

Winter 2017-18: TOURNAMENT REFUSAL PROCESS

YOU MUST LOG IN ON THE NJSIAA WEBSITE! Go to Tab-Schools, Officials, Media and enter your Username and Password

The proper drop-down menu will not appear unless you LOG IN!

The Tournament Refusal Forms are interactive and automated.

The NJSIAA Winter Team Tournaments which utilize a Refusal Designation: Teams that don't want to enter and therefore will not be seeded by the Seeding Committee for the 2017-2018 Winter

Tournaments Include:

Boys Basketball -deadline 2/5/18

Girls Basketball-deadline 2/5/18

Ice Hockey-deadline 2/5/18

Boys Team Swimming-deadline 1/23/18

Girls Team Swimming-deadline 1/23/18

Wrestling Team-deadline 1/23/18

All other Winter sports are entry driven!

Process:

1. Go to Schools and click on the drop down: Tournaments/Tournament Forms
2. Select the tab, TOURNAMENT FORMS (may appear to the right of Tournaments or in some browsers you must click on the "white arrow" drop down and select Tournament Forms).
3. You will see "none", click on the arrow and Select "Winter" which is a drop-down menu.
4. A menu of the Winter Tournaments offered at your school will appear. The checked box means you WILL participate in the State Tournament and therefore just Click Save Participation or no need to do anything. (the default setting is participation with a check).

If you DO NOT WISH TO PARTICIPATE - UNCHECK THE TOURNAMENT (S) IN WHICH YOU DO NOT WANT TO PARTICIPATE AND **CLICK SAVE PARTICIPATION** when done. PLEASE KEEP IN MIND, A CHECKED BOX MEANS YOU ARE WILLING TO PARTICIPATE. You can always change your participation up until the DEADLINE Date posted at this site! No changes after the deadline will be honored.

5. IMPORTANT: If you don't see the sport listed- only those Winter Tournaments will appear for your school if that sport is listed in SCHOOL MANAGER. If a sport is missing in your school's drop down, add it in School Manager and notify kcole@njsiaa.org immediately. It is imperative that School Manager is accurate.

Any questions regarding this process should be directed to Kim DeGraw-Cole, kcole@njsiaa.org! Feel free to request confirmation.

Thanks for your cooperation.