

2011-2012 KSHSAA HEAD COACHES & SPONSORS

ONLINE RULES MEETINGS AND EXAMINATION DATES

The KSHSAA rules testing process for head high school coaches, head middle/junior high school coaches, and officials will continue to be administered online only. **Coaches/Sponsors are required to complete the exam within the date range for their respective activities.**

HEAD COACHES & SPONSORS: In activities in which a rules meeting is required, you **MUST** fulfill your rules meeting attendance requirement **ONLINE**. There are no longer any onsite rules meeting options **EXCEPT** in Gymnastics, Spirit, and Debate/Speech & Drama.

	Online Rules Meeting	Online Exam
Volleyball	August 1 - August 29	August 1 - September 2
Golf (Boys & Girls)	NA	Girls: August 1 - August 25 Boys: February 1 - February 24
Tennis (Boys & Girls)	NA	Girls: August 1 - August 25 Boys: February 1 - February 24
Football	August 1 - August 26	August 1 - August 30
Gymnastics	Onsite Only – Monday, August 29, 7 pm Shawnee Mission West HS	August 9 - September 9
Boys Soccer	August 8 - September 6	August 8 - September 8
Spirit	August 22 - October 16	NA
Debate, Speech & Drama	August 22 - October 16	NA
Wrestling	October 3 - October 27	October 3 - November 2
Basketball	October 5 - November 16	October 5 - November 22
Bowling	NA	November 1 - November 21
Swim/Dive (B&G)	NA	November 7 - December 7
Baseball	January 30 - March 21	January 30 - March 23
Softball	January 30 - March 21	January 30 - March 23
Girls Soccer	February 20 - March 20	February 20 - March 22
Track & Field	February 20 - March 30	February 20 - April 2

COACHES/SPONSORS: To login and take the exam or attend an online rules meeting you will need to use the unique Coach/Sponsor **USER ID** and **PASSWORD** for your individual school. The User IDs and Passwords **will be/were mailed to school administrators in mid July**. Please check with your principal and/or athletic director to obtain this information.

In the event that your login information has been misplaced, a **written request on school letterhead, signed by the principal or athletic director, must be faxed to the KSHSAA or an email request from a school administrator's email account is required**. Administrators also have the option to request the password be sent to their building principal's email account by using the **Forgot Your Password** link on the login page. User IDs and Passwords **will not be given out to coaches/sponsors over the phone or via email**.

PLEASE FOLLOW THESE INSTRUCTIONS FOR TAKING THE EXAM & ATTENDING THE ONLINE RULES MEETING. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE KSHSAA AT (785) 273-5329.

1. To take the exam and/or attend the online rules meeting, go to the KSHSAA web page at www.kshsaa.org and follow the directions below:
 - A. **Head High School or Head Junior High/Middle School coaches who are also Officials in the SAME SPORT should login with their SCHOOL'S COACH/SPONSOR CREDENTIALS.**
 - B. **Head High School coaches who are also a Head Junior High/Middle School coach in the SAME SPORT should login with their HIGH SCHOOL COACH/SPONSOR CREDENTIALS.**
 - C. Go to the **SCHOOLS** tab at the top of the page, click **Login**, and enter your login information: First Name, Last Name, School's User ID, and **Coach/Sponsor Password**. **If you try to login with the Administrator password, you will not have access to the exam or online rules meeting.** The user ID and password are case sensitive.
SCHOOL COACH/SPONSOR LOGIN INFORMATION: The name spelling **MUST MATCH EXACTLY** as it is listed in the online directory (i.e., if Timothy Smith is the name listed in the directory, Tim Smith will not have access to the exam and rules meeting). If your name is not listed in the online school directory, please consult a member of your administration and have him/her update the online directory for your access to the exam and online rules meeting.
2. Once logged in, click on **Exams & Online Meetings** at the top of the page. Click on **Take Exam** to access the exam, or click on the **Open** icon for the corresponding activity rules meeting.
3. **Please note the following instructions for taking the Sports Exam:**
 - A. **If you are a head high school coach and also wish to receive credit as an OFFICIAL and/or a JUNIOR HIGH/MIDDLE SCHOOL coach for a sports exam, enter those credentials when prompted after the exam.**
 - B. The exam consists of 50 questions. You may skip around to different questions within the exam, but you must answer all questions before the exam can be submitted. **YOU MUST COMPLETE THE ENTIRE EXAM IN ONE SESSION!** Logging off with an incomplete exam will result in you losing what you have completed up to that point and requiring you to start the exam over. **After completing all 50 questions, click the Submit All button**
 - C. After completing the exam please print both your answer sheet and question sheet. **Your answer sheet serves as confirmation of you taking the exam should a discrepancy arise.**
 - D. You can login to the KSHSAA website and view your score after the exam has been turned off. **ALL ONLINE SCORING IS FINAL!**
4. **Please note the following instructions for attending the Online Rules Meeting:**
 - A. In the **Exams & Online Meetings** section, click **Open** for the rules meeting you are attending.
 - B. Throughout the meeting there will be sets of questions you must answer. Failure to answer the questions correctly will restrict you from advancing through the meeting. You have the option to review previous slides to find the correct answers. There is no limit on the number of attempts to answer the questions correctly.
 - C. **Attendance will not be credited until the ENTIRE rules meeting has been viewed and all questions have been answered correctly.**
 - D. When complete, an attendance certificate will be available for print. **PLEASE** keep a copy for your records.
 - E. A combination head coach/official in the same sport is required to view two separate online rules meetings to receive credit for both positions. To access the official's online rules meeting, login with your official's number and password.
 - F. If you attend the online rules meeting as a High School Coach/Sponsor AND wish to receive attendance credit as a Junior High School Coach/Sponsor, call the KSHSAA at (785) 273-5329.