

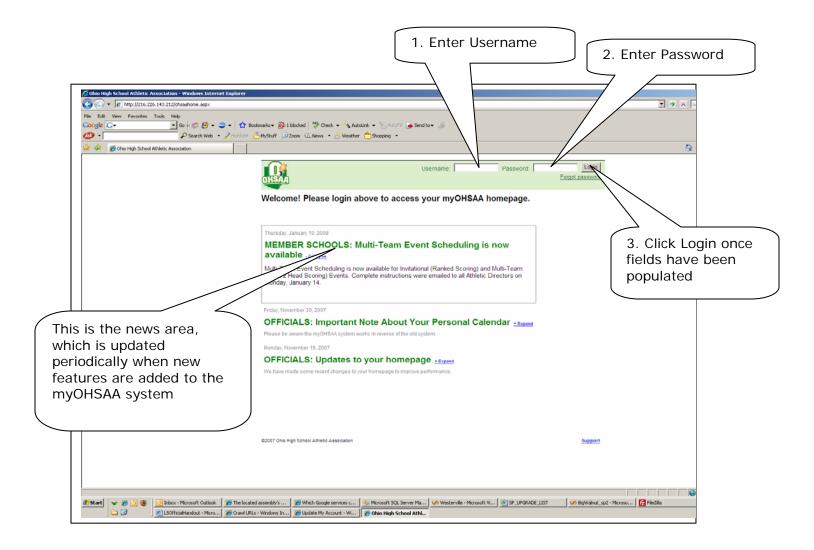
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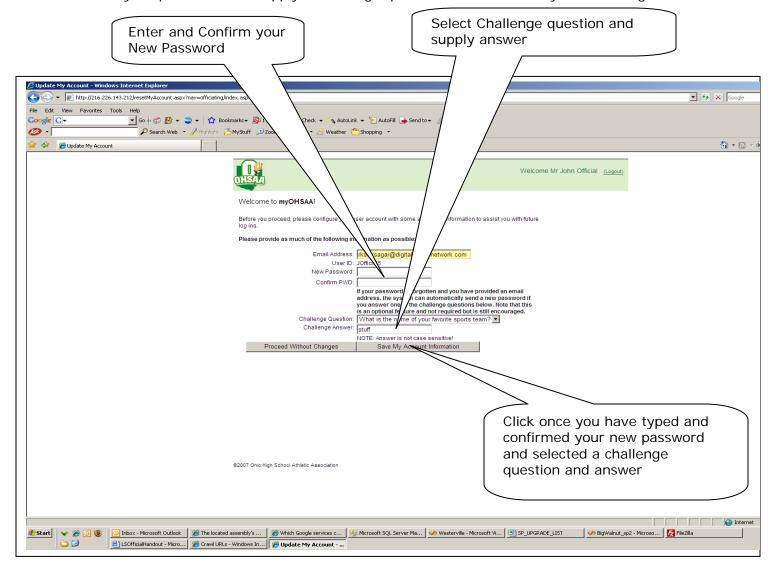
myOHSAA For Officials

LOGGING IN

- 1. Enter the username provided to you by the OHSAA.
- 2. Enter the password provided by the OHSAA.
- 3. Click Login once both fields have been populated.

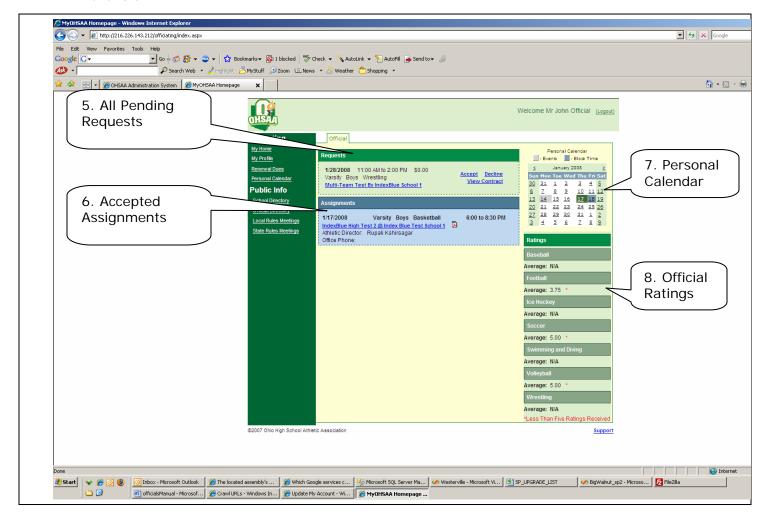


If it's your first time logging in, you will be prompted to this screen where you will reset your password and select a challenge question and answer just in case you forget your password in future. If you do not want to change your password, click the "Proceed without Changes" button, however, we HIGHLY recommend you change your password and supply a challenge question and answer on your initial login.



