opponent that the game has been confirmed.
- Decline: This will remove the invitation from your system and send a notice to the school that sent the invitation that the game has been declined.
- View Contract: You can look at the terms of the contract before acting upon it.
- Click "Save Changes" to act on invitations and return to your homepage.

- **Post Game Reports**

- Click on the post game reports side of the notification box to report the score or rate officials.
- To report the score, click "Score", enter the score, click "Record". The score will display on the event calendar.

How To Rate Contest Officials:

Athletic Administrators are encouraged to create login credentials (user names and passwords) for the *myOHSAA* system for their head coaches for the purposes of official's ratings and reporting scores. Head coaches access to the *myOHSAA* system is limited to game reports (official's ratings and contest scores), the school directory and the officials directory ONLY. Head coaches do not have access to your school's directory, participation and scheduling tools. Note: Athletic Administrators that choose to rate officials instead of delegating to the head coach, have access to the official's ratings and do not need separate login credentials. To create login credentials for your head coaches, follow the instructions on page 4 of this manual.

Instructions for Head Coaches:

1. Access the *myOHSAA* system from www.ohsaa.org home page. Click on *myOHSAA* in the upper right corner.
2. Logon to *myOHSAA* using the login credentials provided by your athletic administrator. After logging in, you may be directed to set a new password and provide a security question and answer. Follow the on screen instructions for setting a new password and save your account information.
3. After login, the home page will appear which contains all the tools and information currently available to a Head Coach. The calendar view currently defaults to today's date and any scheduled events for the upcoming week will appear in their respective dates in the area below.
 - a. **Access the date of your first contest (home or away)** by using the calendar OR the drop down boxes above the calendar. The date and the contest will appear below.
 - b. **Click on "Report Score/Rate Officials"** for your event.
 - c. **Report Score:** if the score has not been recorded, click "Record" in the upper right corner. Enter the score in the boxes and click "Save". NOTE: For volleyball enter the match total as the score.

- d. **Rate Officials:** Scroll down to the "Rate Officials" section. In the box marked "Requested Officials", the names of those officials that did not accept the contract prior to the contest will appear. If these officials worked the contest, click the box in front of their name(s) and then click the "Add Official" button. This adds the official(s) to the rating form below. Note: officials that electronically accepted the contract before the contest will automatically display on the rating form.
- NOTE:** If you were the away team and your opponent has not entered the officials for the contest, "Click to add officials for rating" will allow you to enter the officials for rating after the event has occurred.
- e. **Officials can be rated as a group or individually.**
- *To rate officials as a group:* simply click the number of the rating.
 - *To rate officials individually:* remove the check mark from the "Rate All Officials" box by clicking on it. Each official's name will activate. Uncheck any official you do not want to rate or that did not officiate the contest. Click on the number of the rating you want to give to the official.
- f. **CLICK THE "Submit Ratings" BUTTON.** A list of rated officials will appear in the "Details" section of the page.
- g. **To exit the page, click the "Cancel" button.** You will be directed back to the calendar page.
- h. **Repeat** these steps to report the scores and rate officials of all your varsity contests (home or away). Sub-varsity contests may be rated but are not required.