

Online District Entry for Academic Competition – Instructions

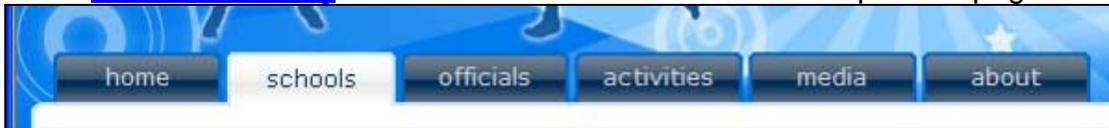
Important Dates:

Regular Season **Eligibility Roster** Due:Prior to First Game of the Season
Input your AC **Schedule** on MSHSAA Website:Prior to First Game of the Season
District **Entry Process Opens** Online:February 1, 2010
Officials Recommendations Due Online:March 19, 2010
District Roster Due Online:March 19, 2010
Season Record Due Online:.....March 19, 2010
District Fee Paid to MSHSAA ByApril 10, 2010
AC District Tournament:April 17, 2010

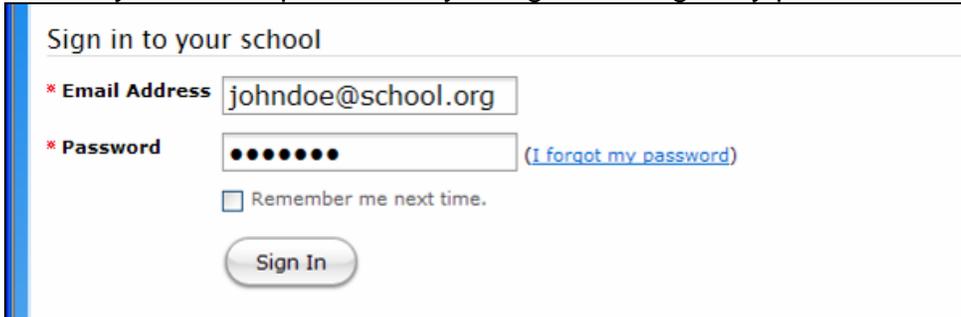
District Entry is fairly self-explanatory, but these instructions will take you through the online process step by step.

STEP 1: SIGN IN

1. Your AD must have you listed on the website as an academic competition **head coach** before you will be able to sign in and complete this process.
2. Go to www.mshsaa.org and select the “schools” tab at the top of the page.

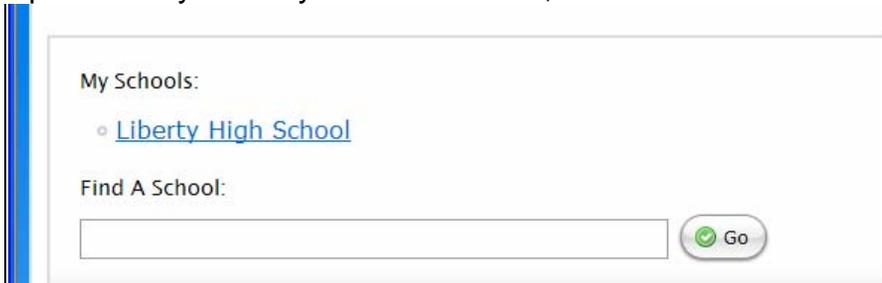


3. Sign in using your full email address (it must match the one in the system) and your password.
4. You may retrieve a password by using the “I forgot my password” link.

A screenshot of the MSHSAA sign-in form. The form is titled "Sign in to your school" and is enclosed in a white box with a blue border. It contains two input fields: "Email Address" with the value "johndoe@school.org" and "Password" with a masked password of ten dots. To the right of the password field is a blue link that says "(I forgot my password)". Below the password field is a checkbox labeled "Remember me next time." and a "Sign In" button.

STEP 2: GO TO YOUR SCHOOL'S HOME PAGE

1. Option 1: If you see your school listed, click on the link.

A screenshot of the MSHSAA "My Schools" section. The section is titled "My Schools:" and contains a list of schools. The first school listed is "Liberty High School" with a blue link next to it. Below the list is a "Find A School:" section with a search input field and a "Go" button with a green checkmark.

2. OR Option 2: Find your school in the drop-down box, select it, and click “Go”.

Find A School:

libert

(New 2010)Liberty North High School
Liberty (Mountain View) High School
Liberty High School
Liberty Junior High School

Go

3. Your options will be shown on your home page.

home schools officials activities media about

Schools +

Liberty High School

Account Information

- [My Profile](#)
- [School Information](#)
- [Administrators](#)
- [Coaches and Directors](#)
- [Ballots and Questionnaires](#)
- [Surveys](#)
- [Downloadable Forms](#)

Sports and Activities

- [Schedules](#)
- [School To School Reports](#)
- [Open Dates](#)
- [District Entries](#)
- [District Assignments](#)

Officials

- [Official's Evaluation](#)
- [Official Reports](#)
- [Find an Official](#)

Eligibility

- [Master Student List](#)
- [Eligibility Rosters](#)
- [Transfer Forms](#)

Academic Competition

- [Schedules](#)
- [Eligibility Roster](#)
- [District Entries](#)

STEP 3: INPUT YOUR SCHEDULE

1. Select “Schedules” from your school’s home page, and then select “Academic Competition.”
2. Select “Add Event” and/or “Add Tournament” and fill in the requested information. This is the way you will build your regular season schedule. This schedule (both tournaments and other events) must be complete before you can complete Part 4: Season Records of the District Entry Process.

