



Oregon School Activities Association
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Entering Schedules for 2023-2024

www.osaa.org

1. SELECTING A SCHOOL YEAR

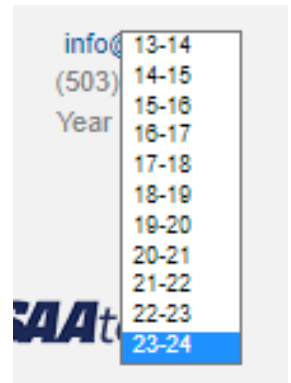
- a. The OSAA website remembers your school year viewing preferences. Generally, you will be looking at the current school year (2022-2023.)
- b. Whenever you are looking at a past or future school year, you will see a yellow alert box and/or a green bar indicating which school year you are viewing.

NOTE: You're viewing future information for YYYY-YY. [Click here](#) to update your preferences to the current school year, YYYY-YY.



THESE ALERT NOTIFICATIONS APPEAR WHENEVER VIEWING A PAST OR FUTURE SCHOOL YEAR.

- c. The website sets the current school year as the default year to display. To change the school year, use the school year drop-down list located in the footer on every page.
 - 1) In the footer of every page on the website, there is a "Year" drop-down located in lower-right.
 - 2) To enter in schedules for next year (2023-2024), select "23-24."
 - 3) Once you make a selection to a different school year, your page will automatically refresh.
- d. The website will remember your choice until you change it back. You can change back by using the year drop-down select in the footer or by clicking the special links in the alert boxes.



BE SURE TO DOUBLE CHECK WHICH SCHOOL YEAR YOU ARE LOOKING AT BEFORE ENTERING SCHEDULES.

2. INPUTTING/EDITING A SCHEDULE

- a. Follow the regular steps to enter in or edit your team schedules. [OSAA Account Instructions](#)

WHEN FINISHED, BE SURE TO RESET YOUR VIEW TO THE CURRENT SCHOOL YEAR