

myOHSAA

Tournament Manual For Bracketed Team Sports July 2009

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myOHSAA User Name:

Password:

LOG IN

1. Access the **myOHSAA** system at <http://myohsaa.ohsaa.org> OR from the home page of the www.ohsaa.org.
2. Login to **myOHSAA** using the login credentials provided above.

HOME PAGE

Below is an image of the tournament manager's home page.

Participants:

186 - BEECHCROFT	Site Managers:	Media Contacts:
475 - DUBLIN SCIOTO	Don Muenz	Don Muenz
610 - FRANKLIN HEIGHTS		
704 - HAYES		
970 - MARYSVILLE		
1254 - PICKERINGTON HIGH		
SCHOOL CENTRAL		
1290 - REYNOLDSBURG		
1526 - TEAYS VALLEY		
1672 - WESTERVILLE NORTH		
1741 - WORTHINGTON		
KILBOURNE		
10 participants added.		

My Profile: Shows the contact information and user name and password associated with the tournament management access to myOHSAA. The password can be changed; however, user names cannot. Please notify the OHSAA office if you want to change your user name.

View Tournaments: This link displays the tournament manager's home page as shown above and is the interface to access, edit and manage tournaments.

Set Up Tournament: This link allows the user to create a tournament.

Tournament Officials: This link allows the user to contract tournament officials for a date and/or time when the site is unknown.

Public Info: Contains the links to the member school directory, official's directory, and state and local rules meetings. These links are standard with any myOHSAA log in.

SET-UP TOURNAMENT

VIEW TOURNAMENTS

To manage, add, change or delete any aspect of a tournament use the “View Tournament” link in the left column.

How to Access a Tournament

From the tournament manager’s home page or the “View Tournaments” link, use the search fields provided and click the “Search” button to access a tournament.

- Division is required
- Sectional tournaments are included in the “District” tournament type.

The screenshot shows the OHSAA Tournament Management interface. At the top left is the OHSAA logo. At the top right, it says "Welcome Jeff Will (Logout)". On the left is a green sidebar with "Tournament Management" and "Public Info" sections. The main content area is titled "Tournament Management" and contains a "Search Tournaments" form. The form has a "Tournament" field, a "Sport" dropdown menu (currently showing "Girls Basketball"), and a "Division" dropdown menu (currently showing "Select Division"). Below the "Tournament" field is a "Type" dropdown menu with options: "Select All", "Select All", "District", "Regional", and "State". A "Search" button is located to the right of the form. Two callout boxes are present: one pointing to the "Division" dropdown with the text "Use the search fields to access a tournament. Division is required", and another pointing to the "Type" dropdown with the text "Sectional tournaments are included with the district tournament type."

A list of tournaments matching your search criteria will display (see image below). To access a tournament, click “View Tournament” in the green section of the tournament title. This interface will display and allow edits to each tournament site, manager information, participants and contest officials.

Type:

Public Info
[School Directory](#)
[Officiating Directory](#)
[Local Rules Meetings](#)
[State Rules Meetings](#)

District Tournaments
Westerville 1 District
Division IV Girls Basketball (2/16/2009) [View Tournament](#)
[View / Edit Bracket](#)

Hayes High School Sectional Site		
Participants:	Site Managers:	Media Contacts:
N/A	Kevin Reed	Kevin Reed

Licking Heights High School Sectional Site		
Participants:	Site Managers:	Media Contacts:
N/A	Rita Pendexter	Rita Pendexter

Teays Valley High School Sectional Site		
Participants:	Site Managers:	Media Contacts:
N/A	Jim Hayes	Jim Hayes

Westerville Central High School District Site		
Participants:	Site Managers:	Media Contacts:
N/A	Andy Ey	Andy Ey

Westerville North High School Sectional Site		
Participants:	Site Managers:	Media Contacts:
N/A	Jeff Will	Jeff Will

[View Report](#)

Click to access tournament details, brackets, participants and officials.

Locate the tournament in the list.

