



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

[Start](#) [Exit](#)

Home	Forms	Power Ranking / Sports' Schedules	Online Clinics	Playoff Brackets	Reports	Disqualification Report	Invoices / Online Payment
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Forms

Misc. Forms	Eligibility Forms	Financial Forms	Sanctioning Forms	Minutes	District Chairpersons	State Playoff Forms	Sport's Entry Forms
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[LHSAA Boys' Cross Country Entry Form](#) Tuesday, November 11, 2025
[LHSAA Girls' Cross Country Entry Form](#) Tuesday, November 11, 2025

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

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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.

Search Sport Entry Forms

Search / View Class C Boys' Cross Country Entry Forms [Create New LHSAA Cross Country Entry Form](#) Deadline : Tuesday, November 11, 2025

School Year: 2021-2022

#	Entrant	School Year	Sport	School	Principal	Coach	Submitted On	Submitted By	Added	Updated	View	Edit	Delete
1	947	2021-2022	Boys' Cross Country										

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

The screenshot shows the LHSAA logo at the top, followed by the title "LOUISIANA HIGH SCHOOL 2025-2026 STATE CROSS COUNTRY MEET CLASS C BOYS' ENTRY FORM". Below the title is the deadline: "Deadline: Tuesday, November 11, 2025". A paragraph of instructions follows: "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 Entry Form** button. Once Submitted you will be able to add more student-athletes by going back to the previous page and clicking the **Create New LHSAA Cross Country Meet Entry** button." Below the instructions is a form with fields for School, Address, Principal (a dropdown menu), and Coach (a dropdown menu). There are two buttons: "Click here to Add / Remove Athletes from Form" and "Save". At the bottom, there is a table header with columns for # and Name.

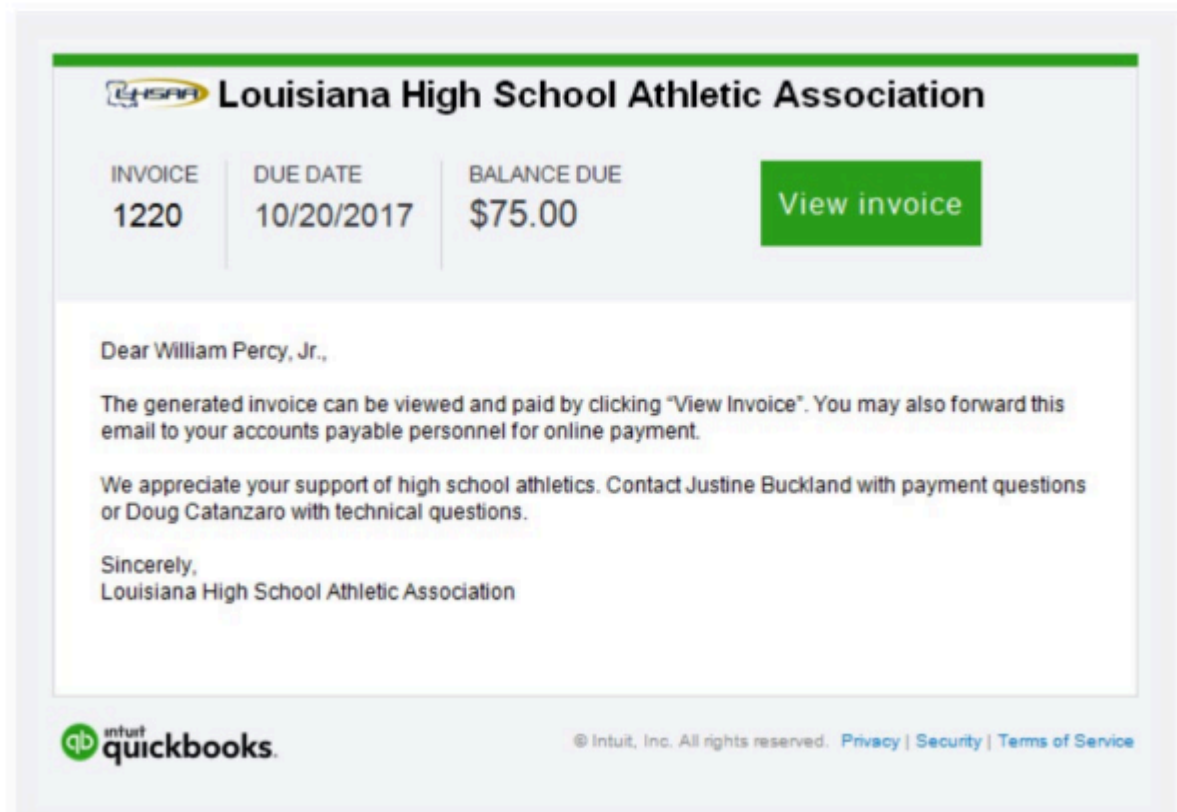
STEP 3: At this step, he/she will be asked to select the Head Coach from a drop down menu. If there is not a Head Coach listed, that means no one is registered on the LHSAA member site for that position at your school. Next, he/she will have to add the athletes he/she wishes to enter into the state meet. 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.

The screenshot shows the "Search Sport Entry Forms" interface. At the top, there is a search bar with "Search / View Division III Girls' Swimming Entry Forms" and a button "Create New LHSAA Swim Meet Entry Form". The deadline "DEADLINE NOVEMBER 7TH, 2017" is displayed. Below the search bar, there is a table with the following columns: #, FormID, School Year, Sport, School, Principal, Coach, Submitted On, Submitted By, Added, View, Edit, Delete. The table contains two rows of data.

#	FormID	School Year	Sport	School	Principal	Coach	Submitted On	Submitted By	Added	View	Edit	Delete
1	5	2017-2018	Girls' Swimming - DistC		Renae Ballard Test	Ballard, Test coach			10/23/2017 1:20:00 PM			
2	2	2017-2018	Girls' Swimming - DistC		Renae Ballard Test	Ballard, Test coach	10/19/2017 5:14:00 PM	TESTING ONLY	10/19/2017 5:14:00 PM			

STEP 4: Once the entry form is submitted, an invoice will be generated and emailed to the Principal .



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 2025 LHSAA Cross Country Meet. All online payments are due on Tuesday, November 11, 2025. 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.