Seckman - 2009-2010 Academic Competition

2009-2010

[Add Event](#) [Add Tournament](#)

There are no events scheduled at this time.

How to Add Games Within a Tournament (After You Know Who You Played): After a tournament is over, you will need to input the GAMES you played within the tournament on your schedule. This will allow you to have all of your games appear in the “Season Record” section of the District Entry Process (so you can put in your wins/losses). To do this, follow the following steps:

STEP A: When you are VIEWING YOUR SCHEDULE (including the tournaments), click on “Add Event” at the top of the screen (as in the example below).

The screenshot shows a web interface for 'Seckman - 2009-2010 Academic Competition'. At the top right, there is a dropdown menu set to '2009-2010' and a 'Go' button. Below the header, there are two links: '+ Add Event' and '+ Add Tournament'. The main content is divided into two sections:

Date	Opponent	Location	Levels	
1/11/2010	DeSoto	Home	Varsity	remove
1/26/2010	Festus	Home	Varsity	remove
1/28/2010	Fox	Away	Varsity	remove

Below the games table is a 'Tournaments' section with the following table:

Dates	Tournament Name	Location	Level	
1/18-22	Central HS Tournament	Imperial,MO	Varsity	remove
2/1-3	Hillsboro Tournament	Hillsboro,MO	Varsity	remove

STEP B: You will then see the following screen and you should select “Tournament Game”:

The 'Add Event' form has a title bar and a section for '* Type:'. There are two radio button options:

- Non-Tournament Game
- Tournament Game

STEP C: A drop-down box will appear next to “Tournament Game” - Select the tournament that is complete and for which you want to add the games, and fill in the requested information. At the end of the page, click the “Save Game” button:

The 'Add Event' form shows the 'Tournament Game' option selected. A dropdown menu is open next to it, displaying the following options:

- Central HS Tournament
- Central HS Tournament
- Hillsboro Tournament

Below this, there is a section for '* Opponent Type:' with two radio button options:

- MSHSAA Member School
- Non-Member School

RESULT: The tournament games will appear under the tournament heading as you add them, as shown on the screen below:

The 'Tournaments' section now includes the following table:

Dates	Tournament Name	Location	Level	
1/18-22	Central HS Tournament	Imperial,MO	Varsity	remove
↳ 1/18/2010	Central (Park Hills)			remove
↳ 1/19/2010	Fox			remove
2/1-3	Hillsboro Tournament	Hillsboro,MO	Varsity	remove

STEP 4: CONFIRM YOUR ELIGIBILITY ROSTER (INPUT BY ACTIVITIES DIRECTOR)

1. Select “Eligibility Roster” under “Academic Competition” at the bottom, right side of the page.
2. If you have student names in your roster, your Activities Director has finalized the roster. Please double check the names. If there are no names on the roster, you **MUST** contact your A.D. to complete this roster prior to your first contest.

STEP 5: DISTRICT ENTRY

1. Select “District Entries” under “Academic Competition” at the bottom, right side of the page.
2. District Entry is a five-part process and your task list will look like this:

Activity Summary 2009-2010 

 For an entry to be shown as completed, it must be marked as such.