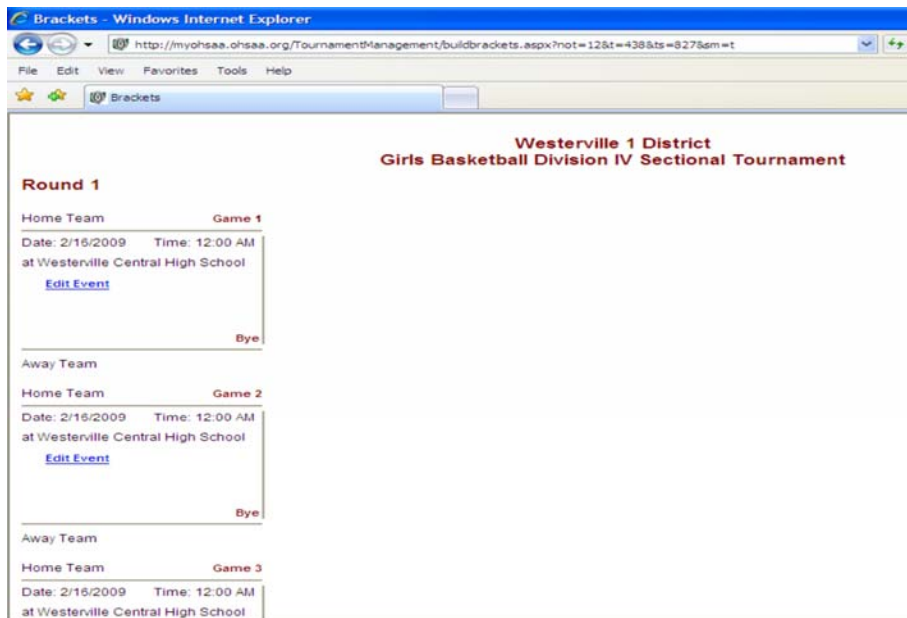
- **Edit Tournament** allows you to add and edit site, site manager and participating team information. It also allows you to view the status of official's contracts.
- **View / Edit Bracket** allows you to add contest date, time, location and officials. It also allows you to report the score and will automatically advance the winner.
- **View Report** allows you to view and download into Excel game details.
- ~~**Remove** will delete the tournament along with all information including contracted officials. Only click remove if you are sure you want to delete all items about that tournament.~~

VIEW TOURNAMENTS: Managing Contest Participants and Scores

How to Add Participating Teams to a Tournament

How to Add Participating Teams to a Contest

After locating the tournament in the list of tournaments, click “View/Edit Bracket”. The bracketing interface will appear displaying Round 1 of the tournament.



NOTE: All teams must be entered in Round 1 even though they may have selected a bye game. Enter bye teams as the Home Team on the bracket. The system will automatically advance the bye team to Round 2.

- To enter teams, click “Edit Event” for a game on the bracket. The game details window will display (see image below). This interface establishes the date, time, participants and site of the game. This information is used to populate the brackets, the participating school’s schedules and for the contracting of game officials.

- Click on the down arrow for the home team and select the team from the list. Repeat to enter the away team. **NOTE:** if the game is indicated as a BYE, the drop down for the away team will be deactivated.

- ~~To enter/edit the location of the game, select the site from the drop-down list.~~
- When the opponents and/or the site have been added, click the “Close” button.

How to Enter a Contest Score

Once the game has been played, the report score link will appear on the bracket (see image below).

File Edit View Favorites Tools Help

Brackets

**Westerville 1 District
Girls Basketball Division IV Sectional Tournament**

Round 1

COLUMBUS ACADEMY Game 1

Date: 1/2/2009 Time: 6:00 PM
at Westerville North High School

[Edit Event](#)
[Add/Edit Officials](#)
[Report Score/Rate Officials](#)

