



## School Emergency Contact Form: Verification Instructions through myOHSAA

The Emergency Contact Form is used by OHSAA tournament managers in the event they need to contact school personnel in an emergency. Athletic administrators are asked to view and submit the form. The forms will auto-populate with the information from the staff member's profile. Information on the form can be changed by the athletic department but it will only update the form. If further edits are needed, then the athletic administrator must let the coach or staff member know to update their myOHSAA account.

To Submit the Emergency Contact Form, please follow the below in instructions:

1. Login to [myOHSAA](#) and access the school page
2. On the left side task bar, click Emergency Contact Form, which is below tournament entry.
3. Click the "View" button next to the Swimming & Diving.
4. Review the contact form and make any necessary updates. Please note that anything listed in staff management will automatically display here.
5. Once everything is correct, review and authorize the information by check marking the box.
6. Click "Submit"

For further assistance, please contact Alexis Holderman at [aholderman@ohsaa.org](mailto:aholderman@ohsaa.org)