Officials myOHSAA Homepage

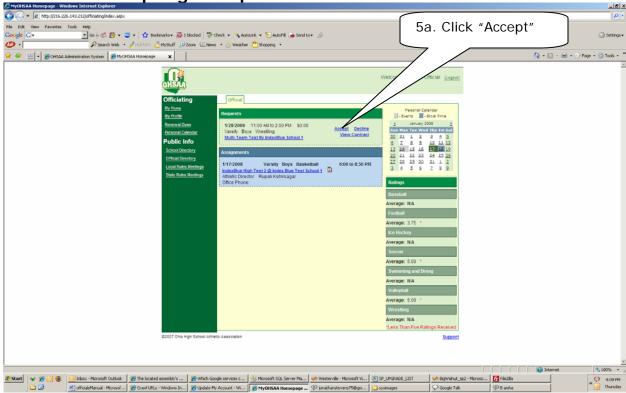
Upon logging into the myOHSAA interface, you will be presented with the following screen, which will contain multiple areas depending on your responsibilities with the OHSAA. In this tutorial, we are only going to cover the officiating capabilities of the myOHSAA system. If you need to return to this page, just click the "My Home" link to the left.



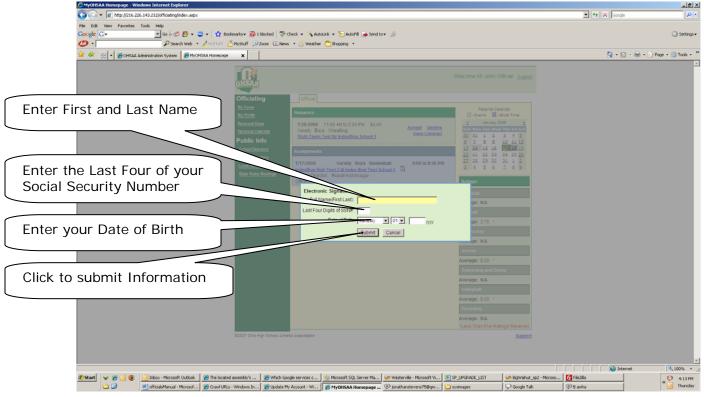
- 5. The "All Requests" area will display the pending requests from Athletic Directors and Head Coaches for different sporting contests. You can only be scheduled to officiate games if you are registered with the OHSAA for the sport of that particular game.
- 6. The "Assignments" area will display the contracted assignments you as an official have with the school after accepting a request to officiate.
- 7. The "Personal Calendar" will display your assigned games and blocked times, which will be explained in detail later in the tutorial. The day of an assigned game will have a gray background, and declared block times will have a light blue background on the day.
- 8. The "Ratings" section will show the average ratings for each sport you are registered and active. The average is not visible until at least 5 ratings have been received. At the close of the season, all averages will be visible (regardless of total received). There will be a red asterisk next to the rating if you have received less than five ratings for that sport.

5. Requests

a. Accepting a Request

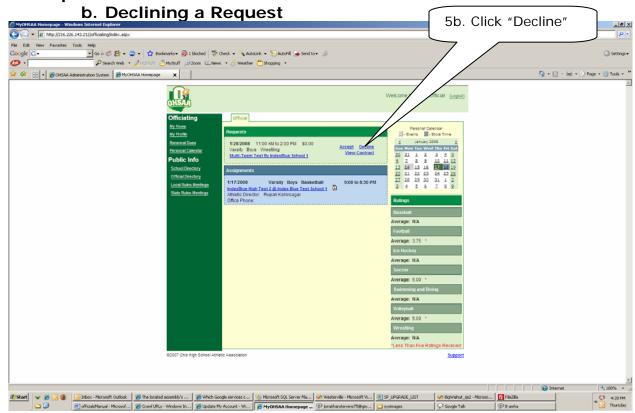


Clicking "Accept" will then prompt you for an electronic signature, which is displayed on the next screen.

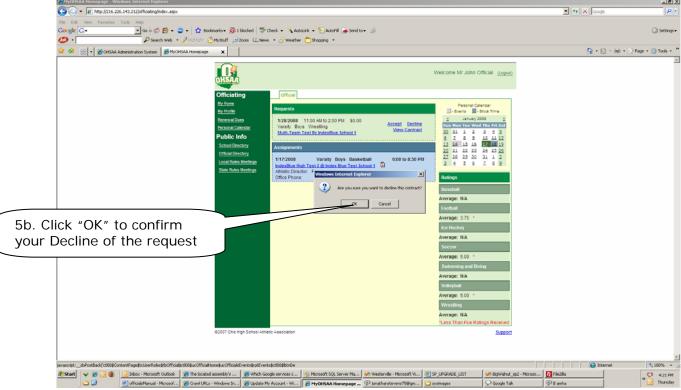


Once you click you submit, the request will be moved to the "Assignments" area. (FYI: An e-mail will be sent to the Athletic Director confirming your acceptance of their request)

