

Administrators are reminded the 2020-21 NDHSAA Directory of Member Schools will be sent to schools in September and published on our website under the Member Schools link. Schools are requested to check and edit their school information prior to the deadline.

Schools are requested to have all information updated in the NDHSAA website by August 6, 2020. We understand that all positions may not be filled by the deadline. Contact Brenda Schell if you would like TBA listed for any position. Please check your NDHSAA school profile now and update any changes in August for accurate printing. Call or email NDHSAA if you have any questions.

### Administrator's 5 Step NDHSAA To Do List

- See NDHSAA Help below for more information on each step listed

Step 1: Remove incorrect roles in your school.

Step 2: Create/Edit NDHSAA accounts

Step 3: Approve all requested roles

Step 4: Check/Edit/Update your school's directory information

\*\*Step 5: Enter 2020/21 anticipated enrollment

\*\*This step is a signal to NDHSAA that your school information has been verified and is correct.

NDHSAA Help for Above Steps

Step 1: Remove incorrect roles in your school.

a. Log in to NDHSAA ([www.ndhsaa.com](http://www.ndhsaa.com)) -> Sign In box on top right side of page.

b. Click Admin Portal (Bell) for your school

c. Click School Roles on the grey menu bar

d. Click Remove by those roles to be removed

Step 2: New Users Create/Edit NDHSAA accounts and request the appropriate role at your school

a. Administrators & coaches new to NDHSAA must create NDHSAA accounts and request appropriate roles at your school

b. If moving schools – users must change their office and home phone numbers in their individual accounts.

c. If changing email addresses users must edit current accounts as this allows history and roles to follow users. Do not create an additional NDHSAA account.

d. Current administrators & coaches changing schools or roles should request new roles within their current NDHSAA account

e. Administrators are urged to have staff members create/amend NDHSAA accounts as hiring for 2020/21 is complete.

To Request a New Role:

Log in to NDHSAA ([www.ndhsaa.com](http://www.ndhsaa.com)) -> Sign In box on top right side of page.

-OR-

Click Create New Account box.

i. Fill out information – Click blue Submit button

i. Under Request Role

1. Choose your role from drop down menu – click Request Role

2. Select School from the drop menu and sport/activity – click Request Role

3. Note: Fine Arts advisors should choose the role of Activity Advisor/Coach NOT the role of Coach

Step 3: Approve/Deny requested roles

a. Log in to NDHSAA ([www.ndhsaa.com](http://www.ndhsaa.com)) -> Sign In box on top right side of page.

b. Click Admin Portal (Bell) for your school on the top left side of the page

c. Click School Roles on the grey menu bar

d. Click Approve/Deny roles requested.

NOTE: If you do not see the School Roles tab, contact Brenda Schell at NDHSAA

Step 4: Check/edit/update your school's directory information

a. Log in to NDHSAA ([www.ndhsaa.com](http://www.ndhsaa.com)) -> Sign In box on top right side of page.

b. Click Admin Portal (Bell) for your school

c. Click Edit button on the right side of the page

1. Confirm/change Main School Contact

i. User must have administrative privileges in NDHSAA account

ii. All NDHSAA correspondence will be sent to your school's Main Contact

2. Confirm/change school name, school website URL, physical address, mailing address, school phone/fax numbers, or main school email address

i. Provide both physical AND mailing addresses. Both will be listed in the 2020/21 Member School Directory.

3. Click Mascot to change mascot, add/change a logo and add/change school colors.

i. To add/change coop information, contact Brenda Schell at NDHSAA.

4. Click Teams on the grey menu bar – NOT the teams listed on the right side of the page.

i. Verify your teams and coops and contact Brenda Schell concerning changes

Step 5: Enter 2020/21 Anticipated Enrollment

a. Log in to NDHSAA ([www.ndhsaa.com](http://www.ndhsaa.com)) -> Sign In box on top right side of page.

b. Click Admin Portal (Bell) for your school

c. Click Enrollment tab then click green Add Enrollment button.

d. Enter grade 9-12 enrollment for 2020/21

e. Click blue SAVE button.