NDHSAA – Coaches Posting Team Info to NDHSAA Website
Pictures, Cutlines, Rosters, Schedules

1. Sign In to NDHSAA – top right side of the page www.ndhsaa.com
   a. If you have not re-set your password – you must do so by clicking the “Forgot Password” link
   b. You will be emailed an Account Validation link allowing you to reset your password.
   c. If you receive an error message or “Invalid Token” message upon trying to reset your password – contact NDHSAA

2. Coaches
   a. Click “Your Teams” - Megaphone on left side of page
   b. Click the Sport
   c. Click Varsity
d. To add a Photo
   i. Click Photo

   ![Photo Upload Screen]

   ii. Click the + to select a photo – browse to the photo on your computer – Click Open or Choose

   iii. Enter Cutline in the box provided. Cutline is who is on the picture (L-R) Back Row, Front Row, etc.

   iv. Click the blue SAVE button

e. To add players to your roster
   i. Click Roster

   ![Roster Screen]

   ii. Click the green +Add Player button

   iii. Type the first few letters of your player’s last name and the system will filter for the name
iv. Click on the name to add

v. Enter Jersey # - Position – Height – Weight (If applicable)

vi. Click the Blue Save Button

f. To add a match/game to your schedule
   i. Click Schedule

   ![Schedule Interface]

ii. Click Add Match or Add Game

   ![New Contest Interface]

   iii. Enter Date - Time – Opponent (Select Team from Drop Down – Click + Add Team) – Check boxes that apply – Select a Venue (or add a NEW Venue)

   iv. Click the Blue Save Button

   g. To add a meet/tournament to your schedule
      i. Click the green +Add Tournament Button

   ![Tournament Interface]
ii. Enter Date(s) – Add Dates for Multiple Date Tournaments - Add Participating Schools (Select Team from Drop Down – Click + Add Team) - Add Venue

iii. Click Blue Save Button

iv.