

WEB ENTRY FORMS: ORAL INTERPRETATION, ONE-ACT PLAYS, and DEBATE & INDIVIDUAL EVENTS

The **only method that can be used** to enter students for **Oral Interpretation** (Class B District, Class A Region & Class AA State), **One-Act Plays** (Class B & A Region & Class AA State), or **State Debate** (Class AA & Class A) is through the use of the SDHSAA Web Entry Forms located in your SchoolZone.

To enter your students, the following process must be followed:

- 1) Go to the SDHSAA web site (www.sdhsaa.com) and click on “*School Zone*” from the *SDHSAA Zones* menu.
- 2) On the “*School Zone Login*” page, click on the name of your school and enter your school’s secure password (may need to obtain password from your Athletic Director or Principal).
- 3) After logging in, click on “*Fine Arts*” from the menu on the left and follow the prompts to the specific web form that you plan to submit and click on it.
- 4) When you bring up the entry form, your school’s name should automatically appear on the form. In addition:
 - A. **When making Oral Interp Entries:** The entry form for Class B schools should have their District Contest number and the District Contest Chairperson’s name appear on the form – the same should occur with Class A schools entering the Region Contest.
 - B. **When Making One-Act Play Entries:** The Class A or Class B Region Contest number should appear on the form.
 - C. Call the SDHSAA if you have problems with these features not appearing when you open the form.
- 5) **NOTE:** When filling in the forms, *all items must be completed before you can proceed to the next item.*
- 6) When completing the form, you can choose to “*Save and Print*” the form in order to proof your entry **OR** “*Submit and Print*” to complete your entry. **Remember, entries marked as “Saved” are not submitted – you must click the “Submit” option to finalize your entry.**
 - ❖ Class B District Interp, Class A Region Interp, Class B and Class A Region One-Act Play entries will be electronically submitted to the SDHSAA and accessed by the contest chairperson.
 - ❖ The Class AA Interp, Class AA One-Act Play and all State Debate (Class AA and Class A) entry forms will be electronically submitted to the SDHSAA.
- 7) After you submit the form on the web, be sure to ***print a hard copy of the form.*** You **must submit a downloaded and signed (by yourself and a member of the school administration)** hard copy of the entry form to the SDHSAA on or before the **fifth calendar day** after the entry deadline. If a signed hard copy is not submitted within the five calendar day time limit, the school will be assessed a \$50.00 late fee.

Web Form Points of Emphasis:

- 1) Submitting a form after the deadline date:
 - ❖ It should be noted that forms submitted after the deadline date will have that fact indicated on the SDHSAA office on-line program.
 - ❖ Late forms, unless the SDHSAA has approved of a late submission, will result in a \$50.00 late fee being assessed.
- 2) Coaches should make sure that they have all student names spelled correctly (and that the titles of all interp selections are correct as well as making sure that the requested source information is accurate) – the information supplied on the form will directly feed into the program database.
- 3) **To make entry additions or changes following the electronic submission deadline for the form** (i.e., when making additional contest entries, or changing a student’s name, or changing the title of a selection, etc.): Coaches/directors **MUST** call Ken Pickering (224-9262) **OR** e-mail Aaron Magnuson (aaron.magnuson@sdhsaa.com) at the SDHSAA with the specific information as to the changes being made (including the original information submitted and the corrected information).