

# INSTRUCTIONS FOR ENTERING JOURNALISM ROSTER

This year, the **only** way that you can receive High School Press Passes for students at your high school to cover a State High School Athletic Contest is by **first** submitting your Journalism roster online. The Journalism Roster form can be completed on the SDHSAA website.

**To submit your roster of journalism students, the following process must be followed:**

- 1) If you have not previously done so, [create a user account](#) on the SDHSAA website.
- 2) Login to the SDHSAA website ([www.sdhsaa.com](http://www.sdhsaa.com)) using the user name and password combination that you created when signing up for a user account.
- 3) After successfully logging in to the SDHSAA website, click **School Zone** and then click **Fine Arts** (under the 'School Zone Quick Links heading) on the "School Zone" page.
- 4) On the Fine Arts Page, select the **Journalism** tab (if not already selected), and finally click on **Fall Roster** or **Spring Roster**.
- 5) Once you bring up the form, your school's name along with newspaper and yearbook advisors' names should automatically appear on the form. Please contact the SDHSAA if your school name does not appear.
- 6) Add students to your roster by entering the information (first name, last name, grade, publication) on the left side of the page and then click **Add Student to Roster**. NOTE: When adding your Spring Roster, you can click the **Copy Roster from Fall Semester** button to have all of the students from the Fall Roster automatically copied to the Spring Roster. You can then make changes to the Spring Roster as needed.
- 7) Once you have completed the form **by listing all Newspaper and Yearbooks students** (all student names are displayed in list on middle of page), click the 'SUBMIT ROSTER' button. You may make changes to your roster up until the deadline date.

## Online Form Points of Emphasis:

- 1) Forms submitted after the deadline date for each semester **will not** be accepted by the SDHSAA.
- 2) Journalism advisors can make additions, deletions, or correct spellings of student names on their school's roster at any time **until the submission deadline date** for each semester. No further changes can be made after the submission deadline date for the semester.

## IMPORTANT:

You must submit a new roster of your journalism students EACH SEMESTER, even if there are no changes in the students. **REMEMBER:** all names must be re-submitted by the deadline for each semester.

## SUBMISSION DEADLINES:

\* 1st Semester – *October 1<sup>st</sup>*

\* 2nd Semester – *February 10<sup>th</sup>*