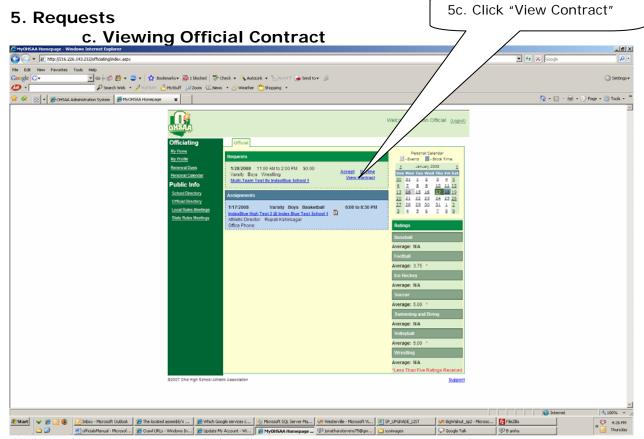
5. Requests



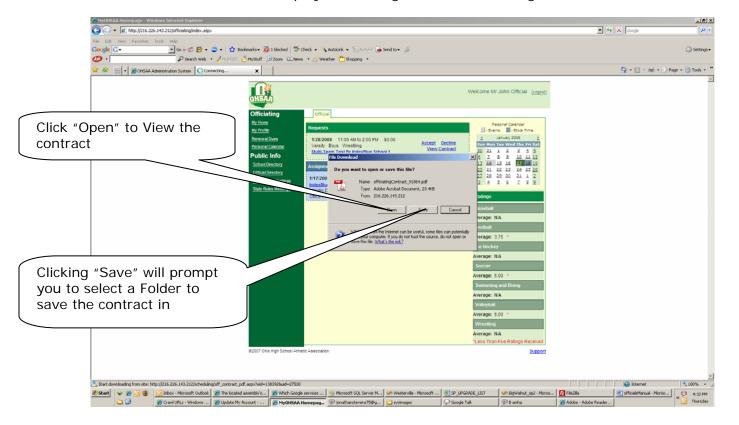
Clicking "Decline" will prompt you for a confirmation of the Decline, which is displayed on the next screen.



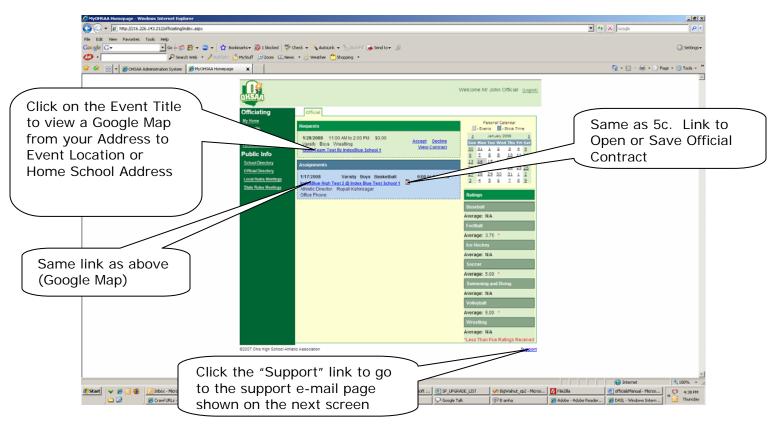
Once you click you "OK", the request will be removed from the "Requests" area. (FYI: An e-mail will be sent to the Athletic Director confirming your decline of their request)



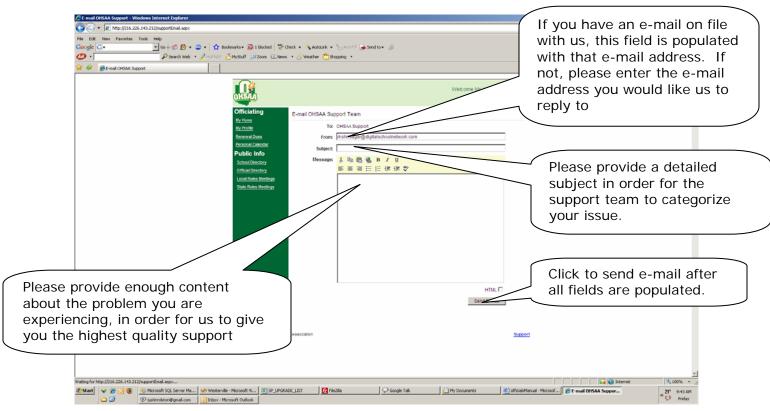
Clicking the "View Contract" link will prompt you to open or save .pdf contract. You must have Adobe Acrobat Reader to view Official contacts. Click Here for a free download of the software. The next screen displays the dialogue box after clicking "View Contract".

