Sanctioned Event Application – Users Guide

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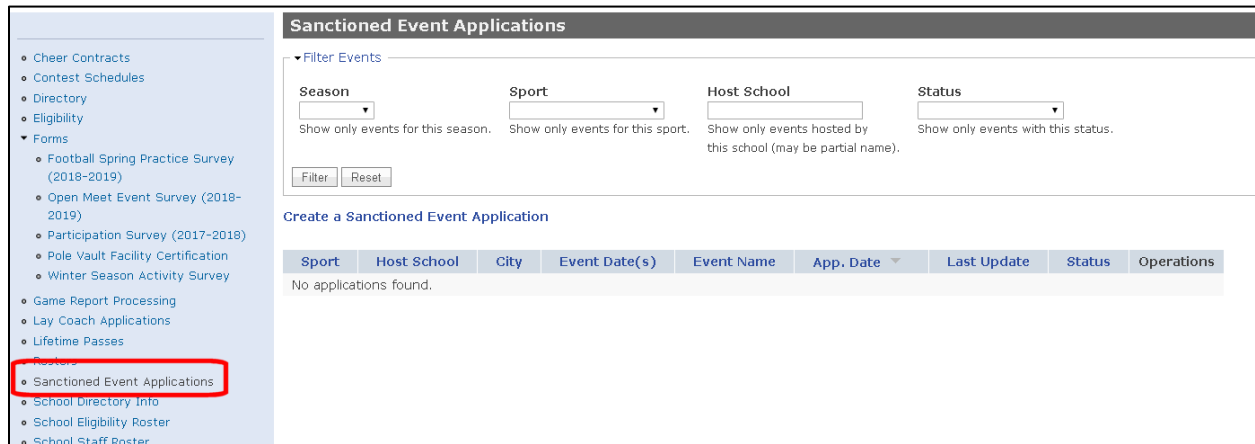
The sanctioned event application program allows applications for sanctioned events to be entered and processed online.

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:

Create an Application

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

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.

Click Next when all invited schools have been selected.

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

Create a Sanctioned Event Application

Non-Member Georgia Schools Invited

Schools invited to the event that are located in Georgia, 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 to the event

Add a Border State School

School Name

School City

State

Association or Affiliation

[Add Border State School]

[Delete 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.

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.

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 Application

A sanctioned event application must be signed by a school principal, headmaster, or other endosing authority of the host school or entity. Please review the application and indicate your endorsement at the bottom of the form.

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 Authority

I acknowledge that no GHSA school will be allowed to compete in this event on Sunday or during school hours when school is in session. Severe penalties may be imposed on GHSA schools that violate this policy.

I agree to the stipulations below:

1. 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.

☐ Checking this box signifies your endorsement of the event and GHSA policies governing GHSA sanctioned events.

Cancel [Save Application Signature]

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 availble:

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.