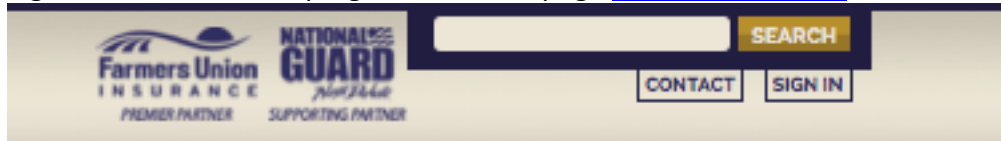


NDHSAA – Coaches Posting Team Info to NDHSAA Website Pictures, Cutlines, Rosters, Schedules

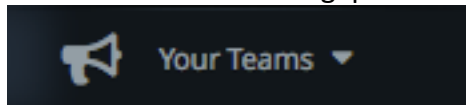
1. Sign In to NDHSAA – top right side of the page www.ndhsaa.com



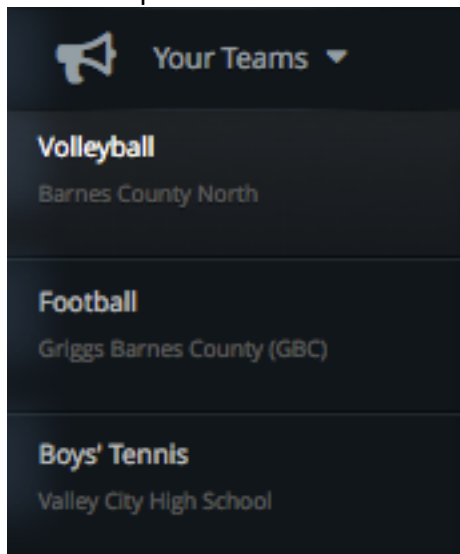
- a. If you have not re-set your password – you must do so by clicking the “?Forgot Password” link
- b. You will be emailed an Account Validation link allowing you to reset your password.
- c. If you receive an error message or “Invalid Token” message upon trying to reset your password – contact [NDHSAA](#)

2. Coaches

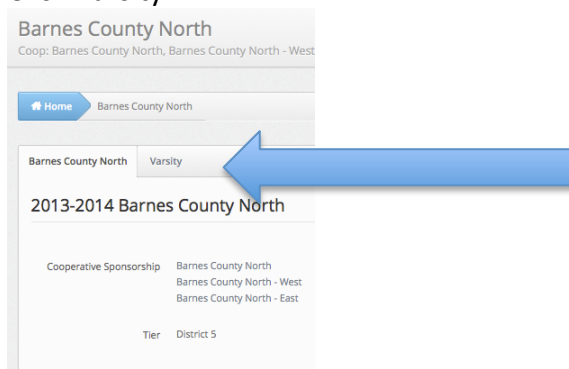
- a. Click “Your Teams” - Megaphone on left side of page



