

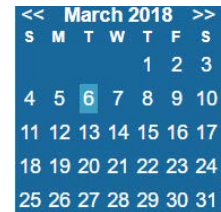
SportspakOnline—online Unsportsmanlike/Disqualification Form

Athletic directors, coaches and officials are now required to submit all unsportsmanlike/disqualification forms online via SportspakOnline as follows:

1. Navigate to your respective menu across the top of the SportspakOnline homepage – SCHOOLS, COACHES or OFFICIALS.
2. Click the UNSPORTSMANLIKE FORM link.
You will be prompted to log in.



3. Use the blue calendar on the right side of your screen to choose the date of the contest where the incident took place; click on the date, then the game number.
Note: Athletic directors may have more than one game on any given date.
The form will open.



Game information will automatically populate in various parts of the online form, including the game number, date, sport, level and competing schools/teams. Fields for SCHOOL are drop-down menus limited to the choices as pre-programmed within the game.

4. Enter the NAME(s) of the individual(s) involved in the incident and choose their SCHOOL affiliation from the drop down. Click the YES or NO radio button to indicate whether the individual was DISQUALIFIED.
5. Enter narrative information in the BRIEF DESCRIPTION OF INCIDENT and ACTION TAKEN text boxes. These are required fields.
6. Enter the NAME(s) of any SUPERVISORS and choose their SCHOOL affiliation from the drop down. Names and contact information of officials assigned to the game will automatically display toward the bottom of the form.
7. Click the SUBMIT button to save your report.

The form is titled 'SECTION VIII UNSPORTSMANLIKE BEHAVIOUR/INCIDENT/DISQUALIFICATION REPORT'. It contains the following sections:

- Game #: 755686**
- Sport TRACK BOYS, Level Varsity, Date 03/06/2018
- Home School SECTION VIII vs Opponent UNKNOWN
- Player(s) / Coach(es) / Official(s) / Spectator(s) Involved: A table with columns for Name, School, Numbers, and Disqualified (YES/NO radio buttons).
- Brief Description of Incident (Required): A large text input box.
- Action Taken (Required): A large text input box.
- Supervisor(s): A table with columns for Name, School, and Phone.
- Official(s) Assigned: A table with columns for Name, Number, and Phone, listing KAREN A WOHLRAB and CLAUDE NESSELRODE.
- Buttons: Submit and Close.

 Red arrows point from the instructions to the corresponding fields in the form.

The Section VIII Office will be notified automatically as reports are submitted; they will be reviewed and sent to all related parties.