DELAWARE CHRISTIAN SCHOOL

Home Team Game 2

Date: 2/16/2009 Time: 12:00 AM
at Westerville Central High School

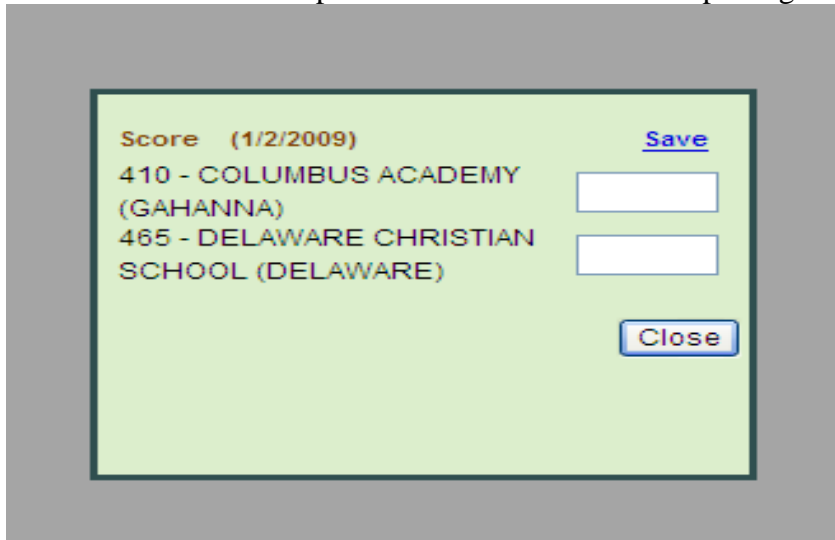
[Edit Event](#)

Bye

Away Team

Report score link

- Click on the “Report Score” link. The score reporting interface will appear.



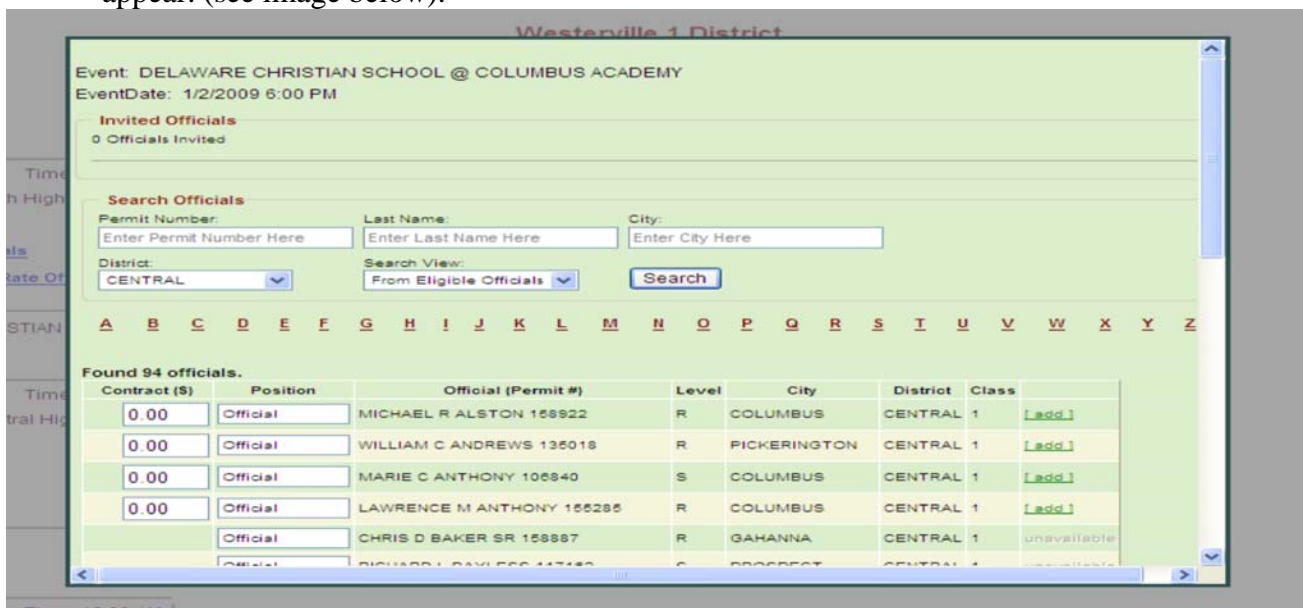
- Click on “Record”.
- Enter the score for each team in the appropriate box.
- Click” Save”.
- Click “Close” when finished. The system will automatically advance the winner to the next round.

