**Speech Create Event Help Screens**

These help screenshots were generated from a Macintosh computer running Mozilla Firefox. Your web screens may not be identical.

Go to [www.ndhsaa.com](http://www.ndhsaa.com) and sign in.

![Login Screen](image)

Enter Username and Password and click the Login button.
1. Go to the upper LH corner and select the group event you intend to create.

2. Select Varsity.

3. Select Schedule.
4. Click green Add a Meet button.

5. Click green New Meet button to confirm.
6. Enter required fields. Note that if you do not want to use the system for posting notice only and not registering schools, do not check/enable Events. This will create a meet that will be posted but schools will not be able to enter specific events. To fully use the system, under Events ‘Check All’ or check events you intend to host.

Make sure to check the ‘This is a state-wide event’ box so that all schools may see. At the bottom of Events, click the blue Save button when complete (not shown).

7. Edit/Delete option here.