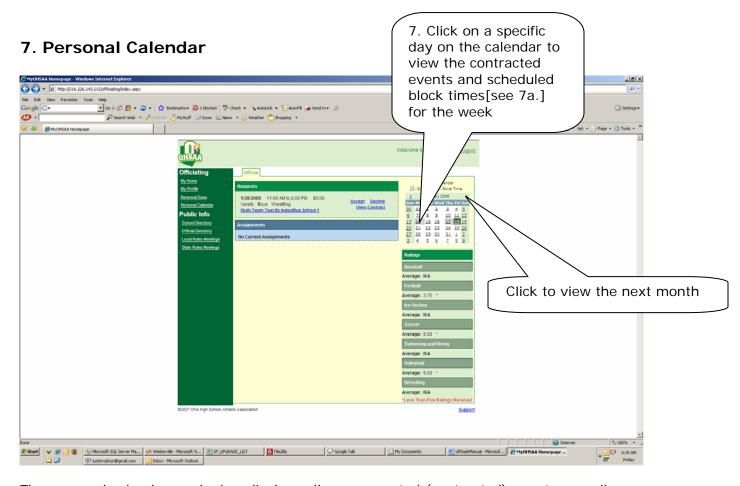


6. Assignments, Additional Links (Maps and Contracts)

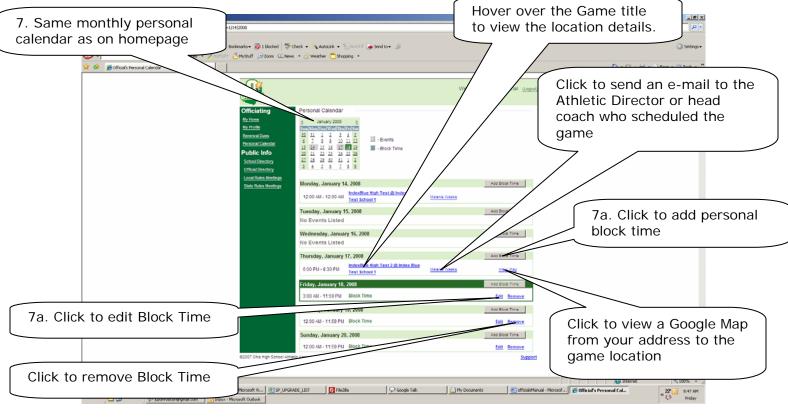


Support e-mail Page





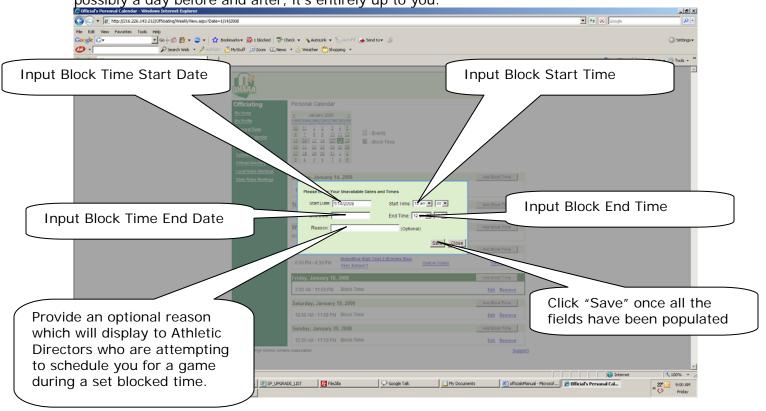
The personal calendar week view displays all your accepted (contracted) events as well as any block times you have scheduled for that week.



7. Personal Calendar

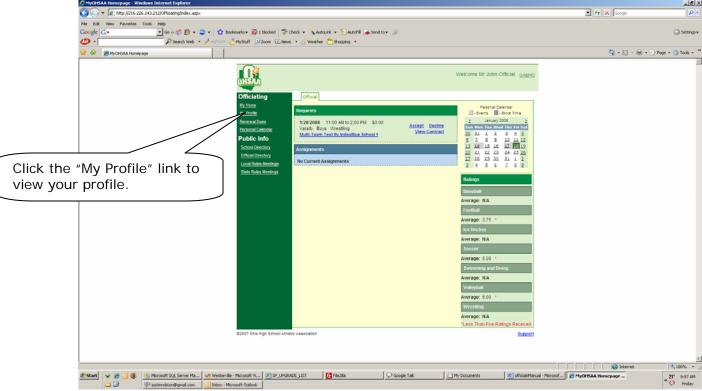
a. Adding and Editing Block Times

This is the screen after clicking the "Add Block Time" button [7a.] or the "Edit" link. You will need to provide a start date and time and end date and time. If you would like to only block out a portion of one day, put the same date in the start and end date field. A block time can be anything that will inhibit you from officiating an event. An example would be going on vacation, in which you would block out the entire length of your vacation and possibly a day before and after, it's entirely up to you.



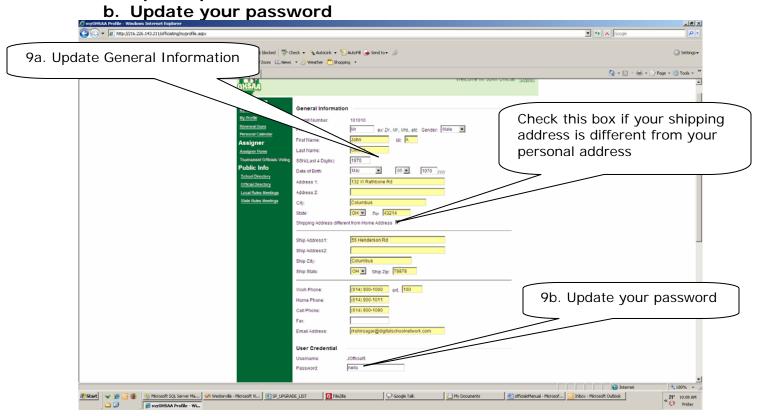
(FYI: If you are unavailable for the same time periods each week, you do NOT have to enter a block for every instance. On the profile page[8], you can provide time slots in which you NOT available for each week. See section 8.)