VIEW TOURNAMENTS: Managing Contest Officials

How to Contract a Contest Official

Game officials for bracketed team sports are contracted through the brackets.

- After locating the tournament in the list of tournaments, click View/Edit Bracket. The bracketing interface will appear displaying Round 1 of the tournament.
- Once the brackets appear, locate the game you want to contract officials for and click the “Add/Edit Officials” link for that game on the bracket. The officials contracting interface will appear. (see image below).



The event details will appear at the top of the interface. The number and names of contracted officials will appear in the “Invited Officials” section. The “Search Officials” section allows the user to locate an official in the list below. **NOTE:** It is best to use the permit number of the official as permit numbers are unique to every official and the fastest search method.

- Change the District to the match your athletic district.
- Enter either the permit number or the last name of the official and click the “Search” button. The official will appear in the list below.
- If the official is available for the date and time of the game, the word “add” will appear at the end of the line. If the official is not available, the word “unavailable” will appear and be dimmed. **NOTE:** only officials with the word add can be contracted.
- To contract the official, enter the officiating fee in the Contract (\$) amount box.
- The “Position” box allows you to contract the official for a particular officiating job/duty (ex: starter, clerk, pole vault judge, linesman). The position defaults to “Official” but can be changed by simply typing in the box.
- Click “add” at the end of the line. The official’s name will be added to the “Invited Officials” section and will display the status of the contract.
- Repeat to add additional officials to the contest.
- The “Officiating Notes” section allows you to provide additional contract information that is added to all officials contract. Simply type the message you want to appear on the contract. (Example: Please plan to arrive one hour prior to tournament competition. Use pass gate entrance.)
- Scroll to the bottom of the interface and click the “Save” button. The interface will close and you will be returned to the bracket interface.

Managing Officials’ Contracts and Replacements

To manage the status of officiating contracts and determine when a replacement official is needed use the “Officials section of the Edit Site/View Participants tournament interface.

- After accessing a tournament in the list of tournaments, click “View Tournament” in the green section of the tournament title. All sectional and district sites assigned to this tournament will display.
- Find the district site in the list of tournament sites and click “Edit Site/View Participants”.
- In the Officials section, the list of all contracted officials will display along with the status of the contract and game number. The list is displayed in order by game number.

Officials

150101	ED J NICEWICZ	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 5:19:00 PM	Game 1
158922	MICHAEL R ALSTON	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 11:20:00 AM	Game 1
161787	CLAUDIA J LANTHORN	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 5:43:00 PM	Game 1
127841	JAMES F GOUDY	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 4:41:00 PM	Game 2
132719	PETER LYONS	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 7:49:00 PM	Game 2
139984	TERRY L. GUICE	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 12:54:00 PM	Game 2
130064	PATRICK F CAHILL	Official \$70.00	Contract (pdf)	Accepted	12/21/2008 5:24:00 PM	Game 3
160401	PAUL G HADDAD	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 1:02:00 PM	Game 3
156588	PHILIP L DICKERSON	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 7:08:00 PM	Game 3
161307	GEOFF A SMITH	Official \$70.00	Contract (pdf)	Accepted	12/25/2008 11:02:00 PM	Game 17
119770	DEBORAH E WELCH	Official \$70.00	Contract (pdf)	Accepted	12/22/2008 10:57:00 AM	Game 17
122525	DOUGLAS E O'BRIEN	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 4:24:00 PM	Game 17
134792	DANNY FINN	Official \$70.00	Contract (pdf)	Declined	12/19/2008 5:33:00 AM	Game 17
141448	ROBERT PINNICK	Official \$70.00	Contract (pdf)	Accepted	12/30/2008 2:01:00 PM	Game 18
121678	DAVID W WOODYARD	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 7:18:00 AM	Game 18
142231	JEFFREY W DAUGHERTY	Official \$70.00	Contract (pdf)	Declined	12/30/2008 11:48:00 AM	Game 18
143225	MICHAEL L KREEMER	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 11:04:00 PM	Game 18
145531	LEO L HARDING	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 9:33:00 PM	Game 19
140027	JAMES M. REITZ	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 11:25:00 AM	Game 19
142118	JEFFREY JORDAN	Official \$70.00	Contract (pdf)	Accepted	1/6/2009 12:04:00 AM	Game 19
122177	RICHARD E FRYMAN II	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 11:48:00 AM	Game 20
123287	Wendy Cheely	Official \$70.00	Contract (pdf)	Accepted	12/21/2008 3:12:00 PM	Game 20
151821	DONNA L LONG	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 8:06:00 AM	Game 20
143726	ANGELA D HICKMAN	Official \$70.00	Contract (pdf)	Accepted	12/20/2008 1:16:00 PM	Game 21
157073	VERA C JOHNSON	Official \$70.00	Contract (pdf)	Accepted	12/19/2008 1:12:00 AM	Game 21
100834	DOUGLAS W HOFFMAN	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 7:08:00 PM	Game 21
142141	JOEL E SOFRANKO	Official \$70.00	Contract (pdf)	Accepted	12/18/2008 8:07:00 PM	Game 22

