

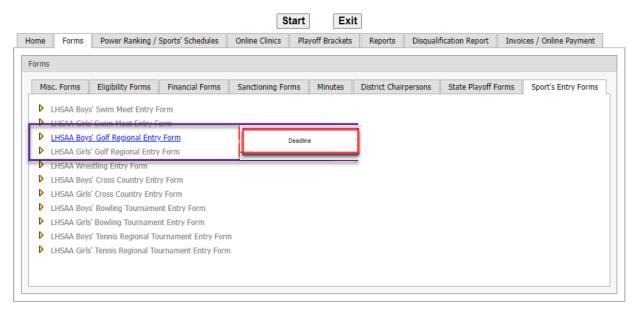
REGIONAL GOLF ENTRY INSTRUCTIONS

Deadline - Girls - April 11, 2024

Boys - April 18, 2024

The school's Principal, Athletic Director or Head Coach must complete a regional match financial form on the LHSAA member site. Instructions for this process are listed below.

STEP 1: The school's Principal, Athletic Director or Head Coach must log-in to the LHSAA member site, and click the "Forms" tab. This will take him/her to the screen below, where he/she will choose "Sport's Entry Forms."

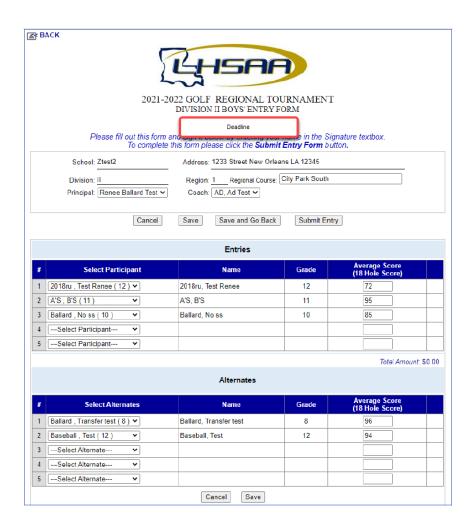


STEP 2: Once you click "Sport's Entry Forms" he/she will have the option to select "LHSAA Boys' Golf Regional Entry Form" or "LHSAA Girls' Golf Regional Entry Form." By clicking either one of those, they will be taken to this screen.



By clicking "Create New LHSAA Golf Entry Form" he/she will be brought to the entry form shown below.

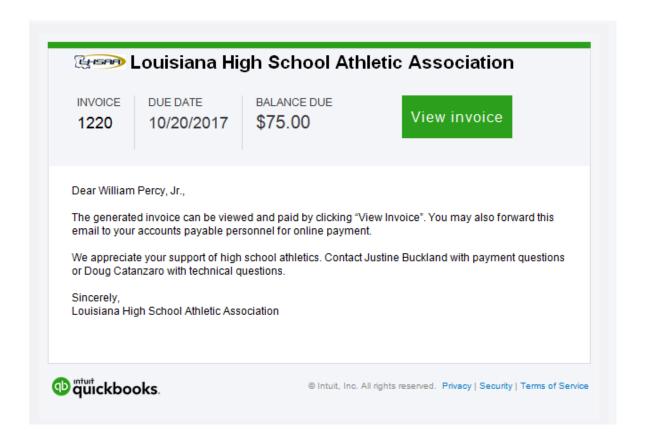
STEP 3: At this step, he/she will be asked to select the Principal and Head Coach from a drop down menu. If there is not a Principal or Head Coach listed, that means no one is registered on the LHSAA member site for that position at your school. Next, he/she will have to add the athletes they wish to enter into the regional match. Only athletes that are registered will appear. Once this is completed and the form is signed and dated, he/she will have the option to submit or save the entry form.



The image below shows both a submitted entry form and a saved one. If the entry form is only saved and not submitted, it can be edited up until the due date. Once an entry form is submitted, the financial form will be official and an invoice will be generated.



STEP 4: Once the entry form is submitted, an invoice will be generated and emailed to the Principal.



By clicking "View Invoice" he/she will then have the option to save/print a PDF version of the invoice or pay online via ACH payment. This process is the same system we have installed for this year's LHSAA Membership Dues and LHSCA Coaching Card Fees. If the school chooses to pay by check, it must be made payable to the LHSAA. It must be received by April 11, 2024 for Girls and April 18, 2024 for Boys. Mail all checks to:

Eric Held LHSAA Golf 12720 Old Hammond Hwy. Baton Rouge, LA 70816.