9. Official's Profile ("My Profile")

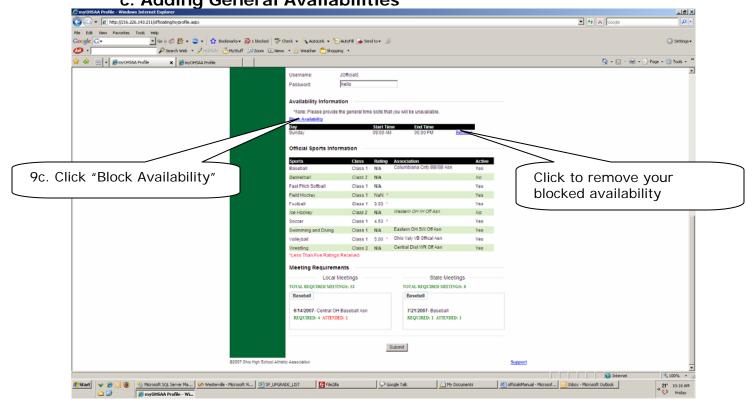


After clicking the "My Profile" link, you will be taken to your profile. This page allows you edit your personal information[9a], update your password[9b], add general availabilities [9c], view registered sports information[9d], and view your attended local and state meetings[9e]. Update the necessary information and be sure to CLICK "Submit" when you are complete.

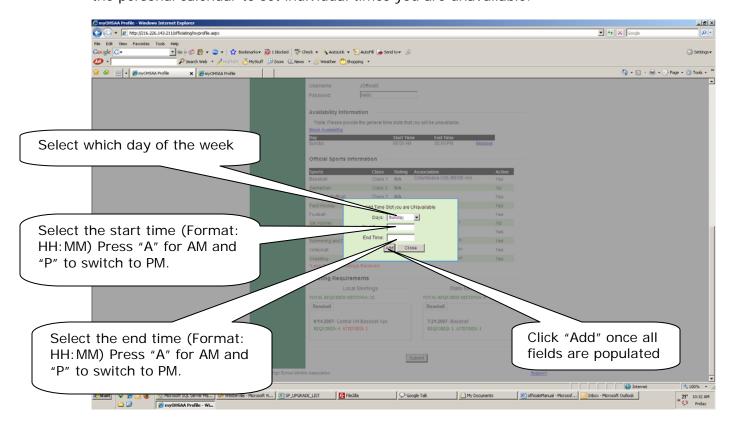
a. Update personal information

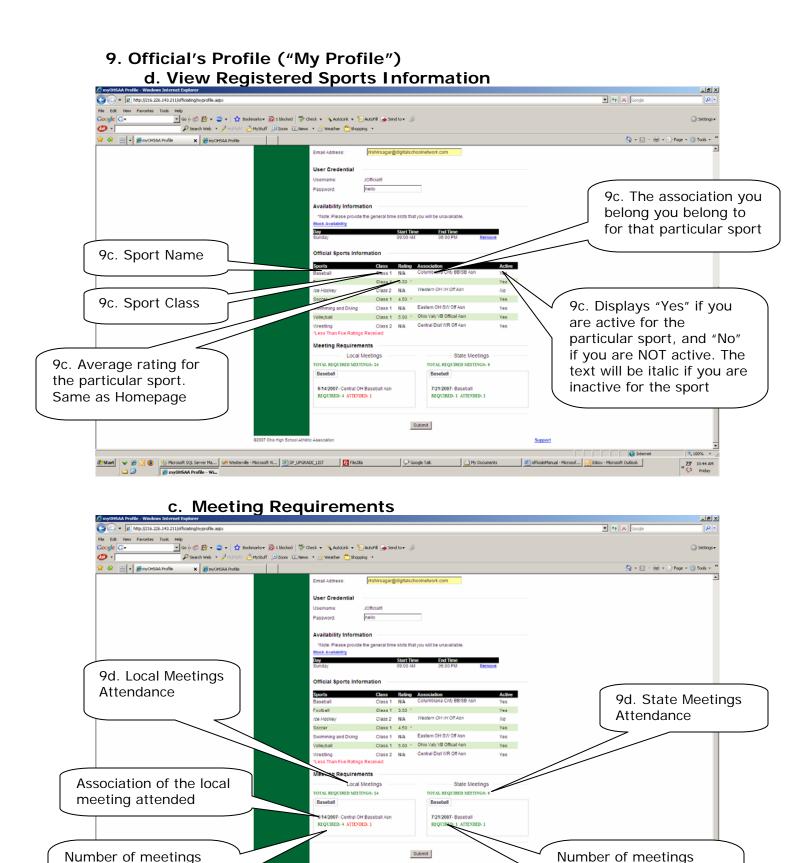


9. Official's Profile ("My Profile") c. Adding General Availabilities



Click the "Block Availability" link to open the window (shown on the next screen) to add a weekly time slot that you are Unavailable. You WILL NOT be able to be scheduled for a game within these time slots, and they will be applied to every week. Use Block times on the personal calendar to set individual times you are unavailable.





Sport meeting breakdowns will not appear until at least one meeting has been attended.

