

## Registration Procedures

As some of you are finished with your contests, and others are about to start, here's a little prompt:

WHAT TO DO FIRST: (DURING THE CONTEST)

Use the District Results Workbook (attached and available from OMEA website) to record your winners, placers, and alternates. Please have the judge initial the results on the right of these pages! This is the official record of the contest. If you are doing this straight into the document (not hard copy), just type it in.

WHAT NEXT?(DOCUMENTATION)

Enter the results into the worksheet if you haven't already, save a copy for you, and send one to me at this email address.

This is the confirmation I will check registrations against for accuracy after you register.

THEN WHAT?(REGISTRATION)

Go to <http://schoolnet.osaa.org/state/solo/district.aspx> , obtain the password by emailing me at [mcglothir@verizon.net](mailto:mcglothir@verizon.net)/ Be sure to enter it in all caps just like you see it. Use the drop down menu to choose your district. Enter your contact information (where you want confirmations sent and the best contact number in case I have questions) Click on Add a Row and use the drop down menus to add students. Please remember the difference between place and alternate! Register your district's contestants, including alternates. There is no guarantee that they will be scheduled, but I must have their information here to have a chance.

Be sure to Save!

You will be sent confirmation of those you register.

WHAT DO THE DIRECTORS DO WHEN I'M DONE WITH THAT?

Once your registration is complete, you will have created profiles that director's can then update with the rest of the information. They cannot add students, only modify the ones you create.

Directors will get an email blast with instructions on how to complete the registration process. The basic method (for those who will ask you first) is to go to <http://schoolnet.osaa.org/state/solo/school.aspx> , enter their information, and update the student profiles found there. If they are missing, it means you didn't enter them. Once they enter the rest of the information needed, they will get a confirmation and it is no longer your problem.

IS THAT ALL?

Keep your records until after the state contest at least, in case there are issues. Now you are done!

Thanks for your assistance!

Rob