# User Guide

www.mhsaa.com



See all that the Michigan High School Athletic Association has to offer with an account on www.mhsaa.com.

#### REGISTER FOR AN MHSAA ACCOUNT

Go to the Michigan High School Athletic Association website: www. mhsaa.com.

In the top, right of the home page, select **Register Now**. This will be a link below the login box.

The My MHSAA registration form will include email, first and last name, and password. Select **Register** to create your account, and access personalized MHSAA information.

You will receive a confirmation email. Return to the home page and log in with your email address and password. 1. Click **Register No**w link.



2. Complete My MHSAA registration form.



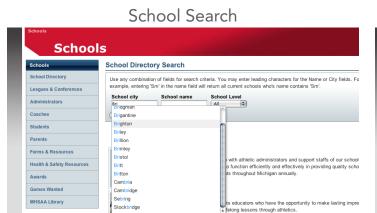
#### **VIEW SCHEDULES**

Check game, scrimmage, and practice schedules through www.mhsaa.com. Go to **Schools** in the main menu to get started.

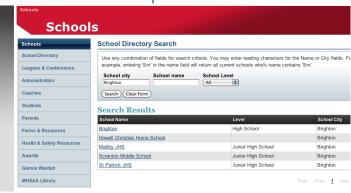
### Find School

Look to the **School Directory Search** in the Schools section. Enter the school name, city where the school is located, or grade level of the school. The city and school name will auto populate as you type, and may be selected from the drop-down list. Select **Search** to return the school results.

If there is only one possible result for a search, the next screen will be the profile page of that school. If multiple schools match the criteria, a list of schools will display. Choose the name of any school to view the profile.









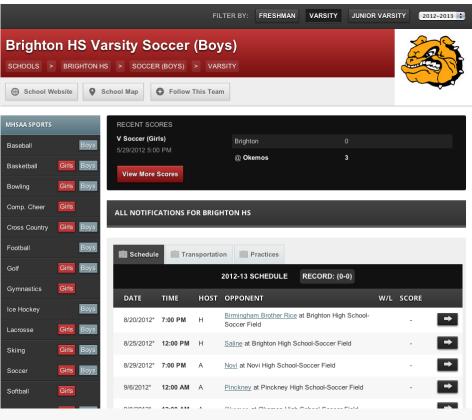
The profile of each school highlights links to the school map and website, recent scores, sports, and schedules.

# **Find Sport Team**

To find a school team for a specific sport, go to that school profile.

The left column—MHSAA Sports—on the school profile page includes a button (either Girls or Boys) for each sport team at that school. Select any button to view each sport team.



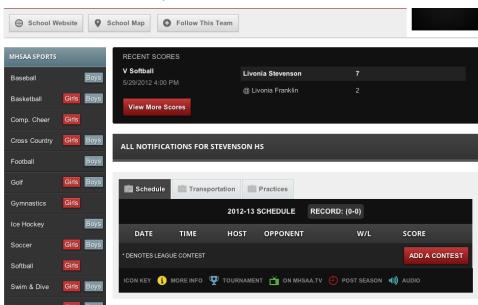


### **View Practices & Games**

Schedules are listed on each sport team page. Navigate to the appropriate page by searching the directory for the school, and selecting the sport button in the left menu.

For example, select the Girls button next to Basketball to view the Schedule, Transportation, and Practice tabs. On Schedule, check if event is a tournament contest or on www.mhsaa.tv, and add a contest.

# Sport Team Profile Tabs





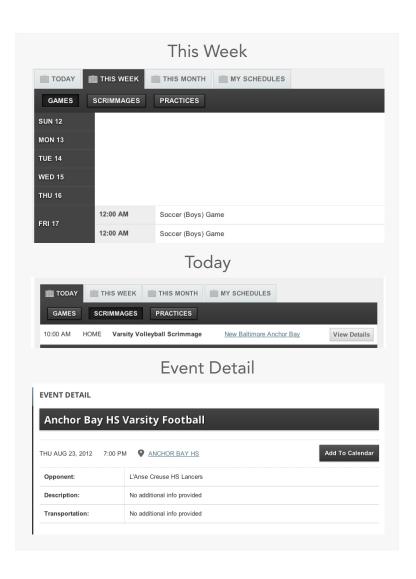
Schedules are also listed on each school profile page.