My Documents

Google Talk

required, and number of

meetings attended by

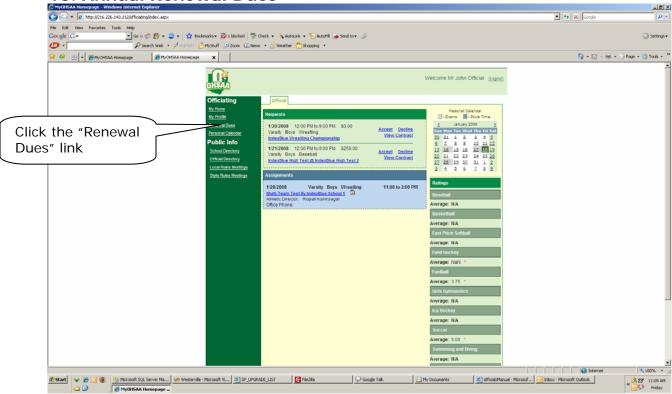
sport.

required, and number

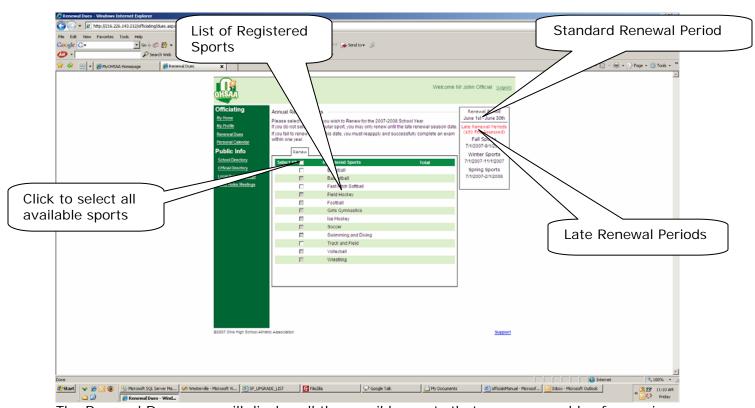
of meetings attended

by sport.

10. Annual Renewal Dues



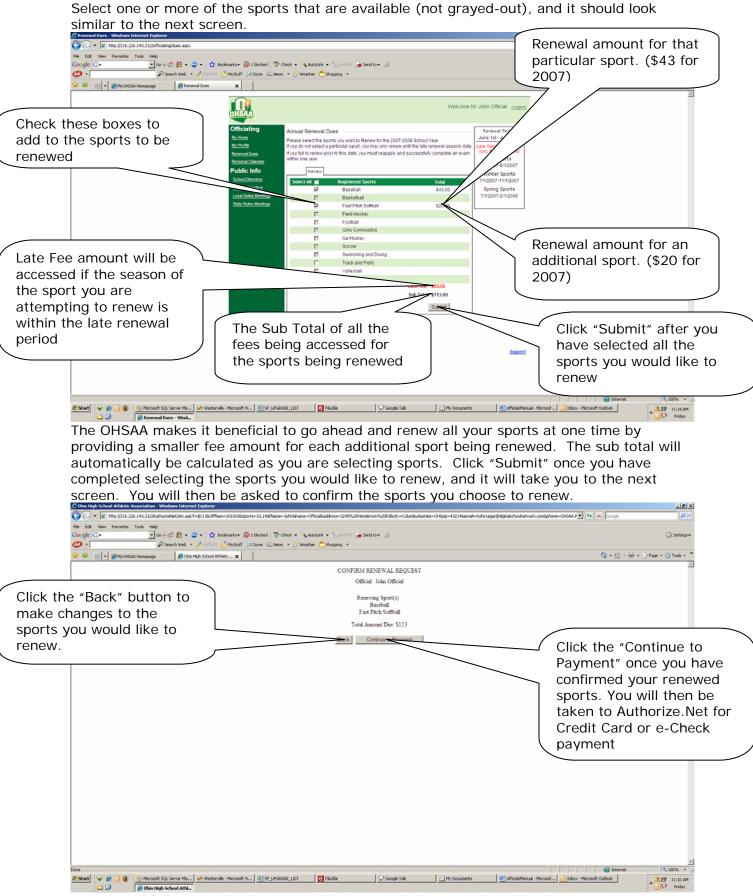
Click the "Renewal Dues" link to navigate to the next screen.



The Renewal Dues page will display all the possible sports that you are capable of renewing for that particular year.

(FYI: If you have already renewed a sport or if the time you are attempting to renew is outside the standard renewal period and late renewal period for that season, then the checkbox will be grayed out.)

