



# IMPORTANT! ACCESSING THE KAY HANDBOOK ONLINE



**The KAY Handbook materials are located on-line behind a KSHSAA issued sponsor/school password.**

Please follow these easy steps to access the Handbook:

1. **Go to the KSHSAA website** ([www.kshsaa.org](http://www.kshsaa.org))
2. **Click on the tab SCHOOL and login**
3. **Enter your school's sponsor/coach user ID and password** (please see you school administrator to receive this information, this has changed this year) and click on LOGIN
4. **Click on ACTIVITIES**
5. You will see KAY listed in the middle of the page with 5 choices
  - a. KAY Handbook
  - b. 2020-2021 Updated Materials
  - c. Membership Form
  - d. KLC Enrollment
  - e. Sponsor Session Registration

## 6. KAY HANDBOOK

Once you click on this title, you will see the Handbook cover design and on the left-hand side, 2 BOOKMARKS.

- a. The first/top BOOKMARK will allow you to scroll through the handbook. If you want to print the entire Handbook, this BOOKMARK will allow that.
- b. The second BOOKMARK will allow you to see and select a particular Section of the Handbook. The Table of Contents will provide information available in each Section. Click on the box with the + to the left of the Section you desire, and then you will have a list of the contents from which to select.

NOTE: All forms in Section 8 may be filled out online and printed, however, they are not capable of on-line submission.

## 7. 2020-2021 HANDBOOK CHANGES

Clubs are encouraged to retain a hard copy of the KAY Handbook for ease/availability. You may copy all updated materials for the 2020-2021 school year by clicking on either BOOKMARK.

## 8. MEMBERSHIP FORM

The KAY Membership Form and Goal Sheet are combined into 1 document. This form is an on-line interactive form (i.e., when the form is completed, you will click on SUBMIT to send it to the KSHSAA). Once received, you will receive an email from our office with an invoice for the amount of money owed for your membership dues.

Please direct questions to the KAY State Office ([cgleason@kshsaa.org](mailto:cgleason@kshsaa.org); [levans@kshsaa.org](mailto:levans@kshsaa.org))