

## Ejection Report User Guide- Official

You must submit Reports using the online form provided here. All fields must be entered as you complete the form.

1. Select the Sport, Gender and Level of the contest for which you are submitting the report
2. Click the Event Date field to pull up a calendar- choose the date which the event took place
3. Click the Event Time drop down menu- choose the time which the event took place
4. Enter the name of the location of the event
5. Click the "Select a school" option for the Offending School
  - a. Begin typing the name of the school: a list of schools will appear for you to select in a matter of seconds- choose the appropriate Offending school
  - b. The name of the school, Athletic Director, and AD email address will appear for you once a school has been selected
6. Click the "Add a school" option for the Opponent School(s)
  - a. Begin typing the name of the school: a list of schools will appear for you to select in a matter of seconds- choose the appropriate school
  - b. Repeat this process to add more than one Opponent School (if necessary)
7. Click the "Add an official" option to select additional members of your Officiating crew
  - a. Begin typing the name of the official: a list of officials will appear for you to select in a matter of seconds- choose the appropriate official
  - b. Repeat as many times as necessary to completely identify members of your crew
8. Click the "Add a person" option to select the person you are reporting
  - a. Enter the first and last name of the individual
  - b. Select the coach, player, or other option
9. Select the type of report that you wish to submit
  - a. Ejection
  - b. Equipment
  - c. Sportsmanship
  - d. Injury
  - e. Facility
  - f. Concussion
10. Enter specific details about the issue. Please be as thorough as necessary in this official report
11. Use the Submit Report option to electronically send your Report to OHSAA and the school
  - a. Once you've submitted the report, this process is complete
12. In the event of an Ejection or Concussion, make sure that you contact the appropriate Principal or Athletic Director at the school to advise them of the situation.