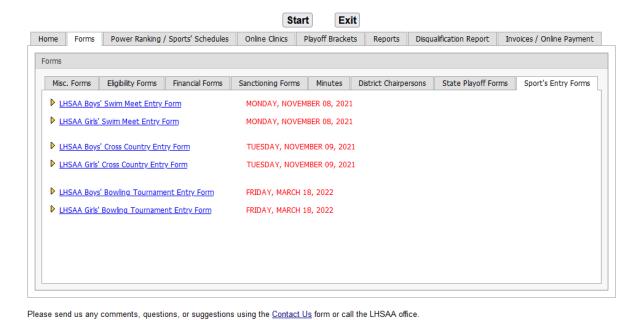


## STATE CROSS COUNTRY MEET INSTRUCTIONS

STEP 1: The school's Principal 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**



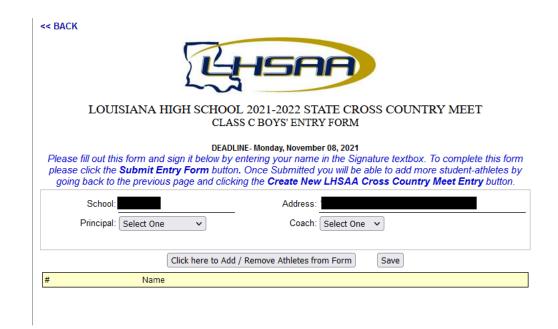
STEP 2: Once he/she clicks "Sport's Entry Forms" he/she will have the option to select "LHSAA Boy's Cross Country Meet Entry Form" or "LHSAA Girl's Cross Country Meet Entry Form." By clicking either one of those, he/she will be taken to this screen.

Exit

Start



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 Principal and Head Coach from a drop down menu. If there is not a Principal or 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 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. If the school chooses to pay by check, it must be made payable to the LHSAA and sent by certified mail. It must be postmarked no later than Wednesday, Nov. 3, 2021 (4A, 3A, 2A, 1A, B and C) or Tuesday, Nov. 9, 2021 (5A).

Mail all checks to:

LHSAA C/O Adam MacDowell 12720 Old Hammond Hwy. Baton Rouge, LA 70816.