## **Speech 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 <u>www.ndhsaa.com</u> and sign in.



Enter Username and Password and click the Login button.



1. First, complete your roster (other PDF help). Go to the upper LH corner and select the group you intend to register.

4	Your Teams 🔻 🔶	Your Profile	
Speech Devils Li	ake High School	d kome	
	Clinics	Prome Prome	
- 🔧	Fine Arts Tests	Profile 曫 Roles 😁 Official Registration	
*	People	Phyllis Kadrmas	
	Schools	Email	
4	Sports & Activities	Phyllis.Kadrmas@dlschools.org	
	Messages	701-662-1200 Cell Phone	
•	Topics	Home Phone	
•	Your Profile		
		Summary History Hobbies Quote	

## 2. Select Varsity.

Your Teams 🝷	Devils Lake High School Speech						
Speech Devils Lake High School	Devils Lake High School						
Clinics	The Devils Lake High School						
Fine Arts Tests							
People	Devils Lake High School Varsity						
Schools	2013-2014 Devils Lake High School						
Sports & Activities	The East Brains						
Messages	HEL EAST VERION						

## 3. Select Schedule.

Your Teams 🔻	Devils Lake High School Speech
Speech Devils Lake High School	Devils Lake High School
Clinics	A Home Devils Lake High School Varsity
Fine Arts Tests	
People People	Team E Photo Schedule
Schools	
Sports & Activities	Speech

# 4. Click gray register button for your event.

N	Your Teams 🔻	Devils Lake High School Speech				
Speech Devils La		Devils Lake High School				
		Home Devils Lake High School Varsity Schedule				
*						
*		Team C Photo C Porter				+ Add Junior Varsity
		Team Schedule Meets				
₩		➡ Add a Meet				
			11/A A	Ormanant	A DecultA	
۶		Date	Mark 2012 2014 MDUSAA Test Secondo Bacic	opponent	• Result•	Register
٥		April 5, 2014 8:00am - 4:00pm Av	vay Venue: Grand Forks Central	SU duori		Deadline March 29, 2014

## 5. Click blue register button to confirm.

	Messages	Overview
•	Topics	2013-2014 NDHSAA Test Speech Registration
\$	Your Profile	<b>Dates</b> April 5, 2014 8:00am - 4:00pm <b>Venue</b> Grand Forks Central <b>Teams</b> No teams are registered yet <b>Events</b> Dramatic Interpretation   Extemporaneous Programmed   Extemporaneous Speech   Humorous Interpretation   Impromptu Speaking   Interpretation   Poetry Interpretation   Radio Broadcasting   Reading   Serious Dramatic Duo   Serious Dramatic Duo   Serious Dramatic Duo   Serious Dramatic Duo   Speech to Entertain   Speech to Inform   Speech to Inform   Speech to Persuade   Storytelling
		Register

6. Click green add registration button and select category.



#### 7. Enter information and click blue save button.

Fine Arts Tests	Devils Lake High School Varsity
People People	Team 🖾 Photo 👹 Roster 🛗 Schedule
Schools	2013-2014 NDHSAA Test Speech Registration
Sports & Activities	Overview Registration Results
Messages	
Distance Topics	Humorous Interpretation Registration for Devils Lake High School Speech
🔅 Your Profile	Add Student
	Student Select
	Cancel

8. 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.

N	Your Teams 🔻	2013-2014 NDHSAA Test Speech Registration									
Speech Devils La		Devile Lefe Mich School Marsh	Ceberlule 2012 2014 NDUGAA	Tast Canash Depistertion							
		venis Lane rigi Sullou venis y Sullouae 2015-2014 rumawi les apecul negati2001									
*		Devils Lake High School Varsity									
*		Team 🔄 Photo 👙 Roster 🛗 Schedule									
		2013-2014 NDHSAA Test Speech Registration									
<b>1</b>		Overview Registration Results Manager's Repc									
	Messages	+ Add Participant Registration - Participant Registrations									
		Front	First Name Last Nam	e Colortion	Author	Grada	Conder				
•		Humorous Interpretation		Title Name	Author Name	12	m	Edit Withdraw			

9. 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.

	A	В	C	D	E	F	G	H	1	J	K	L	M	N	0
	Event	2013-2014 N	DHSAA Test	Speech Regist	ration										
2	Activity	Speech													
3	Dates	April 5, 2014	, 8:00am - Ap	oril 5, 2014, 4:	00pm										
4	Venue	Grand Forks	Central												
5	Deadline	April 5, 2014	, 8:00am												
6															
7	School	Devils Lake H	ligh School												
8	Activity Advis	Phyllis Kadrn	Phyllis.Kadrr	mas@dlschoo	ls.org										
9							/								
10															
11	Event	First Name	Last Name	Selection	Author	Grade	Gender	First Name1	Last Name1	First Name2	Last Name2	Grade1	Gender1	Grade2	Gender2
12	Humorous In	Consequences of the second	1111111	Title Name	Author Nam	( 12	2 m								
13															
14						-									
15			x 🤇		= (		2								
16		#Entries		\$/Entry		Total Payab	le								
17															

10. 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	B	C	D	E	F	G	Н		J	K	L	I
School ,	Event	First Name	Last Name	Selection	Author	Grade	Gender	First Name1	Last Name1	First Name2	Last Name2	1
Devils Lake H	Humorous In			Title Name	Author Name	12	m					