

## REGIONAL GOLF ENTRY INSTRUCTIONS

Deadline - Girls - April 14, 2023

Boys - April 20, 2023

*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."

|          |                        |                     |                     |                   |           | Reports        | -       |                   |    |                     |
|----------|------------------------|---------------------|---------------------|-------------------|-----------|----------------|---------|-------------------|----|---------------------|
| rms      |                        |                     |                     |                   |           |                |         |                   |    |                     |
| Misc. Fo | orms                   | Eligibility Forms   | Financial Forms     | Sanctioning Forms | 6 Minutes | District Chair | persons | State Playoff For | ms | Sport's Entry Forms |
| LHS4     | AA Boys'               | Swim Meet Entry F   | orm                 |                   |           |                |         |                   |    |                     |
| LUC/     | M Cirlo' (             | Swim Meet Entry F   | orm                 |                   |           |                |         |                   |    |                     |
| LHS4     | AA Boys'               | Golf Regional Entry | <u>r Form</u>       | April 14, 20      | 23        |                |         |                   |    |                     |
| LHS4     | AA Girls' (            | Golf Regional Entry | Form                | April 20, 20      | 23        |                |         |                   |    |                     |
| LHS/     | AA Wrest               | ling Entry Form     |                     |                   |           |                |         |                   |    |                     |
| LHS4     | AA Boys'               | Cross Country Entr  | y Form              |                   |           |                |         |                   |    |                     |
| LHS4     | AA Girls' (            | Cross Country Entry | y Form              |                   |           |                |         |                   |    |                     |
| LHS4     | AA Boys'               | Bowling Tourname    | nt Entry Form       |                   |           |                |         |                   |    |                     |
| LHS4     | AA Girls' I            | Bowling Tournamer   | nt Entry Form       |                   |           |                |         |                   |    |                     |
| LHS4     | AA Boys'               | Tennis Regional To  | urnament Entry Form | 1                 |           |                |         |                   |    |                     |
| LHS4     | AA Girls' <sup>-</sup> | Tennis Regional To  | urnament Entry Form | l                 |           |                |         |                   |    |                     |

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.

| Search Sport Entry Forms                         |                                    |          |
|--|------------------------------------|----------|
| Search / View Division IV Boys' Golf Entry Forms | + Create New LHSAA Golf Entry Form | Deadline |
| School Year: 2021-2022 ¥                         |                                    |          |
|  | Scarch Scarch                      |          |
|  |                                    |          |
|  |                                    |          |
|  |                                    |          |
|  |                                    |          |

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.

| } BACK  | LHSA   |   |                                  |        |
|---|--|---|----------------------------------|--------|
|   |  |   |                                  |        |
| 20  | 21-2022 GOLF REGIONAL I<br>DIVISION II BOYS' ENTRY                                   |   |                                  |        |
|   | Deadline   |   |                                  |        |
| Please fill out this<br>To com  | form and again colour by chicking y<br>plete this form please click the <b>Sub</b> i | our nume in the Sig<br>mit Entry Form but | nature textbox.<br>tton <b>.</b> |        |
| School: Ztest2  | Address: 1233 Street New O   | rleans LA 12345                           |                                  |        |
| Division: II  | Region: 1 Regional Cours   | se: City Park South                       |                                  |        |
| Principal: Renee Ballard Te   |  |   |                                  |        |
|   |  |   |                                  |        |
| Cano  | el Save Save and Go Ba   | ck Submit Entr                            | У                                |        |
|   | Entries  |   |                                  |        |
| # Select Participant  | Name   | Grade                                     | Average Score<br>(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                               |        |
| 4Select Participant ¥   |  |   |                                  |        |
| 5Select Participant ¥   |  |   |                                  |        |
|   |  |   | Total Amount                     | \$0.00 |
|   | Alternates   |   |                                  |        |
| # Select Alternates   | Name   | Grade                                     | Average Score<br>(18 Hole Score) |        |
| # Select Alternates   |  |   | 96                               |        |
| Ballard , Transfer test ( 8 )   | Ballard, Transfer test   | 8   | 30                               |        |
|   | Ballard, Transfer test<br>Baseball, Test   | 12  | 94                               |        |
| 1 Ballard , Transfer test ( 8 ) V   |  | -   |                                  |        |
| 1  Ballard , Transfer test (8) V    2  Baseball , Test (12) V                         |  | -   |                                  |        |
| 1  Ballard , Transfer test (8) ¥    2  Baseball , Test (12) ¥    3 Select Alternate ¥ |  | -   |                                  |        |

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.

| INVOICE<br>1220 | DUE DATE<br>10/20/2017  | BALANCE DUE \$75.00 | View invoice                         |           |
|-----------------|-------------------------|---------------------|--------------------------------------|-----------|
| -               | ed invoice can be view  |                     | /iew Invoice". You may also forw     | ard this  |
| Ve apprecia     |                         |                     | nt.<br>Justine Buckland with payment | questions |
| i Doug Cat      |                         |                     |                                      |           |
| Sincerely,      | igh School Athletic Ass | ociation            |                                      |           |

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 14, 2023 for Girls and April 20, 2023 for Boys. Mail all checks to:

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