

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."

Start Exit Home Forms Power Ranking / Sports' Schedules Online Clinics Playoff Brackets Reports Disqualification Report Invoices / Online Payment Misc. Forms Eligbility Forms Financial Forms Sanctioning Forms Minutes District Chairpersons State Playoff Forms Sport's Entry Forms LHSAA Boys' Swim Meet Entry Form MONDAY, NOVEMBER 08, 2021 LHSAA Girls' Swim Meet Entry Form MONDAY, NOVEMBER 08, 2021 LHSAA Boys' Cross Country Entry Form TUESDAY, NOVEMBER 09, 2021 LHSAA Girls' Cross Country Entry Form TUESDAY, NOVEMBER 09, 2021 LHSAA Boys' Bowling Tournament Entry Form FRIDAY, MARCH 18, 2022 LHSAA Girls' Bowling Tournament Entry Form FRIDAY, MARCH 18, 2022

Welcome to the LHSAA Member School Website

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.

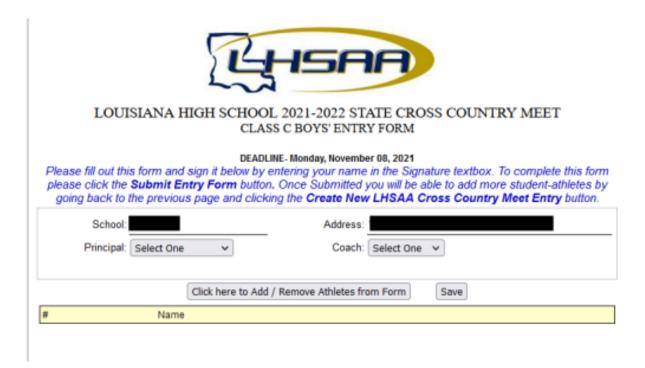
Exit

Start

Please send us any comments, questions, or suggestions using the Contact Us form or call the LHSAA office.

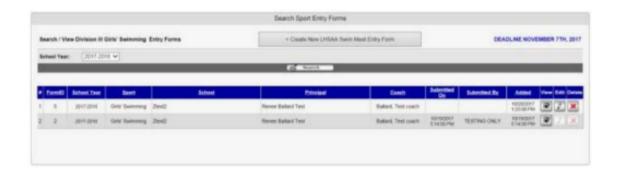


By clicking "Create new LHSAA Cross Country Meet Entry Form" he/she will be brought to the entry form shown below.



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.



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 2022 LHSAA Cross Country Meet. All online payments are due on Tuesday, November 8,2022. 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.