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MEMORANDUM

To: LHSAA Member Schools / Athletic Directors
LHSAA Member Schools / Football Coaches

Subject: 2022 Football Season

Date: Thursday, November 3, 2022

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As we approach the start of the football playoffs, we wanted to remind everyone of some important dates/information to ensure all are in compliance. All pertinent information can be found on the LHSAA website under the football tab in the "2022 Football Playoff Bulletin." Due to time sensitivity, please be sure to have all scores submitted by the established deadline.

End of Regular Season	Saturday, November 5, 2022 <i>(This is the 10th playing date.)</i>
Reporting Week 10 Scores	<p><u>Home</u> teams that play on Thursday and/or Friday shall report their results online immediately following the conclusion of the contest by Midnight.</p> <p><u>Home</u> teams that play on Saturday shall report their score on the LHSAA Member Site immediately at the completion of the contest no later than 6:00 PM. <i>(Note: No Saturday game shall begin later than 5:00PM - Update IMMEDIATELY after the game!)</i></p> <p>All out of state opponents' win/loss records must be updated by Saturday, November 5 by 10am by the LHSAA member school.</p>
District first place representatives named	District Chairpersons shall report the district results by Friday, November 4 by 10:00pm for Thursday and Friday games and Saturday, November 5 by 6:00pm for Saturday games. Form for reporting district results is located on the LHSAA website under "Football", "Policies, Manuals, and Forms" and named <i>2022 Football District Results Form</i> .
Schools opting out of Playoffs	The school's principal shall submit a signed statement to the Executive Director (ebonine@lhsaa.org and ksmith@lhsaa.org) requesting not to be placed on the bracket no later than 12:00pm (noon) on Friday, November 4.
Official dispute period for win/loss record and/or power ratings	Sunday, November 6 between midnight and 8:00am disputes should be emailed to Kathie Smith at ksmith@lhsaa.org .
Playoff Pairings Announced	Sunday, November 6 at 10:00am on the LHSAA Live App and 12:00pm on the LHSAA Public Website.

LHSAA... Beyond the Game



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INSTRUCTIONS FOR REPORTING WEEKLY SCORES

Reminder - Game results must be entered by midnight on the date of the game. The **home** school will be fined if the results have not been entered.

1. Go to www.lhsaaonline.org and log in using your assigned username and password.
2. Once you are logged in:
 - A. Click the Power Rating tab
 - B. Click Football Power Rating
 - C. Once your schedule appears, select and edit the game
 - D. Enter your game score and results (Win, Loss)
3. PLEASE NOTE: If you play an out of state opponent you are responsible for the WEEKLY updating of that schools' wins and losses in the member site.
 - A. Click the Power Rating tab
 - B. Click Football Power Rating
 - C. Click the Reports button at the top of the screen
 - D. Then click **U1 - Update Out of State Schools' Records Tool** under Update Tools.

Update Out of State School Records

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Save Cancel

#	School Name	City	Sport	Last Updated	Updated By	Wins	Losses	Ties	Total Games
1	Charlotte Catholic High School, NC	Charlotte, NC	FB			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
2	Oak Grove High School, MS	Hattiesburg, MS	FB			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

4. After scores have been entered, make sure you click **SAVE**. The system will automatically generate an email and send it to the opponent team's coach for him to confirm the scores and results. These games will show highlighted in **yellow**, which means the opponent team's coach needs to confirm the scores and results.
5. When a request for confirmation email is received, use the following instructions:
 - A. Have the games confirmed by midnight the day of the game being played.
 - B. If confirmation of a game is not completed by this time, the game will stand reported online.
 - C. Go to the LHSAA member site using your assigned username and password.
 - D. Games that need to be confirmed by this coach, will be highlighted in **blue**.
 - E. If scores are correct, click **CONFIRM AND SAVE**. If there is a discrepancy, click **DISPUTE** and enter the reason of the dispute and save. The system will automatically send an email to the LHSAA notifying them of the discrepancy. All disputed games will show highlighted in **red**.

LHSAA... Beyond the Game