



Ohio High School Athletic Association  
4080 Roselea Place  
Columbus, Ohio 43214  
Ph: 614-267-2502  
Fax: 614-267-1677  
Web Site: [www.ohsaa.org](http://www.ohsaa.org)

#### INSTRUCTIONS FOR COMPLETING SECTIONAL QUALIFIERS FORMS – NE ONLY

1. Log onto the Internet
2. **In your browser, type in**  
[www.ohsaa.org/sports/gymnastics/girls/qualifiers.htm](http://www.ohsaa.org/sports/gymnastics/girls/qualifiers.htm)
  - a. Follow the instructions for downloading and opening the qualifiers report for your sectional tournament.
3. For the Team Event, open that worksheet and key in the following:
  - a. School Name and Team Score in Order of Finish
  - b. Name of Head Coach
  - c. Names of all Contestants that will compete at the next level with their events indicated with an “X”
  - d. Grade in School of all Contestants
  - e. Contestant’s Number directly next to the District Code (EX., NE100)
4. For the Individual Events, key in the following for each of the events (V, BB, UPB and FX)
  - a. Contestant’s number directly next to the District Code (EX., NE100)
  - b. Contestant’s Name in order of finish
  - c. Contestant’s Grade in School (9,10,11 or 12)
  - d. Contestant’s School – Use City and then School Name
  - e. Name of the Head Coach

Please include a 1<sup>st</sup> alternate for the next qualifying position in the case of an injury or illness that would permit the athlete to compete.

5. Transmit the files to Don Schutz at [don.schutz@westg.org](mailto:don.schutz@westg.org) as per the instructions on the website.