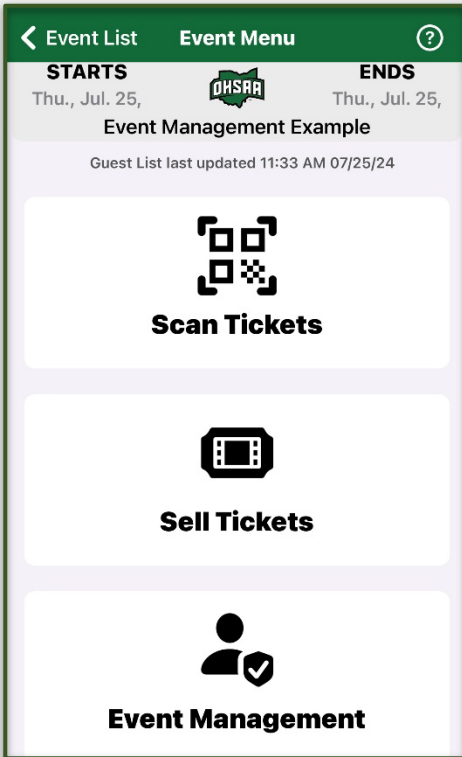




Ohio High School Athletic Association

Guide to User Reports and Reconciliation

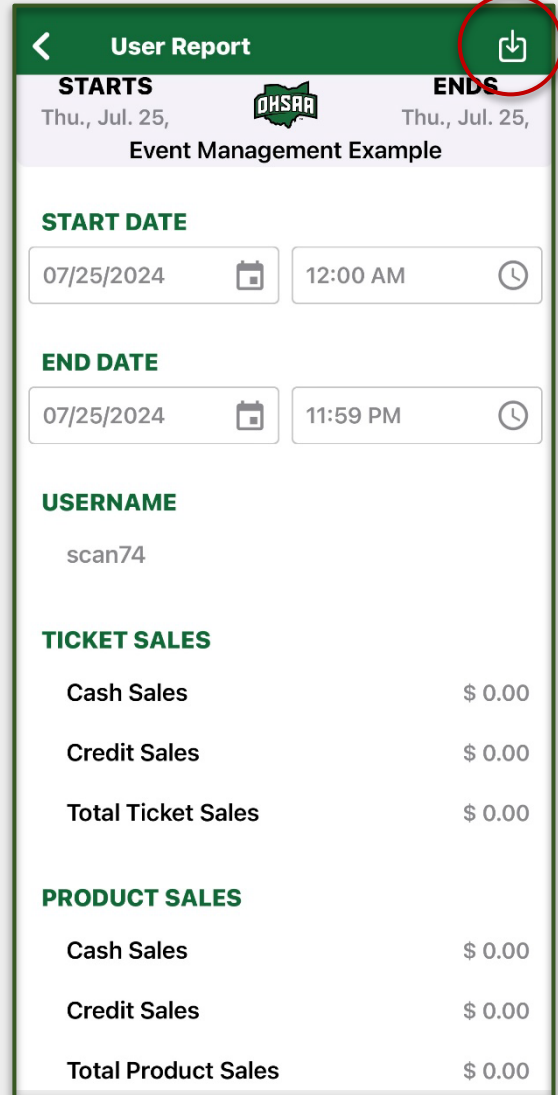
After hosting an OHSAA event, it is crucial that you download your User Report from the Gate App.



To do so, go back to the 'Event Menu', where you'll see a tab titled, "Event Management".

After clicking into 'Event Management', select the "User Report" option.

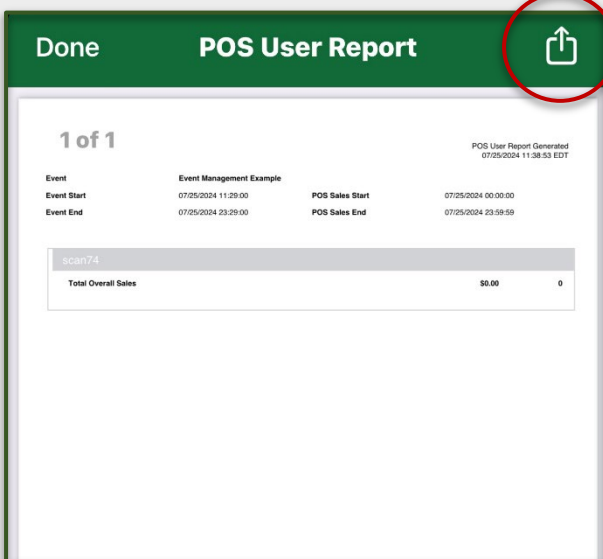
Once you're on the User Report page, do not change or adjust any of the fields.



On the 'User Report' page, click the download icon in the upper right corner, which will make a "POS User Report".

Once you see your 'POS User Report', click the export icon, also in the upper right corner.

You'll have the option to save the report to your device or email the report file to an address of your choosing.



After saving your POS User Report, use the data when filling out your District Financial Form.

Please note: You only have access to the User Report until 12PM the day after your event. If you fail to pull your report within that timeframe, please reach out.

If you have any questions, reach out to Claudia Markoff

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