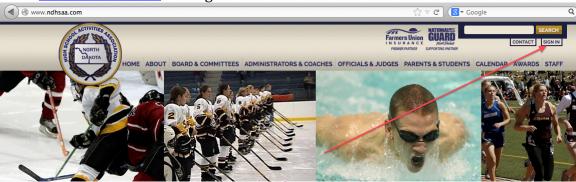
Music Registration Help Screens

Please complete your roster prior to registering your event. These help screenshots were generated from a Macintosh computer running Mozilla Firefox. Your web screens may not be identical.

Go to www.ndhsaa.com and sign in.

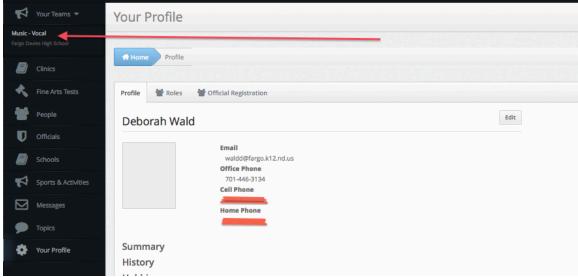


Enter Username and Password and click the Login button.

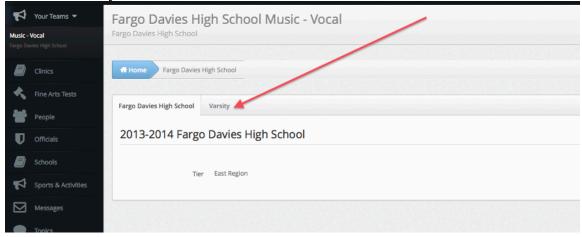


1. Complete your roster (other PDF help). Go to the upper LH corner and select the

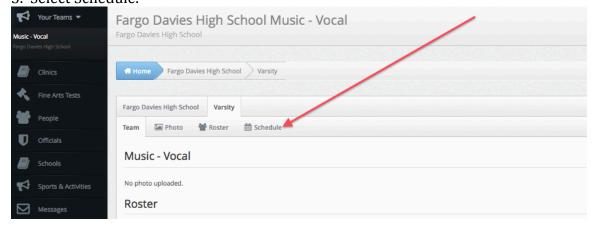
group you intend to register.



2. Select Varsity.



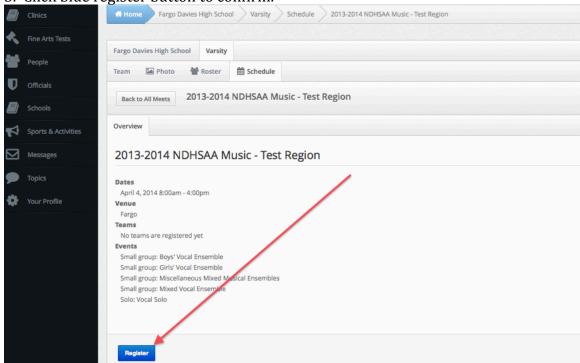
3. Select Schedule.



4. Click gray register button for your event.



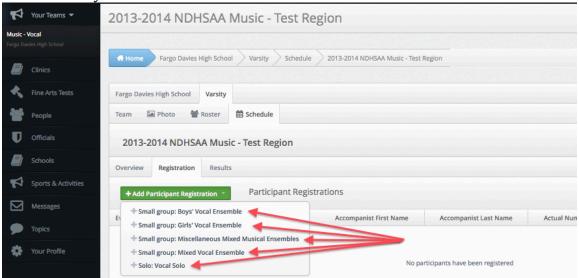
5. Click blue register button to confirm.



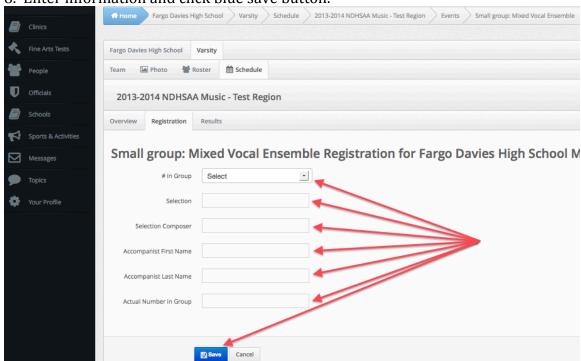
6. Click green add registration button.



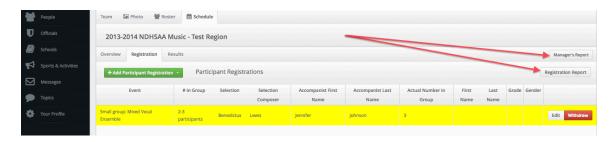
7. Select entry.



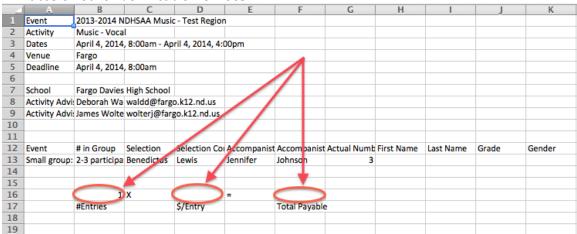
8. Enter information and click blue save button.



9. The most recent registration appears in yellow highlight. When registrations are complete, click on Registration Report for school check processing or Manager's Report to view all schools and registered entries.



10. The registration report download can be opened with Microsoft Excel or other spreadsheet program. This report may be submitted to your business manager for check processing. Please note that you will need to manually enter your \$/Entry and Total Payable dollar amounts. Business managers may need a copy of region minutes or other verification of fees.



11. The manager's report is inclusive of all schools and their entries. This may be sorted for scheduling, etc and access is above the Registration Report button.

_	A	В	C	D	E	F	G	Н	1	J	K	L
1	School ,	Event	# in Group	Selection	Selection Cor	Accompanist	Accompanist	Actual Numb	First Name	Last Name	Grade	Gender
2	Fargo Davies	Small group:	2-3 participa	Benedictus	Lewis	Jennifer	Johnson	3				
3												
4												
5												