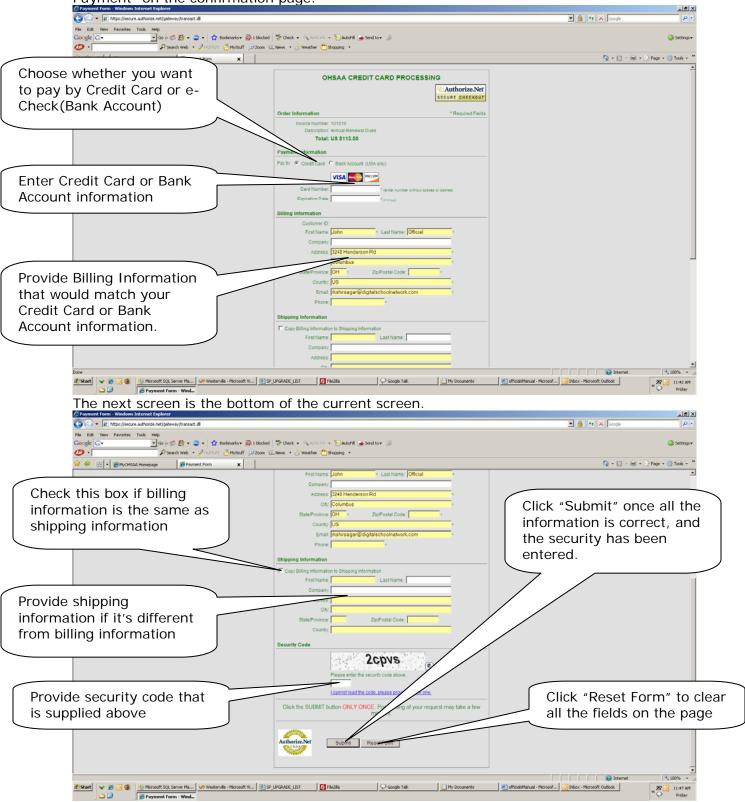
10. Annual Renewal Dues



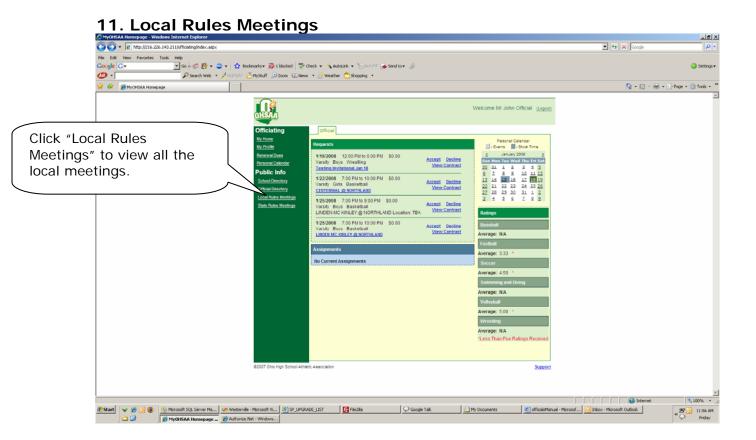
If you would like to make changes, click the "Back" button, else click "Continue to Payment" myOHSAA Page 16 1/18/2008

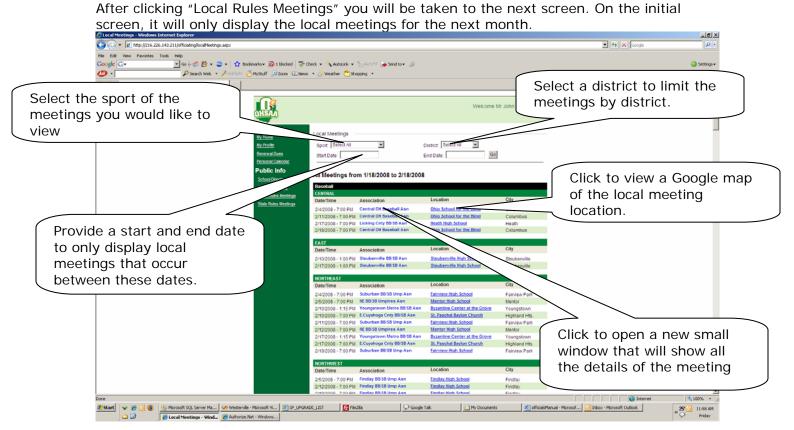
10. Annual Renewal Dues

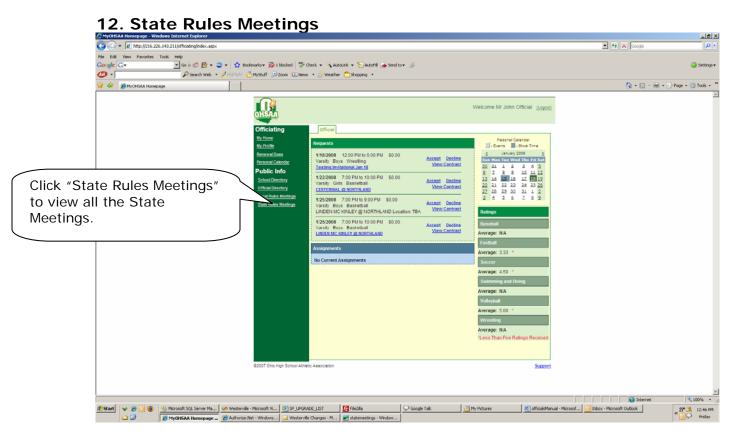
This is the Authorize. Net payment processing page where you either pay your annual renewal dues by credit card or e-Check. You will be taken here after clicking "Continue to Payment" on the confirmation page.



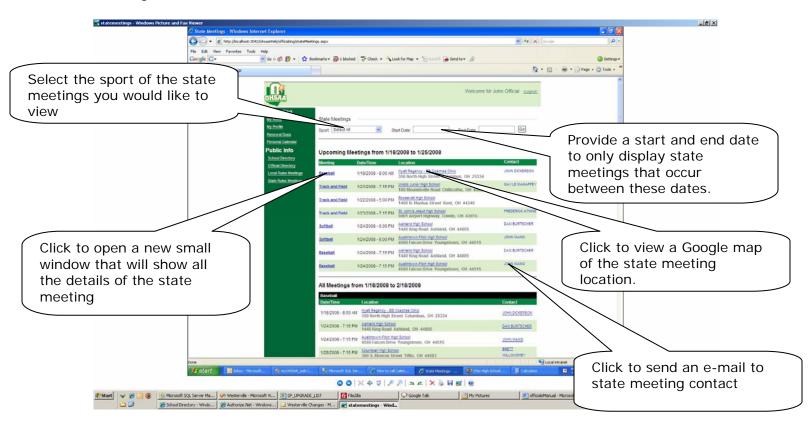
Once you click "Submit" you will be taken to a receipt page which you should print for your records.