- Once the official accepts the contract, the date and time of the electronic signature is noted in this list and the status shows in green as Accepted.
- If the official declines the contract, the date and time are also noted and the status shows in red as Declined.
- If the official has not acted upon the contract, the status shows in black and Pending Acceptance.

A copy of each official's contract can be accessed here for printing.

- Click on the "Contract (pdf)" link to view and/or print the contract.

How to Replace a Contest Official:

If you determine an official needs to be replaced, note the game number in the list.

- Access the brackets by clicking the back button and locate that game number on the bracket.
- Click "Add Officials" to access the contracting interface.

Division 4 - Sectional Officials

Event: Team 4 @ Team 3
EventDate: 2/24/2009 8:00 PM

Invited Officials
4 Officials Invited

[remove]	121678	DAVID W WOODYARD	COLUMBUS	Official	\$70.00	Contract (pdf)	Accepted	12/19/2008 7:18:00 AM
[remove]	141448	ROBERT PINNICK	NEWARK	Official	\$70.00	Contract (pdf)	Accepted	12/30/2008 2:01:00 PM
[remove]	142231	JEFFREY W DAUGHERTY	LANCASTER	Official	\$70.00	Contract (pdf)	Declined	12/30/2008 11:48:00 AM
[remove]	143225	MICHAEL L KREEMER	REYNOLDSBURG	Official	\$70.00	Contract (pdf)	Accepted	12/19/2008 11:04:00 PM

Search Officials

Permit Number: Last Name: City:

District: Search View:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Found 94 officials.

Contract (\$)	Position	Official (Permit #)	Level	City	District	Class	
	Official	MICHAEL R ALSTON 158922	R	COLUMBUS	CENTRAL	1	unavailable
	Official	WILLIAM C ANDREWS 135018	R	PICKERINGTON	CENTRAL	1	unavailable

- To remove an official, click the word “remove” in front of the official’s name in the “Invited Officials” section. The system will remove the official. **NOTE:** if the official has accepted the contract, the system will prompt for a reason which is emailed to the official. If the official has declined or not acted upon the contract, the reason prompt will not display.

VIEW REPORT: Game details and officials’ contact information

The “View Report” function creates an excel spreadsheet which lists each game of the tournament. The details of each game are listed along with the contracted officials and status, and the officials’ contact information.

It is recommended that this report be pulled about one week prior to tournament play, once all officiating contracts have been accepted. This spreadsheet can be saved to your local computer and the data manipulated to manage your tournament needs. The spreadsheet can be formatted to show only the game details and opponents to provide to your custodial staff, security, concession stand personnel, etc.

The report should be used to contact the game officials prior to the contest to insure their attendance and to provide them further instruction.