The myOHSAA system is being used for rating varsity officials in the sports of football, soccer, volleyball, basketball, wrestling, baseball, and softball. Varsity schedules of your home contests including contest officials (once determined) were to be entered into the myOHSAA system by September 17 for football, soccer and volleyball. OHSAAnet is no longer being used.

Athletic Administrators are encouraged to create login credentials (user names and passwords) for the myOHSAA system for their head coaches for the purposes of official’s ratings and reporting scores. Head coaches access to the myOHSAA system is limited to game reports (official’s ratings and contest scores), the school directory and the officials directory ONLY. Head coaches do not have access to your school’s directory, participation and scheduling tools. Note: Athletic Administrators that choose to rate officials instead of delegating to the head coach, have access to the official’s ratings and do not need separate login credentials.

Creating Head Coach Login Credentials
1. Click on “Staff Management” in the left column
2. Click “Edit” next to the head coach’s name.
3. To create a user of the system, issue the coach a user name and password in the fields provided under “User Credentials” at the bottom of their profile. Click the “Require user to reset password on initial login” box. Clicking the “InActivate user credentials” box can block a user from access to your system. NOTE: login credentials must be unique for each user of the system.
4. Click “Save” before exiting the coach’s profile.
5. Inform your coach of their login credentials by providing them with the instructions on page 2 of this memo.

If the coach does not appear in your staff management list, follow the instructions on page 6 of the Member School Manual to add them. The manual is located at www.ohsaa.org, the OHSAA Homepage.

Page 2 of this memo is an instruction sheet for your head coaches to access and complete the reporting of scores and official’s ratings for their sports. Please make copies of these instructions and hand write the coach’s user name and password at the top for their use.

Athletic Administrators may choose to rate the officials instead of their coaches. Simply complete step 3 on the following instruction page to report the score and complete the officials rating system. You can also access the report score/rate official’s interface from the Post Game Reports on your notification bar.

<table>
<thead>
<tr>
<th>OHSAA Officials Rating Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the myOHSAA system from <a href="http://www.ohsaa.org">www.ohsaa.org</a> home page. Click on myOHSAA in the upper right corner.</td>
</tr>
<tr>
<td>2. Logon to myOHSAA using the login credentials provided by your athletic administrator. After logging in, you may be directed to set a new password and</td>
</tr>
</tbody>
</table>

09/24/2007
provide a security question and answer. Follow the on screen instructions for setting a new password and save your account information.

3. After login, the home page will appear which contains all the tools and information currently available to a Head Coach. The calendar view currently defaults to today’s date and any scheduled events for the upcoming week will appear in their respective dates in the area below.
   a. **Access the date of your first contest (home or away)** by using the calendar OR the drop down boxes to the right. The date and the contest will appear below.
   b. **Click on “Report Score/Rate Officials”** for your event.
   c. **Report Score**: if the score has not been recorded, click “Record” in the upper right corner. Enter the score in the boxes and click “Save”. **NOTE**: For volleyball enter the match total as the score.
   d. **Rate Officials**: Scroll down to the “Rate Officials” section. In the box marked “Requested Officials”, the names of those officials that did not accept the contract prior to the contest will appear. If these officials worked the contest, click the box in front of their name(s) and then click the “Add Official” button. This adds the official(s) to the rating form below. **Note**: officials that electronically accepted the contract before the contest will automatically display on the rating form.

   **NOTE**: If you were the away team and your opponent has not entered the officials for the contest, “Click to add officials for rating” will allow you to enter the officials for rating after the event has occurred.

   e. **Officials can be rated as a group or individually**.
      - **To rate officials as a group**: simply click the number of the rating.
      - **To rate officials individually**: remove the check mark from the “Rate All Officials” box by clicking on it. Each official’s name will activate. Uncheck any official you do not want to rate or that did not officiate the contest. Click on the number of the rating you want to give to the official.

   f. **CLICK THE “Submit Ratings” BUTTON**. A list of rated officials will appear in the “Details” section of the page.

   g. **To exit the page, click the “Go Back” button**. You will be directed back to the calendar page.

   h. **Repeat** these steps to report the scores and rate officials of all your varsity contests (home or away). Sub-varsity contests may be rated but are not required.