

# NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691

Phone 609-259-2776 ~ Fax 609-259-3047

## NJSIAA DISQUALIFICATION FORM INSTRUCTIONS: Online DQ Form

ALL DISQUALIFICATIONS MUST BE DONE ONLINE! NO OTHER FORMS WILL BE ACCEPTED. IF YOU HAVE ANY PROBLEMS OR QUESTIONS PLEASE FEEL FREE TO CONTACT TAWANDA BENNETT @ 609-259-2776 OR E-MAIL [tbennett@njsiaa.org](mailto:tbennett@njsiaa.org)!

1. Go to [www.njsiaa.org](http://www.njsiaa.org)
2. Click on Tab (upper right-hand corner) "NJSIAA Login".
3. Enter **dq** (lowercase) in both the Username and Password fields and click the Blue Login! Ignore the name that appears-nothing you need to do here. You are now logged in to the NJSIAA site.
4. Go to Officials and click on the drop-down menu: Click on the Disqualification Form.
5. The Disqualification Form will appear.
6. Complete the form: The player/coach number field must be filled out. If there is no number, please put N/A in that field (Example track doesn't have a jersey number therefore you would put N/A in the number field.
7. Your name and e-mail must be filled in. Once you receive your e-mail confirmation, please forward this e-mail to your Chapter Secretary.
8. YOU MUST NOTIFY THE OFFENDING SCHOOL OF THE DQ VIA PHONE CALL (Normal procedure).
9. Tony Maselli, Tawanda Bennett and the Offending School will receive automatic notification once the completed Disqualification Form is submitted.