



## OSAA Tennis Additional Seeding Information

<http://www.osaa.org/tennis>

*It is the responsibility of the coach to ensure that the OSAA receives any additional seeding information (ASI) using the online form. The OSAA and the seeding committee will not be held accountable for not seeding a participant for whom additional information has not been supplied beyond the published league or special district results. Only the online ASI form will be used to accept additional seeding information.*

### A. ACCESSING THE ONLINE FORM

Go to [www.osaa.org/tennis](http://www.osaa.org/tennis) and click the state registration link on the AD and Coach Information page. You can also use this direct link: <http://www.osaa.org/forms/registration/btn>.

The online form landing page has two columns. The left column is for District Tournament Results which is used by district meet directors to provide the names and schools of state qualifiers. The right column is for Additional Seeding Information to be input by tennis coaches.

### Boys Tennis Championship Registration

[Switch to Girls](#)

[Close](#)

#### District Tournament Results

This form is for **District Directors** to submit district tournament results and name state qualifying participants.

#### Additional Seeding Information

This form is for **Coaches** to submit additional seeding information for their team's state qualifying participants.

### B. USERS MUST BE LOGGED IN

Only school administrators and tennis coaches with a registered OSAA website account have access to the online ASI form.

If you access the form and are not logged in, the page will display instructions for logging in; you'll see "This Form Is Unavailable – No Access".

Click the link in step 2 to be redirected to the login page. Use your email address and password to log in and you'll be redirected back to the ASI form.

#### Instructions

1. You must be **logged into your OSAA website account in order to access this form**.
2. **Click here** to log in, after which you will be redirected back to this page.
3. You can switch to the Girls Tennis form by clicking the **Switch to Girls** button at the top of the page.
4. **Note:** All additional seeding information must be submitted by 11:59 PM Saturday, May 11, 2019 using this online form.

For questions, contact KT Emerson at (503) 682-6722 x227 or by e-mail to [kte@osaa.org](mailto:kte@osaa.org). For technical assistance, you can email [support@osaa.org](mailto:support@osaa.org).

**This Form Is Unavailable - No Access**

### C. NO QUALIFIERS LISTED

If the form displays “The Form Is Unavailable – No Qualifiers”, then your school has no qualifiers listed on the district results. This could be because of the following reasons:

- Your school did not have any singles or doubles qualifiers from your league meet.
- The district meet director has not submitted district results, yet.

**Instructions**

1. No participants from your school have been submitted as state qualifiers. You must wait for your league or special district results to be submitted before accessing this form.
2. You can switch to the Girls Tennis form by clicking the **Switch to Girls** button at the top of the page.
3. **Note:** All additional seeding information must be submitted by 11:59 PM Saturday, May 11, 2019 using this online form.

For questions, contact KT Emerson at (503) 682-6722 x227 or by e-mail to [kte@osaa.org](mailto:kte@osaa.org). For technical assistance, you can email [support@osaa.org](mailto:support@osaa.org).

### This Form Is Unavailable - No Qualifiers

### D. SELECT A QUALIFIER

State qualifiers for your school will be listed in a drop-down menu grouped by singles or doubles. Select a qualifier from the list. To view the other gender (i.e. switch to girls from boys), click the **Switch to Girls** button at the top of the form.

**Instructions**

1. Select your state qualifier from the list below.
2. Click the **View/Edit** button to add or modify additional seeding information for the selected participant.
3. You can switch to the Girls Tennis form by clicking the **Switch to Girls** button at the top of the page.
4. **Note:** All additional seeding information must be submitted by 11:59 PM Saturday, May 11, 2019 using this online form.

For questions, contact KT Emerson at (503) 682-6722 x227 or by e-mail to [kte@osaa.org](mailto:kte@osaa.org). For technical assistance, you can email [support@osaa.org](mailto:support@osaa.org).

You must select a single qualifier (or qualifying pair) from the drop-down list and provide their seeding information one at a time. Once a qualifier is selected, click the **View/Edit** button to the right of the drop-down list.

### Boys Tennis State Qualifiers

#### Qualifiers

Barney Rubble	▼
<b>Singles</b>	
Fred Flintstone	
Barney Rubble	
<b>Doubles</b>	
Bam Bam Rubble / Dino Flintstone	

[View/Edit](#)

### E. INPUTTING SEEDING INFORMATION

Once you have selected a qualifier or qualifying pair from the drop-down list, click the **View/Edit** button to bring up their additional seeding information.

You can provide the following optional information:

- The grade in school for the qualifier (or respective grades in school for qualifying pairs)
- The name of the team’s coach; default is the information listed for your school
- Your name as the individual providing the seeding information; default is your user name
- The qualifier’s season record: wins and losses
- Outstanding season matches including:
  - The date
  - Opponent
  - Type of match (non-league, league, or district tournament)
  - Score
  - Result (Win or Loss)
- Any additional notes or comments about the qualifier



## OSAA Boys Tennis State Championships

## Additional Seeding Information

## Qualifier - Barney Rubble

School	Bedrock High School	Division	6A - Boys - Singles	
Grade	9 ▼	League	Rock Slate Interscholastic League	
Coach	Joe Rockhead	District Seed	6th	
Your Name	Joe Rockhead	District Placement	2nd	
2019 Season Record:	Wins	5	Losses	1

Outstanding 2019 Season Matches: *(List outstanding matches you believe will help in determining seeding.)*

Date	Opponent(s)	Type	Score	W/L
3/30/2019	Rick Slately	League ▼	6-0, 6-1	Win ▼
4/07/2019	Howard Rockman (2018 Boys Singles Champion)	Non-League ▼	2-6, 6-0, 1-6	Loss ▼

+ Add Match

Additional Information *(You can also provide additional information to the seeding committee below.)*

Returning state semi-finalist  
 Decisive win against Rick Slately  
 Great bowler

Save

Cancel

**F. SAVING ADDITIONAL SEEDING INFORMATION**

After inputting all of the desired seeding information for the qualifier, click the **Save** button. This will commit your input to the database and return you to the ASI form landing page. You can view past seeding information for any of your qualifiers and make any updates or changes until the deadline.

**G. ADDITIONAL SEEDING INFORMATION DEADLINE**

All additional seeding information must be provided online by 11:59 PM Saturday, May 11, 2019.