

# **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**



## **DISTRICT ATHLETIC BOARD VOTING INSTRUCTIONS**

**April 2020**

Voting for the annual District Athletic Board elections and Referendum Proposals will be conducted electronically through myOHSAA. Ballots will open on May 1 at 10:00 a.m. and close on May 15 at 4:00 p.m.

Building principals of OHSAA member schools are the only staff member that has access to submit these ballots through their myOHSAA accounts. [Click here to access the myOHSAA login screen](#). If you do not know your login credentials, click the Forgot Login link and enter your email address to have your login credentials sent to you. Please email Membership Services ([membershipservices@ohsaa.org](mailto:membershipservices@ohsaa.org)) should you require assistance.

Once you have logged into your myOHSAA account, you should see a two-paned screen. The left side of the screen provides access to the District Board election ballots. The right side of the screen provides access to the Referendum Proposals. Click the appropriate buttons to be directed to the ballots. If you do not see the two-paned screen upon log in, clear any dashboard notices that appear in **red**. Once these **red** items are cleared, the two-paned screen will appear. There is also a "Vote" icon that will display at the top of your screen next to the "Rules Meeting" icon. This "Vote" icon can be used to access the ballots as well.

If you need assistance in accessing your myOHSAA account or the ballots, please email Membership Services ([membershipservices@ohsaa.org](mailto:membershipservices@ohsaa.org)). Membership Services will respond as soon as possible between 7:30 a.m. and 5:00 p.m. weekdays.

Once the ballots have been submitted, your athletic administrator will have access to view your votes. They do not have access to submit the ballot or change any votes. The ballots will remain open through your myOHSAA account for editing until 4:00 p.m. on May 15.

The OHSAA is governed by the Constitution and Bylaws voted upon by member schools. Please take the time to carefully consider each referendum issue and how that issue will impact not only your school but also all schools within the association. We encourage you to discuss these items as well as review the list of District Board candidates with your athletic administrator prior to submitting the ballots.

Thank you for taking the time to consider these important items and for submitting your school's ballots prior to the deadline of 4:00 p.m. on May 15. As a reminder, member schools are required to submit the Referendum ballot prior to the deadline to avoid a penalty that will be determined by the OHSAA Board of Directors.