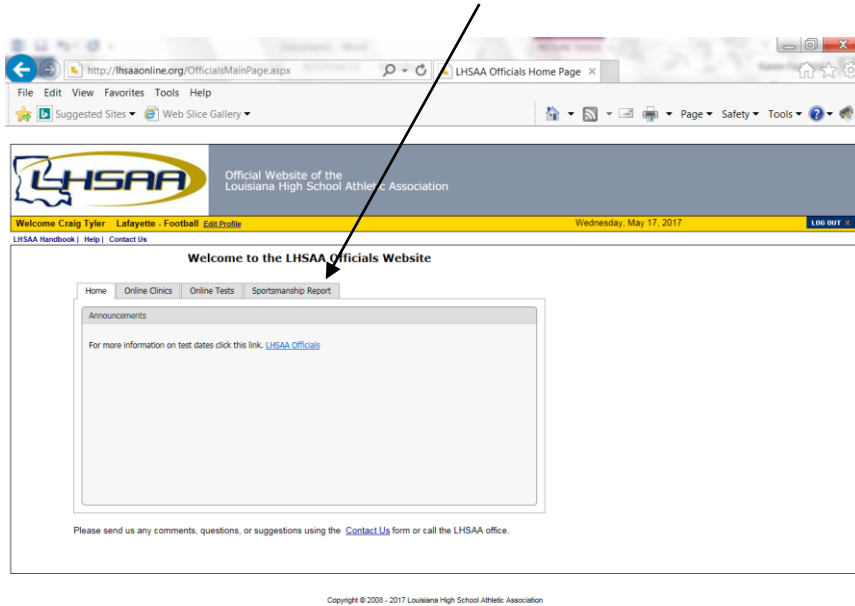
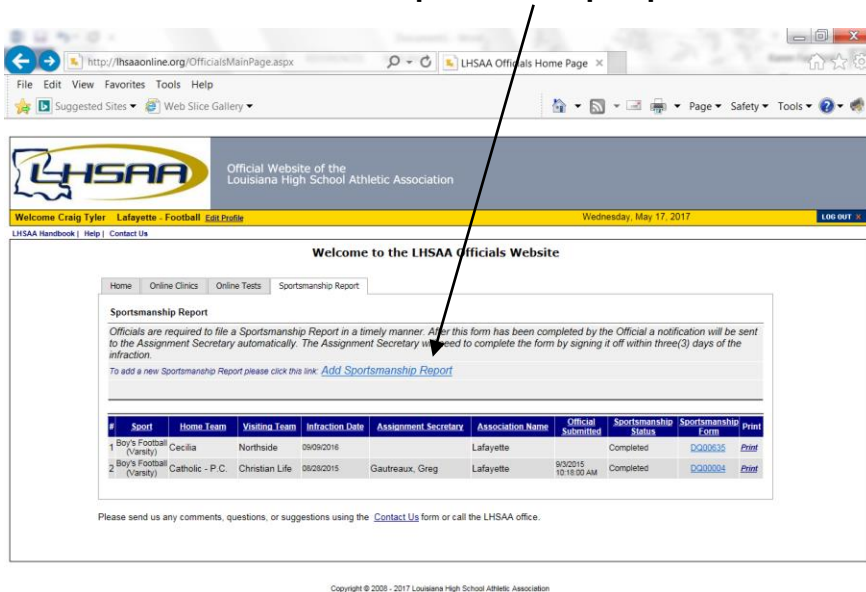


DIRECTIONS FOR REPORTING SPORTSMANSHIP VIOLATIONS

STEP 1: Officials are to login to the LHSAA Member Site (lhsaaonline.org) using your username & password, Select the “**Sportsmanship Report**” Tab.



STEP 2: Next, Select the “**Add Sportsmanship Report**” Tab.



DIRECTIONS FOR REPORTING SPORTSMANSHIP VIOLATIONS

STEP 3: Next, follow the prompts and complete the form online. You can save the report and return if you do not have all the information requested at the time. Don't forget to click on the "Submit" button at the bottom of the page once you have completed the form. The form will then be automatically forwarded to the Assignment Secretary to sign off on and then automatically sent to the LHSAA.

The screenshot shows a web browser window displaying the LHSAA Sportsmanship Report form. The browser's address bar shows the URL <http://lhsaonline.org/MainSportsmanshipForm.aspx?m=0>. The page features the LHSAA logo and contact information for the Louisiana High School Athletic Association, including the address: 12720 Old Hammond Hwy, Baton Rouge, Louisiana 70816, and phone/fax numbers: 225-296-5882 and 225-296-5919. Below the logo are "Save" and "Cancel" buttons. The main form is titled "SPORTSMANSHIP REPORT (Official's Form)" and contains the following fields and instructions:

- Instructions: "Officials are required to file a Sportsmanship Report in a timely manner. Please enter the information below starting with the infraction date and selecting the Sport and if it is a Varsity or Sub-Varsity sport." and "After this form has been completed by the Official a notification will be sent to the Assignment Secretary automatically. The Assignment Secretary will need to complete the form by signing it off within three(3) days of the infraction."
- Required fields: "Please enter infraction date." and "Please select one -- Please select Offense type."
- Infraction Date: A text input field with a calendar icon.
- Sport: Radio buttons for "Varsity" and "Sub-Varsity", and a dropdown menu set to "All".
- Type of Offense: A dropdown menu with the instruction "Please select one -- Please select Offense type".
- Home Team: A dropdown menu with the instruction "Please select one -- Please select Home Team".
- Visiting Team: A dropdown menu with the instruction "Please select one -- Please select Visiting Team".
- Official's Association: A dropdown menu with the instruction "Please select one -- Please select Official's Association".
- Official Making Report: A dropdown menu with the instruction "Please select one -- Please select Official making the report".
- Disqualified Player or Coach: A text input field with an "Add" button.
- Instructions: "Please add all the disqualified players or coaches in this contest by clicking the Add button."
- Description of events pertinent to the disqualification or reason for disqualification: A text input field.

The Windows taskbar at the bottom shows the system tray with the date and time: 10:45 AM, 5/17/2017.

Important: Sportsmanship Violations Are To Be Reported Within 48 Hours