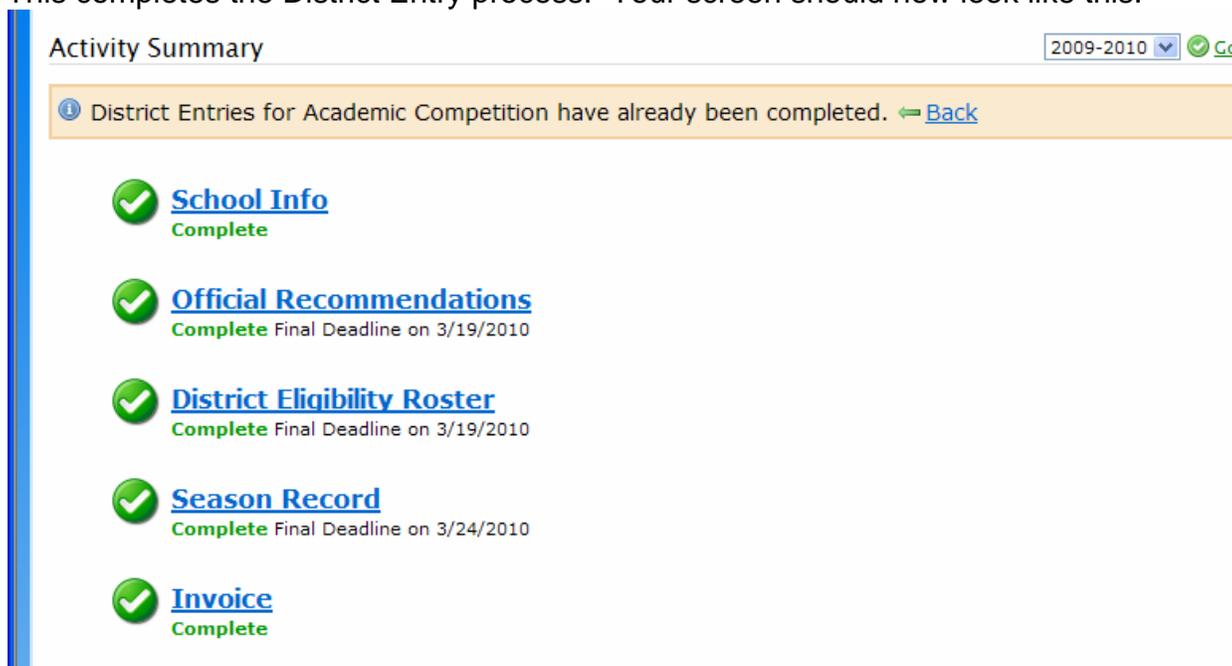
-  [School Info](#)
Incomplete
-  [Official Recommendations](#)
Incomplete Final Deadline on 3/19/2010
-  [District Eligibility Roster](#)
Incomplete Final Deadline on 3/19/2010
-  [Season Record](#)
Incomplete Final Deadline on 3/24/2010
-  [Invoice](#)
Incomplete

3. **PART 1:** Select “School Info” and confirm that all information is correct. **Select “MARK AS COMPLETE” when you are done** – this will change the red X into a green check-mark on your task list. Print a copy for your records or export a copy in Excel. Then click the icon that says “back” with a green arrow next to it to return to the main task list.
4. **PART 2:** Select “Official Recommendations”: This will allow you to provide assistance to the district manager regarding officials (Moderators, Scorers, and Timers) that you would recommend to work the District Tournament. Officials recommended for the “Championship Level” will be considered for the State Tournament. You may also list officials that you believe should **NOT** be utilized at Districts or in the state series in this section. Select “Add Recommendation” and fill in the requested information. The contact information is very important and will allow the District and/or State Manager to contact these individuals to work the tournament(s). You may recommend as many officials as you would like. Please proof your entries and consider the “Recommendation Level” carefully. **Select “MARK AS COMPLETE” when you are done** – this will change the red X into a green check-mark on your task list. You may edit these names or add more officials later – until the due date.
5. **PART 3:** Select “District Eligibility Roster.” Click on the “Edit” Icon  and follow the directions. If your regular season Eligibility Roster has not been completed, you will NOT be able to complete your District Roster. Click on “Continue to District Roster” and add your students. You must list no fewer than four and no more than eight. When you begin typing a name, you will get a drop-down list of the students on your eligibility roster. Hover over the student you want to add, and click on that name. When you have added at least four names, click “Save Roster.” The system will tell you if you have any errors (duplicate students or too few students, etc.) Fix these errors and click “Save Roster” again. **Select “MARK AS COMPLETE” when you are done** – this

will change the red X into a green check-mark on your task list. You may edit your roster or add names (up to 8) until the final due date – you may have to “[Mark as Incomplete](#)” to edit the list.

6. **PART 4:** Select “Season Record.” Click on the “Edit” Icon  and follow the directions. Input your score and your opponent’s score. If there was a forfeit, select the proper description from the drop-down box. If you played a “best of” format, put the number of games won/lost in as the score. Example: If you played school X in a “best of three” format, and you won 2 games and they won one game, put your score in as 2 and their score in as 1. You will only be able to include scores of contests that you have completed to this point in the season. You will NEED TO REVISIT this page as you complete contests between now and the district tournament.
7. **PART 5:** Select “Invoice”; print the invoice; write a check or request a school check or purchase order, and mail payment and the invoice to the MSHSAA Office. **DO NOT** mail payment to the district site. **Select “MARK AS COMPLETE” when you are done** – this will change the red X into a green check-mark on your task list. You may print multiple copies of the invoice for your files, the school’s files and for sending to MSHSAA.

This completes the District Entry process. Your screen should now look like this:



The screenshot shows a web interface titled "Activity Summary" for the 2009-2010 season. A message at the top states: "District Entries for Academic Competition have already been completed. [Back](#)". Below this, five items are listed, each with a green checkmark icon and the word "Complete":

- [School Info](#) Complete
- [Official Recommendations](#) Complete Final Deadline on 3/19/2010
- [District Eligibility Roster](#) Complete Final Deadline on 3/19/2010
- [Season Record](#) Complete Final Deadline on 3/24/2010
- [Invoice](#) Complete

If you have any trouble or questions, please contact either Stacy Schroeder or Josh Hauptmann at the MSHSAA office (phone 573/875-4880 or email: email@mshsaa.org).

First released 2/2/10

Updated 2/4/10 to include Season Records

Updated 2/4/10 to include Tournament Games for Win/Loss