



## Oregon School Activities Association

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[www.osaa.org](http://www.osaa.org)



To: Athletic Directors and Head Volleyball Coaches

From: K.T. Emerson, Assistant Executive Director

Subject: OSAA Reminders for Volleyball Tournaments

This memo is intended to provide instructions regarding the OSAA website and volleyball tournament play. Remember that the school hosting the tournament is not responsible for inputting all the matches and results from the tournament. Each school is ultimately responsible for making sure their own schedule and match results are accurate following the conclusion of all tournaments.

Please contact K.T. Emerson ([kte@osaa.org](mailto:kte@osaa.org)) or Kris Welch ([krisw@osaa.org](mailto:krisw@osaa.org)) in the OSAA office if you have questions regarding any of this information. Best of luck throughout the rest of the season!

NOTE: Athletic Directors and Coaches must have registered for an account and be logged into the system to make any additions or changes, including submitting scores. For information, download Full OSAA Website Instructions at <https://www.osaa.org/docs/osaainfo/OSAAAccountInstructions.pdf>

### 1. ADDING A TOURNAMENT TO YOUR SCHEDULE

<http://www.osaa.org>

- a. Click on the Manage Account link on the top right of the main OSAA page. Under the Activities Program tab, scroll down to click on the appropriate team under Volleyball (pencil indicates what you have access to edit).
  - 1) Scroll down the page to review what events you have on your schedule. To edit a contest that is already on your schedule, click the pencil on the far left of the contest under the Status column. You may modify the team you played, time you played, etc. Click Update to save. If the contest is Live within the system and needs to be scored, hit the Submit Score button on the right-side column.
  - 2) The Add a Contest prompt comes up automatically on the main page you are editing. Input the necessary information and click Create Contest. (NOTE: Do not input volleyball tournament pool play matches.)
    - a) DATE & TIME – Click on the date field and select the date. Use the drop arrow to select the start time. NOTE: You may blank out the time field by deleting the information if you are at a tournament and aren't sure of the contest time.
    - b) HOME/AWAY – Click the button to change home/away designation. For neutral site contests, click the Neutral Site button underneath the Tournament button.
    - c) OPPONENT & LEVEL - Type the first few letters of your opponent's name and then select using the drop arrow.
      - ◆ NON-VARSITY TEAMS – Default is Varsity; select sub-varsity teams using the drop arrow.
      - ◆ OUT OF STATE/COUNTRY TEAMS – Click the Out-of-State button if your opponent is from outside Oregon. Select the state by using the drop arrow.
      - ◆ OPPONENT NOT KNOWN – Type in TBD or leave blank when you don't know your opponent. You'll need to come back and fill this in with the name of your opponent once it is known.
    - d) CONTEST TYPE – Click the type of contest that best describes this contest (Jamboree, Non-League, League, League Playoff, Play-In). **NOTE:** You must select a contest type, even for tournaments.
    - e) ENDOWMENT – Click the Endowment button if you plan for this contest to also be an Endowment Game. It will show as pending on your schedule until the OSAA office approves this request.

- f) TOURNAMENT – Click on the Tournament button and type the name of the tournament in the field.  
**NOTE:** If the Tournament button is selected, the contest will automatically be marked as being played at a neutral site. If you are hosting a tournament at your home facility or playing the host team at their home facility, you will need to unmark the Neutral Site button.
  - g) ALTERNATE LOCATION – Type the location of the contest when it's being held at a site located away from either school's campus (i.e. Hillsboro Stadium for Century football) or if the tournament name doesn't make it clear where the event is being played. Leave this field blank for contests played at either school's campus. For neutral site contests, click the Neutral Site button to the right.
  - h) CREATE CONTEST – Click the Create Contest button to add the contest to your schedule. Once the contest has been created it will appear on your schedule below (and on the other team's schedule).
- 3) Edit a Contest on this School Team's schedule by clicking the edit pencil on the far left Status column for that contest. You can edit any part of the contest and click the Update button on the bottom right to save your changes.
- a) CANCEL CONTEST – Click the Cancel Contest button to cancel a contest. A canceled contest will still appear on your schedule but will show as canceled.
  - b) DELETE CONTEST – Click the Delete Contest button to delete a contest. A deleted contest will be removed from your schedule. Once deleted, this contest cannot be recovered easily.

## 2. **POSSIBLE SCENARIOS FOR YOUR SCHOOL AT A TOURNAMENT**

NOTE: Please do not add any pool play results to the OSAA website. Only bracketed and/or round robin play using 2 out of 3 or 3 out of 5 sets should be added.

### a. **Team fails to advance out of pool play**

- 1) Go back in schedule through the Manage Schools link, click on the tournament, select edit team (leave TBD, you do not have indicate a team), select pool play and hit update. This would indicate a playing date was used even though a team only competed in pool play. Scores from pool play matches do not get added to the OSAA website.

### b. **Team advances out of pool play to play one bracketed match**

- 1) Go back into your team's schedule through the Manage Account link and click on this tournament.
  - a) Add the name of the school you played in the Opponent field.  
NOTE: Remember to remove the neutral site tag if you played the host team at its own facility or if you are the host team playing at your own facility.
  - b) Click on the Scoring tab at the top of the window. (NOTE: The Scoring tab will not appear until the contest's scheduled start time)
  - c) Fill in the overall match result (2-1, 3-0, etc.) and then type in the individual set scores below. Click Save.

### c. **Team advances out of pool play to play more than one bracketed match**

- 1) Go back into your team's schedule through the Manage Accounts link and click on this tournament.
  - a) Add the name of the school you played in the Opponent field.  
NOTE: Remember to remove the neutral site tag if you played the host team at its own facility or if you are the host team playing at your own facility.
  - b) Follow the instructions listed above under ADDING A TOURNAMENT TO YOUR SCHEDULE to add all additional bracketed matches your team played in the tournament.
  - c) Click on the Scoring tab at the top of the window. (NOTE: The Scoring tab will not appear until the contest's scheduled start time)
  - d) Fill in the overall match result (2-1, 3-0, etc.) and then type in the individual set scores below. Click Save.