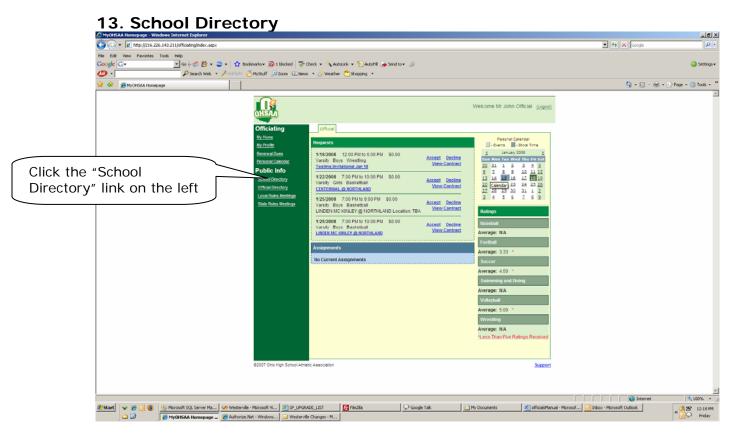




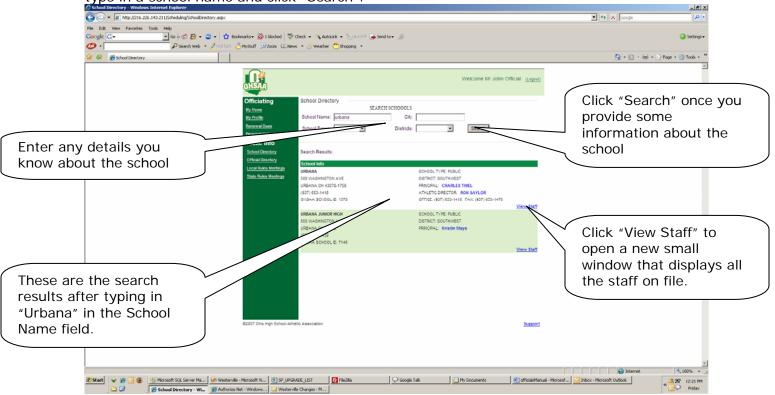


After clicking "State Rules Meetings" you will be taken to the next screen. On the initial screen, it will only display the upcoming state meetings for the week, and the state meetings for the month below.



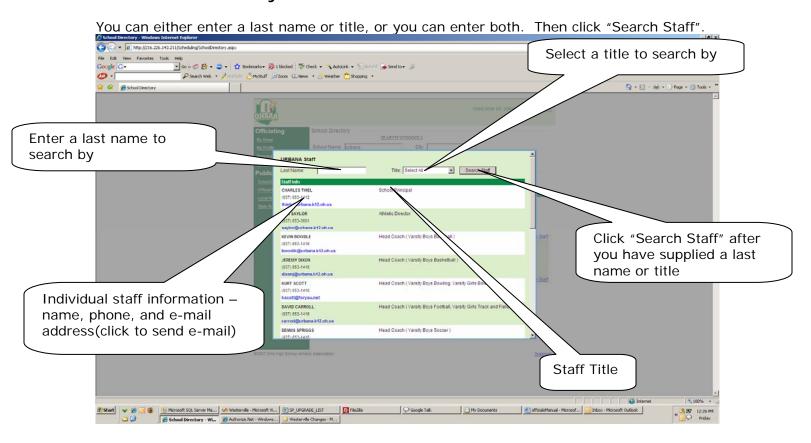


Clicking the "School Directory" link will take you to the next screen. This shows after you type in a school name and click "Search".

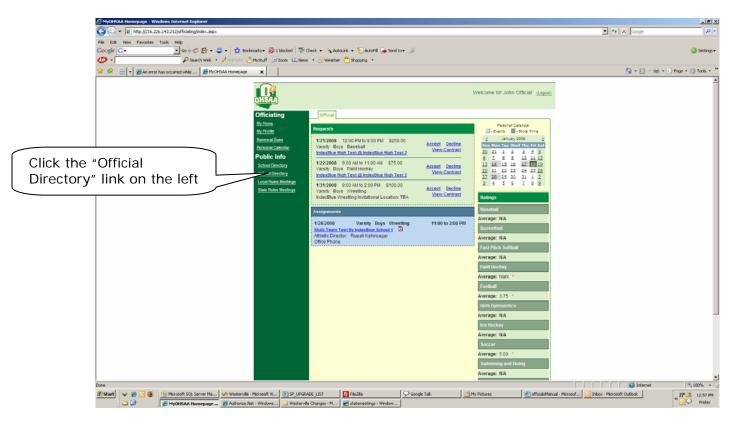


Clicking the "View Staff" link will bring up the next screen.

13. School Directory - View Staff



14. Officials Directory



Clicking the "Official Directory" link will take you to the next screen. This shows after you type in an official's name and click "Search".

