

## STATE CROSS COUNTRY MEET INSTRUCTIONS

STEP 1: The school's Head Coach must log in to the LHSAA member site, and click the "Forms" tab. This will take him/her to the screen below, where he/she will choose "Sport's Entry Forms."

Welcome	to	the	LHSAA	Member	School	Website	

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Misc. Forms	Eligibility Forms	Financial Forms	Sanctioning Form	s Minutes	District Chairpe	rsons State Playoff F	orms Sport's Entry Forms
LIHSAA B	ys' Swim Meet Entry For	m	MONDAY, NOV	EMBER 08, 2021			
LHSAA G	ris' Swim Meet Entry For	D	MONDAY, NOV	EMBER 08, 2021			
LHSAA B	ys' Cross Country Entry	Form	TUESDAY, NO	VEMBER 09, 2021			
LHSAA G	ris' Cross Country Entry F	orm	TUESDAY, NO	VEMBER 09, 2021			
LHSAA B	ys' Bowing Tournament	Entry Form	FRIDAY, MARCI	H 18, 2022			
LIHSAA G	ris' Bowling Tournament	Entry Form	FRIDAY, MARC	H 18, 2022			

Start Exit

STEP 2: Once he/she clicks "Sport's Entry Forms" he/she will have the option to select "LHSAA Boy's Cross Country Meet Entry Form" or "LHSAA Girl's Cross Country Meet Entry Form." By clicking either one of those, he/she will be taken to this screen.

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1	947	3021-3022	Reys" Cross Country								🗑 / 🗙

By clicking "Create new LHSAA Cross Country Meet Entry Form" he/she will be brought to the entry form shown below.

	LIJISAA
LOUISIANA H	IGH SCHOOL 2021-2022 STATE CROSS COUNTRY MEET CLASS C BOYS' ENTRY FORM
Please fill out this form and please click the <b>Submit Er</b> going back to the previou	DEADLINE- Tuesday, November 12, 2024 sign it below by entering your name in the Signature textbox. To complete this form try Form button. Once Submitted you will be able to add more student-athletes by s page and clicking the Create New LHSAA Cross Country Meet Entry button.
School:	Address:
Principal: Select One	✓ Coach: Select One ✓
	Click here to Add / Remove Athletes from Form Save
# Name	

STEP 3: At this step, he/she will be asked to select the Head Coach from a drop down menu. If there is not a Head Coach listed, that means no one is registered on the LHSAA member site for that position at your school. Next, he/she will have to add the athletes he/she wishes to enter into the state meet. Only athletes that are registered and submitted will appear. The athletes that are selected **MUST match the official MileSplit entry form**. Once this is completed and the form is signed and dated, he/she will have the option to submit or save the entry form.

The image below shows both a submitted entry form and a saved one. If the entry form is only saved and not submitted, it can be edited up until the due date. Once an entry form is submitted, the financial form will be official and an invoice will be generated.

Search / V	tew Division III (	Date' Swimming 1	Entry Forms	- Groute New LHSAA Sor	en Meat Einty Form		DEA	OLINE NOVE	MBER 71	TH, 201
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STEP 4: Once the entry form is submitted, an invoice will be generated and emailed to the Principal .

1220	10/20/2017	\$75.00	View invoice
Dear Willian	Percy, Jr.,		
The generat email to you	ed invoice can be view r accounts payable per	ed and paid by clicking "Vi rsonnel for online paymen	iew Invoice". You may also forward this t.
We apprecia or Doug Cat	te your support of high anzaro with technical of	school athletics. Contact uestions.	Justine Buckland with payment questions
Sincerely,	igh School Athletic Ass	ociation	

By clicking "View Invoice," he/she will then have the option to save/print a PDF version of the invoice or pay online via ACH payment. This process is the same system we have installed for this year's LHSAA Membership Dues and LHSCA Coaching Card Fees. All schools have the option to pay online via ACH payment or bring school check to packet pickup at the 2024 LHSAA Cross Country Meet. All online payments are due on Tuesday, November 12, 2024. If he/she pays online via ACH payment through the LHSAA payment site it takes approximately 45 minutes to update to member site after payment has been made.