# STEPS TO ADD TOURNAMENTS AND JAMBOREES ONLINE

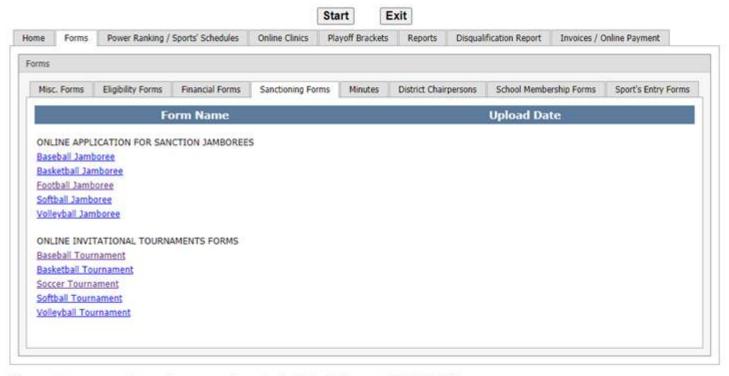
#### System Flow:

- 1. Principals and/or AD will go to **Forms/Sanctioning Forms** and select the form they need and fill out the form and submit.
- 2. LHSAA will be notified about the application.
- 3. Principals and/or AD would go to payment system to pay their sanction fee and an automated program that will be running several times a day will check those invoices that have been paid and then set the form "Approved". The system will notify the school and LHSAA that the form as been Approved. (The auto program will only be working in production.) You will not be able to test it at this moment. You still can force approval manually even if the payments has not been received.

Below are some images of sample pages:

A) For the school side the AD or Principal would need to go to Forms/Sanctioning Forms and select the form they need.

#### Welcome to the LHSAA Member School Website



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B) Sample page on Principal side where they would go to create a Football Jamboree form



Approved Football Jamborees sample;



### 2020-2021 Approved Football Jamborees (Updated Thursday, October 8, 2020 at 9:07 PM)

Month	Host School	<u>Dates</u>	Boys/Girls	Varsity/JV
July	Ztest2	07/31/2020-08/07/2020	Boys	Varsity & JV
August	Ztest2	08/06/2020-08/07/2020	Boys	Varsity

Sample of the Application on the next page:



## 2020-2021 APPLICATION TO SANCTION AN LHSAA SOCCER INVITATIONAL TOURNAMENT

DEADLINE- Monday, February 15, 2021

Please fill out this form and sign it below by entering your name in the Signature textbox. To complete this form please click the **Submit Application** button. LHSAA will review your application. After the application is cleared you will be receiving a notification with an invoice with the option of paying online. The application will be approved as soon as the payment has been made or received.

LHSAA invitational tournaments shall be approved by the Assistant Executive Director of each respective sport in all levels of competition in the sports of baseball, boys' and girls' basketball, boys' and girls' soccer, softball, and volleyball. (Section 6.11.5)

A tournament sanctioning fee is not required in the sports of baseball, boys' and girls' soccer, softball and volleyball but failure to timely request approval of a tournament in these sports shall result in a school being assessed a \$50 late fee. A \$250 fine shall be assessed to any school hosting a non-sanctioned tournament in any sport tournament. (Section 6.11.6)

Host School:		test			Event Date(s):	From: 11/19	9/2020	To: <u>11/19/20200</u>	
Event Address:		Address, Baton Rouge LA 70816			Location Name: LHSAA				
Event Name:		Test Tournament				Park Park			
Principal's Name:		Jane Doe Email: LHSAA.org				Contact Number: 225-296-5882			
Applies to:		☑Boys Varsity	Boys JV	Girls Varsity	Girls .			vuilibei	225-296-5002
Whi	olles to.	-boys varsity	BOYS JV	Giris varsity	GIIIS	JV			
_									
				PARTICIPATIN	G SCHOOL	LS			
									* Out of State School
1.	Lafayette	□v	□ JV	16.	Episcopal	of Acadiana	□v	□ JV	
2.	Teurlings Ca	tholic							
3.	St. Martinville	• □ v							
4.	Barbe	□v							
5.	Sam Houston	n □ v	□JV						
6.	Comeaux	□v	□JV						
7.	7. St. Thomas More □ ∨		□JV						
8.	DeRidder	□v	□JV						
9.	Caddo Magn	et 🗆 V	□JV						
10.	South Terreb	onne 🗆 V	□ JV						
11.	David Thibod	aux 🗆 V							
12.	Cecilia	UV	□ JV						
13.	Catholic - N.I		□ JV						
14.	New Iberia	□v	□ JV						
15.	East Jefferso	n $\square_{V}$	$\Box$ JV						
								Tota	<b>:</b> \$0.00
As t	he school hos	ting this event, I un	derstand the	deadline dates, fi	nancial obli	igations, any/all	LHSAA by-l	aws out	lined in the

10/16/2020 10:22:00

Date: AM

Signature:

Jane Doe