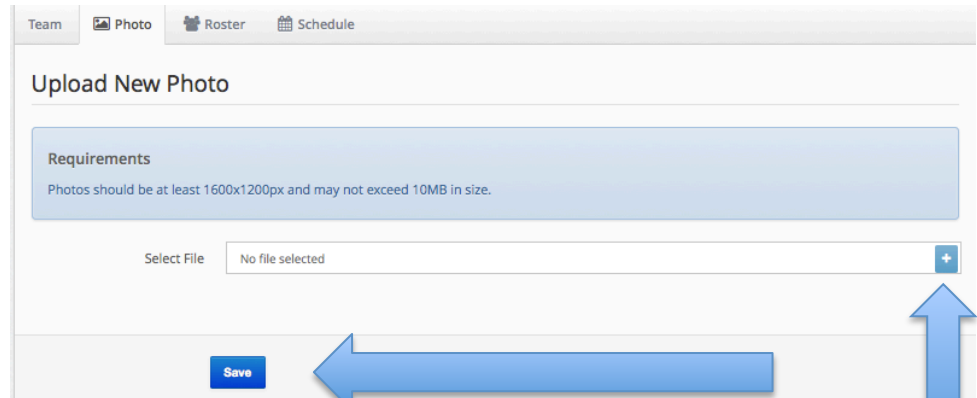
- b. Click the Sport



- c. Click Varsity



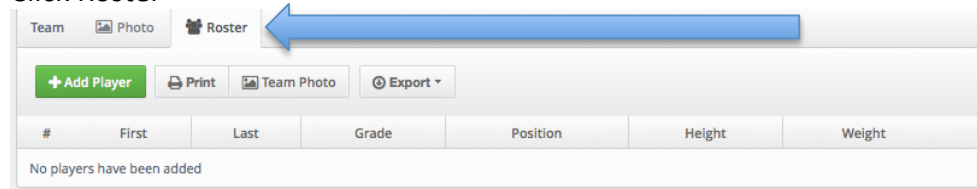
- d. To add a Photo
 - i. Click Photo



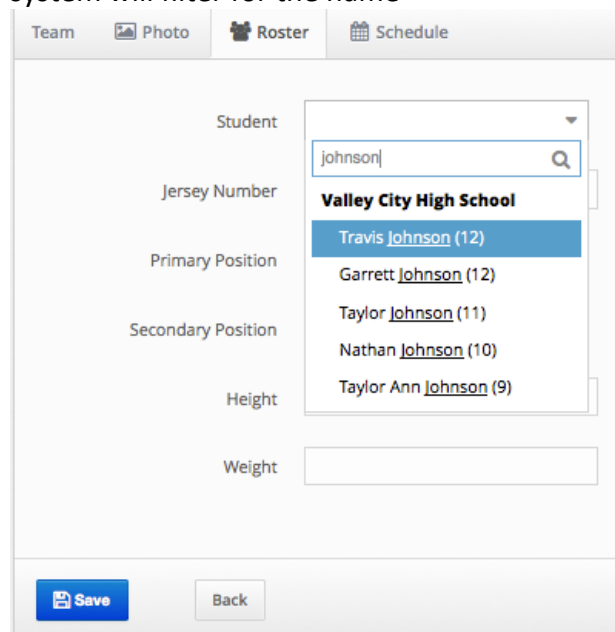
- ii. Click the + to select a photo – browse to the photo on your computer – Click Open or Choose
- iii. Enter Cutline in the box provided. Cutline is who is on the picture (L-R) Back Row, Front Row, etc.
- iv. Click the blue SAVE button

- e. To add players to your roster

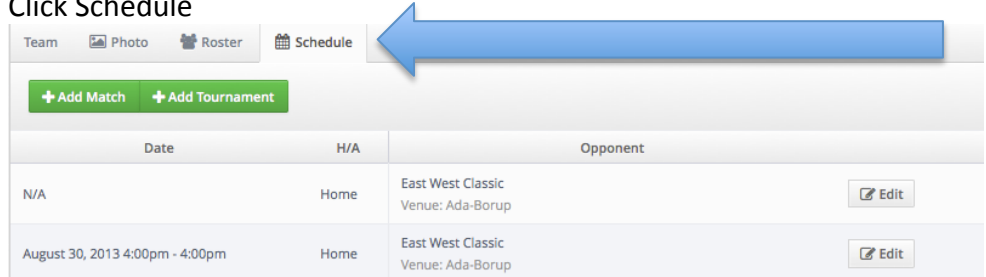
- i. Click Roster



- 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



- ii. Click Add Match or Add Game

New Contest

Date

Time

Opponent

Sanctioned? Count towards B Volleyball Matches
 Count towards B Volleyball - Region 3 Matches
 Count towards B Volleyball - Region 3 - District 5 Matches

Home Game? This is a home game

Venue

Venue - OR -

- 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



- 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

Tournament Schedule

Tournament Name

Dates	Date	Start Time	End Time	Actions
	<input type="text"/>	04:00 PM	04:00 PM	Remove

[+ Add Date](#)

Participating Schools

[Add Team](#) [Select Teams...](#) [Varsity](#) [+ Add Team](#)

School	Level	Home	Tier	Actions
Barnes County North	Varsity	<input checked="" type="checkbox"/>		Remove

Venue

Venue [Select Venue...](#) - OR - [New Venue](#)

[Save](#)

- iv.