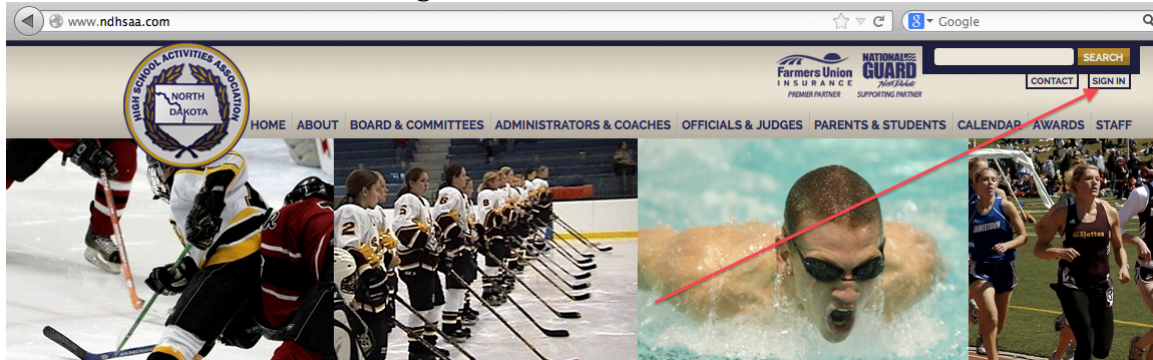


## Speech Create Event Help Screens

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

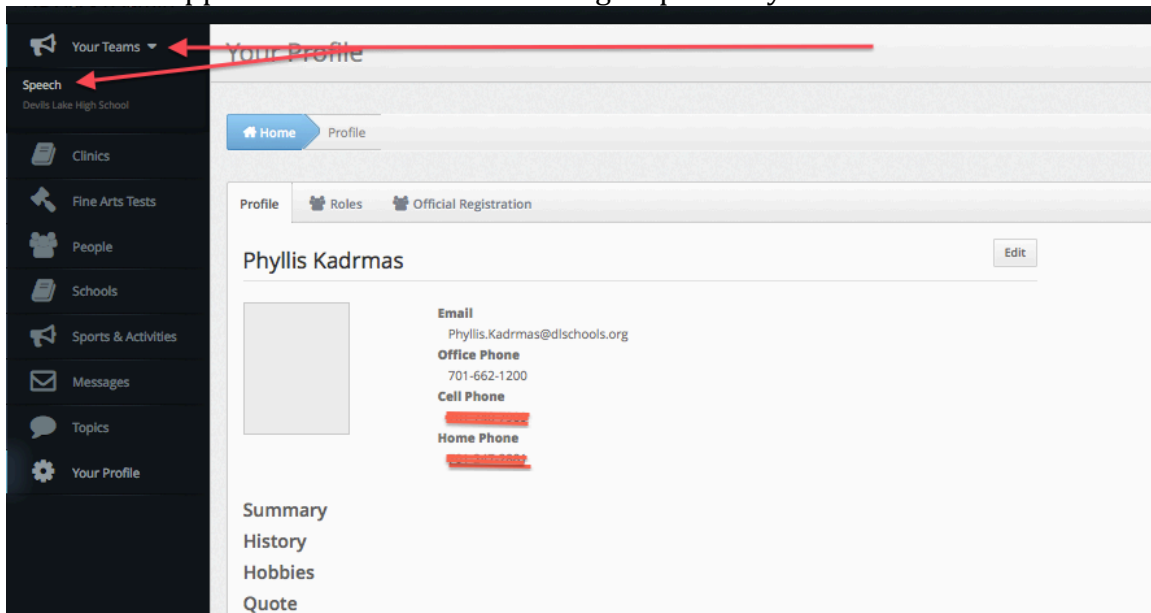
Go to [www.ndhsaa.com](http://www.ndhsaa.com) and sign in.



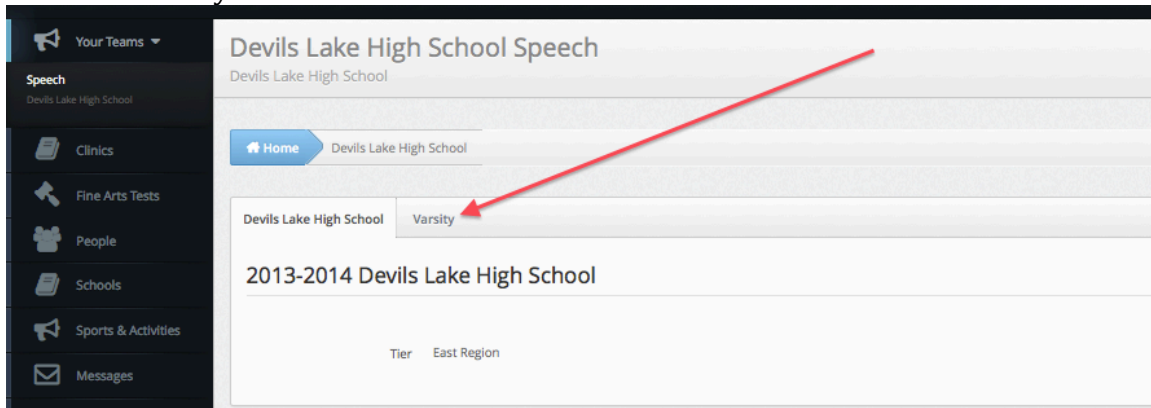
Enter Username and Password and click the Login button.

