Ohio High School Athletic Association
2023 CENTRAL DISTRICT GYMNASTICS TOURNAMENT REGISTRATION & SEEDING INSTRUCTIONS

HEAD GIRLS GYMNASTICS COACH
Central District Gymnastics Tournament Registration & Seeding Procedures

ON-LINE TOURNAMENT REGISTRATION:
Tournament registration must be submitted on-line using the Central District web site (OHSAA.org/CDAB) to Bruce Gerber by **9:00 AM on Thursday, February 9.** At this time coaches will indicate the number of competitors they have in each event. Enter your Individual Competitors or Team Roster and include the grade level of each athlete. Double-check first name, last name and spelling, and only capitalize the first letter of each name. For seeding purposes only, a team is defined as four or more competitors per each event.

Team coaches will also complete the following information:
- team's season-to-date dual/tri/quad meet record against Central Ohio teams (invitational records should not be included)
- high team score with the date of competition
- a top three finish in any invitational (if the invitational has two divisions, only the "A" division should be reported)

Please follow the directions listed below.

DIRECTIONS FOR SUBMITTING TOURNAMENT REGISTRATION ON-LINE:
DEADLINE – 9:00 AM Thursday, February 9.
Go to OHSAA.org/CDAB, click on "Gymnastics" located in the drop down box labeled "Sports and Tournaments" in the left column.
- Click on "Coaches Login".
- At the login screen, enter your username and password from the instructions emailed to your athletic director on January 27.
- Click the "Login" button.
- Once your username and password have been accepted, click on "Submit Tournament Registration". Follow the web page instructions by completing each field**.**
- Then click "Submit". Your tournament registration will be automatically e-mailed to Bruce Gerber and confirmation will be sent to the entered e-mail address.

If you coach more than one team, each school must be entered separately using the school's assigned login.

TOURNAMENT SEEDING:

Coaches of teams (four or more participants in each event) must submit a seeding ballot on-line by **3:00 pm on Friday, February 10.**

> **Teams are seeded to provide a ranking of schools for the draw. Please take the time to compare the team information provided to make informed choices when you vote. The results will be sent to all coaches before the draw meeting.**

DIRECTIONS FOR SEEDING TEAMS ON-LINE: Beginning at 3:00 p.m. Thursday, February 9 through 3:00 p.m. Friday, February 10 - Team information will be available for coaches to view on-line OHSAA.org/CDAB.

1. **To view the team information**, go to OHSAA.org/CDAB, click on "Gymnastics" located in the drop down box labeled "Sports and Tournaments" in the left column. At the login screen enter your username and password from the instructions emailed to your athletic director on January 27.

   Once your username and password have been accepted, select "Central District Gymnastics Seed Ballot". Next you will see the team information summary. PRINT this page or use the link at the bottom of the page to print.

2. **To vote**, click the "Continue Seeding" button at the bottom of the team information web page from step 1. The on-line ballot will be displayed.
   - **YOU MUST SEED ALL TEAMS.**
   - **YOU MAY _NOT_ SEED YOUR OWN TEAM.**

   Voting must be completed by 3:00 p.m. Friday, February 10.

   - Enter your name, cell phone number, and e-mail address.
   - Follow the instructions on the ballot for seeding teams. Click the mouse and hold on a School Name in the "Available Teams to Seed" column and drag it over to the cell in the "Seeded Teams" column where you want to seed that school.
   - Once a team is in the "Seeded Teams" column, it can be moved up and down the list as needed by clicking the mouse and holding to drag that school. **All teams must be in the "Seeded Teams" column for the ballot to be valid.**
   - If you are finished voting for seeding, click "Submit Ballot". Your ballot will automatically be checked for errors. If no errors are detected, you will be directed to a confirmation page.
   - If you receive an error message, you must correct the error and re-submit the ballot.
   - Once you have confirmation, you are finished with voting and may exit the web site. Your ballot will be submitted for tabulation.

   If you coach more than one team, you must complete a ballot for each school you represent using the school's assigned login.

Please take the time to practice the log-in procedure BEFORE February 9 to be sure that your assigned user name and password are working. If you need technical assistance at any time during the process, please call or text message Bruce Gerber at 614-554-5124.