



REGIONAL GOLF ENTRY INSTRUCTIONS

Deadline - Girls - April 11, 2022

Boys - April 22, 2022

The school's Principal, Athletic Director or Head Coach must complete a regional match financial form on the LHSAA member site. Instructions for this process are listed below.

STEP 1: The school's Principal, Athletic Director or 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

The screenshot shows the LHSAA Member School Website interface. At the top, there are 'Start' and 'Exit' buttons. Below is a navigation menu with tabs: Home, Forms, Power Ranking / Sports' Schedules, Online Clinics, Playoff Brackets, Reports, Disqualification Report, and Invoices / Online Payment. The 'Forms' tab is active, showing a sub-menu with: Misc. Forms, Eligibility Forms, Financial Forms, Sanctioning Forms, Minutes, District Chairpersons, State Playoff Forms, and Sport's Entry Forms. The 'Sport's Entry Forms' sub-tab is selected, displaying a list of entry forms. The 'LHSAA Boys' Golf Regional Entry Form' is highlighted with a purple box, and a red text label 'FRIDAY, APRIL 22, 2022' is positioned to its right. Other forms listed include LHSAA Girls' Swim Meet Entry Form, LHSAA Girls' Golf Regional Entry Form, LHSAA Wrestling Entry Form, LHSAA Boys' Cross Country Entry Form, LHSAA Girls' Cross Country Entry Form, LHSAA Boys' Bowling Tournament Entry Form, LHSAA Girls' Bowling Tournament Entry Form, LHSAA Boys' Tennis Regional Tournament Entry Form, and LHSAA Girls' Tennis Regional Tournament Entry Form.

STEP 2: Once you click "Sport's Entry Forms" he/she will have the option to select "LHSAA Boys' Golf Regional Entry Form" or "LHSAA Girls' Golf Regional Entry Form." By clicking either one of those, they will be taken to this screen.

The screenshot shows the 'Search Sport Entry Forms' page. At the top, there is a search bar with the text 'Search / View Division IV Boys' Golf Entry Forms'. Below the search bar, there is a dropdown menu for 'School Year' set to '2021-2022'. A search button is located at the bottom of the search bar. A purple box highlights the '+ Create New LHSAA Golf Entry Form' button. In the top right corner, there is a red text label 'DEADLINE FRIDAY, APRIL 22, 2022'.

By clicking "Create New LHSAA Golf 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 they wish to enter into the regional match. Only athletes that are registered will appear. Once this is completed and the form is signed and dated, he/she will have the option to submit or save the entry form.

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2021-2022 GOLF REGIONAL TOURNAMENT
DIVISION II BOYS' ENTRY FORM

DEADLINE- Friday, April 22, 2022

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.

School: Ztest2	Address: 1233 Street New Orleans LA 12345
Division: II	Region: 1 Regional Course: City Park South
Principal: Renee Ballard Test	Coach: AD, Ad Test

Cancel Save Save and Go Back Submit Entry

Entries				
#	Select Participant	Name	Grade	Average Score (18 Hole Score)
1	2018ru , Test Renee (12)	2018ru, Test Renee	12	72
2	A'S , B'S (11)	A'S, B'S	11	95
3	Ballard , No ss (10)	Ballard, No ss	10	85
4	---Select Participant---			
5	---Select Participant---			

Total Amount: \$0.00

Alternates				
#	Select Alternates	Name	Grade	Average Score (18 Hole Score)
1	Ballard , Transfer test (8)	Ballard, Transfer test	8	96
2	Baseball , Test (12)	Baseball, Test	12	94
3	---Select Alternate---			
4	---Select Alternate---			
5	---Select Alternate---			

Cancel Save

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.

FormID	School Year	Sport	School	Principal	Coach	Submitted On	Submitted By	Added	Invoice#	View	Edit	Delete
681	2021-2022	Boys' Golf	Zlest2	Renee Ballard Test	AD, Ad Test	2/9/2022 4:42:00 PM	TEST TEST	2/9/2022 4:42:00 PM	11620			

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

Louisiana High School Athletic Association

INVOICE 1220	DUE DATE 10/20/2017	BALANCE DUE \$75.00	View invoice
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Dear William Percy, Jr.,

The generated invoice can be viewed and paid by clicking "View Invoice". You may also forward this email to your accounts payable personnel for online payment.

We appreciate your support of high school athletics. Contact Justine Buckland with payment questions or Doug Catanzaro with technical questions.

Sincerely,
Louisiana High School Athletic Association

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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. It must be received by **April 11, 2022 for Girls and April 22, 2022 for Boys.** Mail all checks to:

Eric Held
LHSAA Golf
12720 Old Hammond Hwy.
Baton Rouge, LA 70816.