

myOHSAA Sport Participation Card, including Catastrophic Insurance Coverage for Cheerleading – High Schools

- The 2012-13 fall and winter sport participation will be collected now, 2013 spring sport participation will be collected in August 2012.
- Changes made to sports information and/or coaching staff will display immediately on the school's summary and participation card. To make changes and/or additions AFTER submitting the participation card, use the links in the left navigation column.
- Changes and/or additions to administration, including athletic department staff during this process will display on July 1, 2012. To make immediate changes, use the Staff Management link in the left navigation column.
- The cell phone number is now required for Athletic Administrators. It is not made available to the public, it is only available to other myOHSAA users, officials, other athletic administrators, assigners, etc.
- The Athletic Trainer has been set to None for all schools, this can be updated in the Athletic Department Office Staff area of the participation card.
- To assist District Athletic Boards in tournament preparation, the second page of the participation card will request you to indicate whether your school anticipates that it will be represented by a team or individual(s) in OHSAA individual sport tournaments. This can be changed any time after submitting the participation card by using the Participation Info links in the left navigation column.

Complete the steps outlined below by May 15, 2012. You must click the “*Submit Participation Cards*” button after updating your information to fulfill this requirement.

Step 1: Accessing *myOHSAA*

- Log onto <http://myohsaa.ohsaa.org> or access myOHSAA through the upper right corner or along the left side of the OHSAA homepage (www.ohsaa.org)
- At the log-in screen, enter your Username and Password.
- If you have forgotten your username or password, click “Forgot Password” and follow the instructions to have your user credentials emailed to you.
- Once logged in, click “Complete Now” to be taken to the 2012-13 Sport Participation Card.
- The Participation Card may be accessed at any time prior to submission by clicking the “Participation 2012-2013” link in the left navigation column or logging out and logging back in. Use the links in the left navigation column to access other areas of myOHSAA.

Step 2: Updating Directory Information

The first four categories (High School Information, School Principal, School District and Athletic Department Staff) of the summary page are the school directory information, populated with the data that is currently in the *myOHSAA* system.

- Click “Edit”/ “View” next to the category in which changes need to be made. Once

changes have been made, click “Save” at the bottom of the screen to make the updates and return to the summary page.

- Athletic Department Office Staff
 - **If your school will have a NEW Athletic Administrator for next school year, click “Edit” next to the Athletic Department Office Staff category, then click the checkmark next to the statement “We will have a NEW Athletic Administrator for 2012-2013.” If you want to enter your new Athletic Directors information please mark the box to do so.**
 - Athletic Trainer is defaulted to None. If “Enter Athletic Trainer Information” is selected, the name and email address fields are required.
 - Click “Save Changes” to return to the summary page.
- **Note:** The “School District Information” is only able to be viewed. Any changes in this category need to be emailed to Dana Bushong at dbushong@ohsaa.org.

Step 3: 2012-13 Sports Participation Card

- Click “Edit” next to OHSAA Recognized Sports to view the 2012-13 Fall and Winter Sports Participation Cards.
- OHSAA recognized sports will display beginning with fall sports.
- Catastrophic Insurance Coverage for Cheerleading
 - Cheerleading should be listed to cover your cheerleaders with the OHSAA catastrophic insurance. Only those participants in grades 9-12 AND that cheer for *any OHSAA Recognized* Sport will be covered.
- To make changes to the tournament participation (for Varsity only), Conference, Head Coach or Assigner for a current level offered, click “edit.”
 - Indicate 2012-13 tournament participation by selecting “Yes” or “No” from the drop down box.
 - Select the correct Conference from the drop down box.
 - If the Head Coach has not been named, click on the box next to TBA. If the Head Coach has changed, select their name from the drop down box. If the coach is not listed, click on “Add New” to enter the coach’s information.
 - Type in a “Descriptor” if there is more than one team at the same level. i.e. Varsity Gold, Varsity Black
 - An officiating assigner in *myOHSAA* is the person who physically contracts the officials. If an officiating assigner is not used, the box next to Self Assign should be checked. To choose an OHSAA licensed assigner from the box, remove the check next to Self Assign by clicking on it. Multiple assigners can be selected by holding the Ctrl key while clicking on each assigner’s name.
 - Click “Save”
- Continue to scroll down the page to review Fall, Winter and Non-OHSAA sanctioned sports. **Please Note: Only One Varsity Team is listed. If you wish view all teams for a particular sport select the “edit” button.**
- Click “Back to Summary Page” to return.

Step 4: OHSAA Non-Recognized Sports

- Click “Edit” next to OHSAA Non-Recognized Sports to add or remove a sport from the list.
- Edit the checkmarks to accurately indicate which non-recognized sports are sponsored.
- Click “Save Changes” at the bottom to be returned to the summary page.

Step 5: Team or Individual Participation in OHSAA Individual Sport Tournaments

- Once all additions/changes have been made to the school directory and participation information, click “Next” to select whether tournament participation will be a team or individual in OHSAA individual sport tournaments.
- Click on the circle next to team or individual. This can be changed at any time prior to the tournament entry deadline by using the Participation Info links in the left navigation column.

Step 6: Submit 2012-2013 Participation Card

- Once all additions/changes have been made to the school directory and participation information, click “Submit Participation Cards.”

Step 7: 2011-12 NFHS Participation Survey

- Once the participation card has been submitted, you will be prompted to complete the 2011-12 NFHS Survey.
- Click “Complete Now” to be taken to the 2011-12 NFHS Survey.
- The NFHS Survey may be accessed/updated at any time prior to the June 25 deadline by clicking the “NFHS Survey” link in the left navigation column. The survey will be automatically submitted after the deadline.
- After entering the number of participants, click “Save”

The number of male participants and the number of female participants are needed for the following sports:

Adapted Bowling	Adapted Field Hockey	Adapted Soccer
Adapted Softball	Archery	Badminton
Baseball	Basketball	Bowling
Canoeing	Competitive Cheer Squad	Crew
Cross Country	Decathlon	Equestrian
Fencing	Field Hockey	Flag Football
Football – 11 player	Football – 6 player	Football – 8 player
Football – 9 player	Gymnastics	Golf
Heptathlon	Ice Hockey	Judo
Lacrosse	Native Youth Olympics	Pentathlon
Riflery	Rodeo	Rhythmic Gymnastics
Skiing – Alpine	Skiing – Cross Country	Snowboarding
Soccer	Soft Tennis	Softball Fast-Pitch
Softball Slow-Pitch	Swimming and Diving	Synchronized Swimming
Tennis	Track & Field – Indoor	Track and Field
Volleyball	Water Polo	Weight Lifting
Wrestling		

The combined number of male and female participants is needed for the following activities:

Music – Band	Music – Orchestra	Music – Vocal
Speech – Group Interpretation	Speech – Individual Events	Speech – Lincoln Douglas Debate
Speech – Policy Debate	Speech – Theatre	Spirit – Dance Team
Spirit – Drill Team	Spirit – Non Competitive Cheerleaders	Spirit – Pom Pon Squad