

INSTRUCTIONS FOR SUBMITTING ONLINE ENTRY FORMS: Oral Interp, One-Act Play, Debate and IE

The only method that can be used to enter students for Oral Interpretation (Class B District, Class A Region, Class AA State), One-Act Play (Class B/A Region, Class AA State), or State Debate & IE (Class AA/A) is through the use of the online entry forms located on the SDHSAA website.

To enter your 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) using the user name and password combination that you created when signing up for the account.
- 3) After successfully logging in to the SDHSAA website, click *Fine Arts* on the main Login Zone page.
- 4) On the Fine Arts page, select the *Speech* tab (if not already selected), and finally click on *Entry Form* for the desired activity.
- 5) Once you bring up the entry form, your school's name should automatically appear on the form. Additionally:
 - A. **When making Oral Interp entries:** The entry form for Class B schools should list your District Contest information (District number, chairperson's name, etc.). The same corresponding Region Contest information should be listed for Class A schools.
 - B. **When Making One-Act Play entries:** The Class A or Class B Region Contest number should appear on the form.
 - C. Please contact the SDHSAA office if the above information is not appearing when you open the form.
- 6) **NOTE:** When filling in the forms, *all items must be completed before you can proceed to the next item.*
- 7) When completing the form, you can choose to either *Save & Finish Later* in order to proof your entry **OR** *Submit & Print* to complete and submit your entry. Remember, "saved" entries are NOT submitted. You must click the *Submit & Print* button in order to complete your entry and officially enter your students. Once a form is submitted, you will no longer be able to edit it online.
 - ❖ Class B District Interp, Class A Region Interp, Class B/A Region One-Act Play entries will be electronically submitted to the SDHSAA and accessed online by the contest chairperson.
 - ❖ Class AA Interp, Class AA One-Act Play and all State Debate & IE (Class AA/A) entry forms will be electronically submitted to the SDHSAA.

Online Form Points of Emphasis:

- 1) It should be noted that forms submitted after the deadline date will be designated as LATE. Late forms will result in a \$50.00 late fee being assessed (unless approved by the SDHSAA for late submission).
- 2) Coaches should make sure that all student names are spelled correctly (and that titles and requested source information for all interp selections is correct as well) as information for the State Festival program is pulled directly from the information supplied on the online entry forms.
- 3) To make entry additions or changes following the electronic submission deadline, coaches/directors **MUST** contact Brooks Bowman (605-224-9261; brooks.bowman@sdhsaa.com) **OR** email Aaron Magnuson (aaron.magnuson@sdhsaa.com) with the changes being requested (please include both original and corrected information).