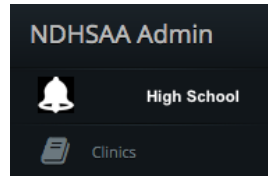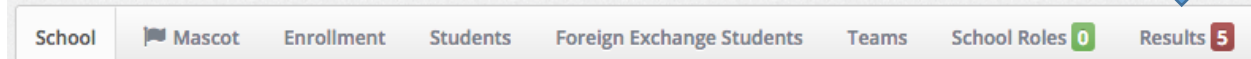# NDHSAA Help
NDHSAA Admins – Reporting Scores

o Log in to your NDHSAA account.
o Click the Admin Portal for your school (Bell on top left).

o Click the Results tab on the school admin menu bar that goes across the page.

  o There will be a red box with a number inside if you are missing any scores.
  o If all scores are entered, the box beside your results tab will be green with a "0" inside.

o Click Enter beside the contest that is missing a score

o Enter your score – Final score is all that is needed.

o Click the Blue SAVE button at the bottom of the page.

Notes:

o When results are entered by one school, they will appear as results for both/all schools.
o On an iPhone, iPad or Android device GoogleChrome is recommended as your browser.
o The NDHSAA admin website is mobile friendly, however, viewing your phone landscape (sideways) rather than portrait (up and down) makes the site easier to maneuver.
o When you log in to the NDHSAA Admin website, bookmark your admin portal page for easy recall.