On the main school profile, all notifications for that school are listed in tabs, below the recent scores: Today, This Week, This Month, and My Schedules. Today and This Week may be sorted by selecting the Games, Scrimmages, or Practices buttons

View all events at the school on the This Month

Learn more about any event by selecting the event title on This Month or This Week, or by clicking the View Details button to the right of each event in Today. Select the Add To Calendar button on this screen to add an even to personal Outlook or iCal calendars.

The fourth tab, My Schedules, displays events for all teams you follow; be sure to log in to benefit from this tab, which makes it easy to compare game times across schools.

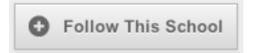


### **FOLLOW YOUR TEAMS**

Connect with the action at your school, for your favorite sport. Logged-in users may choose to follow a specific sport team at any school, or all teams at a school. There's no restriction on the number of schools or sports.

## Follow Entire School or Specific Team

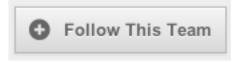
Go to the Schools page at www.mhsaa.com to find the **School Directory Search** tool. Enter as much information as you can about the city, school name, and school level to quickly find the correct school profile.



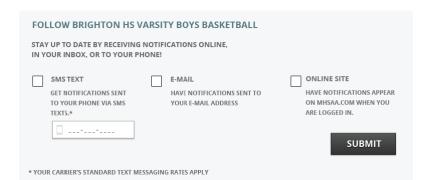
On the school profile page, just below the school name, is a header with a Follow This School button. Click this button to follow all varsity sport teams at this school.



For a specific sport team, locate a sport from any school profile page using the left-hand column MHSAA Sports. Once you are on a team profile page, click the Follow This Team button to add individual teams to your personal My MHSAA portal.



To follow a subvarsity team, go to Manage May Teams in My MHSAA. On the Add Teams tab, **Sport Level** can focus a search to 5th through 8th grade, as well as freshman, sophomore, and junior varsity teams.



When you follow a school or team, there will be a pop-up box to select which alerts to receive. Select any or all of the options: SMS, Email, and Web.

The button will then read "Following."



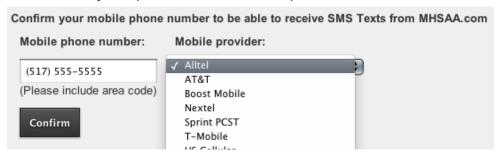
If you select SMS alerts but have not verified your phone number, an alert will appear in the "Follow" pop-up box as well as at the top of Manage My Teams.

# No MHSAA alerts are sent to unconfirmed phone numbers.

In the text box, enter your phone number and provider. Within a few minutes, a text message from www.mhsaa. com will give a personal code.

Enter your code in the verification text box and select the Verify button. If the confirmation was successful, a green message will display.

1. Enter your phone number and provider



2. Enter the verification code, which will be sent to that phone

A message has been sent to your phone. Please enter the confirmation code below. If you do not enter to confirmation code, you will not receive messages.	his
Verify  Please Note: You will still need to click the update button to save your followed team setting.	

3. After a successful confirmation, you will see an alert

Your mobile phone number has been confirmed.





# Manage Teams & Alerts

Your personal selections of followed teamed and alert types will appear in My MHSAA. Select the My MHSAA button in the top, right corner. On the next screen, select Manage My Teams from the bottom of the left-hand menu.

The first thing you will see is the Manage My Teams tabs, which shows a full list of every team you follow as well as two text boxes to filter results by school name and school city. Enter search criteria and select the Filter My Teams button for an updated list.

For each team, you may select to receive SMS text alerts, email alerts, or on-site alerts by clicking each of the corresponding icons in that row. To remove an alert type, click it a second time, which will turn the icon light gray.



This user will only receive email alerts; clicking the phone will start a text alert subscription.

On the Add Teams tab in My MHSAA, search all MHSAA member schools by name, city, or conference, as well

as by sport, sport level, and school level. Enter search criteria and select the **Search Teams** button for a results list below.

Click the alert icons next to any team in this list to subscribe to various alerts. The next time you visit the Manage My Teams tab, any newly-selected teams will appear on your list with the appropriate notification settings.

