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	Season	Filter Events Season Sport Host School Show only events for this season. Show only events for this sport. Show only events hosted by Show only events with this status. this school (may be partial name).								
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:

eate a Sanctioned Event Application
ent Info
st School and City lect the host school ▼ ect a GHSA School as the host school.
ent Name
aname of the event.
v v v v v v v v v v v v v v v v v v v
onsor
e event sponsor - if any.
vent Dates and Game Times
vent Date and Time Comments
se this area to enter comments about event dates and game times.
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 enalties may be imposed on GHSA schools that violate this policy.
Date Contest Starting Times (Grades 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.

GHSA Schools Invited 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 adde	The	next page is where	(optionally)	invited No	on-GHSA a	and/or b	oorder	state so	chools are	added
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Create a Sanctioned Event Application	n
Non-Member Georgia Schools Invited	
Schools invited to the event that are located in Georg	gia, 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 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
	d by a school principal, headmaster, or other ty. 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:	1
]
••••••••	• • • • • • • • • • • • • • • • • • • •
Oleventer of Driveland Handractor of Other Arthur	
Signature of Principal, Headmaster, or Other Author	lty
I acknowledge that no GHSA school will be a or during school hours when school is in se GHSA schools that violate this policy.	
I agree to the stipulations below:	
of that association. The sanction is void if su participation is found to be contrary to the s 2. Each participant shall be eligible under the ru	ation in this contest shall not violate any standard ch membership has been terminated or if tate or national rules.
	les of his or her home state association. y the state association with the most restrictive
award rule.	
award rule. 4. No entry shall be accepted for any competito	y the state association with the most restrictive or from any state or section not included in the list

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:

▼ Filter Ev Sport: Show only Filter	ents events for this Reset	HO: sport. Sho this	plication st School: w only events ho school (may be p	St osted by Sh	atus: ow only events	♥ with this state	15.			
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		New	edit	delete	sign	
Basketball	Adairsville	Adairsville	12/01/11	Test Event	09/09/11	Approved	edit	delete	sign	border- states

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.