



Oregon School Activities Association

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OSAA Online Event Management & Ticket Report Form Instructions

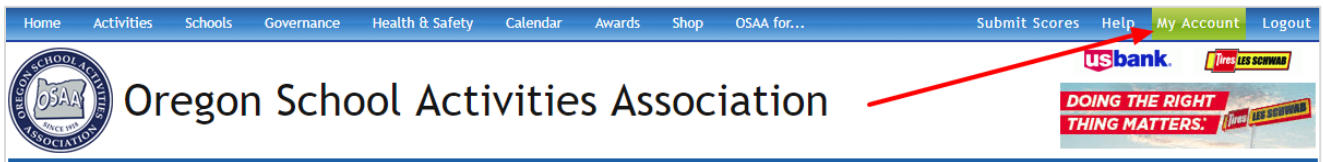
<http://www.osaa.org/account>

A. EVENT MANAGEMENT & TICKET REPORTS

Beginning in the 2017-18 school year, schools hosting OSAA playoff contests complete an online Event Manage & Ticket Report form. These forms report playoff expenses and ticket sales. Schools fill out the form online and submit the form to generate a printable version. Schools then print the form, get a signature from the Principal or Athletic Director, and mail the form with a check for the total ticket sales to the OSAA office within one week after the playoff contest.

B. ACCESS YOUR SCHOOL'S ONLINE TICKET REPORTS

Visit www.osaa.org and navigate to **My Account**. If you do not see the "My Account" link in the upper-right, click the "Login" link. After you log in, you are automatically redirected to your **My Account** page.



C. TICKET REPORTS - USERS MUST HAVE ADMINISTRATIVE ACCESS

Only school administrators have access to the online form. Your user account must be linked to a full member school as an administrator (Principal, Athletic Director, Activities Director, AD Secretary, etc.). If you do not see the **Ticket Reports** sub-tab, then your account does not have administrative access.

Bedrock High School [Weather] [Home] [Settings]

Bedrock High School [Remove School]

Your role with this school: Athletic Director

Event Management & Ticket Reports

The following table includes all 2017-18 OSAA playoff home contests hosted by Bedrock. To receive OSAA reimbursement, these forms must be completed. Please submit within one week of the contest.

| Status | Activity | Round | Date | Teams |
|--------------|---------------|-----------|----------------|---------------|
| > Start Form | 4A Volleyball | First (1) | Sat 10/28/2017 | TBD @ Bedrock |

Ticket Reports (highlighted with red arrow)

List of OSAA playoff contests you host

D. CREATING A NEW FORM

All OSAA playoff contests hosted by your school will be listed on the **Ticket Reports** sub-tab. You can see the status of every contest that requires an Event Management & Ticket Report form. Any form with a red dot has not been started yet. Begin by clicking the “» Start Form” link.

| Status | Activity | Round | Date | Teams |
|--|---|-----------|----------------|---------------|
|  » Start Form |  4A Volleyball | First (1) | Sat 10/28/2017 | TBD @ Bedrock |

Once your form is successfully initialized, you will see an instruction pane with details:

New Ticket Report Created

Your Form Was Successfully Started

Please Read This Information About Your New Form

Event Management & Ticket Report




Within one week after completion of each game, the host school shall submit an Event Management & Ticket Report from with a check for all gate receipts to the OSAA office.


Steps to Get Your OSAA Playoff Reimbursement

- 1 Complete the online Event Management & Ticket Report form.
- 2 Print off the generated printable version of the report form.
- 3 Mail the report form and a check for collected ticket sales to the OSAA office.

More details can be found in the [Event Management Information for Volleyball](#).

Using This Form

-  **Auto-Save:** Changes to your form are automatically saved after a field's value is confirmed (i.e. clicking outside of a text box or tabbing to another field.)
-  **Auto-Refresh:** Some fields will trigger your form to reload. You will see your page refreshed with updated information. These fields have a blue border.
-  **More Help:** Click the "Help" button anytime for detailed instructions. For technical assistance, contact OSAA Support: (503) 682-6722 x228 or support@osaa.org.

