

STEPS TO ADD TOURNAMENTS AND JAMBOREES ONLINE

System Flow:

1. Principals and/or AD will go to **Forms/Sanctioning Forms** and select the form they need and fill out the form and submit.
2. LHSAA will be notified about the application.
3. Principals and/or AD would go to payment system to pay their sanction fee and an automated program that will be running several times a day will check those invoices that have been paid and then set the form "Approved". The system will notify the school and LHSAA that the form as been Approved. (The auto program will only be working in production.) You will not be able to test it at this moment. You still can force approval manually even if the payments has not been received.

Below are some images of sample pages:

- A) For the school side the AD or Principal would need to go to Forms/Sanctioning Forms and select the form they need.

Welcome to the LHSAA Member School Website

The screenshot shows the LHSAA Member School Website interface. At the top, there are two buttons: "Start" and "Exit". Below them is a navigation bar with the following tabs: Home, Forms, Power Ranking / Sports' Schedules, Online Clinics, Playoff Brackets, Reports, Disqualification Report, and Invoices / Online Payment. The "Forms" tab is selected, and a sub-menu is displayed with the following options: Misc. Forms, Eligibility Forms, Financial Forms, Sanctioning Forms, Minutes, District Chairpersons, School Membership Forms, and Sport's Entry Forms. The "Sanctioning Forms" option is highlighted. Below the sub-menu, there is a table with two columns: "Form Name" and "Upload Date". The table contains two sections of forms:

Form Name	Upload Date
ONLINE APPLICATION FOR SANCTION JAMBOREES	
Baseball Jamboree	
Basketball Jamboree	
Football Jamboree	
Softball Jamboree	
Volleyball Jamboree	
ONLINE INVITATIONAL TOURNAMENTS FORMS	
Baseball Tournament	
Basketball Tournament	
Soccer Tournament	
Softball Tournament	
Volleyball Tournament	

Please read the instructions carefully before submitting the Online Application for Sanctioning Forms to the LHSAA.

B) Sample page on Principal side where they would go to create a Football Jamboree form

Search Applications for Sanction of Jamborees

Search / View Application to Sanction Football Jamboree
 + Create New Application to Sanction Football Jamboree

DEADLINE THURSDAY, OCTOBER 15, 2020

School Year: 2020-2021

Status: Blank=Form started, Pending=Submitted and waiting to be Cleared, Cleared=Application Approved but pending payment, Approved=Payment received(if applicable) and event approved, Rejected=Application not Accepted

#	FormID	School Year	Sport	School	Principal	Event Name	Dates	Location	Submitted On	Inv#	Status	View	Edit	Delete
1	JAM_00002	2020-2021	Football	Ztest2	Renee Ballard Test	Ztest2 Jam	09/21/2020-09/22/2020	123 Street Av.	9/22/2020 2:01:00 PM	8516	Cleared			

Approved Football Jamborees sample;



2020-2021 Approved Football Jamborees
 (Updated Thursday, October 8, 2020 at 9:07 PM)

Month	Host School	Dates	Boys/Girls	Varsity/JV
July	Ztest2	07/31/2020-08/07/2020	Boys	Varsity & JV
August	Ztest2	08/06/2020-08/07/2020	Boys	Varsity

Sample of the Application on the next page:



2020-2021 APPLICATION TO SANCTION AN LHSAA
SOCCER INVITATIONAL TOURNAMENT

DEADLINE- Monday, February 15, 2021

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 Application** button. LHSAA will review your application. After the application is cleared you will be receiving a notification with an invoice with the option of paying online. The application will be approved as soon as the payment has been made or received.

LHSAA invitational tournaments shall be approved by the Assistant Executive Director of each respective sport in all levels of competition in the sports of baseball, boys' and girls' basketball, boys' and girls' soccer, softball, and volleyball. (Section 6.11.5)

A tournament sanctioning fee is not required in the sports of baseball, boys' and girls' soccer, softball and volleyball but failure to timely request approval of a tournament in these sports shall result in a school being assessed a \$50 late fee. A \$250 fine shall be assessed to any school hosting a non-sanctioned tournament in any sport tournament. (Section 6.11.6)

Host School: test Event Date(s): From: 11/19/2020 To: 11/19/2020
Event Address: Address, Baton Rouge LA 70816 Location Name: LHSAA Park
Event Name: Test Tournament
Principal's Name: Jane Doe Email: LHSAA.org Contact Number: 225-296-5882
Applies to: Boys Varsity Boys JV Girls Varsity Girls JV

PARTICIPATING SCHOOLS

* Out of State School

- | | | | | | |
|-----------------------|----------------------------|-----------------------------|---------------------------|----------------------------|-----------------------------|
| 1. Lafayette | <input type="checkbox"/> V | <input type="checkbox"/> JV | 16. Episcopal of Acadiana | <input type="checkbox"/> V | <input type="checkbox"/> JV |
| 2. Teurlings Catholic | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 3. St. Martinville | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 4. Barbe | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 5. Sam Houston | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 6. Comeaux | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 7. St. Thomas More | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 8. DeRidder | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 9. Caddo Magnet | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 10. South Terrebonne | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 11. David Thibodaux | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 12. Cecilia | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 13. Catholic - N.I. | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 14. New Iberia | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |
| 15. East Jefferson | <input type="checkbox"/> V | <input type="checkbox"/> JV | | | |

Total: \$0.00

As the school hosting this event, I understand the deadline dates, financial obligations, any/all LHSAA by-laws outlined in the LHSAA handbook and agree to abide by all.

Signature: Jane Doe

Date: 10/16/2020 10:22:00 AM