

TO: Athletic Administrators and Head Football Coaches

FROM: Beau Rugg, Senior Director of Officiating and Sport Management
Angie Lawler, Director of Officiating and Sport Management

RE: 2020 Weekly Word-Week 4

What do you have to do to “OPT IN” for Playoffs

1. Accept the Tournament Entry Agreement in myOHSAA (Principal or Athletic Administrator).
2. Complete the required State Rules Meeting.
3. Mark 11-player football “YES” in the Tournament Entry area on myOHSAA (Principal or Athletic Administrator).
4. **The Deadline to “OPT IN” is this Thursday, September 17.**

Regulations and Playoffs

1. New Regions will be drawn on Friday, September 18.
2. Coaches will submit “bio” information on September 27-28 (Details will be sent next week).
3. Coaches will vote for seeding September 29 and 30 (Details will be sent next week).
4. Brackets will be posted October 1.
5. **Schools that have a “bye” round 1 may schedule a regular season game.**

Home Site in myOHSAA

In preparation for this year’s tournament, we need all schools participating in football to review their home sites listed in both myOHSAA and Arbiter. Please follow the instructions below to review and make any corrections to your home football field name and address.

1. Login to myOHSAA
2. Click on the Schools icon
3. Click on the blue button with your high school’s name
4. Click the My Facilities link along the left side of the screen
5. Next to Football – 11 player-Boys, click Edit Address
 - a. Add the Facility Name if it is missing
 - b. Make any corrections needed to the information. Note: It is imperative that the physical address be listed for your football field, the address entered will be displayed on the brackets available to the public.
6. Click Save

Home site in Arbiter

1. Login to Arbiter
2. If your home football field is located at the same address as your high school, proceed to step 4
3. Click on the Sites tab along the top, if your home site is listed proceed to step 4. Otherwise, follow these steps to add your home site.
 - a. Click the green Manage Satellite Sites button
 - b. If your home site is listed, check the box next to your home site
 - c. If your home site is not listed, click the blue Create New Site link and follow the prompts to add your site
 - d. Click I’m Done Managing Home Sites

4. Click on the Teams tab along the top
5. Click on Boys Varsity Football
6. Use the Site dropdown to select your site
7. If there are multiple venues at your site, click the Sub Site dropdown to select your subsite or use the Create New Sub Site option and follow the prompts to add your sub site
8. Click Save Changes at the bottom of the screen

Keep those masks on and distance!!

GOOD LUCK WEEK 4!

PLEASE EMAIL BEAU AT BRUGG@OHSAA.ORG WITH QUESTIONS