

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 4.2 (An Addendum!)

### **Playoff Information**

1. The tournament entry deadline is tomorrow, Thursday, September 17. «**Notes**»
2. New Regions will be drawn on Friday, September 18.
3. Coaches will vote for seeding September 29 and 30 (Details will be sent next week).
4. **Higher seeds will host AT LEAST through the Regional Semifinals.**
5. **The flat fee for hosting schools will be \$1600**
6. Brackets will be posted October 1.
7. **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](mailto:BRUGG@OHSAA.ORG) WITH QUESTIONS