Sanctioned Event Application – Users Guide

Purpose

The sanctioned event application program allows applications for sanctioned events to be entered and processed online.

Getting Started

Click the **Sanctioned Event Applications** link on the system menu. The system dashboard will be displayed – all applications will be displayed there along with their current status:

	Sanctio	ned Event Ap	plicatio	ons						
Cheer Contracts Contest Schedules Directory Eligibility Forms	Sanctioned Event Applications • Filter Events Season • Show only events for this sport • Show only events with this status. this school (may be partial name). • Show only events with this status. this school (may be partial name). • Create a Sanctioned Event Application ev (2017-2018) Certification tivity Survey sing • Sport Host School City Event Date(s) Event Name App. Date Last Update Status No applications found. • Sing • Status • Status • Status • Show only events • Status • Show only events • Show only • Show									
Football Spring Practice Survey (2018-2019)	Filter R	eset			this schoo	il (may be parti;	al name).			
Open Meet Event Survey (2018- 2019) Participation Survey (2017-2018)	Create a Sa	nctioned Event A	pplicatio	n						
 Pole Vault Facility Certification Winter Season Activity Survey 	Sport	Host School	City	Event Date(s)	Event Nan	ne App.	Date 🔻	Last Update	Status	Operations
Game Report Processing Lay Coach Applications	No applicat	ions found.								
Lifetime Passes Roders										
 Sanctioned Event Applications School Directory Info 										
 School Eligibility Roster School Staff Roster 										

Create an Application

Click the **Create a Sanctioned Event Application** link to create a new sanctioned event application. The following form will be presented:

Create a Sancti	oned Event Ap	plication					
Event Info							
Host School and Cit Select the host school Select a GHSA School as	y • the host school.						
Event Name							
The name of the event.							
Sport/Activity	۲						
Sponsor							
The event sponsor - if a	л у .						
Event Dates and Gar	ne Times						
Event Date and Tin	ne Comments						
Use this area to enter	comments about event	dates and game	e times.				
I acknowledge t penalties may be in	hat no GHSA schoo nposed on GHSA s	ol will be allov chools that vi	ved to compete olate this policy	in this event on	Sunday or durin	ng school hours when school is in session. Sev	ere
Date	Contest Starting	g Times (Grad	les 9-12 Only)				

The create application form is structured as a step-by-step form – enter the required information on this form, then press the "Next>>" button to proceed to the next page. The system will prompt you for any missing information.

On the next form, select the GHSA schools that will be invited to the event.

Select one or more GHSA Schools fro	om the Available GHSA Schools list that have been invited to the event
GHSA Schools:	GHSA Schools Invited:
ACE Charter Adairsville Albany Alcovy Alexander Allatoona Alpharetta Americus-Sumter Apalachee Appling County 🗸	

Click Next when all invited schools have been selected.

The next page is where (optionally) invited Non-GHSA and/or border state schools are add	optionally) invited Non-GHSA and/or border state schools are ad	are added
--	---	-----------

Create a Sanctioned Event Application	n
Non-Member Georgia Schools Invited	
Schools invited to the event that are located in Georg	jia, but are not members of the GHSA Add a Non-Member Georgia School School Name School City Association or Affiliation Add Non-Member School
Delete Non-Member School Border State Schools Invited Schools from bordering states that have been invited	I to the event
	School Name School City State V Association or Affiliation
Delete Border State School	▼ Add Border State School
<< Previous Next >>	

In order to add a school, enter:

School Name School City (and state for border state schools) School Athletic Association

then press the "Add School" button. Once all of these schools have been added, click the Next button.

The final page of the application form is a statement of the GHSA policies on sanctioned events. The user must check the box signifying agreement with the policies.

Create a Sanctioned Event Application
Sanctioning Policy
I agree to the stipulations below:
 Each school guarantees its membership is in good standing in its own state high school association and also guarantees that participation in this contest shall not violate any standard of that association. The sanction is void if such membership has been terminated or if participation is found to be contrary to the state or national rules.
2. Each participant shall be eligible under the rules of his or her home state association.
3. Awards shall be limited to those permitted by the state association with the most restrictive award rule.
4. No entry shall be accepted for any competitor from any state or section not included in the list of states from which sanction is received.
<< Previous Save Application

Click the "Save Application" button in order to save the application. The application will then be added to the current list of Sanctioned Event Applications.

Sanction Application Processing - Signature

When an application is created, it status immediately becomes "Not Signed" as shown below.



Next, the application must be signed by the principal or headmaster of the host school. No further application processing should take place until the application is signed. The user will be notified via email that an application is waiting to be approved.

In order to sign an application, the authorizing user must login with his/her credentials and access the application list. The list will display a "sign" link for those applications that require approval.

Sport	Host School	Location	Date(s)	Event	Status	Operations
Baseball	Americus- Sumter	Americus	02/12/12	Test Event	Not Signed	edit delete sign border-

When the user accesses the "sign" link, the following form will appear (details of the application are left out here - the user will see the entire application):

sign a Sanctioned Event Appli	cation
A sanctioned event application must be signed andosing authority of the host school or entity your endorsement at the bottom of the form.	l by a school principal, headmaster, or other y. Please review the application and indicate
-Signature Status	
The application is not signed	
- ▼Event Info	
Host School and City:	
Americus Sumter High School, Americus	
Sponsor or Other Hosting Entity:	
•••••••••	•••••••
••••••••••••	
-Signature of Principal, Headmaster, or Other Author	ty
I acknowledge that no GHSA school will be a or during school hours when school is in se GHSA schools that violate this policy.	llowed to compete in this event on Sunday ssion. Severe penalties may be imposed on
I agree to the stipulations below:	
 Each school guarantees its membership is in a association and also guarantees that participa of that association. The sanction is void if suc participation is found to be contrary to the st Each participant shall be eligible under the rul Awards shall be limited to those permitted by award rule 	good standing in its own state high school ation in this contest shall not violate any standard th membership has been terminated or if ate or national rules. es of his or her home state association. the state association with the most restrictive
 4 No entry shall be accepted for any competito 	
of states from which sanction is received.	r from any state or section not included in the list
 of states from which sanction is received. Checking this box signifies your endorsement of sanctioned events. 	r from any state or section not included in the list If the event and CHSA policies governing CHSA

By checking the endorsement box and pressing the Save button, the user signs the application.

Sanction Application Processing – GHSA Approval

Once an application is signed, its status becomes "Signed":

Sport	Host School	Location	Date(s)	Event	Status	Operations
Baseball	Americus- Sumter	Americus	02/12/12	Test Event	Signed	edit delete sign border- states

The list of applications contains filters for sport, host, and status so that applications can be easily located in the list. Sorting the list by clicking on headers is also available:

Sanctioned Event Application Filter Events Sport: Show only events for this sport. Filter Reset		S Status: sted by show only events with this status urtial name).								
Add Sancti Sport	ioned Event Host School	Applicatio	n Event Date(s)	Event Name	App. Date▼	Status	Оре	rations	i	
Baseball	Americus- Sumter	Americus	02/12/12	Test Event	09/22/11	Signed	edit	delete	sign	border- states
Cross Country	Albany	Albany	09/15/11 - 09/17/11	Albany Cross Country Mee	09/22/11	New	edit	delete	sign	
Basketball	Adairsville	Adairsville	12/01/11	Test Event	09/09/11	Approved	edit	delete	sign	border-

Once the GHSA office makes a determination on the event, a decision will be posted and you will be notified via email. If approved, the event will be posted on the Sanctioned Events page on the GHSA website.