A screenshot of the login form on the website. The form is titled "Login" and contains three input fields: "Username", "Password", and a "Login" button. Red arrows point from the right side of the screen to each of these three elements. Below the login button are two links: "? Forgot Password" and "+ Create an Account".

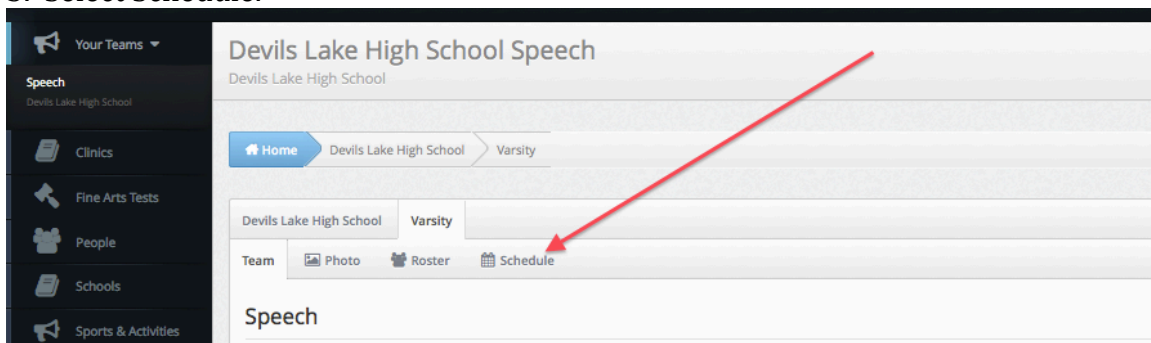
1. Go to the upper LH corner and select the group event you intend to create.



2. Select Varsity.



3. Select Schedule.



4. Click green Add a Meet button.

The screenshot shows the 'Devils Lake High School Speech' page. The left sidebar contains navigation links: Your Teams, Speech, Clinics, Fine Arts Tests, People, Schools, Sports & Activities, Messages, Topics, and Your Profile. The main content area has a breadcrumb trail: Home > Devils Lake High School > Varsity > Schedule. Below this, there are tabs for Devils Lake High School, Varsity, and a third tab. Under the Varsity tab, there are sub-tabs for Team, Photo, Roster, and Schedule. The 'Meets' sub-tab is active, showing a table with columns: Date, H/A, and Opponent. A green '+ Add a Meet' button is located above the table. A red arrow points to this button.

Date	H/A	Opponent
April 5, 2014 8:00am - 4:00pm	Away	Meet: 2013-2014 NDHSAA Test Speech Registration Venue: Grand Forks Central

5. Click green New Meet button to confirm.

The screenshot shows the 'Devils Lake High School Speech' page with the breadcrumb trail extended to 'Speech Meets'. The 'Meets' sub-tab is still active. A red arrow points to a green '+ New Meet' button located in the top right corner of the 'Meets' section.

Date	Name	Host	Teams	Register
February 15, 2014, 2:00am	Dr. Littlefield Shanley Speech Meet		Shanley High School	Register Deadline: February 15, 2014
April 5, 2014, 8:00am April 5, 2014, 4:00pm	2013-2014 NDHSAA Test Speech Registration		Devils Lake High School	View Registration Deadline: March 29, 2014

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).

**Meet Schedule**

Meet Name

Dates

Date	Start Time	End Time	Actions
<input type="text"/>	04:00 PM	04:00 PM	<a href="#">Remove</a>

[+ Add Date](#)

Statewide? ☐ This is a state-wide event

Registration Deadline

**Participating Schools**

Add Team   [+ Add Team](#)

School	Level	Home	Tier	Actions
Devils Lake High School	Varsity	<input checked="" type="checkbox"/>		<a href="#">Remove</a>

**Venue**

Venue  [OR - New Venue](#)

**Events**

Events ☐ *Check All*

- ☐ Dramatic Interpretation
- ☐ Extemporaneous Programmed
- ☐ Extemporaneous Speech
- ☐ Humorous Dramatic Due
- ☐ Humorous Interpretation

[Staging Fr](#)

7. Edit/Delete option here.

**Devils Lake High School Speech**

Devils Lake High School

[Home](#) [Devils Lake High School](#) [Varsity](#) [Schedule](#)

[+ Add Junior Varsity](#)

[+ Add a Meet](#)

Date	H/A	Opponent	Res.
February 15, 2014 8:00am - 4:00pm	Away	Meet: Devils Lake Invite Venue: Devils Lake	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> Deadline February 1, 2014
April 5, 2014 8:00am - 4:00pm	Away	Meet: 2013-2014 NDHSAA Test Speech Registration Venue: Grand Forks Central	<a href="#">Details</a> Deadline March 29, 2014