

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

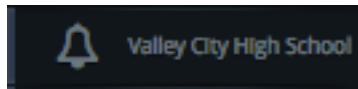
1. Sign In to NDHSAA – top right side of the page [www.ndhsaa.com](http://www.ndhsaa.com)



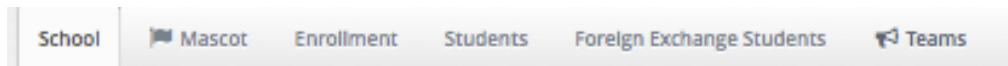
- a. If you have not re-set your password – you must do so by clicking the “?Forgot Password” link
- b. You will be emailed an Account Validation link allowing you to reset your password.
- c. If you receive an error message or “Invalid Token” message upon trying to reset your password – contact [NDHSAA](#)

2. Coaches

- a. Click “Your School”- Bell on left side of page



- b. Click Teams

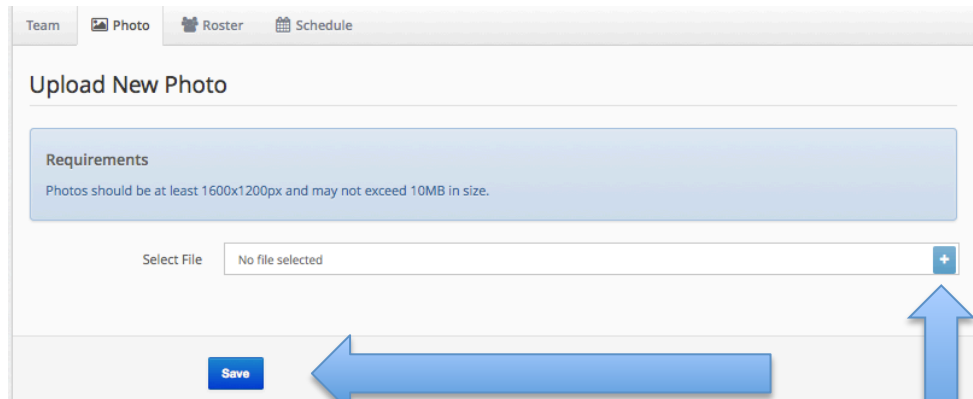


- c. Click Varsity on the same line as the Team to Upload Info

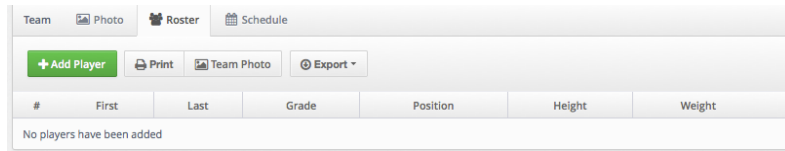


- d. To add a Photo

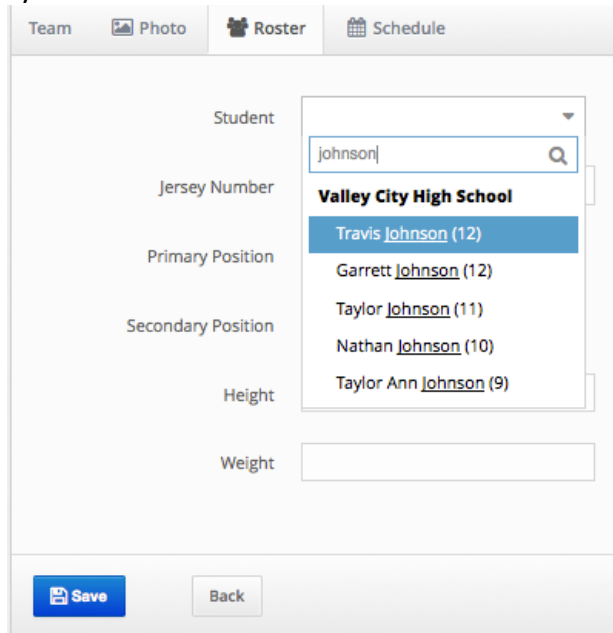
- i. Click Photo



- 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

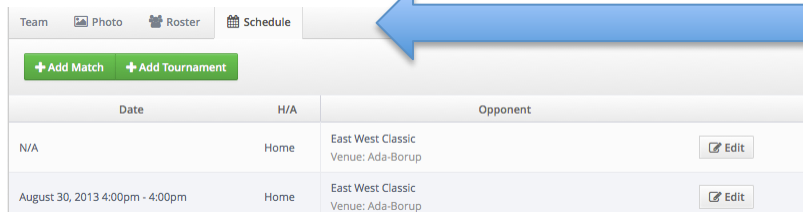


- ii. Click the green +Add Player button
- iii. Type the first few letters of your player's last name and the system will filter for the name




- 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
- 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)

## 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 -

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

Team  Photo  Roster  Schedi



- 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" value=""/>	<input type="text" value="04:00 PM"/>	<input type="text" value="04:00 PM"/>	<input type="button" value="Remove"/>

### Participating Schools

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

### Venue

Venue  - OR -

- iv.