[Got it, let's get going](#) 

E. ACCESSING AN EXISTING ONLINE FORM

All OSAA playoff contests hosted by your school will be listed on the **Ticket Reports** sub-tab. You can see the status of every contest that requires an Event Management & Ticket Report form. Any form with a yellow dot has been started but not submitted yet. You can continue editing an existing form by clicking the “» Edit Form” link.



| Status | Activity | Round | Date | Teams |
|-------------|-----------------|-----------|----------------|---------------|
| » Edit Form | ● 4A Volleyball | First (1) | Sat 10/28/2017 | TBD @ Bedrock |

F. GENERAL STEPS

1. **Create the form** – Look at the list of contests on your **Ticket Reports** sub-tab, click “» Start Form”.
2. **Record event expenses** – Add any event management expenses to the form.
3. **Record ticket sales** – All ticket sales (Adult, Student, Reserved) must be reported on the form.
4. **Submit the online form** – Click the **Submit** button to generate a printable version of your form.
5. **Mail the form and check** – Print the form, sign it, and mail it with a check to the OSAA office.

G. FORM ACTIONS PANE

The buttons in the form actions section at the top of the form allow you to manage your form. Some buttons may not be available until the form’s status changes.

- Help – This will show a help dialog with specific information regarding how to use the form and what your next steps are in order to successfully submit the form.
- Run Check – This function will run a preliminary scan over your form to see if it is ready for submission or not. If your form passes this inspection, you will see that it is ready to be submitted. If your form fails inspection, a list of missing items will be displayed telling you what needs to be provided before you can submit your form.
- Submit – After you’ve provided all of the required information, click this button to submit your form and generate a printable version. The page will run a preliminary scan over your form. If there are any errors, you will be shown a list of missing items telling you what needs to be provided before you can submit your form. If successfully submitted, you will be shown a PDF version that you will then print, have your Principal or Athletic Director sign, and then mail with a check to the OSAA office.
- Print – Once you have submitted your form, you can return to your form and print another version. Click the print button to view a PDF version of your form. The print ability will become available after your form is submitted.


I. SUBMITTING YOUR FORM

Once you have provided all of the necessary information, you can submit your form to generate a printable version. **Note:** only submitting the form online does not mean you are finished. Print off the form and mail it to the OSAA office with a check. Once the OSAA office receives all of your information, a reimbursement check will be mailed to your school and this report will be marked as finished.

1. Print off your form.
2. Have your school's Principal or Athletic Director sign the printed form at the bottom.
3. Mail the form and a check for ticket sales to the OSAA office.
4. If you reported other approved expenses, include all receipts with the printed form and check.

I. FORM STATUS

If the form has not been started, it will be listed with a red dot and a link will be available to start the form.

| Status | Activity | Round | Date | Teams |
|------------------------------|---|-----------|----------------|---------------|
| » Start Form |  4A Volleyball | First (1) | Sat 10/28/2017 | TBD @ Bedrock |

Once your form has been initialized, it will appear with a yellow dot if it has not been submitted. You can start a form prior to the contest to start inputting information. You cannot submit a form until the contest has been completed and scores have been entered. Forms need to be submitted and mailed into the OSAA office within one week after the contest.

| Status | Activity | Round | Date | Teams |
|-----------------------------|---|-----------|----------------|---------------|
| » Edit Form |  4A Volleyball | First (1) | Sat 10/28/2017 | TBD @ Bedrock |

Once you have submitted your form, it will appear with a blue icon. If necessary, you can re-print your form to mail to the OSAA office by clicking the "Print" link. Print the form, sign it, and mail the form and a check for the total ticket sales to the OSAA office within one week after the contest.

| Status | Activity | Round | Date | Teams | |
|-----------------|---|-----------|----------------|---------------|-----------------------|
| Submitted 12/31 |  4A Volleyball | First (1) | Sat 10/28/2017 | TBD @ Bedrock | Print |

Once the OSAA has received your mailed form and your check for the total amount of ticket sales, the form will be marked as finished by OSAA staff.

| Status | Activity | Round | Date | Teams |
|----------------|---|-----------|----------------|---------------|
| Finished 12/31 |  4A Volleyball | First (1) | Sat 10/28/2017 | TBD @ Bedrock |

J. ADDITIONAL HELP

If you have any questions, please contact OSAA Business Operations Manager Candy Posey, candyp@osaa.org or (503) 682-6722 x225.